



City Council Agenda  
May 28, 2024  
6:30 PM

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Robert Boese, Randy Klemm, Charlotte Thomas  
and Cindy Knox  
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 asks 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.)

**LCSO REPORT**

- 1. THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE**

**STAFF REPORT:**

Exhibit A: LCSO City Report for April 2024

**ACTION: DISCUSSION ONLY**

**COBURG POLICE TRAFFIC ENFORCEMENT REPORT**

- 2. THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM THE COBURG POLICE DEPARTMENT IF ONE IS AVAILABLE**

**STAFF REPORT:**

Exhibit A: Coburg 2024 1st Quarter Stats Report

**ACTION: DISCUSSION ONLY**

**NEW BUSINESS**

- 3. THE MATTER OF CONSIDERING AN ALTERNATE WORK SCHEDULE FOR CITY HALL STAFF**

**STAFF REPORT:**

Exhibit A: February 13th 2024 Staff Report

Exhibit B: Section of City Council Minutes from February 13, 2024

Exhibit C: Residents Survey

Exhibit D: Survey Results Summarized

Exhibit E: Employee Survey Summarized

Exhibit F: OAMR Email Responses

**ACTION: TBD: (MOTION TO APPROVE AN ALTERNATE WORK SCHEDULE FOR CITY HALL STAFF AS DISCUSSED TO BE EFFECTIVE \_\_\_\_.)**

**4. THE MATTER OF DISCUSSION, AND STARTING THE PROCESS TO OFFICIALLY UPDATE HARRISBURG BUILDING PERMIT FEES TO MATCH THOSE OF JUNCTION CITY**

**STAFF REPORT:**

Exhibit A: Proposed Harrisburg Building Permit Fees

Exhibit B: Current Harrisburg & Former JC Building Permit Fees

**ACTION: DISCUSSION – MOTION TO DIRECT THE CITY ADMINISTRATOR TO START THE STATUTORY PROCESS TO UPDATE THE CITY’S BUILDING PERMIT FEES**

**5. THE MATTER OF APPROVING A PARADE PERMIT FOR THE HARRISBURG OLD-FASHIONED 4<sup>TH</sup> OF JULY PARADE**

**STAFF REPORT:**

Exhibit A: 4<sup>th</sup> of July Parade/ODOT Parade Permit Packet

**ACTION: MOTION TO APPROVE THE PARADE PERMIT FOR THE HARRISBURG 2024 OLD-FASHIONED 4<sup>TH</sup> OF JULY PARADE**

**6. THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A PUBLIC EVENT PERMIT FOR THE 72<sup>ND</sup> YEAR OF THE HARRISBURG OLD FASHIONED 4<sup>TH</sup> OF JULY**

**STAFF REPORT:**

Exhibit A: Public Event Application

**ACTION: MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE THE PUBLIC EVENT PERMIT FOR THE 72<sup>nd</sup> YEAR OF THE HARRISBURG OLD-FASHIONED 4<sup>TH</sup> OF JULY CELEBRATION AS CONDITIONED**

**OTHER ITEMS**

**ADJOURN**

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

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

**STAFF REPORT:**

Exhibit A: LCSO City Report for April 2024

**ACTION:                   DISCUSSION ONLY**

**THIS AGENDA BILL IS DESTINED FOR:** Work Session Agenda, May 28, 2024

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	N/A

**STAFF RECOMMENDATION:**

**Staff recommend that City Council review the attached reports and prepare any questions for LCSO Staff.**

**BACKGROUND INFORMATION:**

Sergeant Frambes will be providing the April 2024 **(EXHIBIT A)** Linn County Sheriff Office City Report this evening.

If the reports are provided in time for the agenda process, they will be attached as exhibits. If they are provided after that point, but prior to the meeting, then Staff will forward them via email to Council members and will print them in time for the meeting. (LCSO Reports not appearing in the Council Agendas will be provided in the Minutes for that meeting instead.) This process gives Council the chance to review responses and actions in relation to both criminal and non-criminal activities by LCSO deputies in town monthly.

**REVIEW AND APPROVAL:**

<i>Lori Ross</i>	05/16/2024
Lori Ross/ City Recorder	Date







**MONTHLY BULLETIN OF DISPATCHED  
CALLS AND CASES  
FOR CONTRACT CITIES**

1.

This Report Encompasses: 4/ 1/24 to 4/30/24

Total Incidents This Month: **191**

Incident Information:	Description
<p>CAD# 2024062889 TIME: 4/1/2024 2:41:12AM CASE# CAD Only HBRG CAD CALL COMPLETE</p>	<p>PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG</p> <hr/> <p>Deputy patrolled park</p>
<p>CAD# 2024063033 TIME: 4/1/2024 10:06:54AM CASE# CAD Only HBRG</p>	<p>POCKET DIAL LCSO AND CRCC Reported at Block of 200 S 6TH ST HBRG</p> <hr/> <p>Accidental dial</p>
<p>CAD# 2024063211 TIME: 4/1/2024 1:53:09PM CASE# CAD Only HBRG CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 800 N 7TH ST HBRG</p> <hr/> <p>Caller reporting a suspicious vehicle and person in Harrisburg. The person was contacted but no crimes were committed/observed and the person declined assistance.</p>
<p>CAD# 2024063298 TIME: 4/1/2024 4:10:00PM CASE# CAD Only HBRG CAD CALL COMPLETE</p>	<p>INFORMATION ONLY REPORT Reported at Block of 800 S 9TH ST HBRG</p> <hr/> <p>Deputies answer questions regarding child protective orders.</p>
<p>CAD# 2024063366 TIME: 4/1/2024 5:23:07PM CASE# CAD Only HBRG CAD CALL COMPLETE</p>	<p>PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG</p> <hr/> <p>Deputy patrolled Eagle Park.</p>

**Incident Information:****Description**

1.

CAD# 2024063398  
 TIME: 4/1/2024 6:22:27PM  
 CASE# CAD Only  
 HBRG

STABBING GUNSHOT Reported at Block of 800 TERRITORIAL ST HBRG

Call accidentally created for LCSO. Juvenile stepped on a rake and injured foot.

CAD# 2024063468  
 TIME: 4/1/2024 8:06:58PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

NOISE DISTURBANCE Reported at Block of 900 S 6TH ST HBRG

Caller reported noise ordinance violation, A Deputy arrived and didn't hear anything. Spoke to the resident about the city's noise ordinance code to prevent future calls.

CAD# 2024063515  
 TIME: 4/1/2024 9:07:18PM  
 CASE# CAD Only  
 HBRG

911 HANG UP CALL Reported at Block of 400 S 2ND ST HBRG

Unknown reason for call.

CAD# 2024063815  
 TIME: 4/2/2024 10:34:38AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Deputy patrolled Eagle Park.

CAD# 2024063876  
 TIME: 4/2/2024 12:03:51PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 200 S 3RD ST HBRG

Deputy assisted Harrisburg Fire with traffic control for a structure fire .

CAD# 2024063990  
 TIME: 4/2/2024 2:09:07PM  
 CASE# CAD Only  
 HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 300 SOMMERVILLE AVE HBRG

No Public Narrative.

**Incident Information:****Description**

1.

CAD# 2024064342  
 TIME: 4/2/2024 9:46:30PM  
 CASE# CAD Only  
 HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 400 LASALLE ST HBRG

No Public Narrative.

CAD# 2024064568  
 TIME: 4/3/2024 8:51:49AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 700 S 3RD ST HBRG

Driver warned for equipment violation

CAD# 2024064602  
 TIME: 4/3/2024 9:57:57AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 600 TERRITORIAL ST/N 7TH ST HBRG

Deputy contacted individual selling items on the sidewalk and warned them they needed to have a permit to continue selling.

CAD# 2024064738  
 TIME: 4/3/2024 1:27:20PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FRAUD Reported at Block of 400 S 2ND ST HBRG

Person made post using another person's name on Craigslist. Caller wanted this documented.

CAD# 2024064789  
 TIME: 4/3/2024 2:31:46PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 600 N 8TH ST HBRG

dog complaint

CAD# 2024065216  
 TIME: 4/4/2024 8:53:43AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 600 SMITH ST HBRG

Juvenile locked themselves and an infant in a vehicle because they did not want to go to school. Opened door for caller.

**Incident Information:****Description**

1.

CAD# 2024065351  
TIME: 4/4/2024 12:15:52PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 800 S 9TH ST HBRG

Parking complaint. Deputy tagged a vehicle to be towed and contacted the owner to advise it needed moved ASAP.

CAD# 2024065477  
TIME: 4/4/2024 3:13:17PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 600 N 7TH ST HBRG

911 hang up call. Deputy responded and learned it was an accident.

CAD# 2024065614  
TIME: 4/4/2024 6:25:01PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 400 LASALLE ST HBRG

Deputy responded to 911 hang up call. Accidental dial.

CAD# 2024065632  
TIME: 4/4/2024 7:15:40PM  
CASE# CAD Only  
HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 800 SIUSLAW PL HBRG

CAD# 2024065792  
TIME: 4/5/2024 1:26:53AM  
CASE# CAD Only  
HBRG  
EXTRA PATROL

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Extra patrol through city park.

CAD# 2024065794  
TIME: 4/5/2024 1:34:08AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 300 TERRITORIAL ST HBRG

Security check of businesses at location. All secure.

**Incident Information:****Description**

1.

CAD# 2024065817  
TIME: 4/5/2024 3:08:57AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 200 S 6TH ST HBRG

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Security check at middle school. All secure.

CAD# 2024065822  
TIME: 4/5/2024 3:18:58AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 500 LASALLE ST HBRG

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Extra patrol conducted

CAD# 2024065826  
TIME: 4/5/2024 3:32:18AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 400 S 9TH ST HBRG

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Security check at the high school. All secure.

CAD# 2024065924  
TIME: 4/5/2024 9:25:21AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 800 N 7TH ST HBRG

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dog complaint

CAD# 2024065948  
TIME: 4/5/2024 9:55:14AM  
CASE# CAD Only  
HBRG  
WARNING ISSUED

PARKING COMPLAINT Reported at Block of 100 N 3RD ST/SMITH ST HBRG

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Truck driver warned for parking in the center turn lane .

CAD# 2024066049  
TIME: 4/5/2024 12:03:21PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

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Deputy patrolled Eagle Park.

**Incident Information:****Description**

1.

CAD# 2024066069  
 TIME: 4/5/2024 12:24:27PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 500 S 3RD ST HBRG

Operator warned for equipment violation.

CAD# 2024066078  
 TIME: 4/5/2024 12:32:24PM  
 CASE# CAD Only  
 HBRG

NON 911 ISSUE Reported at Block of 300 N 6TH ST HBRG

CAD# 2024066084  
 TIME: 4/5/2024 12:38:34PM  
 CASE# 2401368  
 HBRG  
 REPORT TAKEN

Report Filed. ASSAULT 4 - FEL DOMESTIC Reported At Block Of 300 N 6TH ST Occurred between 1800 hours on 4/1/2024 and 1238 hours on 4/5/2024 . Reported: 4/5/2024 Officer

Joshua Peterson, 46 of Harrisburg was arrested for Felony Assault in the Fourth Degree-Domestic Violence. He was lodged at the Linn County Jail.

CAD# 2024066127  
 TIME: 4/5/2024 1:50:09PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

PERSON ASSIST Reported at Block of 200 N 3RD ST HBRG

Deputy assisted subject who lost personal items.

CAD# 2024066484  
 TIME: 4/5/2024 11:21:11PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 200 TERRITORIAL ST/N 3RD ST HBRG

Caller reported a possible DUUI driver. No plate was provided and deputy was UTL on the vehicle.

CAD# 2024066488  
 TIME: 4/5/2024 11:32:32PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

HARASSMENT Reported at Block of 100 MONROE ST/N 1ST ST HBRG

Physical harrassment was reported for documentation. Victim does not want to pursue charges.

**Incident Information:****Description**

1.

CAD# 2024066768  
 TIME: 4/6/2024 1:03:39PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 500 S 6TH ST HBRG

Deputy conducted a welfare check. All were OK.

CAD# 2024066786  
 TIME: 4/6/2024 1:48:40PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Deputy patrolled Eagle Park.

CAD# 2024066796  
 TIME: 4/6/2024 2:08:03PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 800 DIAMOND HILL DR HBRG

Operator warned for equipment violation.

CAD# 2024066851  
 TIME: 4/6/2024 3:55:02PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 LASALLE ST/S 4TH ST HBRG

Operator warned for equipment violation.

CAD# 2024067222  
 TIME: 4/7/2024 2:22:58AM  
 CASE# 2401389  
 HBRG  
 REPORT TAKEN

Report Filed. CRIMINAL MISCHIEF 2 - CRIME DAMAGE Reported At Block Of 800 SOMMERVILLE LOOP Occurred between 0221 hours on 4/7/2024 and 0222 hours on

A door appears to be kicked in. It does not appear the suspect entered the building after opening the door. With labor, the cost to repair it is estimated to be about \$500.

CAD# 2024067360  
 TIME: 4/7/2024 11:04:17AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Deputy patrolled Eagle Park.



**Incident Information:****Description**

1.

CAD# 2024067435  
TIME: 4/7/2024 2:15:20PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

BIKE TRAFFIC Reported at Block of 400 N 8TH ST HBRG

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Juveniles warned for riding a pocket bike on a public roadway.

CAD# 2024067446  
TIME: 4/7/2024 2:39:04PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 100 S 3RD ST HBRG

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Deputy located a suspicious vehicle. Owner was unloading items into a nearby office.  
Nothing suspicious.

CAD# 2024067465  
TIME: 4/7/2024 3:10:14PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 300 SOMMERVILLE AVE HBRG

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Deputy informed park goers where the park ends and private property starts.

CAD# 2024067467  
TIME: 4/7/2024 3:21:34PM  
CASE# CAD Only  
HBRG  
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 500 LASALLE ST HBRG

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Operator warned for equipment violation.

CAD# 2024067663  
TIME: 4/7/2024 9:16:48PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 100 SMITH ST HBRG

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Deputy responded to a 911 hangup call. No emergency found.

CAD# 2024067925  
TIME: 4/8/2024 9:44:11AM  
CASE# CAD Only  
HBRG

911 HANG UP CALL Reported at Block of 400 PEORIA RD HBRG

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Nothing heard

**Incident Information:****Description**

1.

CAD# 2024068017  
 TIME: 4/8/2024 12:18:21PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 500 KESLING ST HBRG

Deputy assisted with Juvenile issue.

CAD# 2024068129  
 TIME: 4/8/2024 3:10:35PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

CITIZEN CONTACT Reported at Block of 200 LASALLE ST/S 3RD ST HBRG

Deputy assisted citizen with directions

CAD# 2024068190  
 TIME: 4/8/2024 4:36:31PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 N 3RD ST HBRG

Driver issued warning for equipment violation

CAD# 2024068240  
 TIME: 4/8/2024 5:48:06PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 SOMMERVILLE AVE HBRG

Caller reported someone taking pictures while they were fishing.

CAD# 2024068369  
 TIME: 4/8/2024 9:38:19PM  
 CASE# CAD Only  
 HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 100 SMITH ST HBRG

No Public Dispatch could not hear anything. Called number back and it went to a business voicemail. VM was full so unable to leave vm.

CAD# 2024068397  
 TIME: 4/8/2024 10:37:29PM  
 CASE# CAD Only  
 HBRG  
 EXTRA PATROL

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

**Incident Information:****Description**

1.

CAD# 2024068405  
 TIME: 4/8/2024 10:57:54PM  
 CASE# CAD Only  
 HBRG  
 EXTRA PATROL

EXTRA PATROL Reported at Block of 400 S 9TH ST HBRG

CAD# 2024068775  
 TIME: 4/9/2024 12:27:04PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 N 3RD ST HBRG

Driver warned for equipment violation

CAD# 2024068788  
 TIME: 4/9/2024 12:46:29PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 500 LASALLE ST/S 6TH ST HBRG

Driver warned for equipment violation

CAD# 2024068804  
 TIME: 4/9/2024 1:05:04PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 N 6TH ST HBRG

Driver warned for equipment violation

CAD# 2024068824  
 TIME: 4/9/2024 1:18:12PM  
 CASE# CAD Only  
 HBRG  
 WARNING ISSUED

DOG COMPLAINT Reported at Block of 800 N 7TH ST HBRG

issued verbal warning to dog owner for dog at large

CAD# 2024069113  
 TIME: 4/9/2024 7:50:54PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 800 S 2ND ST HBRG

Driver warned for equipment violation.

**Incident Information:****Description**

1.

CAD# 2024069219  
 TIME: 4/9/2024 11:04:27PM  
 CASE# CAD Only  
 HBRG  
 CALL TRANSFERRED TO OTI

TRANSFER 911 INFO - LAW CALL Reported at Block of 100 N 3RD ST HBRG

CAD# 2024069266  
 TIME: 4/10/2024 1:21:07AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 200 S 6TH ST HBRG

Security check at the middle school. All secure

CAD# 2024069267  
 TIME: 4/10/2024 1:23:39AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 100 N 4TH ST HBRG

Extra patrol around the businesses at the location. Nothing suspicious observed.

CAD# 2024069422  
 TIME: 4/10/2024 9:31:16AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Deputy patrolled Eagle Park.

CAD# 2024069448  
 TIME: 4/10/2024 9:54:05AM  
 CASE# 2401427  
 HBRG  
 REPORT TAKEN

REPORT PENDING. Original Call Type: LITTERING VIOLATION Reported At Block Of 300 SOMMERVILLE AVE Occurred between 0954 hours on 4/10/2024 and 0954 hours on

Deputy located a large pile of trash at Eagle Park. Dug through the trash looking for identification.

CAD# 2024069487  
 TIME: 4/10/2024 10:47:21AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 300 N 6TH ST/TERRITORIAL ST HBRG

Operator warned for equipment violation.

**Incident Information:****Description**

1.

CAD# 2024069684  
 TIME: 4/10/2024 2:17:54PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 300 SOMMERVILLE AVE HBRG

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Deputy warned park goers for venturing onto private property.

CAD# 2024069707  
 TIME: 4/10/2024 2:46:46PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 600 SMITH ST HBRG

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Deputy conducted speed enforcement in the school zone.

CAD# 2024069936  
 TIME: 4/10/2024 7:42:18PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 500 N 9TH ST HBRG

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Deputy talked with female about avoiding scams. No crimes were reported.

CAD# 2024070031  
 TIME: 4/10/2024 10:15:20PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

PHONE HARASSMENT Reported at Block of 600 TERRITORIAL ST HBRG

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Deputies dealt with a civil issue

CAD# 2024070334  
 TIME: 4/11/2024 11:58:59AM  
 CASE# 2401444  
 HBRG  
 REPORT TAKEN

Report Filed. THEFT 2 - OTHER Reported At Block Of 400 S 2ND ST Occurred between 1302 hours on 4/10/2024 and 1700 hours on 4/10/2024 . Reported: 4/11/2024 Officer

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Deputy took a report of a package theft. Caller reported a package allegedly missing after delivery valued at \$699.

CAD# 2024070535  
 TIME: 4/11/2024 4:25:47PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 300 SOMMERVILLE AVE HBRG

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Deputy conducted follow up.

**Incident Information:****Description**

1.

CAD# 2024070560  
TIME: 4/11/2024 4:58:02PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 200 S 6TH ST HBRG

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Deputy responded to a juvenile complaint. No crimes were committed.

CAD# 2024070643  
TIME: 4/11/2024 7:24:48PM  
CASE# CAD Only  
HBRG  
CALL TRANSFERRED TO OTI

TRANSFER 911 INFO - LAW CALL Reported at Block of 900 SOMMERVILLE LOOP HBRG

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CAD# 2024070677  
TIME: 4/11/2024 8:15:01PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG

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Alarm at school. Unknown cause.

CAD# 2024070743  
TIME: 4/11/2024 9:55:47PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

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Extra patrol conducted at Eagle Park in Harrisburg. Nothing suspicious observed and no persons or vehicles located in the closed park.

CAD# 2024071089  
TIME: 4/12/2024 12:54:15PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 200 N 3RD ST HBRG

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Deputy investigated report of a dog left in a vehicle. The dog was not in distress.

CAD# 2024071235  
TIME: 4/12/2024 3:50:10PM  
CASE# 2401472  
HBRG  
REPORT TAKEN

Report Filed. PROPERTY, FOUND Reported At Block Of 100 SMITH ST Occurred between 1549 hours on 4/12/2024 and 1550 hours on 4/12/2024 . Reported: 4/12/2024 Officer

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Deputy collected found property (phone) from city hall

**Incident Information:****Description**

1.

CAD# 2024071255  
 TIME: 4/12/2024 4:16:37PM  
 CASE# 2401475  
 HBRG  
 REPORT TAKEN

Report Filed. INFO-OTHER DOCUMENTATION Reported At Block Of 800 PRICEBORO DR  
 Occurred between 1615 hours on 4/12/2024 and 1616 hours on 4/12/2024 . Reported:

Deputies investigated the report of vehicles driving recklessly and the occupants possibly shooting at each other while driving South on Coburg Road. Deputies were unable to locate the suspect vehicles and canvassed the area for witnesses and video and found none.

CAD# 2024071857  
 TIME: 4/13/2024 12:55:49PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 300 LASALLE ST HBRG

Deputy conducted followup for investigation.

CAD# 2024072212  
 TIME: 4/13/2024 10:47:25PM  
 CASE# CAD Only  
 HBRG  
 CALL TRANSFERRED TO OTI

TRANSFER 911 INFO - LAW CALL Reported at Block of 400 TERRITORIAL ST HBRG

CAD# 2024072437  
 TIME: 4/14/2024 9:58:00AM  
 CASE# 2401487  
 HBRG  
 REPORT TAKEN

Report Filed. ASSAULT 4 - SIMPLE ASLT DOMESTIC Reported At Block Of 700 WHITHAM WAY  
 Occurred between 0957 hours on 4/14/2024 and 0958 hours on 4/14/2024 . Reported:

Maciej Smoreda, 37 of Harrisburg was arrested for Assault in the Fourth Degree , Menacing and Kidnapping in the second degree.

CAD# 2024072707  
 TIME: 4/14/2024 5:27:42PM  
 CASE# CAD Only  
 HBRG  
 HARRISBURG

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Deputy patrolled Eagle Park, all was quiet.

CAD# 2024072748  
 TIME: 4/14/2024 6:51:20PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 500 SMITH ST HBRG

Caller reported suspicious person. Caller just wanted information documented.

**Incident Information:****Description**

1.

CAD# 2024072756  
 TIME: 4/14/2024 7:05:57PM  
 CASE# CAD Only  
 HBRG

911 HANG UP CALL Reported at Block of 400 TERRITORIAL ST HBRG  
 Attempted call back multiple times. Kept hanging up.

CAD# 2024072845  
 TIME: 4/14/2024 10:10:26PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG  
 Deputy patrolled Eagle Park.

CAD# 2024072974  
 TIME: 4/15/2024 3:27:32AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 100 N 3RD ST HBRG  
 Security check of the businesses at the location. All secure.

CAD# 2024072981  
 TIME: 4/15/2024 4:08:50AM  
 CASE# CAD Only  
 HBRG  
 CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 200 LASALLE ST/S 3RD ST HBRG  
 Jered Ankeny, 42, of Drain, Oregon was issued a citation for driving uninsured.

CAD# 2024073056  
 TIME: 4/15/2024 8:44:45AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

CAD# 2024073061  
 TIME: 4/15/2024 8:50:58AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 600 SMITH ST HBRG  
 Deputy contacted a juvenile who did not want to go to school.



**Incident Information:**

**Description**

1.

CAD# 2024073100  
TIME: 4/15/2024 9:39:27AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 400 S 9TH ST HBRG  

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Deputy spoke with a school employee regarding an ongoing issue.

CAD# 2024073169  
TIME: 4/15/2024 11:03:16AM  
CASE# CAD Only  
HBRG  
WARNING SEATBELT VIOLAT

TRAFFIC STOP Reported at Block of 200 MACY ST/S 3RD ST HBRG  

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Operator warned for moving violation.

CAD# 2024073334  
TIME: 4/15/2024 3:24:59PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 600 TERRITORIAL ST HBRG  

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Deputy conducted a welfare check.

CAD# 2024073369  
TIME: 4/15/2024 4:22:03PM  
CASE# CAD Only  
HBRG  
WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 600 S 9TH ST/LASALLE ST HBRG  

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Operator warned for moving violation.

CAD# 2024073380  
TIME: 4/15/2024 4:36:22PM  
CASE# CAD Only  
HBRG  
WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 900 S 6TH ST HBRG  

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Operator warned for moving violation.

CAD# 2024073406  
TIME: 4/15/2024 5:00:36PM  
CASE# CAD Only  
HBRG  
WARNING EQUIPMENT VIOLAT

TRAFFIC STOP Reported at Block of 500 S 3RD ST HBRG  

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Operator warned for equipment violation.

**Incident Information:****Description**

1.

CAD# 2024073412  
 TIME: 4/15/2024 5:16:00PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 600 TERRITORIAL ST HBRG

Operator warned for equipment violation.

CAD# 2024073435  
 TIME: 4/15/2024 5:38:03PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 500 LASALLE ST HBRG

Operator warned for equipment violation.

CAD# 2024073779  
 TIME: 4/16/2024 7:47:41AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 200 S 3RD ST HBRG

Operator warned for equipment violation.

CAD# 2024073787  
 TIME: 4/16/2024 8:09:41AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 800 S 2ND ST HBRG

Speed enforcement for vehicles coming over Hwy 99 bridge

CAD# 2024073798  
 TIME: 4/16/2024 8:36:31AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 600 SMITH ST HBRG

Deputy responded to an accidental call to 911 by a student.

CAD# 2024073907  
 TIME: 4/16/2024 11:10:42AM  
 CASE# 2401510  
 HBRG  
 REPORT TAKEN

Report Filed. WARRANT ARREST (269) Reported At Block Of 600 DEMPSEY ST Occurred between 1109 hours on 4/16/2024 and 1110 hours on 4/16/2024 . Reported: 4/16/2024

Victoria Redington, 25 of Harrisburg, was arrested on a failing to appear for a DUII warrant.

**Incident Information:****Description**

1.

CAD# 2024073941  
 TIME: 4/16/2024 12:02:41PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 TERRITORIAL ST HBRG

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Operator warned for equipment violation.

CAD# 2024073947  
 TIME: 4/16/2024 12:11:27PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

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Deputy patrolled Eagle Park.

CAD# 2024073959  
 TIME: 4/16/2024 12:38:21PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 600 DEMPSEY ST HBRG

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Provided information to DHS

CAD# 2024074103  
 TIME: 4/16/2024 3:52:34PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 N 6TH ST/TERRITORIAL ST HBRG

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Operator warned for equipment violation.

CAD# 2024074109  
 TIME: 4/16/2024 4:05:50PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 800 S 6TH ST HBRG

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Operator warned for equipment violation.

CAD# 2024074121  
 TIME: 4/16/2024 4:22:59PM  
 CASE# CAD Only  
 HBRG  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 1000 S 6TH ST HBRG

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Operator warned for moving violation.

**Incident Information:****Description**

1.

CAD# 2024074185  
TIME: 4/16/2024 5:46:51PM  
CASE# CAD Only  
HBRG

FOUND DOG Reported at Block of 700 DIAMOND HILL DR HBRG

Caller found a dog. Information noted.

CAD# 2024074273  
TIME: 4/16/2024 8:45:25PM  
CASE# CAD Only  
HBRG

TRAFFIC STOP Reported at Block of 200 N 3RD ST HBRG

Driver warned for having unapproved window material.

CAD# 2024074282  
TIME: 4/16/2024 8:55:53PM  
CASE# CAD Only  
HBRG

TRAFFIC STOP Reported at Block of 300 N 3RD ST HBRG

Gerald Schrock, 28-year-old Harrisburg resident, was stopped and cited for illegal window tinting and driving uninsured. He was also given written warnings for fail to register his vehicle and for no fender flares when required.

CAD# 2024074307  
TIME: 4/16/2024 9:53:10PM  
CASE# CAD Only  
HBRG

TRAFFIC STOP Reported at Block of 300 TERRITORIAL ST/N 4TH ST HBRG

Driver warned for illegal window tinting.

CAD# 2024074324  
TIME: 4/16/2024 10:15:34PM  
CASE# CAD Only  
HBRG

TRAFFIC STOP Reported at Block of 300 TERRITORIAL ST/N 4TH ST HBRG

Delilah Aceves, 23-year-old Harrisburg resident was cited for illegal window tinting.

CAD# 2024074335  
TIME: 4/16/2024 10:40:16PM  
CASE# CAD Only  
HBRG

TRAFFIC STOP Reported at Block of 300 S 3RD ST/KESLING ST HBRG

Driver was warned for illegal window tinting.

WARNING EQUIPMENT VIOL/

**Incident Information:****Description**

1.

CAD# 2024074352  
 TIME: 4/16/2024 11:11:49PM  
 CASE# CAD Only  
 HBRG  
 CITE EQUIPMENT VIOLATION

TRAFFIC COMPLAINT Reported at Block of 300 TERRITORIAL ST/N 4TH ST HBRG

Rogelio Mateo Vazquez, 22-year-old Harrisburg resident, was stopped and issued citations for illegal window tinting, DWS Violation, Driving Uninsured, and Driving without an Ignition Interlock Device when required.

CAD# 2024074640  
 TIME: 4/17/2024 11:39:08AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 300 LASALLE ST HBRG

Deputy conducted follow up for investigation

CAD# 2024074685  
 TIME: 4/17/2024 12:50:41PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 700 WHITHAM WAY HBRG

Deputy conducted follow up for investigation.

CAD# 2024075122  
 TIME: 4/18/2024 5:01:17AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 300 N 3RD ST HBRG

Unknown reason for the alarm. Building was searched by the staff.

CAD# 2024075166  
 TIME: 4/18/2024 8:18:07AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 600 DEMPSEY ST HBRG

Caller reporting concerning behavior from nearby neighbor.

CAD# 2024075252  
 TIME: 4/18/2024 10:39:40AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 700 N 7TH ST HBRG

Complaint about junk on private property. Advised caller to speak with city.

**Incident Information:****Description**

1.

CAD# 2024075280  
 TIME: 4/18/2024 11:29:14AM  
 CASE# CAD Only  
 HBRG  
 CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 400 N 7TH ST HBRG

Timothy Kinman, 30 of Harrisburg was cited for driving uninsured.

CAD# 2024075289  
 TIME: 4/18/2024 11:46:46AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 800 DIAMOND HILL DR HBRG

Warning for unreadable license plate

CAD# 2024075318  
 TIME: 4/18/2024 12:31:05PM  
 CASE# CAD Only  
 HBRG  
 CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 300 N 6TH ST HBRG

Curtis Combs, 33 of Springfield, was issued citations for driving suspended, driving without insurance, failing to register his vehicle and for the illegal alteration of a license plate (Fake DMV temp permit)

CAD# 2024075357  
 TIME: 4/18/2024 1:12:44PM  
 CASE# 2401553  
 HBRG  
 REPORT TAKEN

Report Filed. DOG AT LARGE Reported At Block Of 800 N 7TH ST Occurred between 1430 hours on 4/8/2024 and 1312 hours on 4/18/2024 . Reported: 4/18/2024 Officer Statement:

Patsy Winchester, 39 of Harrisburg was issued a citation for dog at large.

CAD# 2024075481  
 TIME: 4/18/2024 4:03:14PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 800 SOMMERVILLE LOOP HBRG

Caller reported male walking in the area with a mask. He was not located.

CAD# 2024075597  
 TIME: 4/18/2024 6:11:25PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 600 S 3RD ST/LASALLE ST HBRG

Caller reporting traffic complaint of reckless motorcycle.

**Incident Information:****Description**

1.

CAD# 2024075732  
 TIME: 4/18/2024 10:18:56PM  
 CASE# 2401676  
 HBRG  
 REPORT TAKEN

Report Filed. ABANDONED VEHICLE Reported At Block Of 600 RILEY WAY Occurred between 2217 hours on 4/18/2024 and 2218 hours on 4/18/2024 . Reported: 4/18/2024

Deputies towed an abandoned vehicle.

CAD# 2024075748  
 TIME: 4/18/2024 11:01:32PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 300 N 3RD ST HBRG

Building was secure. Unknown reason for alarm.

CAD# 2024075804  
 TIME: 4/19/2024 3:06:58AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 300 N 3RD ST HBRG

Deputy responded to false alarm.

CAD# 2024075825  
 TIME: 4/19/2024 4:18:46AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 600 SMITH ST HBRG

All secure.

CAD# 2024075826  
 TIME: 4/19/2024 4:27:43AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Deputy patrolled Eagle Park.

CAD# 2024075831  
 TIME: 4/19/2024 4:38:56AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 300 N 3RD ST HBRG

Deputy responded to false alarm.

**Incident Information:****Description**

1.

CAD# 2024075927  
TIME: 4/19/2024 10:14:33AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

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Deputy patrolled Eagle Park.

CAD# 2024075985  
TIME: 4/19/2024 11:33:02AM  
CASE# CAD Only  
HBRG

NON 911 ISSUE Reported at Block of 800 UMPQUA ST HBRG

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Accidental dial

CAD# 2024076240  
TIME: 4/19/2024 4:03:19PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 100 S 9TH ST/MOORE ST HBRG

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Deputy responded to a suspicious circumstance. Caller was upset someone handed him a one dollar bill.

CAD# 2024076257  
TIME: 4/19/2024 4:27:51PM  
CASE# CAD Only  
HBRG

911 HANG UP CALL Reported at Block of 400 TERRITORIAL ST HBRG

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No answer.

CAD# 2024077002  
TIME: 4/20/2024 6:23:57PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 100 SMITH ST HBRG

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Deputy spoke with caller about a historical theft report.

CAD# 2024077348  
TIME: 4/21/2024 9:12:43AM  
CASE# CAD Only  
HBRG

SUSPICIOUS VEHICLE Reported at Block of 600 RILEY WAY HBRG

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Vehicle tagged as abandoned. Expired, no insurance, not registered anywhere remotely close to Harrisburg.



**Incident Information:****Description**

1.

CAD# 2024077597  
 TIME: 4/21/2024 5:16:48PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

COUNTER TRAFFIC Reported at Block of 200 N 3RD ST HBRG

Deputies conducted follow up with an owner of a vehicle involved in a crash.

CAD# 2024077605  
 TIME: 4/21/2024 5:33:24PM  
 CASE# CAD Only  
 HBRG

TRANSFER 911 INFO - LAW CALL Reported at Block of 600 LASALLE ST HBRG

Transferred to Grants Pass

CAD# 2024077718  
 TIME: 4/21/2024 9:14:36PM  
 CASE# 2401611  
 HBRG  
 REPORT TAKEN

Report Filed. BURGLARY 2 - RESIDENCE Reported At Block Of 600 DEMPSEY ST  
 Occurred between 2114 hours on 4/21/2024 and 2114 hours on 4/21/2024 . Reported:

Deputy documents callers statements regarding items missing from their residence. Caller suspects hired handy man took items from her home about a month ago.

CAD# 2024077986  
 TIME: 4/22/2024 10:36:46AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 500 LASALLE ST HBRG

Driver issued warning for equipment violation

CAD# 2024078014  
 TIME: 4/22/2024 11:11:07AM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 200 N 3RD ST HBRG

Driver issued warning for equipment violation

CAD# 2024078027  
 TIME: 4/22/2024 11:31:52AM  
 CASE# CAD Only  
 HBRG  
 CITE DWS NO ODL

TRAFFIC STOP Reported at Block of 100 S 3RD ST HBRG

Silva Miguel, 45 of Harrisburg was issued a citation for driving without an Oregon driver's license.

**Incident Information:****Description**

1.

CAD# 2024078040  
 TIME: 4/22/2024 11:48:52AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 100 N 2ND ST HBRG

Citizen requested contact via email, multiple deputies have not been able to get ahold of him.

CAD# 2024078195  
 TIME: 4/22/2024 3:39:28PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 600 SMITH ST HBRG

School zone patrol during pick-up time

CAD# 2024078199  
 TIME: 4/22/2024 3:41:45PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 800 S 2ND ST HBRG

Caller wanted a group of people to leave the parking lot.

CAD# 2024078236  
 TIME: 4/22/2024 4:37:21PM  
 CASE# 2401625  
 HBRG  
 REPORT TAKEN

Report Filed. PROPERTY, FOUND Reported At Block Of 500 N 6TH ST Occurred between 1636 hours on 4/22/2024 and 1637 hours on 4/22/2024 . Reported: 4/22/2024 Officer

Deputy removed a suspicious substance from location and turned it over for destruction

CAD# 2024078712  
 TIME: 4/23/2024 12:00:00PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 200 N 3RD ST/TERRITORIAL ST HBRG

Driver issued warning for equipment violation

CAD# 2024078743  
 TIME: 4/23/2024 12:39:45PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 500 N 3RD ST HBRG

Driver issued warning for equipment violation

**Incident Information:****Description**

1.

CAD# 2024078790  
TIME: 4/23/2024 1:18:07PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

CIVIL DISPUTE REPORT Reported at Block of 1000 S 6TH ST HBRG

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landlord/tenant issue.

CAD# 2024079055  
TIME: 4/23/2024 5:58:24PM  
CASE# CAD Only  
HBRG

911 HANG UP CALL Reported at Block of 700 DIAMOND HILL DR HBRG

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Attempted call back. left voicemail.

CAD# 2024079310  
TIME: 4/24/2024 4:27:50AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

BUSINESS CHECK Reported at Block of 100 N 4TH ST HBRG

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Check of the businesses at the location.

CAD# 2024079311  
TIME: 4/24/2024 4:35:30AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

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Deputy patrolled Eagle Park.

CAD# 2024079453  
TIME: 4/24/2024 10:35:08AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

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Deputy patrolled Eagle Park.

CAD# 2024079488  
TIME: 4/24/2024 11:33:03AM  
CASE# CAD Only  
HBRG

TRANSFER 911 INFO - LAW CALL Reported at Block of 900 SOMMERVILLE LOOP HBRG

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Portland

**Incident Information:****Description**

1.

CAD# 2024079792  
 TIME: 4/24/2024 5:47:49PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 400 N 7TH ST HBRG

Operator warned for equipment violation.

CAD# 2024079875  
 TIME: 4/24/2024 8:10:54PM  
 CASE# CAD Only  
 HBRG

911 HANG UP CALL Reported at Block of 800 S 9TH ST HBRG

Young child called 911

CAD# 2024080457  
 TIME: 4/25/2024 4:44:41PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 800 ARROW LEAF AVE HBRG

Two juveniles were located and issued citations regarding a speed racing event .

CAD# 2024080621  
 TIME: 4/25/2024 9:07:12PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Extra patrol at Eagle Park, no one was at the park after hours and no suspicious activity discovered

CAD# 2024080635  
 TIME: 4/25/2024 9:26:04PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

PERSON ASSIST Reported at Block of 100 N 4TH ST HBRG

Deputy checks on person , person was waiting for a ride and did not need law enforcement assistance

CAD# 2024081036  
 TIME: 4/26/2024 1:17:59PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 23600 PEORIA RD HBRG

Deputy spoke with citizen who had questions about service animal regulations

**Incident Information:****Description**

1.

CAD# 2024081357  
TIME: 4/26/2024 10:05:02PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

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Deputy patrolled Eagle Park.

CAD# 2024081411  
TIME: 4/26/2024 11:20:36PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 100 S 2ND ST HBRG

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Caller stated a person with a suspended driver license will be driving to the location. Information was noted and deputy will attempt to locate the vehicle and driver.

CAD# 2024081428  
TIME: 4/26/2024 11:59:41PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

BUSINESS CHECK Reported at Block of 300 SMITH ST HBRG

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Check of the businesses at the location. All secure.

CAD# 2024081431  
TIME: 4/27/2024 12:03:57AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

PARK PATROL Reported at Block of 100 N 1ST ST HBRG

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Deputy patrolled Riverfront Park.

CAD# 2024081433  
TIME: 4/27/2024 12:08:01AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 200 S 6TH ST HBRG

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All secure.

CAD# 2024081495  
TIME: 4/27/2024 1:58:23AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 400 S 9TH ST HBRG

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All appeared secure.

**Incident Information:****Description**

1.

CAD# 2024081635  
 TIME: 4/27/2024 10:13:27AM  
 CASE# 2401706  
 HBRG  
 REPORT TAKEN

REPORT PENDING. Original Call Type: JUVENILE COMPLAINT Reported At Block Of 1000 KOBE LN Occurred between 1013 hours on 4/27/2024 and 1013 hours on 4/27/2024 .

Deputy investigated a threat by a juvenile to another Juvenile`s parent.

CAD# 2024081739  
 TIME: 4/27/2024 1:23:39PM  
 CASE# CAD Only  
 HBRG

ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG

Received authorized cancel

CAD# 2024081754  
 TIME: 4/27/2024 1:42:40PM  
 CASE# CAD Only  
 HBRG

911 HANG UP CALL Reported at Block of 400 TERRITORIAL ST HBRG

No answer on call back. Buttons being pressed.

CAD# 2024082111  
 TIME: 4/28/2024 1:17:19AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 400 S 9TH ST HBRG

All secure.

CAD# 2024082119  
 TIME: 4/28/2024 1:25:03AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Deputy patrolled Eagle Park.

CAD# 2024082177  
 TIME: 4/28/2024 4:24:37AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 400 N 6TH ST HBRG

Deputy responded to report of barking dogs. Deputy arrived in the area and did not hear any barking.

Incident Information:

Description

1.

CAD# 2024082529  
TIME: 4/28/2024 6:58:32PM  
CASE# CAD Only  
HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 600 TERRITORIAL ST HBRG

No Public Narrative.

CAD# 2024082551  
TIME: 4/28/2024 8:24:25PM  
CASE# CAD Only  
HBRG

SUSPICIOUS PERSON Reported at Block of 400 N 6TH ST HBRG

Female reported a suspicious person knocked on her door about **16 hours** prior to her call.

CAD# 2024082663  
TIME: 4/29/2024 12:08:35AM  
CASE# CAD Only  
HBRG

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Deputy patrolled Eagle Park.

CAD# 2024082777  
TIME: 4/29/2024 8:03:52AM  
CASE# CAD Only  
HBRG

TRAFFIC STOP Reported at Block of 700 SOMMERVILLE LOOP/S 6TH ST HBRG

Operator warned for equipment violation.

CAD# 2024082806  
TIME: 4/29/2024 8:57:16AM  
CASE# CAD Only  
HBRG

TRESPASS Reported at Block of 500 SMITH ST HBRG

Deputy spoke with two people illegally camping on school property. Both people were trespassed from school property.

CAD# 2024082863  
TIME: 4/29/2024 10:15:51AM  
CASE# CAD Only  
HBRG

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Deputy patrolled Eagle Park and other city parks.

**Incident Information:****Description**

1.

CAD# 2024082915  
 TIME: 4/29/2024 11:34:32AM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 100 N 1ST ST HBRG

Deputy spoke with citizen about concerns in the area.

CAD# 2024082967  
 TIME: 4/29/2024 12:33:38PM  
 CASE# CAD Only  
 HBRG  
 UTL GOA

ILLEGAL CAMPING LCSO AND CRCC Reported at Block of 200 N 2ND ST/TERRITORIAL ST HBRG

Caller reporting campers near the river in Harrisburg. Area was checked but no campers were found.

CAD# 2024083072  
 TIME: 4/29/2024 2:42:06PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 1000 WHITLEDGE PL HBRG

Solicitors were educated on the Harrisburg city ordinance requiring a permit for door-to-door solicitation.

CAD# 2024083084  
 TIME: 4/29/2024 3:02:40PM  
 CASE# CAD Only  
 HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 200 S 6TH ST HBRG

No Public Narrative.

CAD# 2024083175  
 TIME: 4/29/2024 5:19:42PM  
 CASE# CAD Only  
 HBRG  
 CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 300 S 3RD ST/KESLING ST HBRG

Deputy searched the area for a reckless driver.

CAD# 2024083193  
 TIME: 4/29/2024 5:52:17PM  
 CASE# CAD Only  
 HBRG  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 300 S 9TH ST/GREENWAY DR HBRG

Operator warned for equipment violation.



**Incident Information:****Description**

1.

CAD# 2024083262  
TIME: 4/29/2024 8:01:39PM  
CASE# CAD Only  
HBRG

911 HANG UP CALL Reported at Block of 1000 S 6TH ST HBRG  

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Disconnected line.

CAD# 2024083419  
TIME: 4/30/2024 1:27:14AM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 100 N 1ST ST HBRG  

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Park patrol

CAD# 2024083554  
TIME: 4/30/2024 9:24:00AM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG  

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Deputy patrolled Eagle Park

CAD# 2024083558  
TIME: 4/30/2024 9:39:03AM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 300 SMITH ST/N 4TH ST HBRG  

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Railroad crossing arms stuck in the down position.

CAD# 2024083634  
TIME: 4/30/2024 11:50:32AM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

TRESPASS Reported at Block of 500 LASALLE ST HBRG  

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Deputy asked transients to move along from private property.

CAD# 2024083745  
TIME: 4/30/2024 3:02:47PM  
CASE# CAD Only  
HBRG

911 HANG UP CALL Reported at Block of 200 S 6TH ST HBRG  

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Prank call by kids.



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

**THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM THE COBURG POLICE DEPARTMENT IF ONE IS AVAILABLE**

**STAFF REPORT:**

Exhibit A: Coburg 2024 1st Quarter Stats Report

**ACTION:    DISCUSSION ONLY**

**THIS AGENDA BILL IS DESTINED FOR:** Work Session Agenda May 28, 2024

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
N/A	N/A	N/A

**STAFF RECOMMENDATION:**

**Staff recommend that City Council listen to the presentation provided by Chief Larry Larsen, who hopes to be present at this meeting.**

**BACKGROUND INFORMATION:**

Coburg Police Chief Larry Larson provided the City with quarterly statistics for traffic enforcement and code enforcement services provided in Harrisburg (**Exhibit A**). If the reports are provided in time for the agenda process, they will be attached as exhibits. If they are provided after that point, but prior to the meeting, then Staff will forward them via email to Council members and will print them in time for the meeting. (Reports not appearing in the Council Agendas will be provided in the Minutes for that meeting instead.)

This process gives Council the chance to review responses and actions in relation to both criminal and non-criminal activities by the Coburg Police Department on a quarterly basis. If a representative is not available, questions can be conveyed by staff.

**REVIEW AND APPROVAL:**

<i>Lori Ross</i>	05/16/2024
Lori Ross	Date
City Recorder	

## First quarter January, February, March 2024:

86 Traffic stops

21 Citations written

30 Written warning

<b>January</b>	7 Citations	18 written warnings	36 Traffic stops
<b>February</b>	4 citations	21 written warnings	30 Traffic stops
<b>March</b>	10 Citations	1 written warnings	20 Traffic stops

Officers worked Bailiff Duties for Harrisburg Municipal Court on January, February, and March.

## SOME OF THE VIOLATIONS WRITTEN CITATIONS

24 Speeding

6 Fail to obey a traffic control device

1 window tint violation

3 No license plate

1 Fail to use seatbelt

2 Expired tags

## SOME OF THE TRAFFIC STOP LOCATIONS

7<sup>th</sup> and Territorial

Coburg Road and Tosta Road

3<sup>rd</sup> and Territorial

3<sup>rd</sup> and Kessling

Coburg Road and Tosta Road

Peoria Road and Knife River

Priceboro and S 8<sup>th</sup>

4<sup>th</sup> and Smith

LaSalle and 3<sup>rd</sup>

5<sup>th</sup> and Kessling

Price and LaSalle

Monroe and 3<sup>rd</sup>

910 Arrowhead

Tosta Road

785 Arrowhead

7<sup>th</sup> and Burton

4<sup>th</sup> and LaSalle

7<sup>th</sup> and Diamond Hill

7<sup>rd</sup> and Territorial

6<sup>th</sup> and Priceboro Road

6<sup>th</sup> and LaSalle

3<sup>rd</sup> and Fountain

6<sup>th</sup> and Summerville

3<sup>rd</sup> and Schooling

Diamond Hill and 9<sup>th</sup> Territorial and 7<sup>th</sup>

Priceboro and 6<sup>th</sup>

3<sup>rd</sup> and Fountain

Diamond Hill and 9<sup>th</sup>

3<sup>th</sup> and LaSalle

6<sup>th</sup> and Smith

3<sup>rd</sup> and Fountain

7<sup>th</sup> and Smith

8<sup>th</sup> and Priceboro

Coburg and Tosta

Priceboro and S 6<sup>th</sup>

Territorial near rail road tracks

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

**THE MATTER OF CONSIDERING AN ALTERNATE WORK SCHEDULE FOR CITY HALL STAFF**

**STAFF REPORT:**

- Exhibit A: February 13<sup>th</sup> 2024 Staff Report
- Exhibit B: Section of City Council Minutes from February 13, 2024
- Exhibit C: Residents Survey
- Exhibit D: Survey Results Summarized
- Exhibit E: Employee Survey Summarized
- Exhibit F: OAMR Email Responses

**ACTION: TBD: (MOTION TO APPROVE AN ALTERNATE WORK SCHEDULE FOR CITY HALL STAFF AS DISCUSSED TO BE EFFECTIVE \_\_\_\_.)**

**THIS AGENDA BILL IS DESTINED FOR:** Work Session Agenda May 28 2024

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
NA	NA	NA

**STAFF RECOMMENDATION:**

**Staff recommend that City Council discuss and determine if they will consider an alternative works schedule for City Hall Staff**

**BACKGROUND INFORMATION:**

Staff first approached Council at the February 13<sup>th</sup>, 2024 meeting about having an alternative work schedule (AWS) for City Hall Staff and Public Works (**EXHIBIT A**). The consensus from City Council was to get feedback from our residents by having a survey included in the Utility Bill (**EXHIBIT B**).

Surveys were mailed or emailed to utility billing customers along with the March Utility Statement (**EXHIBIT C**). The City received a total of 46 surveys back by the April 30<sup>th</sup> deadline. **Exhibit D** shows the summarization of that feedback, along with a few comments from residents. There were a total of 15 responses that didn't care and 13 responses to change to a 4.5-day workweek. There were 18 residents who chose to leave City Hall hours as is.

In May of 2023, City Employees, participated in a survey as well. Of the 11 surveys returned, 10 of the 11 employees were in favor of a shorter work week. Those survey results, which include comments from our employees, are summarized in **Exhibit E**.

As reported in the February 13, 2024 Staff Report, an AWS would only affect City Hall Staff and Public Works. However, since that meeting, Public Works has confirmed they will be starting their own alternative work schedule which will include partial crew working Monday through Thursday and partial crew working Tuesday through Friday. Their shift will change from 7am to 3:30pm to 7am to 5:30pm for the summer hours.

With many City Services being offered online, residents and contractors aren't visiting City Hall as much. With Xpress BillPay, traffic visiting City Hall has decreased. Of the 1,200 utility accounts, there are over 451 utility accounts set up for autopay and there is an average of over 597 residents, that make the payment themselves online. As indicated in the survey results, most residents responding indicated they use the drop box to pay their bill instead of entering City Hall. Introducing the State's ePermitting system has also slowed the amount of traffic entering City Hall as permits are also done online.

The City of Harrisburg is not alone with this request. There are several cities that have already offered their employees an AWS. In April of 2023, staff reached out to members of the Oregon Association of Municipal Recorders (OAMR) and inquired about their employee work schedules. Those email responses are summarized in **Exhibit F**. The cities participating in AWS had similar positive experiences and appear to be very happy with the switch.

City Hall staff is asking Council for a 4.5-day work week schedule. Preferred City Hall hours would be 7am to 5:30pm Monday through Thursday and 8am to noon on Fridays. Employees would still have a one-hour lunch break. There is the option of keeping City Hall open, which would include staggering lunch breaks, or closing between noon and 1pm as we do currently. To properly notify the public, staff would like to request an effective date of July 1, 2024, unless Council would like a different date. This notification would be included in the May utility bill and updated on our Facebook and City website.

If City Council chooses to support the requested work schedule, they can approve it with a condition of a one-year trial if preferred.

**REVIEW AND APPROVAL:**

*Lori Ross*                      05/20/2024  
\_\_\_\_\_  
Lori Ross                                      Date  
City Recorder



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

**THE MATTER OF CONSIDERATION OF AN ALTERNATE WORK SCHEDULE FOR CITY STAFF MEMBERS, AND HOW IT WOULD AFFECT CITY FACILITY SCHEDULES**

**STAFF REPORT:**

- Exhibit A: Personnel Committee Staff Report
- Exhibit B: BYU Study
- Exhibit C: OAMR Survey Results
- Exhibit D: Employee Survey & Results

**ACTION: FOR DISCUSSION - TBD**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda - February 13, 2024

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	Yes/No	N/A

**STAFF RECOMMENDATION:**

**Staff recommend that the City Council discuss and determine if they are willing to consider an alternative work schedule.**

**BACKGROUND INFORMATION:**

Staff are considering a change to an alternative work schedule, which could include a four-day work week. This subject had been on the Personnel Committee agenda, but due to only two City Council members being present, they have asked for this issue to be discussed by the full City Council,

The City Recorder did a good job summarizing the issue in the staff report shown in **Exhibit A**. There is also a study from BYU on City’s who have adopted this schedule (**Exhibit B**), a survey from OAMR members who have made the change to a four-day work week (**Exhibit C**), and the surveys from the City Employees (**Exhibit D**). There are certainly benefits to creating a work atmosphere and scheduling that has the potential to provide our employees with more job satisfaction.

As noted in the Staff Report, City Staff tracked phone calls and visits from citizens. Council will notice that in most cases, Friday activity is generally low. Sunny Fridays following bad weather considerably lowers activity on those days; weather and holidays affect the number of people coming to City Hall. The City used to have more traffic on Fridays, due to contractors, prior to adopting the State’s ePermitting system (Accela).

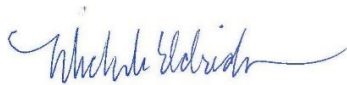
If the City Council considers allowing an alternate work schedule, that will affect staff in two separate locations; the Library’s schedule will not change.

- City Hall: The City’s policies generally require two people to be present in City Hall at any time. City Staff considered creating alternate teams of two who could take Friday’s off, while the other team had Monday’s. While this could easily change every two weeks, it is not supportive at current staffing levels. When someone takes vacation, or calls in sick, it would cause problems with the schedule. Therefore, if we adopt this alternative work schedule, the only options are to be closed on Fridays, (Staff works four 10-hour days) or consider closing at noon. (Staff works four 9-hour days, and one 4-hour day). Because City Staff answer the phones, and provide information to people, this option would be the one to cause the most impact to the citizens in our community.
- Public Works: There must be a Public Works Staff member working every single day of the week, which is why we have on-call staff, and weekend work. In this case, they do have enough employees at this location to easily provide alternate work schedules. There might be adjustments to make if three employees are gone to conferences at the same time, but in general, this could be adapted to work well for our employees at this location, and in fact, would likely improve productivity.
- Library: The Library staff work less than 40 hours a week, and the lead Librarian position already has Sat-Mon off, while the other Librarian works only 3 days a week. The alternate work schedule would not affect the Public Library. The hours would remain the same.

Any decision that is made that will affect citizens in the community should be communicated to them for some time ahead of when it takes effect. Therefore, if the City Council is willing to consider an alternative work schedule, then the discussion should center around whether City Hall should be closed for a full day on Friday’s, or a half day. Staff suggest that any changes should be communicated ahead of time for at least three months, with a proposed start date of June 1, 2024, unless the City Council prefers a different date.

If it is applicable, the City Council can: Motion to approve/deny that full-time City employees can adopt an alternative work schedule, based on City Hall being closed on Fridays (or) at noon on Fridays, with an effective date of \_\_\_\_\_.

REVIEW AND APPROVAL:



02.05.24  
Michele Eldridge Date  
City Administrator

February 13, 2024

*Councilor Thomas arrived to join the meeting in person at the hour of 6:42pm.*

**THE MATTER OF THE MAYOR APPOINTING BUDGET COMMITTEE MEMBERS TO A TERM SET TO EXPIRE DECEMBER 31, 2024 AND A TERM ENDING DECEMBER 31, 2026:** Neither applicant was present this evening. No comments or concerns.

- Mayor Duncan **motioned to appoint Douglas Buchholz to serve on the Budget Committee for term ending December 31, 2026 and Jana Jenkins to serve on the Budget Committee for a term set to expire December 31, 2024.**

**THE MATTER OF REVIEWING AN IGA (INTERGOVERNMENTAL AGREEMENT) WITH THE DEPARTMENT OF LAND CONSERVATION and DEVELOPMENT (DLCD) FOR PARTICIPATING AND COMPLETING ANOTHER 5-YEAR NATURAL HAZARDS MITIGATION PLAN (NHMP) FOR THE CITY OF HARRISBURG, AS PART OF THE MULTI-JURISDICTIONAL COMMITTEE COLLABORATING ON THE LINN COUNTY NHMP PROJECT:** Eldridge reviewed the staff report

commenting this is the same Natural Hazard Resource Program that first came to Council five years ago. She noted this process began last year with Linn County and the DLCD, but the IGA provided had several things the cities wouldn't agree with. Since then, they have regrouped, started over and are working on grants provided by FEMA. Eldridge commented that cities will only have to provide time, energy, public engagement, and a few other things. Eldridge will be participating in the meetings to determine which hazards will be more applicable to Harrisburg. Eldridge stated once FEMA approves the project plan, it will come back to City Council for approval.

- Scott commented that FEMA hasn't completed a wetlands map for our area since 2010 and is concerned about FEMA taking land to put solar and other items on. For the record she wants to be certain that we know what the FEMA Emergency Management Plan is all about.
- Thomas asked if we were required to participate, and Eldridge replied the City is if they are wanting to participate in FEMA emergency grants if a disaster is declared.
- Klemm **motioned to approve the IGA with DLCD for the completion of the next NHMP and to authorize the City Administrator to sign the document on behalf of the City and was seconded by Caughey. The motion passed unanimously by a vote of 4-0.** (Yes: Caughey, Downey, Klemm and Thomas. No: None.)

**THE MATTER OF CONSIDERATION OF AN ALTERNATE WORK SCHEDULE FOR CITY STAFF MEMBERS, AND HOW IT WOULD AFFECT CITY FACILITY SCHEDULES:** Eldridge reviewed the staff report noting this change would allow Public Works to be more productive in the summer months by offering them a four-day; 10 hour split schedule. Eldridge noted that City Hall does not have enough staff to support that schedule and thought four-9-hour shifts with a half day on Friday made more sense.

- Downey and Klemm would like to get feedback from our residents before deciding.
- Thomas would not be opposed to having a half day on Friday
- Caughey likes the idea for Public Works and likes the thought of being open longer hours for our citizens. Caughey would also like resident feedback.
- The consensus from City Council is to get feedback from the residents by having a survey available. Eldridge commented that we would post the survey on Facebook, City website and include it in the Utility Bill.

**THE MATTER OF APPROVING THE ANNUAL COLI INCREASE AS RECOMMENDED BY THE PERSONAL COMMITTEE:** Downey reminded Council the COLI is the only time employees at the top of their wage scale receive a raise. Eldridge referred to **Addendum 2** and informed Council that we have seven staff members who are at the top of their wage scale.

- Thomas likes to support our employees and would like to offer Scholz a bonus for his hard work these last two years; noting that it has been two years since his last bonus.

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## City of Harrisburg City Hall Hours Survey

City Staff have been reviewing City Hall hours to determine what hours would best serve the residents of our City. Please take a moment and fill out the survey below. Your feedback is of the utmost importance.

1. How often do you visit City Hall quarterly? (Circle one)
  - a. Frequently (once a week)
  - b. Occasionally (once a month)
  - c. I don't visit City Hall
  
2. When you do visit City Hall, what is the nature of your business? (Circle one)
  - a. Pay Utility Bill
  - b. LCSO Substation
  - c. Building Permits
  - d. Other? If so, please indicate: \_\_\_\_\_
  
3. How often do you call City Hall? (Circle one)
  - a. Frequently (once a week)
  - b. Occasionally (once a month)
  - c. I don't call City Hall
  
4. How do you pay your Utility Bill with the City of Harrisburg? (Circle one)
  - a. By mail
  - b. Autopay
  - c. Drop Box
  - d. In person at City Hall
  - e. I call City Hall to make the payment
  
5. City Hall is currently open from 8:30am to Noon and 1pm to 5pm, Monday through Friday. Of the listed hours below, what hours are more convenient for you. (Circle one)
  - a. 8:30am to Noon & 1pm to 5pm; Monday-Friday. **(Current hours)**
  - b. 7am to Noon & 1pm to 5:30pm Monday-Thursday. **(Closed during the lunch hour)**. Friday 8am to Noon
  - c. 7am to 5:30pm Monday -Thursday & Friday 8am to Noon. **(Open during the lunch hour)**
  - d. Other hours? If so, please indicate: \_\_\_\_\_
  - e. I don't care.

Thank you for participating in in our Survey. Please email your response to [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us), drop in our payment drop box or mail to PO Box 378, Harrisburg, OR 97446. **Survey Closes April 30, 2024.**

City Hall Hours Survey Results				
1. How often do you visit City Hall quarterly?				<b>Results:</b>
A.	Frequently			<b>2</b>
B.	Occasionally			<b>29</b>
C.	I don't			<b>11</b>
2. When you do visit City Hall, what is the nature of your business?				
A.	Pay Utility Bill			<b>32</b>
B.	LCSO Substation			<b>0</b>
C.	Building Permits			<b>2</b>
D.	Other			<b>11</b>
	Comments Include:	Questions		
		Other Business		
		Museum		
		Vote		
		Information about requirements		
3. How often do you call City Hall?				
A.	Frequently			<b>0</b>
B.	Occasionally			<b>16</b>
C.	I don't			<b>27</b>
4. How do you pay your utility bill?				
A.	By mail			<b>3</b>
B.	Autopay			<b>8</b>
C.	Drop box			<b>27</b>
D.	In person			<b>8</b>
E.	I call City Hall			<b>0</b>
5. What hours are more convenient for you?				
A.	Current hours			<b>18</b>
B.	7am to noon; 1pm to 5:30pm; Closed during lunch			<b>6</b>
C.	7am to 5:30pm. Open during lunch			<b>4</b>
D.	Others:			<b>3</b>
	Comments include:			
		Whatever staff is happy with		
		Mon-Thurs including lunch. Same as school.		
E.	I don't care			<b>15</b>

**City Employees were asked to take part in a 4 Day Work Week Survey (EXHIBIT A) asking them to rate the following work schedules in order from 1 to 5 with 1 being the most preferred and 5 being the least preferred. The average results were as follows:**

1. Monday through Thursday (10 Hour Days)
2. Tuesday through Friday (10 Hour Days)
3. 4 Day Work Week-No Preference if off on Monday or Friday.
4. Monday through Thursday-9 Hour Days and ½ Day Friday
5. Current Work Schedule

**Some of the comments of the benefits were as follows:**

- Being able to schedule appointments Friday afternoon and be able to spend more time with family.
- Better work life balance. Specific days for appointments will reduce time off. Less stress.
- With a longer day, I feel I would get more work done without the interruption of leaving at 5pm. More time with my family.
- More personal and family time.
- Longer workdays would give me more time to finish big jobs. Better rested for the work week.
- More free time without having to use vacation time or missing work.
- I would be able to take care of appointments without taking time off.
- Less people would call in sick on 4-day work weeks.
- One free weekday allows for appointments without burning up sick time.
- Take less time off for appointments, etc.
- Ten-hour days may sound unpleasant, but a day off sounds amazing.

**Some of the benefits to our community were as follows:**

- Able to access services after regular work hours.
- Happier & healthier staff means more efficient work.
- Opportunities to reach us after 5pm and before 8am. This will be particularly helpful on shut-off and lock days and be less of an inconvenience for those customers who have had services interrupted.
- More time to support the community in the day.
- Better for longer jobs that take longer to complete.
- Being available later in the day when more citizens are home and off work.
- More time in the day to get the job done and we would be around more when people are off work.
- Benefits would stay the same with no noticeable change to the community.
- Fridays are usually very slow at City Hall. Giving the community an extra 30 minutes before and after work hours could benefit their schedules.

**If opposed, or unhappy with your current schedule, please explain why:**

- There were no employees who commented that they were unhappy with their current work schedule.

**Other comments:**

- There were two Public works employees who commented that in the summertime a four-day work week makes sense, whoever, in the winter, with the shorter daylight not so much.

EXHIBIT E

**Email sent out March 31, 2023 to the OMAR Email Distribution List. Below is a list of the responses I received.**

Good morning and HAPPY FRIDAY!

I hope everyone had a great week. I'm curious if there are any municipalities that work a four-day work or even half day Friday. If so, could you please share any information you have and comments on how it works for your organization.

I appreciate it!

Lori Ross  
City Recorder/Municipal Court Clerk  
City of Harrisburg  
120 Smith St  
PO Box 378  
Harrisburg, OR 97446  
Phone: (541)995-2239  
Fax: (541)995-9244  
[lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us)

**City of Tigard:** We've been on a compressed work week for close to 10 years. Clackamas County also has a compressed schedule.

**Pros:**

- Employees like it. We've heard this throughout the years.
- Helps separate us from other local governments when we're recruiting for job openings.
- Encourages a work/life balance
- Some financial savings by lowering utility bill
- With many city services offered online, community members do not need to visit City Hall as much.

**Cons**

- It's important to clearly communicate any changes to developers and others who use the Permit Center.
- You'll need to think about holidays that fall on a Friday and how employees should account for their time. We're given a holiday bank that we can use throughout the year.
- Becomes harder to schedule meetings.

**City of Hubbard:** We work 4 10's from 7AM-5:30PM. This gives the public more access to City Hall should they need to come in to do business than if we work 5 8's. The City Hall is open the entire time and when we were working 5 8's citizens couldn't come in prior to them going to work, after work, or on their lunch hour because we were closed for an hour for lunch since we only have 2/3



employees in the office. Yes, some get upset because we aren't open on Friday's, but we did a survey with those that came into City Hall and more citizens liked the hours with the 4 10's.

**City of Oakridge:** The City of Oakridge is open four days a week, M-Th 8-4. We feel that we are more productive having time to work when we are closed and surprisingly, we haven't had customer complaints about being closed on Fridays.

**The City of Bay City:** We work 4/10's in the main office. We are open 7am-5:30pm M-Th. Our public works has some that work 5/8's and others that work 4/10's. We've had no complaints from the public, most tell us that they are happy to see the office open earlier in the morning so they can stop by before they go to work.

**City of Brookings:** The City of Brookings office is closed on Fridays. We all had the choice because of this to work 4-10s or 5-8s. Currently the Finance Department chooses to work 5-8s so that they can get a lot of their work done without public interruption. The rest of City Hall works 4-10s. However, our Public Works department switches seasonally. In the Winter they work 5-8s and when it hits Spring (Daylight Savings). They work 4-10s because they have more daylight to get things done.

**City of Happy Valley:** We are not officially on a modified schedule city wide, but many employees work Monday through Thursday 7-5:30 if permitted by their supervisor. I think it works great and could be a powerful recruitment tool. Most the time people use Fridays for appointments, etc. so sick time usage decreases, and the public is thrilled when they can contact someone a little earlier or later than usual. Downsides to consider are ergonomic factors, eyestrain, or a potential greater propensity for injury (depending on the position, maybe Public Works for the latter). We haven't noticed an issue, but it might be something to watch. I know some parents are divided on it as well.

**City of Bandon:** Bandon did the 9/80 for two years, we are now doing 4\10. We work 6:30 a.m. to 5:00 p.m. or 5:30 depending on 30 minute or hour lunch. We are open to the public from 7:30a.m. to 5:30 p.m. We love it. Not as many people take day here and there most just use their Fridays for appointments that they have. We have four-day holidays when holidays follow on Monday, which is nice break.

**City of Estacada:** We are similar to Bandon. Work Monday-Thursday 7:00-5:30. We are open to the public 7:30-5:00pm. We all love it too. Feels like a mini vacation every week! 😊 We hear the occasional grumble from a customer about not being open on Fridays, but it's very rare. I think people are used to it now. We've been doing it since about 2017 or 2018 I believe.

**City of Gold Beach:** We just switched to 4/10's in Gold Beach starting today. We gave 5 weeks' notice to the public for the change. We do not have any remote positions at this time

**City of Burns:** The City of Burns - City Hall operates Monday - Thursday from 7:00 a.m. to 6:00 p.m. This schedule started the first of July. We advertised this change for a month in the newspaper, radio, and online.

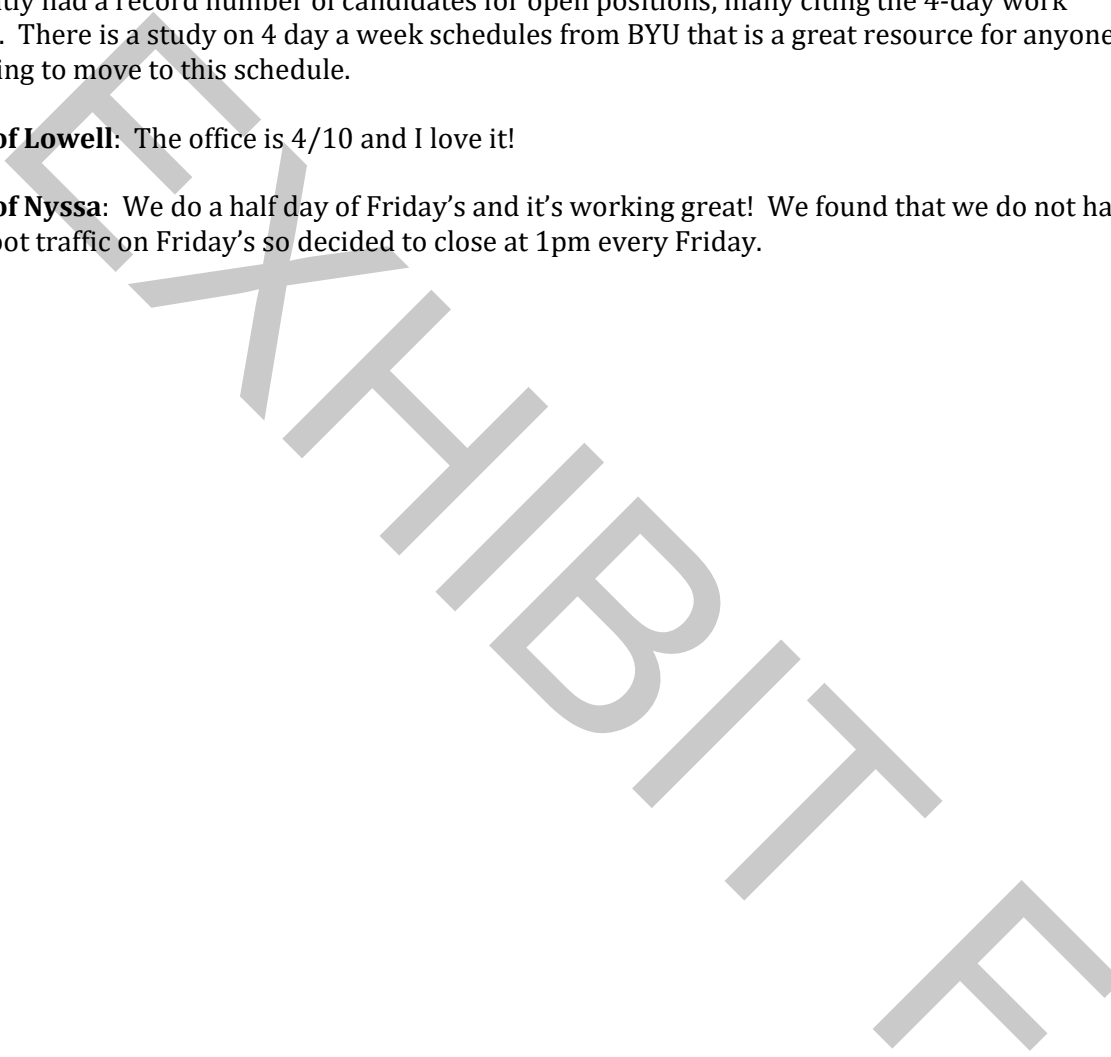
We have had great feedback from the community on the extended hours, with very little negative feedback.

Public Works also works a 4/10 schedule, but half the crew works Monday – Thursday, and the other half Tuesday – Friday. Police and Fire already had similar shifts.

This has been a great morale boost for our employees, with more work getting accomplished during the week and fewer absences from work. Also, it has turned into a great recruiting tool, as we recently had a record number of candidates for open positions, many citing the 4-day work week. There is a study on 4 day a week schedules from BYU that is a great resource for anyone wanting to move to this schedule.

**City of Lowell:** The office is 4/10 and I love it!

**City of Nyssa:** We do a half day of Friday’s and it’s working great! We found that we do not have the foot traffic on Friday’s so decided to close at 1pm every Friday.



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

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**THE MATTER OF DISCUSSION, AND STARTING THE PROCESS TO OFFICIALLY UPDATE HARRISBURG BUILDING PERMIT FEES TO MATCH THOSE OF JUNCTION CITY**

**STAFF REPORT:**

- Exhibit A: Proposed Harrisburg Building Permit Fees
- Exhibit B: Current Harrisburg & Former JC Building Permit Fees

**ACTION: DISCUSSION – MOTION TO DIRECT THE CITY ADMINISTRATOR TO START THE STATUTORY PROCESS TO UPDATE THE CITY’S BUILDING PERMIT FEES**

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**THIS AGENDA BILL IS DESTINED FOR:** Work Session Agenda – 05.28.24

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	N/A

**STAFF RECOMMENDATION:**

**Staff recommends that Council review the proposed fees and authorize the City Administrator to start the process to revise the building permit fee schedule.**

**BACKGROUND INFORMATION:**

When Harrisburg assumed our own Building Permit Program, we adopted the building permit fees that were established by Junction City. This was specified in our IGA (Intergovernmental Agreement) with Junction City, as well as being approved by the Oregon Building Code Division (OBCD). This agreement allows us both to have an efficient system, as we share permits, as well as a building official. This was specified in our original Building Permit Program and Assumption Packet that was approved by the OBCD when we started this journey, and also in the renewal we did in 2023. It’s important to note that building permit fees are regulated by the State of Oregon; the process requires that they verify the rates are within the building code standards, and are fair. The fees are also based upon the model fee schedule provided by the state. Building permit fee schedules are intended to reimburse a City for the actual or average costs of processing permit applications and issuance of permits.

Junction City hasn't raised their building permit fees since 2017, other than to add our former manufactured home building permit fees to their schedule. The increases to permit fees, shown in **Exhibit A**, are relatively small, for the most part. Increases were based upon the actual time required by the building official to inspect, and review plans for these items.

Some of the updates included current categories that neither of our Cities have had, such as renewable energy, and solar. It also included some updated actions such as emergency after hour inspections. Some of the 'other' inspection fees have increased the most, with a typical \$23 per hour increase, along with a change from half-hour increments to one-hour increments. In the 23-year history staff have had of working with building permits, we've never yet had this type of an inspection.

Plumbing and Mechanical permit fees are the most frequently used type of building permits used by Harrisburg residents; these fees stayed largely the same, although some, like a gas heat pump, increased by \$6. (See **Exhibit B** for a copy of our current fees.) Electrical Permits had the most increases, but the level of expertise required to inspect these types of permits is much higher. While Junction City stated that there was an average of a 19% increase, it's hard to quantify with some of the changes. For instance, it costs \$163.25 for a new home or remodel with a valuation of \$10,000 to \$25,000, and the update was \$145, for a value of \$10,000 to \$100,000. The higher levels of valuation increased by a higher amount/percentage. However, some permits, such as manufactured dwellings, were simplified, as the state doesn't allow scaled fees. The average inspection fees for all sizes of manufactured homes is now \$640. Outside of a manufactured home park, the City only allows double-wide manufactured homes, or larger. That actually provides Harrisburg applicants with savings of \$7 over the previous fee. In general, the City's residents are still being charged rates that are lower than those charged by Linn County building officials; even with this fee increase. (As an example, Linn County charges \$27.60 for an average plumbing fee, while Harrisburg citizens will be paying \$18.30.)

Unfortunately, Junction City didn't notify Harrisburg that they were going through this process, which means that we are running slightly behind their current prices, which were adopted at their first April meeting. Statutory requirements in ORS 455.210 require that we must send any changes to permit fees to the Oregon Department of Consumer and Business Services, so that they can review and approve the fees, as well as providing for public notice through their systems. This is a 45-day process, followed by the City allowing a public hearing for anybody here to comment on the fee increases. The timing would generally mean that we would adopt the resolution at the

first business meeting in July; due to our meeting schedule in July, that will be on the 23<sup>rd</sup>.

There are no problems with the City charging slightly lower fees than what Junction City is currently charging, unless there is some slight confusion with a builder who is constructing homes in both Junction City and Harrisburg at the same time. Staff will be meeting with our Building Official to coordinate the process, and will be working with OBCD Staff to update our fees.

REVIEW AND APPROVAL:



05.21.24

Michele Eldridge,  
City Administrator

Date

## Exhibit A

### Junction City Harrisburg - Fee Schedule

#### Structural Permit Fees

Structural Permit Fee table	
Valuation	Fee
\$1 - \$500	\$58.90
\$501 - \$2000	\$58.90 for the first \$500 plus \$5.00 for each additional \$100 or fraction thereof, to and including \$2000
\$2001 - \$50000	\$133.90 for the first \$2000 plus \$8.00 for each additional \$1000 or fraction thereof, to and including \$50000
\$50001 - \$100000	\$517.90 for the first \$50000 plus \$5.00 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$767.90 for the first \$100000 plus \$4.00 for each additional \$1000 or fraction thereof
<i>When a structural permit is required by the state building code for retaining walls, decks, fences, accessory structures, etc – see Structural Permit fees by valuation</i>	
Other Structural Fees	
Structural Plan Review (when applicable)	65% of structural permit fee
Seismic Surcharge – plan review on essential structures	1% of structural permit fee
Additional Plan Review (when applicable) – hourly	\$95.00, minimum one hour
Fire Life Safety Plan Review (when applicable)	40% of structural permit fee
Reinspection – per each	\$80.00
Each additional inspection, above allowable – per each	\$80.00
Inspections for which no fee is specifically indicated (as required) - hourly	\$95.00, minimum one hour
Inspection outside of normal business hours - hourly	\$95.00, minimum 2 hours
Deferred Submittal Plan Review Fee – in addition to project plan review fees	65% of the building permit fee calculated using the value of the deferred portion with a \$100 minimum
Phased Project Plan Review Fee – in addition to project plan review fees	\$275.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1500.00 per phase
Structural demolition – complete demolition, not subject to State Surcharge <span style="color: red;">\$60 per structure</span>	Fee computed per <del>JCHMC 15.30.01</del> <span style="color: red;">050.020</span>

Structural alteration ( <u>not</u> demo) – partial, soft, interior	See Structural Permit Fee table by valuation, incurs State Surcharge
Structural Minimum Permit Fee	\$58.90 Minimum
Residential Fire Suppression – Standalone System, fee includes plan review <i>[See Plumbing Fee section for Continuous Loop/Multipurpose System]</i>	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$206.25
2001 – 3600 sq ft	\$255.75
3601 - 7200 sq ft	\$321.75
7201 sq ft and greater	\$419.65
Commercial Fire Suppression – Alarms/Sprinklers	See Structural Permit Fee table by valuation
Solar Structural Installation Permits – <i>separate Electrical Permit application may also be required</i>	
Solar Permit (when required) – Prescriptive Path System, fee includes plan review	\$179.00
Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>
Investigation Fees - <i>actual or average cost may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines.</i>	
Investigation Fee – hourly	\$95.00/hour, minimum one hour
<b>When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per <i>OAR 918-050-0100</i>.</b>	

**A. Manufactured Dwelling Placement Permit Fees**

Manufactured Dwelling Placement Fee *	\$640.00
State (Cabana) Fee	\$30.00
<i>* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.</i>	
-- See Structural schedule by valuation for non-dwelling modular placements	

**B. Manufactured Dwelling/RV Parks – Area Development Permit (ADP)**

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

**C. Electrical Permit Fees**

<b>New Construction</b>	
<b>Residential</b>	
First 1000 sq ft or less	\$139.00
Each additional 500 sq ft or portion thereof	\$25.00
Limited Energy – new residential construction	\$32.70
Each Manufactured Home/Modular Dwelling service	\$104.00
<b>Multifamily</b>	
New Multifamily Construction	Fee for largest unit calculated using above sq ft rates - plus 50% of permit fee for each additional unit
Multifamily, new construction – Limited Energy System – per floor	\$32.70
Multifamily, new construction – Protective Signaling – per floor	\$32.70
<b>Service Feeders – Installation, Alteration, Relocation</b>	
200 amp or less	\$104.00
201 – 400 amps	\$123.00
401 – 600 amps	\$205.00
601 – 1000 amps	\$267.00
Over 1000 amps or volts	\$614.00
Reconnect Only	\$82.00
<b>Temporary Service Feeders – Installation, Alteration, Relocation</b>	
200 amp or less	\$82.00
201 – 400 amps	\$113.00
401 – 600 amps	\$164.00
601 – 1000 amps	\$238.00
Over 1000 amps or volts	\$553.00
<b>Branch Circuits – New, Alteration, Relocation</b>	
With service or feeder – per each	\$5.25
Without service or feeder	\$70.00 for first branch circuit, \$5.25/each additional



<b>Renewable Energy</b>	
Renewable energy for electrical systems- 5kva or less	\$104.00
Renewable energy for electrical systems- 5.01kva through 15kva	\$123.00
Renewable energy for electrical systems- 15.01kva through 25kva	\$205.00
Renewable energy - solar generation over 25 kva	\$8 per kva over 25 kva, \$205.00 for first 25 kva – <i>maximum fee at 100 kva</i>
Renewable energy for wind systems - 25.01kva through 50kva	\$267.00
Renewable energy for wind systems - 50.01kva through 100kva	\$614.00
<b>Other Electrical Fees</b>	
Pump or Irrigation Circle – per each	\$82.00
Sign or Outline Lighting – per each	\$82.00
Signal Circuit(s) or Limited Energy system, alteration or extension, each system – non-new residential and all commercial ( <i>new residential and multifamily construction – see above</i> )	\$82.00
Master Permit – application fee, one time at initial application; renews annually as applicable	\$119
Master Permit – inspection fee – per hour; includes travel time, inspection, and report writing	\$95.00, minimum one hour
Electrical Plan Review (when applicable)	25% of electrical permit fee
Additional Plan Review (when applicable) – per hour	\$95.00, minimum one hour
Reinspection – per each	\$80.00
Each additional inspection, above allowable – per each	\$80.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$95.00, minimum one hour
Inspection outside of normal business hours – per hour	\$95.00, minimum 2 hours
Investigation fee - Electrical	See Structural – Investigation Fees
Minimum Fee – Electrical	\$95.00

**D. Mechanical Permit Fees**

Residential	Fee – per each appliance
Air conditioner	\$22.00
Air handling unit of up to 10000 cfm	\$13.00
Air handling unit 10001 cfm and over	\$22.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	\$13.00
Attic or crawl space fans	\$13.00
Chimney/liner/flue/vent	\$13.00
Clothes dryer exhaust	\$13.00
Decorative gas fireplace	\$22.00
Ductwork only	\$22.00
Evaporative cooler other than portable	\$13.00
Floor furnace, including vent	\$18.00
Flue vent for water heater or gas fireplace	\$13.00
Furnace – greater than 100000 BTU	\$23.00
Furnace – up to 100000 BTU	\$18.00
Furnace/burner including duct work/vent/liner	\$22.00
Gas or wood fireplace/insert	\$22.00
Gas fuel piping outlets	\$5.90
Heat pump	\$22.00
Hood served by mechanical exhaust, including ducts for hood	\$13.00
Hydronic hot water system	\$18.00
Installation or relocation domestic/type incinerator	\$22.00
Mini split system	\$18.00
Oil tank/gas diesel generators	\$22.00
Pool or spa heater, kiln	\$22.00
Range hood/other kitchen equipment	\$22.00
Repair, alteration, or addition to mechanical appliance including installation of controls	\$13.00
Suspended heater, recessed wall heater, or floor mounted heater	\$18.00
Ventilation fan connected to single duct	\$13.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$13.00
Water heater	\$13.00
Wood/pellet stove	\$22.00
Other heating/cooling	\$13.00
Other fuel appliance	\$13.00
Other environment exhaust/ventilation	\$13.00

Commercial Mechanical Fees	
Valuation	Fee
\$0 - \$5000	\$95.00
\$5001 - \$10000	\$95.00 for first \$5000 plus \$10.00 for each additional \$1000 or fraction thereof, to and including \$10000
\$10001 - \$100000	\$145.00 for first \$10000 plus \$9.00 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$955.00 for first \$100000 plus \$8.00 for each additional \$1000 or fraction thereof
Other Mechanical Fees	
Mechanical Plan Review (when applicable)	25% of mechanical permit fee
Additional Plan Review (when applicable) – per hour	\$95.00, minimum one hour
Reinspection – per each	\$80.00
Each additional inspection, above allowable – per each	\$80.00
Inspections for which no fee is specifically – per each indicated (as required)	\$95.00, minimum one hour
Inspection outside of normal business hours	\$95.00, minimum 2 hours
Investigation fee - Mechanical	See Structural – Investigation Fees
Mechanical Minimum Permit Fee	\$95.00

**E. Plumbing Permit Fees**

Plumbing Permit Fees	
New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. <i>Half bath counted as whole.</i>	
One bathroom, one kitchen	\$274.10
Two bathrooms, one kitchen	\$385.00
Three bathrooms, one kitchen	\$438.90
Each additional bathroom > 3 – or – kitchen > 1	\$100.00/each
Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes rain, footing, trench, and leach) – <i>first 100 ft included in bathroom/kitchen fee</i>	\$51.00
Commercial and Non-New Residential	
Site Utilities	Fee
Sanitary Sewer - First 100 feet or less	\$60.50
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$51.00
Storm – first 100 feet or less	\$60.50

Storm – Each additional 100 feet or fraction thereof	\$51.00
Water – first 100 feet or less	\$60.50
Water – Each additional 100 feet or fraction thereof	\$51.00
<b>Fixtures</b>	<b>Fee – per each</b>
Absorption valve	\$18.30
Backflow preventer	\$30.30
Backwater valve	\$18.30
Catch basin or area drain	\$18.30
Clothes washer	\$18.30
Dishwasher	\$18.30
Drinking fountain	\$18.30
Ejectors/sump pump	\$18.30
Expansion tank	\$18.30
Fixture cap	\$18.30
Floor drain/floor sink/hub drain	\$18.30
Garbage disposal	\$18.30
Hose bib	\$18.30
Ice maker	\$18.30
Primer	\$18.30
Sink/basin/lavatory	\$18.30
Stormwater retention/detention tank/facility	\$18.30
Swimming pool piping	\$18.30
Trench drain	\$18.30
Tub/shower/shower pan	\$18.30
Urinal	\$18.30
Water closet	\$18.30
Water heater	\$18.30
Other – plumbing	\$18.30
Alternate potable water heating system	\$18.30
Interceptor/grease trap	\$18.30
Manholes	\$18.30
Roof drain (commercial)	\$18.30
Medical Gas – fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances	
<b>Valuation</b>	<b>Fee</b>
\$0 - \$5000	\$95.00
\$5001 - \$10000	\$95.00 for the first \$5000 plus \$1.50 for each additional \$100 or fraction thereof, to and including \$10000
\$10001 - \$100000	\$170.00 for the first \$10000 plus \$10.20 for each additional \$1000 or fraction thereof, to and including \$100000

\$100001 and above	\$1088.00 for the first \$100000 plus \$7.00 for each additional \$1000 or fraction thereof
Residential Fire Suppression – Multipurpose/Continuous Loop System, fee includes plan review <i>[See Structural Fee section for Standalone System]</i>	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$206.25
2001 – 3600 sq ft	\$255.75
3601 - 7200 sq ft	\$321.75
7201 sq ft and greater	\$419.65
<b>Other Plumbing Fees</b>	
Plumbing Plan Review (when applicable) – commercial	40% of commercial plumbing permit fee
Plumbing Plan Review (when applicable) – residential	25% of residential plumbing permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one hour
Reinspection – per each	\$80.00/each
Each additional inspection, above allowable – per each	\$80.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$95.00/hour, minimum one hour
Inspection outside of normal business hours – per hour	\$95.00/hour, minimum 2 hours
Investigation fee - Plumbing	See Structural – Investigation Fees
Plumbing Minimum Permit Fee – commercial	\$95.00
Plumbing Minimum Permit Fee – residential	\$95.00

**F. Miscellaneous Fees**

Permit Reinstatement fee – to renew already expired permit, as eligible; subject to State Surcharge	\$50.00
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	\$20.00
Copy fees	Per each
Returned Check fee (NSF)	\$25.00
Master Plans – Structural – setup fee	\$150 (initial review at standard plan review rate )
Master Plans – Structural – second and subsequent reviews	50% of initial plan review fee
Seismic Surcharge – Structural/Mechanical – review required on all essential structures	1% of building permit fee
Refund processing fee – not subject to State Surcharge	\$35.00

Expedited Plan Review fee – Structural, in addition to standard plan review fees – plan review services outside of normal timeframes established, must be pre-approved, subject to availability/resources	\$95.00/hr
Non-residential structural Temporary Certificate of Occupancy- 60 days, plus (1) 60 day extension upon request	\$200.00
Non-residential structural Temporary Certificate of Occupancy 60 day extension-max of (4) available	\$77.00 / 60 days

Refund policy:

1. The City may refund:
  - a. Any permit or plan review fee not duly authorized;
  - b. The fee paid for a permit or plan review under which no work has commenced, subject to the limitation of Section 2, below; and
  - c. No permit or plan review fee shall be refunded except upon written request of the applicant, received by the Public Works Department no later than 180 days after payment.
2. The City shall retain City Administrative Fees, and may retain additional portions of the fee to cover administrative costs or for work already performed/provided.

# Harrisburg Building Permits Fee Schedule 2023/2024

Item	Fee	Set By
Commercial & Residential Permits	Based on total valuation	JCMC 15.05/Res
State surcharge of 12% added to the total and a plan check fee which is 65% of the permit fee		

## Electrical Permit

Item	Fee	Set By
New Residential Single or Multi-family Dwelling		
1,000 sq. ft. or less	\$117	JCMC 15.05/Res
Each additional 1,500 sq. ft. or portion	\$21	JCMC 15.05/Res
Limited Energy (Residential)	\$27.50	JCMC 15.05/Res
Limited Energy (Non-Residential)	\$27.50	JCMC 15.05/Res
Each Manufactured or Modular Dwelling, Service, and/or Feeder	\$69	JCMC 15.05/Res
Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$87	JCMC 15.05/Res
201 amps to 400 amps	\$103	JCMC 15.05/Res
401 amps to 600 amps	\$172	JCMC 15.05/Res
601 amps to 1,000 amps	\$224	JCMC 15.05/Res
Over 1,000 amps or volts	\$516	JCMC 15.05/Res
Reconnect Only	\$69	JCMC 15.05/Res

Temporary Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$69	JCMC 15.05/Res
201 amps to 400 amps	\$95	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
601 amps to 1,00 amps	\$200	JCMC 15.05/Res
Over 1,000 amps or volts	\$465	JCMC 15.05/Res
Branch Circuits		
Branch Circuits with Service or Feeder Fee, each Branch	\$4.40	JCMC 15.05/Res
Branch Circuits without Service or Feeder Fee, each Branch Unit	\$59	JCMC 15.05/Res
Each Additional Branch Circuit	\$4.40	JCMC 15.05/Res
Miscellaneous		
Pump or Irrigation Cycle	\$69	JCMC 15.05/Res
Sign or Outline Lighting	\$69	JCMC 15.05/Res
Signal Circuit(s) or Limited Energy Panel, Alteration, or Extension	\$69	JCMC 15.05/Res
Each Additional Inspection	\$60.50	JCMC 15.05/Res
Limited Energy Permits (Residential)		
Fee for All Systems*	\$27.50	JCMC 15.05/Res
Limited Energy Permits (Commercial)		
Audio and Stereo Systems	\$27.50	JCMC 15.05/Res
Boiler Controls	\$27.50	JCMC 15.05/Res
Clock Systems	\$27.50	JCMC 15.05/Res
Data Telecommunication Installation	\$27.50	JCMC 15.05/Res
Fire Alarm Installation	\$27.50	JCMC 15.05/Res
HVAC	\$27.50	JCMC 15.05/Res
Instrumentation	\$27.50	JCMC 15.05/Res



Intercom and Paging Systems	\$27.50	JCMC 15.05/Res
Landscape Irrigation Control	\$27.50	JCMC 15.05/Res
Medical	\$27.50	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Outdoor Landscape Lighting	\$27.50	JCMC 15.05/Res
Protective Signaling	\$27.50	JCMC 15.05/Res
State surcharge of 12% added to the total		

*\*These include audio and stereo, burglar alarm, garage door opener, heating, ventilation, air conditioning, and vacuum systems*

### Mechanical Permits

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
<b>Residential Equipment/System Fees</b>		
Heating/Cooling		
Furnace Add-On Air Conditioning	\$19	JCMC 15.05/Res 1171
Gas Heat Pump	\$15.40	JCMC 15.05/Res 1171
Duct Work	\$15.40	JCMC 15.05/Res 1171
Hydronic Hot Water System	\$15.40	JCMC 15.05/Res 1171
Residential Boiler	\$11	JCMC 15.05/Res 1171
Unit Heaters (fuel-type, not electric), in-wall, in-duct, suspended, etc.	\$11	JCMC 15.05/Res 1171
Flue/Vent for any of the Above	\$11	JCMC 15.05/Res 1171
Other Fuel Appliances		
Water Heater	\$11	JCMC 15.05/Res 1171
Gas Fireplace	\$11	JCMC 15.05/Res 1171
Flue Vent for Water Heater or Gas Fireplace	\$11	JCMC 15.05/Res 1171

Log Lighter (gas)	\$11	JCMC 15.05/Res 1171
Wood/Pellet Stove	\$11	JCMC 15.05/Res 1171
Wood Fireplace/Insert	\$11	JCMC 15.05/Res 1171
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
<b>Environmental Exhaust and Ventilation</b>		
Range Hood/Other Kitchen Equipment	\$11	JCMC 15.05/Res
Clothes Dryer Exhaust	\$11	JCMC 15.05/Res
Single-Duct Exhaust	\$7.40	JCMC 15.05/Res
Attic/Crawl Space Fans	\$7.40	JCMC 15.05/Res
Other	\$6.30	JCMC 15.05/Res
<b>Fuel Piping</b>		
First Four	\$5.90	JCMC 15.05/Res
Each Additional	\$1.10	JCMC 15.05/Res
Furnace, etc.	\$15.40	JCMC 15.05/Res
Gas Heat Pump	\$15.40	JCMC 15.05/Res
Wall/Suspended/Unit Heater	\$15.40	JCMC 15.05/Res
Water Heater	\$11	JCMC 15.05/Res
Fireplace	\$11	JCMC 15.05/Res
Range	\$11	JCMC 15.05/Res
Barbecue	\$11	JCMC 15.05/Res
Clothes Dryer (gas)	\$11	JCMC 15.05/Res
<b>Commercial Mechanical Permits (Based on total valuation)*</b>		
\$1 to \$5,000	\$79.75 minimum fee	JCMC 15.05/Res

\$5,001 to \$10,000	\$79.75 for the first \$5,000 (plus \$1.67 for each additional \$100 or fraction thereof, up to and including \$10,000)	JCMC 15.05/Res 1171
\$10,001 to \$25,000	\$163.25 for the first \$10,000 (plus \$1.69 for each additional \$100 or fraction thereof, up to and including \$25,000)	JCMC 15.05/Res 1171
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
\$25,001 to \$50,000	\$416.75 for the first \$25,000 (plus \$1.60 for each \$100 or fraction thereof, up to and including \$50,000)	JCMC 15.05/Res
\$50,001 and up	\$816.75 for the first \$50,000 (plus \$1.32 for each additional \$100 or fraction thereof, up to and including \$50,000)	JCMC 15.05/Res 1171
<b>Other Inspection Fess</b>		
Inspections Outside of Normal Business Hours	\$68.75/Hour/Two Hour Minimum	JCMC 15.05/Res
Inspections for Which No Fee is Indicated	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res
Additional Plan Review	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res

*\*25% plan review fee required on all commercial permits*

## Plumbing Permit

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
<b>New Single and Two-Family Dwelling</b>		
Single Family Residential (SFR) 1 Bath	\$274.10	JCMC 15.05/Res
SFR 2 Bath	\$385	JCMC 15.05/Res
SFR 3 Bath	\$438.90	JCMC 15.05/Res
Each Additional Bath/Kitchen	\$274.10	JCMC 15.05/Res
<b>Site Utilities</b>		
Catch Basin or Area Drain	\$18.30	JCMC 15.05/Res

Drywell, Leach Line, or Trench Drain	\$18.30	JCMC 15.05/Res
Manholes	\$18.30	JCMC 15.05/Res
Rain Drain Connector	\$18.30	JCMC 15.05/Res
Fixtures or Items		
Absorption Valve	\$18.30	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Dishwasher	\$18.30	JCMC 15.05/Res
Drinking Fountain	\$18.30	JCMC 15.05/Res
Ejectors/Sump	\$18.30	JCMC 15.05/Res
Expansion Tank	\$18.30	JCMC 15.05/Res
Fixture/Sewer Cap	\$18.30	JCMC 15.05/Res
Floor Drain/Floor Sink/Hub	\$18.30	JCMC 15.05/Res
Garbage Disposal	\$18.30	JCMC 15.05/Res
Hose Bib	\$18.30	JCMC 15.05/Res
Ice Maker	\$18.30	JCMC 15.05/Res
Interceptor/Grease Trap	\$18.30	JCMC 15.05/Res
Primer	\$18.30	JCMC 15.05/Res
Roof Drain (commercial)	\$18.30	JCMC 15.05/Res
Sink/Basin/Lavatory	\$18.30	JCMC 15.05/Res
Tub/Shower/Shower Pan	\$18.30	JCMC 15.05/Res
Urinal	\$18.30	JCMC 15.05/Res
Water Closet	\$18.30	JCMC 15.05/Res
Water Heater plus a Mechanical Permit	\$18.30	JCMC 15.05/Res

Laundry Tray	\$18.30	JCMC 15.05/Res
Washing Machine	\$18.30	JCMC 15.05/Res
Floor Drain/Floor Sink (2", 3", or 4")	\$18.30	JCMC 15.05/Res
MFG Home New Water Service	\$51	JCMC 15.05/Res
MFG Home New San./Storm Sewer	\$51	JCMC 15.05/Res
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Other Fixtures	\$18.30	JCMC 15.05/Res
Sewer		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res
Each Additional 100'	\$51	JCMC 15.05/Res
Water Service		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res
Each Additional 200'	\$51	JCMC 15.05/Res
Storm & Rain Drain		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res
Each Additional 100'	\$51	JCMC 15.05/Res
Commercial Backflow Prevention Device	\$51	JCMC 15.05/Res
Residential Backflow Prevention Device	\$30.30	JCMC 15.05/Res
Catch Basin	\$18.30	JCMC 15.05/Res
Inspection of Existing Plumbing or Specially Requested Inspections	\$68.75	JCMC 15.05/Res
Rain Drain, Single Family Dwelling	\$71.75	JCMC 15.05/Res
Grease Traps	\$18.30	JCMC 15.05/Res

**Miscellaneous Permits**

<b>Item</b>	<b>Fee</b>	<b>Set By</b>
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Appeal of a Civil Administrative Penalty	\$250.00	JCMC 15.05/Res
Medical Gas Systems (Based on Total Valuation)		
\$1 to \$5,000	\$79.75/Minimum	JCMC 15.05/Res
\$5,001 to \$10,000	\$72.50 for the first \$5,000 and \$1.67 for each additional \$100 or fraction thereof, to and including	JCMC 15.05/Res 1171
<b>Item</b>	<b>Fee</b>	<b>Set By</b>
\$25,001 to \$50,000	\$416.75 for the first \$25,000 and \$1.60 for each additional \$100 or fraction thereof, to an including	JCMC 15.05/Res 1171
\$50,000 and up	\$816.75 for the first \$50,000 and \$1.32 for each additional \$100 or fraction thereof	JCMC 15.05/Res 1171
Residential Fire Suppression Permit (Multipurpose or Continuous Loop)		
0 to 2,000 Sq. Ft.	\$126.50	JCMC 15.05/Res
2,001 to 3,600 Sq. Ft.	\$176.00	JCMC 15.05/Res
3,601 to 7,200 Sq. Ft.	\$242. 00	JCMC 15.05/Res
7,201 Sq. Ft. and Greater	\$339.90	JCMC 15.05/Res
Residential Fire Suppression Permit (Stand Alone System)		
0 to 2,000 Sq. Ft.	\$206.25	JCMC 15.05/Res
2,001 to 3,600 Sq. Ft.	\$255.75	JCMC 15.05/Res
3,601 to 7,200 Sq. Ft.	\$321.00	JCMC 15.05/Res
7,201 Sq. Ft. and Greater	\$419.65	JCMC 15.05/Res
Phased Projects	\$200.00 plus 10% of the total project building permit fee not to exceed \$1500 for each phase	JCMC 15.05/Res 1171
Deferred Submittals	65% of the building permit fee, but no less the \$200	JCMC 15.05/Res
Manufactured Home Placement Permit		

Set Up Permit	\$115.50	JCMC 15.05/Res
Permanent Steps & Skirting	\$11.00	JCMC 15.05/Res
Plumbing Permit	\$157.08	JCMC 15.05/Res
Electrical Permit	Separate	JCMC 15.05/Res
State MH Fee	\$30 .00	JCMC 15.05/Res
Appeal Fee	\$250.00	JCMC 15.05/Res





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

**THE MATTER OF APPROVING A PARADE PERMIT FOR THE HARRISBURG OLD-FASHIONED 4<sup>TH</sup> OF JULY PARADE**

**STAFF REPORT:**

Exhibit A: 4<sup>th</sup> of July Parade/ODOT Parade Permit Packet

**ACTION: MOTION TO APPROVE THE PARADE PERMIT FOR THE HARRISBURG 2024 OLD-FASHIONED 4<sup>TH</sup> OF JULY PARADE**

**THIS AGENDA BILL IS DESTINED FOR:** Work Session Agenda – May 28, 2024

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

**STAFF RECOMMENDATION:**

**Staff recommends the City Council approve the Parade Permit for the Harrisburg Old-Fashioned 4<sup>th</sup> of July Parade**

**BACKGROUND INFORMATION:**

The Harrisburg Community Fourth of July Association has submitted a parade permit application to hold the Old-Fashioned 4<sup>th</sup> of July Parade in 2024. There is a second parade that will be held during this event, but that does not affect ODOT, and uses only city streets. The Pet Parade will be held on July 3<sup>rd</sup>, with staging on Schooling St. between 2<sup>nd</sup> and 1<sup>st</sup> St., with the parade heading north on 1<sup>st</sup> St. to the Gazebo. The Firecracker 5K doesn't require that we close streets, as participants use the right-of-way's.

Because the route incorporates 3<sup>rd</sup> St., which is also Hwy 99E, we are required to obtain permission from ODOT. As such, the organization has submitted their application (**Exhibit A**) and is asking the City Council for approval of the parade routes. Staging remains the same.

The following is an analysis of the permit application's consistency with Chapter 9.20 of the Harrisburg Municipal Code.

***Noise:***

Parades generally produce a fair amount of noise. This particular parade occurs during daytime hours and does pass through residential neighborhoods. The levels and type of noise that will likely be created during the parade would not be acceptable per Harrisburg Municipal Code (HMC) 9.20.030 – Unreasonable Noise. However, Subsection (e) of HMC 9.20.030 does allow for the City Council to grant a permit for

noise generated from general entertainment, such as a parade. Based on this provision, and the fact that the applicant will obtain a parade permit, the noise generated from the parade is acceptable.

**Traffic:**

The parade route includes several public streets, which will be used by those participating in the parade. According to the applicant, the parade is anticipated to last one and a half hours and is scheduled to begin at 11:00 am and end at 12:30 pm. Traffic will be negatively affected during this period. The applicant works with the Linn County Sheriff’s Office, and Coburg Police to provide deputies and signage indicating the presence of a parade.

The Parade Route used is the traditional parade route, that also needs approval by ODOT. **(The Parade Route is also included in Exhibit A)**. Staging is at both the schools, with the parade starting at 7<sup>th</sup> & Smith St. Traffic heads west on Smith to 3<sup>rd</sup> St., then south on 3<sup>rd</sup> St., to LaSalle St., then east on LaSalle St to 9<sup>th</sup> St., and turning north, returning to the staging area. There is also a detour route for traffic traveling on Hwy 99E through 2nd Street. The parade route does impact an ODOT facility, and the applicant will submit the permit for the parade to ODOT. The applicant will be required to obtain the ODOT permit and provide the City with a copy of the approved permit prior to commencing the parade. **(Condition 1)**.

**Trash and Debris:**

Parades will typically generate trash or other debris that may be left on City streets or sidewalks. It shall be the responsibility of the applicant to ensure that no trash or debris generated from the parade is left on any City street, sidewalk, or private property. The City and the HC4JA together work on trash removal. **(Condition 2)**.

**Time and Duration:**

As noted above, the parade is scheduled to begin at 11:00 am on July 4, 2024. It is anticipated that the parade will last no more than one and a half hours. Therefore, the parade permit issued by the City shall be from 9:00 am until 2:00 pm, on July 4, 2024 **(Condition 3)**.

**Parade Route and Participation:**

The applicant has submitted the traditional route as shown in Exhibit A. The parade shall be limited to the route approved by the City Council **(Condition 4)**. The applicant anticipates up to 1,500 parade participants. This number is consistent with prior years. The number of participants and parade route are acceptable.

**Pet Parade Route and Participation:**

The Pet Parade, which consists of kids (and adults with pets!), any variety of pets, and bicycles, will be staged on Schooling St., between 2<sup>nd</sup> and 1<sup>st</sup> St. 10:30am is staging, 10:45 is judging, and the parade is held at 11:00am. 1<sup>st</sup> St. will be barricaded, up to Smith St. Winners will be announced in the gazebo.

**CONDITIONS OF APPROVAL**

1. Prior to the start of the parade, the applicant shall obtain and provide to the City a copy of the approved parade permit from the Oregon Department of Transportation. The applicant shall comply with all conditions of the ODOT permit.

2. The applicant & City shall be responsible to remove any trash or debris on the City street or sidewalks generated by the parade and its participants.
3. The Children's Pet Parade will be held on July 3<sup>rd</sup>, 2024, between the hours of 10:00am and 12:30pm.
4. The 4<sup>th</sup> of July parade shall be held on July 4, 2024, between the hours of 9:00 am and 2:00 pm.
5. Both parades shall be limited to the route as approved by the City Council.
6. The City will send a letter to the citizens on Schooling St. letting them know about the timing for the staging of the Pet Parade between 2<sup>nd</sup> and 1<sup>st</sup> St.

REVIEW AND APPROVAL:



05/21/2024  
Michele Eldridge      Date  
City Administrator



**APPLICATION AND PERMIT TO OCCUPY OR PERFORM OPERATIONS UPON A STATE HIGHWAY**

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

5.

CLASS :	KEY#
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GENERAL LOCATION			PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)		
HIGHWAY NAME AND ROUTE NUMBER OR-99E/58/Albany-Junction City			<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE
HIGHWAY NUMBER 58	COUNTY Linn		<input type="checkbox"/> BURIED CABLE	TYPE	
BETWEEN OR NEAR LANDMARKS Smith St. & LaSalle St.			<input type="checkbox"/> PIPE LINE	TYPE	
HWY. REFERENCE MAP AML	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> NON-COMMERCIAL SIGN AS DESCRIBED BELOW		
APPLICANT NAME AND ADDRESS Harrisburg Festival & Events Association/City of Harrisburg Attn: Michele Eldridge PO Box 178, Harrisburg, OR 97446			<input type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW		
			<b>FOR ODOT USE ONLY</b> BOND REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO REFERENCE: OAR 734-055-0035(2) AMOUNT OF BOND INSURANCE REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO REFERENCE: OAR 734-055-0035(1) SPECIFIED COMP. DATE		

**DETAIL LOCATION OF FACILITY (For more space attach additional sheets)**

MILE POINT	MILE TO POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
28.59	28.89	1378+80	1394+80	Both	n/a	n/a	n/a	Parade	.30 Miles

DESCRIPTION OF DESIRED USE

4th of July Community Parade, July 4, 2024 11:00AM to 12:30PM

SPECIAL PROVISIONS (FOR ODOT USE ONLY)

- TRAFFIC CONTROL REQUIRED  YES [OAR 734-055-0025(6)]  NO
- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED  YES [OAR 734-055-0100(2)]  NO [OAR 734-055-0100(1)]
- ◆ AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE \_\_\_\_\_ AT PHONE NO.: \_\_\_\_\_ OR EMAIL OR FAX THIS PAGE TO THE DISTRICT OFFICE AT: \_\_\_\_\_, SPECIFY TIME AND DATE WORK IS TO OCCUR.
- ◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ◆ ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0001 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987. CALL BEFORE YOU DIG 1-800-332-2344

COMMENTS (FOR ODOT USE ONLY)

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE <b>X</b>	TITLE PW Director	DATE
APPLICANT SIGNATURE <b>X</b> <i>Michele Eldridge</i>	TITLE City Administrator/VP of HFEA	TELEPHONE NO. 541-995-2200
APPLICATION DATE 05.19.24	DISTRICT MANAGER OR REPRESENTATIVE <b>X</b>	APPROVAL DATE

When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached, and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.

MILE POINT	TO MILE POINT	ENGINEERS STATION	ENGINEERS STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
28.59	28.89	1378+80	1394+80	Both	n/a	n/a	n/a	Parade	.30 Miles

# EXHIBIT A - ROUTE

0 295 590 Feet

## Legend

- Cityhall
- Post Office
- Fire Station
- Harrisburg Sub Station
- School
- Roads
- Railroad
- County Boundary
- Harrisburg Parks
- City Limits

1

2

3

4

5

1

2

3

4

5

5.

Detour Route, 2nd St.

Parade Start

Deputy/Territorial & 3rd St.

Dispersal after parade, north on 9th

Detour - Southbound Traffic

Parade Route

Staging

Staging

Detour Route, 2nd St.

Detour -Northbound Traffic

Parade Route

Staging

Deputy @ 6th & LaSalle

Dispersal After Parade, south on 6th St.

Deputy, 2nd & 3rd



# HARRISBURG

# √GENERAL PROVISIONS FOR POLE LINE, PIPELINE, BURIED CABLE PERMITS AND MISCELLANEOUS PERMITS

(Rev) May 2003

<b>APPLICANT:</b> See Page 1 – Harrisburg Community 4 <sup>th</sup> of July Association		<b>HIGHWAY:</b> See Page 1		<b>MP:</b> See page 1
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All checked (√) provisions apply.

**WORKSITE**

1. Permittee must call for utility locates before digging ("Call Before You Dig") 1-800-332-2344 per Oregon Administrative Rules (Chapter 952, Division 1). You may be held liable for damages. Pre-marking of excavation areas is required.
- √2. Permittee shall have a copy of this permit and all attachments at the work site. They shall be available to the District Manager or representative at their request.
3. Permittee shall acknowledge, in writing, receipt and review of Oregon Administrative Rules (Chapter 734, Division 55) governing miscellaneous facilities and operations on the highway right of way as the governing provisions of this permit or agreement. Copies of this rule may be obtained from any district maintenance office.
- √4. Permittee shall review the Oregon Administrative Rules (Chapter 734 Division 55) governing miscellaneous facilities and operations on the highway right of way as the governing provisions of this permit or agreement. Web Site: [http://arcweb.sos.state.or.us/rules/OARS\\_700/OAR\\_734/734\\_055.html](http://arcweb.sos.state.or.us/rules/OARS_700/OAR_734/734_055.html).
5. Access control fence must be maintained during construction and restored to its original or better condition after construction is complete.
- √6. The Permittee shall not use state highway right of way to display advertising signs or merchandise of any kind.
- √7. The stopping and parking of vehicles upon state highway right of way for the maintenance of adjoining property or in furtherance of any business transaction or commercial establishment is strictly prohibited.
8. All grass and small brush within the work area shall be rotary or flail mowed to ground level prior to the beginning of work to facilitate clean up. Disturbed areas shall be reseeded with grass native to the area in an appropriate seeding time.
- √9. The spreading of mud or debris upon any state highway is strictly prohibited and violation shall be cause for immediate cancellation of the permit. Clean up shall be at the applicant's expense. The

highway shall be cleaned of all dirt and debris at the end of each work day, or more frequently if so determined by the District Manager or representative.

- 10. Permittee shall replace any landscape vegetation or fences that are destroyed. Any damage that is not fully recovered within 30 days (weather permitting) shall be replaced by ODOT at the expense of the Permittee. A "plant establishment" shall be understood to be part of the planting work to assure satisfactory growth of planted materials. The plant establishment period will begin when the original planting and all landscape construction has been completed and approved. The length of the establishment period will be one calendar year or as defined in the permit Special Provisions.
- 11. Permittee shall install and maintain landscaped area. Planting shall be limited to low-growing shrubs, grass or flowers that do not attain sufficient height to obstruct clear vision in any direction. The Oregon Department of Transportation (ODOT) shall have the right to remove said landscaping at any time such removal may appear to be in the public interest, without liability or loss, injury, of damage or any nature whatsoever.

**TRAFFIC**

- √12. During construction or maintenance, the work area shall be protected in accordance with the current Manual on Uniform Traffic Control Devices, (MUTCD), Federal Highway Administration, US Department of Transportation, and the Oregon Department of Transportation supplements thereto. Flaggers must have a card or certificate indicating their completion of an approved work zone traffic control course. All traffic control devices shall be maintained according to the American Traffic Safety Services Association (ATSSA), Quality Standards for Work Zone Traffic Control Devices handbook.
- 13. Permittee shall provide a detailed traffic control plan for each phase of the work, showing signs and cones. Plans shall be reviewed and approved by Oregon Department of Transportation in advance of construction or maintenance.
- 14. All damaged or removed highway signs shall be replaced by the permittee. Installation shall be according to MUTCD standards or ODOT specifications, and shall be completed as soon as possible but no later than the end of the work shift.
- 15. No lane restrictions are permitted on the roadway during the hours of darkness, on weekends, or between 6:00 AM and 9:00 AM, or 4:00 PM and 7:00 PM (Monday thru Thursday off by noon on Friday) without prior approval by ODOT.
- 16. Traffic control with lane restrictions are permitted on the roadway with the following guidelines: See attached EXHIBIT: DISTRICT 4 LANE RESTRICTIONS, 02/26/2018.

**DRAINAGE**

- 17. On-site storm drainage shall be controlled within the permitted property. No blind connections to existing state facilities are allowed.



- 18. Excavation shall not be done on ditch slopes. Trench excavation shall either be at ditch bottom or outside ditch area. (Minimum depth at bottom of ditch shall be 36 inches; minimum depth outside of ditch shall be 42 inches).
- 19. Only earth or rock shall be used as fill material and shall slope so as not to change or adversely affect existing drainage. Fine grade and seed the finished fill with native grasses to prevent erosion.
- 20. A storm drainage study stamped by an Oregon Registered Professional Engineer (PE) is required. The study must meet standards of the National Pollution Discharge Elimination Systems (NPDES) when any of the following conditions apply:
  - Whenever a four inch pipe is inadequate to serve the developed area,
  - development site is one quarter acre or larger in size, OR contributes one half cubic feet per second OR directly or indirectly affects state facilities,
  - or as directed by the District Manager or representative.
  - An advance deposit for ODOT hydrology reviews may be required.
- 21. Permittee shall provide on-site retention for storm water runoff that exceeds that of the undeveloped site.
- 22. All water discharged to an ODOT drainage system must be treated prior to discharge. All requests for connection to an ODOT storm system must meet any requirements of the National Pollutant Discharge Elimination System (NPDES). This may include local jurisdiction approval of on-site water quality treatment facilities and/or development of an operation and maintenance plan for any on-site water quality treatment facility, as determined by local jurisdiction

**EXCAVATION/CONSTRUCTION**

- √23. The following ODOT documents and any supplements and subsequent revisions thereto, where applicable and not otherwise superceded by the permit language herein, but only to the extent that they provide standards and performance requirements for work to be performed under the permit, shall be incorporated for use in the permit: "Oregon Standard Specifications for Construction (2018)" and relevant Metric Standard Drawings. ODOT shall have authority over acceptance of all materials and workmanship performed under this permit as stated in Section 00150.00 of the "Oregon Standard Specifications for Construction (2015)." For additional Supplemental and Special Provisions please refer to: <http://www.odot.state.or.us/techserv/roadway/specs/home.htm>. Standard Specification books is available on this site.
- 24. Open cutting of pavement is allowed in areas specifically approved by District Manager or representative.
- 25. Trench backfill shall be according to the attached typical drawing, marked as Exhibit \_\_\_\_\_.
- 26. Open cutting of the highway is allowed with construction in accordance with OAR 734-55-0100. All excavation in paved areas shall be backfilled and the roadway surface patched before the end of each shift. In special cases where steel plates are allowed, said plates shall be pinned and a

temporary cold patch applied to the edges. The permittee shall be fully responsible for monitoring and maintenance of temporary patching and steel plating.

- 27. Compaction tests shall be required for each open cut per Oregon Standard Specification for Construction. Compaction tests shall be conducted once for every 300 lineal feet per lift of continuous trench according to the Manual of Field Test Procedures (MFTP), published by ODOT. Percent Compaction shall be 95%. At the discretion of the District Manager or representative, results of compaction test shall be provided to District Manager or representative at applicants' expense.
- 28. Control Density Fill (CDF) shall be used as surface backfill material in place of crushed rock in open trenches that impact the travel portions of the highway. A ¾"-0, or 1"-0 rock will be used for the aggregate. The amount of cement used shall not exceed 3.0% of the total mixture's weight. Maximum compressed strengths must not exceed 250 pounds per square inch (psi).
- 29. Surface restoration shall be a minimum of eight inches of hot asphalt-concrete (AC), compacted in two inch lifts, or match existing pavement depth, whichever is greater. Sand-seal all edges and joints.
- 30. All aggregate shall conform to Oregon Standard Specification for Construction, Section 02630 - Base Aggregate.
- 31. Any area of cut or damaged asphalt shall be restored in accordance with the included attachment "drawing supplied by the applicant. For a period of two years following the patching of paved surface, permittee shall be responsible for the condition of permittee's pavement patches, and during that two year period shall repair to District Manager or representative satisfaction any of the patches which become settled, cracked, broken, or otherwise faulty.
- 32. An overlay to seal an open-cut area shall be completed prior to the end of the construction season, or when minimum temperature allows per "Oregon Standard Specification for Construction" and any subsequent revisions thereto. Typical overlay shall be 1.5 inches deep and cover the affected area from edge of pavement to edge of pavement, and taper longitudinally at a fifty feet to one inch (50' : 1") ratio. Taper may be adjusted by the District Manager as required. For a period of two years following this patching of the surface, the permittee shall be responsible for the condition of said pavement patches, and during that time shall repair to the District Manager or representative's satisfaction any of the patches which become settled, cracked, broken or otherwise faulty.
- 33. Highway crossings shall be bored or jacked. Bore pits shall be located behind ditch line or in areas satisfactory to the District Manager. Unattended pits shall either be protected by a six-foot fence, backfilled, or steel plated and pinned.
- 34. Permittee shall install a "tracer wire" or other similar conductive marking tape or device, if installing any non-conductive, unlocatable underground facility, in order to comply with Oregon Utilities Coordination Council (OUCC), per OAR 952-01-0070 (6).
- 35. Trench backfill outside of ditch line or in approved areas can be native soil compacted at optimum moisture in twelve inch layers to 90% or greater of the maximum density.

- 36. Native material that is found to be unsatisfactory for compaction shall be disposed of off the project and granular backfill used.
- 37. Trench backfill in rock slope or shoulder shall be crushed 1"-0 or ¾"-0 size rock compacted at optimum moisture in eight-inch layers. Compaction tests shall be conducted according to the Manual of Field Test Procedures (MFTP), published by ODOT. Percent compaction shall be 95%. At the discretion of the District Manager or representative, results of compaction tests shall be provided to District Manager or representative at applicant's expense.
- 38. Where excavation is on fill slope steeper than a two to one (2:1) ratio, slope protection shall be provided using four-inch size rock laid evenly to a minimum depth of twelve inches.
- 39. No more than 300 feet of trench longitudinally along the highway shall be left open at any one time and no trench shall be left in an open condition overnight (during non work hours).
- 40. Areas of disturbed cut and fill slopes shall be restored to a condition suitable to the District Manager or representative. Areas of erosion to be inlaid with an acceptable riprap material.
- 41. All underground utilities shall be installed with three-foot or more of horizontal clearance from existing or contract plans guardrail posts and attachments. All non-metallic water, sanitary and storm sewer pipe shall have an electrically conductive insulated Number 12-gauge copper tracer wire the full length of the installed pipe using blue wire for water and green for storm and sanitary sewer piping.
- 42. Any area of cut or damaged concrete shall be restored in accordance with the attached Typical Section-Pipe Section under sidewalk.
- 43. Utility markers and pedestals shall be placed as near the highway right-of-way line as practical. In no case shall pedestals and line markers be located within the highway maintenance area.
- 44. No cable plowing is allowed within the lateral support of the highway asphalt (i.e. at six feet lower than the edge of the asphalt, no plowing within nine feet of the edge of the asphalt).
- 45. Review by ODOT Bridge Engineers is required for all proposed bridge and structure attachments and for utility or any facilities to be installed within sixteen feet of bridge foundations, supports, walls or related, or within the influence zone of bridge facilities.

**Miscellaneous:**

- 46. Permittee shall be responsible and liable for (1) investigating presence/absence of any legally protected or regulated environmental resource(s) in the action area; (2) determining any and all restrictions or requirements that relate to the proposed actions, and complying with such, including but not limited to those relating to hazardous material(s), water quality constraints, wetlands, archeological or historic resources(s) state and federal threatened or endangered species, etc., (3) complying with all federal, state, and local laws, and obtaining all required and necessary permits and approvals.

- √47. If the permittee impacts a legally protected/regulated resource, permittee shall be responsible for all costs associated with such impact, including, but not limited to all costs of mitigation and rehabilitation, and shall indemnify, and hold ODOT harmless for such impacts and be responsible and liable to ODOT for any associated costs or claims that ODOT may have.
- √48. Plans are approved by ODOT in general only and do not relieve the permittee from completing construction improvements in a manner satisfactory to ODOT. The District Manager or representative may require field changes. When revisions are made in the field, permittee is responsible to provide "as built" drawings, within 60 days from completion of highway improvements, and shall submit them to the District Office issuing the permit.
- 49. Permittee shall be responsible for locating and preserving all existing survey monumentation within the work area in accordance with ORS 209.150 and/or 209.155. If monumentation or its accessories are inadvertently or otherwise disturbed or destroyed, applicant shall be responsible for all costs and coordination associated with it's reestablishment by a professional licensed surveyor.
- 50. An advance deposit of \$ 0.00 is required for project associated costs incurred by ODOT. Such costs will be identified and estimated by ODOT, and include, but are not limited to review of studies and calculations involving hydraulics/drainage, geotechnical, traffic and traffic control plans, signal, roadway design, bridge and other engineering support. Excess funds remaining in the account upon completion of billing will be refunded. If ODOT costs exceed the deposit amount, permittee shall be billed for the difference.

## SPECIAL PROVISIONS for UTILITY AND MISCELLANEOUS PERMITS

### SPECIAL PROVISIONS SUPERSEDE GENERAL PROVISIONS

- √ 1. THE SCOPE OF THIS PERMIT IS TO ALLOW DETOUR AND TRAFFIC CONTROL DURING AN EVENT, SEE PAGE 1 OF 2.
- √ 2. ANY DAMAGE TO ODOT RIGHT OF WAY SHALL BE RESTORED TO THAT CONDITION PRIOR TO EVENT AND TO SATISFACTION OF ODOT REPRESENTATIVE.
- √ 3. THE APPLICANT IS RESPONSIBLE FOR FURNISHING COMPLETE TRAFFIC CONTROL BY MEANS OF QUALIFIED POLICE OFFICERS AT EACH END OF THE PARADE AND DETOUR ROUTES, INCLUDING TEMPORARY SIGN PLACEMENT. ALL TEMPORARY TRAFFIC CONTROL DEVICES SHALL BE IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD). SEE SPECIAL PROVISION 9b.
- √ 4. THE APPLICANT SHALL BE RESPONSIBLE FOR ALL CLEAN-UP OF DEBRIS DEPOSITED ON OR ALONG THE HIGHWAY AS A RESULT FROM THE PARADE.
- √ 5. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN PERMISSION TO USE CITY STREETS AND COUNTY ROADS FOR TRAFFIC DETOURS. THE OREGON DEPARTMENT OF TRANSPORTATION HAS NO AUTHORITY TO GRANT PERMISSION TO DETOUR TRAFFIC OVER CITY STREETS AND COUNTRY ROADS.

- √ 6. PARADE PERMITS ISSUED BY ODOT WILL ONLY COVER THAT PORTION OF THE PARADE THAT TAKES PLACE ON THE STATE HIGHWAY.
- √ 7. THE APPLICANT IS RESPONSIBLE AND LIABLE FOR ALL ACCIDENTS, DAMAGES, AND INJURIES TO PERSONS OR PROPERTY THAT ARE A DIRECT RESULT OF THE PARADE.
- √ 8. APPROVAL FOR THE PARADE IS AT THE DISCRETION OF THE ODOT DISTRICT 4 MANAGERS.
- √ 9. **ADDITIONAL SIGNATURES ARE REQUIRED.**

**(9a.) LOCAL JURISTITION (CITY) SIGNATURES REQUIRED.** SIGNATURE REPRESENTS CITY APPROVAL FOR THE PLANNED EVENT, APPROVAL OF ALL ASSOCIATED PLANNED ACTIVITIES AND APPROVE OF DETOUR ROUTES FOR THIS PERMITS.  
 CITY REPRESENTATIVE IS TO **SIGN PAGE 1 AND 8** OF THIS PERMIT, UNDER LOCAL GOVERNMENT OFFICIAL SIGNATURE.

JURISTITION: City of Harrisburg

**SIGNATURE:** \_\_\_\_\_,

CONTACT NAME: Chuck Scholz      PHONE NO.: \_541-995-6655

MAILING ADDRESS: PO Box 378\_

CITY: Harrisburg      STATE: OR      ZIP CODE: 97446

**APPLICANT IS TO PROVIDE THE CITY WITH A COPY OF THE FINALIZED ODOT ISSUED PERMIT 30 DAYS PRIOR TO THE EVENT.**

**(9b.) LOCAL POLICE DEPARTMENT OR LAW ENFORCEMENT SIGNATURE REQUIRED.** SIGNATURE ACKNOWLEDGES THAT THE LOCAL LAW ENFORCEMENT HAS BEEN NOTIFIED OF THE PLANNED ACTIVITIES ASSOCIATED TO THIS PERMIT. SEE SPECIAL PROVISIONS.

PRINT NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ DATE \_\_\_\_\_

- √ 10. **ODOT STATION 2 CONTACT REQUIREMENT:**  
 WHEN TRAFFIC CONTROL IS REQUIRED THAT DISRUPTS, DIVERTS, OR MAY CAUSE TRAFFIC IMPACTS OR DELAYS CONTACT ODOT STATION 2 AT 503-362-0457 48 HOURS PRIOR TO WORKING. YOU WILL NEED TO PROVIDE A CONTACT NAME, PHONE NUMBER, THE HIGHWAY, MILE POINT, TYPE OF WORK AND HOW LONG TRAFFIC WILL BE AFFECTED.
- √ 11. **APPLICANT IS TO PROVIDE THE POLICE DEPARTMENT/LAW ENFORCEMENT WITH A COPY OF THE FINALIZED ODOT ISSUED PERMIT 30 DAYS PRIOR TO THE EVENT.**

**APPLICANT'S SIGNATURE ACKKNOWLEDGES APPLICANT HAS READ, UNDERSTANDS AND ACCEPTS ALL PROVISIONS**

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE 05.19.24**

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

**THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A PUBLIC EVENT PERMIT FOR THE 72<sup>ND</sup> YEAR OF THE HARRISBURG OLD FASHIONED 4<sup>TH</sup> OF JULY**

**STAFF REPORT:**

Exhibit A: Public Event Application

**ACTION: MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE THE PUBLIC EVENT PERMIT FOR THE 72<sup>ND</sup> YEAR OF THE HARRISBURG OLD-FASHIONED 4<sup>TH</sup> OF JULY CELEBRATION AS CONDITIONED**

**THIS AGENDA BILL IS DESTINED FOR:** Work Session Agenda – May 28, 2024

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$8,000	Yes	General – Miscellaneous Expenses

**STAFF RECOMMENDATION:**  
**Staff recommends the City Council authorize the City Administrator to approve the most awesome event in the region!**

**BACKGROUND INFORMATION:**

Harrisburg Municipal Code (HMC) Chapter 9.52 requires a Public Event Permit for any event that garners more than 100 participants or attendees, or if an event is required to obtain a permit from Linn County. Because this is a regional event that has been in operation for 72 years, the City Administrator has determined that no additional notice of the event needs to be sent in general to citizens. This is the second year in which a Kids Pet Parade has been scheduled; this year on July 3<sup>rd</sup> again. Citizens on Schooling Street will be informed of staging to be held between 2<sup>nd</sup> and 1<sup>st</sup> St. **(Condition No. 1)**

HMC 9.52 states that it is the City Administrator who authorizes and approves all public event permits. Because the City Administrator is also the Vice-President of the HC4JA (Harrisburg Community Fourth of July Association), the City Council is being asked to authorize the City Administrator to approve the event permit, because there is a slight conflict of interest in the City Administrator approving their own event permit, without someone else in authority reviewing the event permit in its entirety.

The permit process is very complex, as planning is essential in operating an event of this size. It's also important that the City follows its own requirements for an event like this. The criteria below represent the information that the City Administrator must

consider when approving the permit. The permit was completed more than 30 days in advance of the event itself, as required by HMC 9.52, and is located in **Exhibit A**.

**HMC 9.52.100: Criteria applied to the decision-making process:**

**(1) Noise that will come from the public event that may impact neighboring properties, including information on any amplified sound.**

**Findings:** Noise will be generated in multiple places during the 4<sup>th</sup> of July, for the Pet Parade on July 3<sup>rd</sup>, and during the 5K and Car Hop on the 30<sup>th</sup> of June. The loudest noise is from the parade itself, and the fireworks. In the parade, held between the hours of 11:00 and 12:30, there can be bands, music playing on floats, sirens, and general noise from multiple engines and equipment being operated. The timeframe is during the day; this event has been held for 72 years, therefore citizens are expectant of the level of noise that is generated.

The fireworks are the loudest of the events that the HC4JA holds. Out of the 72 years of history of this event, only two of those years did not include fireworks. Citizens look forward to the fireworks display on an annual basis. Standard noise requirements, and timeframes for any bands operating are the same throughout the year, typically ending at 11:00pm. Bands will play during the day. Outlaw Shine will be playing at the Gazebo around 1:00 in the afternoon, and somewhere after 5:30, Cornerstone and the Walters will be playing, ending with a presentation of the flag, and pledge of allegiance.

The Pet Parade will be relatively low in noise compared to the other parade, but there is still a chance of horns, and pets making noise, including lots of barking. Neighbors on Schooling will be notified about the Pet Parade on July 3<sup>rd</sup>.

On June 30<sup>th</sup>, the Firecracker 5K and Show & Shine/Car Hop event is held. Participants in the 5K can gather as early as 7:00am, and the music generally starts around 8:00 in the morning. There are PA announcements as well. The Car Hop being held in the parking lot of Harrisburg Plaza is another event being held that generates noise and music, as there will be a DJ operating outside of the 99Grill, and the souped-up vehicles tend to be loud.

**The City Administrator finds that the level of noise from this event is not excessive based upon the 72 years of the event being held in the City of Harrisburg. This criterion has been met.**

**(2) Whether or not dust may be an issue.**

**Findings:** Dust is already present on the roadways during this event, and a few hundred vehicles will spread that dust somewhat. Otherwise, staging is being held in parking lots, on grass fields, and City streets. If the 6<sup>th</sup> St. Improvement Project is awarded a bid, then there is a possibility that the streets will be in a state of demolition between Smith St. and Kesling St. Public Works Staff will work with the construction company to control the dust as much as is possible and will make certain that access is allowed to the schools fields for animal parade entry's, as well as the ball fields for the kids games following the parade. **City Administrator finds that excess dust will not be generated for this event. This criterion has been met.**

**(3) Provisions for dealing with trash containment and disposal.**

**Findings:** Trash containment and disposal is directly provided by the City of Harrisburg. Multiple trash barrels and recycling barrels are provided throughout the event and are focused on areas in which more trash is generated, such as near the food vendors. The HC4JA also provides volunteers who help the City the day after the event, by going through heavily trafficked areas, and picking up garbage. **The City Administrator finds that provisions for dealing with trash containment and disposal, and therefore this criterion, have been met.**

**(4) Other information relative to the impact the event may have on health and safety issues, or the convenience of neighbors near the event or the general public.**

**Findings:** Communication about the event is provided on multiple platforms, including the City Newsletter, website, and Facebook. No parking signs are placed a minimum of three days ahead of the event, as required by traffic law in order to prepare people for vacating the streets along the parade route. The Budget Committee has recommended approval of the budget to the City Council in June, which includes budgeting for contributions to both the 4<sup>th</sup> of July and the Harvest Festival. The additional officers have been a great addition to the event, and one that the City will continue to pay for. In addition to 4 LCSO deputies for most of the day, (and attendance exceeding our contract) the City will also have City of Coburg reserves, including some regular officers attending and will engage again with the Linn County Posse. This event and the presence of the officers is another great way for them to engage with the community. Their presence helps to control the crowds and prevent problems from arising. It also provides the HC4JA and City with more officers to control intersections during dispersal following the parade, and the fireworks.

White lines and cones are set up on the parade route to keep kids behind them, and HC4JA always struggles to provide enough safety monitor volunteers to help corral kids during the parade. This is a great low-key way for citizens to help with the event, with fairly little effort. (Please see the City Administrator if you are interested in assisting as a volunteer at this level!) A safety corridor has been added to the corner of LaSalle and 3<sup>rd</sup> Street, which will help to control pedestrians in an area where large trucks are routed to turn into the detour area during the parade. One bouncy (obstacle course) will be located at BN park, and the kids' games will follow the parade. If the 6<sup>th</sup> St. Improvement Project proceeds, then the HC4JA/City will either provide traffic cones, or a white line, in order to keep race participants in a safe area. Participants will also be informed during safety orientation prior to the race. The gravel surface itself isn't a problem, as Kramer is also a gravel surface, and much of Sommerville Loop tends to be as well.

There have been so many positive comments, that the HC4JA has decided to keep the larger fireworks, as well as a slightly longer show. The Fireworks now cost \$1,500 than they did the previous year, for a total of \$4,500 over the price just two years ago. (Now \$17.5K) Fireworks are strictly regulated by the State Fire Marshal, and the location for where they can be fired from is also regulated. Safety regulations around the fireworks is strictly enforced by the Harrisburg Fire/Rescue District, who is the 'sponsor' of the fireworks. They also provide the pyrotechnicians.

A Parade Permit through ODOT has been previously approved by the City Council, and in addition, the HC4JA also applies for a Linn County Road Use Permit Application. This is required because the Firecracker 5K uses the Sommerville Loop/Kramer street



section that is outside the jurisdictional boundaries of the City of Harrisburg. Facility permits were already filed with the School District as well for staging areas. A separate boat parade will be on the Willamette River, organized by Mike Hurd and his fabulous Scenic Jet Boat Tours business. This year, they anticipate floating through before full dark, but still during twilight. This is permitted by the Oregon State Marine Board.

Vendor booths and the Chicken BBQ are expected to take place as normal. The Harrisburg Fire/Rescue Volunteers also will be supplying their ever-popular pancake breakfast on the 4<sup>th</sup> of July. Porta Pots are the same as the previous year. Additional washing units are still in place, throughout the event.

**The City Administrator finds that the provisions to follow safety requirements are in place.**

**f. An event site plan designating, at a minimum, a traffic plan including emergency access routes, proposed parking areas, setbacks from adjoining properties, location and quantity of proposed sanitary facilities, source(s) of potable water, and any proposed overnight camping areas.**

**Findings:** A traffic plan is designated and shown on several maps. The detail in the event permit includes a complete schedule of when intersections are closed down prior to the parade, and how to route people to staging points prior to the parade. Three different emergency routes to the City are set up, and the HC4JA can communicate to volunteers at the four entrance points for allowing EMS service vehicles to enter the parade. The Harrisburg Fire/Rescue District is involved in multiple areas, including in the parade, as well as providing pyro-technicians for the fireworks. An engine is also kept near City Hall in the late afternoon/evening, so that they can easily respond to any problems at or near Riverfront Park.

There are two dedicated ADA lots, otherwise, parking is provided throughout the event areas on city streets and in parking lots. Another service group typically provides larger paid parking areas in other areas in town. By barricading the city streets at 2<sup>nd</sup> Street, the City and HC4JA alleviate a lot of congestion and vehicles maneuvering out of tight local streets when vehicles are confronted with a wall of people. The City is also putting out additional barricades this year, (paid for by the HC4JA) at 2<sup>nd</sup> St. and 4<sup>th</sup> St., for all cross streets. The barrier of people is effective, but we felt we should add another layer of protection by the addition of a T-3 barricade in these locations during the parade.

As noted earlier, the Porta Potts map shows the locations of porta-potties, and wash stations throughout town. Some of the locations are conducive to other events, such as the 5K, and the car hop. Porta-Potties have been adjusted based on feedback from the previous year. Additional maps are created and released to the general public closer to the event, which shows the location of restroom and wash facilities. Potable water is provided by vendors and is otherwise also available in public flushing facilities. Overnight camping is not allowed in City parks, or in any other location inside the city limits of Harrisburg.

The High School plans on holding their annual regional wrestling event, which occurs on the same Sunday as the Firecracker 5K event. Therefore, the 5K is now staged from the parking lot at the Middle School/Grade school. Last Year's beer garden didn't receive enough business to warrant a return this year, so unless an area restaurant provider wants to hold a beer garden, there will be none in the City.

**As conditioned, the City Administrator finds that this criterion has been met.**

**g. An estimate of the total number of persons attending and participating in the event.**

**Findings:** The HFEA typically plans for numbers between 10,000 and 15,000 people for all the events. That includes participants as well as spectators. **The City Administrator therefore finds that this criterion is met.**

**h. Plans for signage.**

**Findings:** The City puts out much of the signage required for traffic laws, and to meet requirements in order to tow vehicles that are blocking the parade route. Signage is throughout the event, in strategic places, to direct citizens to different events. **Therefore, the City Administrator finds this criterion has been met.**

**Overall, and as conditioned, Staff finds that the criteria to hold this public event in Harrisburg has been met. Therefore, the City Council is recommended to authorize the City Administrator to approve the event permit for the 72<sup>nd</sup> Old Fashioned 4<sup>th</sup> of July Event.**

REVIEW AND APPROVAL:



\_\_\_\_\_  
Michele Eldridge      Date  
City Administrator

**CONDITIONS OF APPROVAL**

- 1. The City will send letters to property owners on Schooling St between 1<sup>st</sup> & 2<sup>nd</sup> St. to inform them of the Pet Parade staging in this area.**



# Public Event Permit

Public Events in Harrisburg are allowed through Harrisburg Municipal Code (HMC) Chapter 9.52. A public event in Harrisburg is required for any activity below, where there are likely more than 100 participants or attendees.

A public event is required for events in which:

1. Persons are permitted or invited to attend, and where a fee is charged; or
2. A voluntary contribution is paid or solicited for the privilege of attending; or
3. Any money is raised or items are sold to defray the expenses of such events, unless exempted under Chapter 9.52; or
4. It is an event which is required to obtain a permit from Linn County pursuant to the Linn County Outdoor Assembly Peace, Health, Safety, and Welfare Code, found in Linn County Code Chapter 580.

There are exceptions to the requirement of a public event permit; those are included in HMC Chapter 9.52. Please contact the City of Harrisburg if you feel that your event should fall under the exemptions for obtaining a permit. The Harrisburg Municipal Code can be found by going to our website, at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us).

**Permit Application Fee:** \$165 for events 500 people or less; \$250 for events with more than 500 people. Permit Fees are set by Council Resolution. [This event is Harrisburg's largest, and results in regional tourism for Harrisburg; therefore, a fee has never been charged.](#)

***Permits are required to be submitted at least 30 days prior to the first day upon which such public event is to be held.***

**Date of Application:** May 19, 2024

**Applicant:** Name: Michele Eldridge on behalf of the Harrisburg Community Fourth of July Association

Mailing Address: PO Box 378 – HC4JA: PO Box 178

Phone Number: (w)541-995-6655 (c) 541-554-5435

Email: [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us) and [harrisburgjuly4thcelebration@comcast.net](mailto:harrisburgjuly4thcelebration@comcast.net)

Day of Event: [harrisburgjuly4thcelebration@comcast.net](mailto:harrisburgjuly4thcelebration@comcast.net)

**Organizer:** Name: Same as above &

Rhonda Giles

Mailing Address:

PO Box 178

Phone Number:

(h) 541-995-5252 (c) 541-729-5492

Email:

[rhondajgiles@comcast.net](mailto:rhondajgiles@comcast.net)

**Main Contact:** Same as Above. See tables below for committee contacts, and HFEA sub-committees.

Title	Name	Cell Phone	Email
Parade Chair, Collections	Bryan Shaddy	541-514-4047	<a href="mailto:Pinkhouse67@yahoo.com">Pinkhouse67@yahoo.com</a>
Car Hop	Devon Church/James McClure	541-510-5736 541-913-0089	<a href="mailto:devon.church.vacfrw@statefarm.com">devon.church.vacfrw@statefarm.com</a>
Judging	Suzan Jackson	541-514-4047	<a href="mailto:Pinkhouse67@yahoo.com">Pinkhouse67@yahoo.com</a>
Shields	Leo Giles	541-729-5491	<a href="mailto:leogiles@comcast.net">leogiles@comcast.net</a>

Title	Name	Cell Phone	Email
Vice-President, Vendors, 5K, Car Hop, Permits, Insurance, Treasurer, Press, Bouncies, Announcements, Collections, Entertainment	Michele Eldridge	541-554-5435	<a href="mailto:cheleeldridge@gmail.com">cheleeldridge@gmail.com</a>
President, Collections, Sponsors, 5K, Bouncies, Secretary, Press, Volunteers, Entertainment, Announcements	Rhonda Giles	541-729-5492	<a href="mailto:rhondaigiles@comcast.net">rhondaigiles@comcast.net</a>
5K, Judging, Collections	Carlene Mitchell	541-221-0688	<a href="mailto:Carlenemitchell11@gmail.com">Carlenemitchell11@gmail.com</a>
Kids Games, Pet Parade, Coloring Contest	Crystal Falk	541-517-9148	<a href="mailto:maketheworldsing@gmail.com">maketheworldsing@gmail.com</a>
Kids Games, Pet Parade, Announcements	Connie Falk	541-520-4544	<a href="mailto:Nanaclaws1958@gmail.com">Nanaclaws1958@gmail.com</a>
Collections, 5K, Car Hop, Special Activities/contests, Judging	Suzan Jackson	541-514-4047	<a href="mailto:Pinkhouse67@yahoo.com">Pinkhouse67@yahoo.com</a>
Parade – Porta Potts - Barricades	Rick Nelson	541-968-2774	<a href="mailto:rnelson@ci.harrisburg.or.us">rnelson@ci.harrisburg.or.us</a>

Harrisburg 4<sup>th</sup> of July Sub-Committees

Parade	<b>Bryan Shaddy</b> , Dan Nichols
Collections	<b>Rhonda Giles</b> , Bryan Shaddy, Carlene Mitchell, Leo Giles, Michele Eldridge
Vendors	<b>Michele Eldridge</b> ,
Sponsors	<b>Rhonda Giles</b> , Michele Eldridge, Leo Giles
Parade Judging	Carlene Mitchell, Suzan Jackson, Crystal Falk
5K	<b>Carlene Mitchell</b> , Rhonda Giles, Michele Eldridge, Suzan Jackson
Press/Social Media	<b>Rhonda Giles</b> , Michele Eldridge,
Shields	<b>Leo Giles</b> , Rhonda Giles
Car Show/Car Hop	<b>Devon Church &amp; James McClure</b> , Dan Nichols, Cheryl Vokker, Crystal Freeman
Bouncies	Michele Eldridge, Rhonda Giles
Insurance/Permits	<b>Michele Eldridge</b>
Kids Races – Pet Parade	<b>Crystal Falk</b> , (Connie Falk)
Fireworks	<b>Hubert Christensen</b> (Pyro, Lead), Michele Eldridge- Liaison/Permits
Entertainment	<b>Rhonda Giles</b> , Michele Eldridge
Special Activities/Contests	<b>Suzan Jackson</b> , Michele Eldridge, Rhonda Giles
Porta-Pots	<b>City of Harrisburg/HFEA – Rick Nelson</b>
Barricades	<b>City of Harrisburg – Rick Nelson</b>
Garbage	<b>City of Harrisburg</b>
Boat Parade	<b>Mike Hurd</b>

**Owner of Property, if not an applicant, organizer or contact person:**

Name: **City of Harrisburg**

*Please note; the City of Harrisburg needs the contact information for persons principally involved in this event. Those are typically the owners, managers, producers, and others who may be requested by the City. The City Administrator might contact you for other contact information, if needed.*

**Address and Description of Property on which the proposed public event will be conducted:**

**SUNDAY, June 30, 2024 - Firecracker 5K Run/Walk Event & Kids Fun Run – 7:00am to Noon.** Street 6. remain open for this event (Event Map Attached) (Separate Linn County Road Permit Required for use of Sommerville Loop outside city limits)

- Grade/Middle School Parking Lot
- Smith St. from 7<sup>th</sup> to 6<sup>th</sup> St.
- 6<sup>th</sup> Street to Priceboro St. [If the 6<sup>th</sup> St. Improvement Project bid is accepted and started, the HC4JA will need to warn runners/walkers of a possible gravel (compacted) surface, and either cones, or a white line will be added on the west side of 6<sup>th</sup> to keep participants in a safe place on the road.]
- Priceboro Park (Rest Station, Restrooms)
- Priceboro St. to Sommerville Loop
- Sommerville Loop to 6<sup>th</sup> St.
- 6<sup>th</sup> St to LaSalle St.
- LaSalle St. to 9<sup>th</sup> St.
- Smith St. to Middle/Grade School

Firecracker 5K Directional Race Signs	
Edge of Parking lot onto Smith St.	Left arrow
Corner of Smith & 6 <sup>th</sup>	Left arrow
Corner of 6 <sup>th</sup> & LaSalle	Straight arrow
Corner of 6 <sup>th</sup> & Priceboro	Left arrow
Corner of 6 <sup>th</sup> & Sommerville Loop	Left arrow
Corner of Sommerville Loop/Sommerville Loop	Left arrow
Corner of Sommerville Loop & 6 <sup>th</sup> St.	Right arrow
Corner of LaSalle & 6 <sup>th</sup> St.	Right arrow
Corner of LaSalle & 9 <sup>th</sup> St.	Left arrow
High School Parking Lot	Straight Arrow
Corner of 9 <sup>th</sup> & Smith St.	Left Arrow
@ 7 <sup>th</sup> St./Grade/Middle School Parking	Left Arrow

- All directional signs are the responsibility of the 5K volunteer staff. Signs will be placed early in the morning and will be picked up following the race.
- Use Permit at Middle/Grade School is for parking lot area. HFEA to provide generator for use of Eclectic Edge staff for timing clocks. Two temporary Porta Pots at this location only on day of race.
- Water, Chocolate Milk, & Snack provided by sponsors following the race

**SUNDAY, June 30, 2024 – Car Hop & Cruise-In Event 4:00 to 7:00pm** (*When eating in your car was cool!*):

- Location: Hwy 99 Grill and adjacent full parking lot. Toreros is participating, and other businesses being added.
- Classic cars to park in parking lot and order from a menu from Hwy 99 Grill. Food is eaten in the car.
- Cruise-in is non-sanctioned.
- Overflow Parking for viewers is from Grocery Deals Parking Lot

**Wednesday, July 3<sup>rd</sup>, 2024 – Kids/Pet Parade!** Parade in Costume with your pet, wagon, bike, trike or wheelchair. Theme of Red, White & Blue Stage on Schooling St between 2<sup>nd</sup> and 1<sup>st</sup> St. Stage by 10:30, with judging at 10:45. Parade starts at 11:00. 1<sup>st</sup> St. will be closed, kids, bikes and pets to proceed on 1<sup>st</sup> St. from Schooling to Gazebo. Timelines subject to change based on weather.

**THURSDAY, JULY 4<sup>TH</sup>, 2024 – 4<sup>TH</sup> OF JULY EVENT**

- All of Riverfront Park, from South End to North End
- 1<sup>st</sup> Street (CLOSED ENTIRE DAY)
- Smith Street 1<sup>ST</sup> to 2<sup>nd</sup> St (CLOSED ENTIRE DAY) Vendors!
- Moore Street 1<sup>st</sup> to 2<sup>nd</sup> St (CLOSED ENTIRE DAY)
- All Streets from LaSalle St to Territorial St (CLOSED AT 2<sup>ND</sup> ST. TO THE WEST: ½ DAY)

- Fire Station (Breakfast, Chicken BBQ, Life Flight???)
- Museum Grounds (Flag Raise)
- High School Parking Lot (Parade Staging)
- Methodist Church Parking Lot (Parade Staging, Grand Marshal location)
- Elementary/Middle School Fields & Parking Lot (Parade Staging)
- Former Jean Nixon Lot: (Vendors Food Court)
- Harrisburg Dental Property (Disabled Parking)
- Fire Station Parking Lot (old): Senior & Disabled parking for breakfast.
- Gazebo: Decorated for the day –Flag Raising @ 10:00am, Bands at 12:30 and 6:30pm, presentation of colors and pledge of allegiance.

**PARADE ROUTE – Route Map Attached (Requires Separate Parade Permit)**

*City puts out barricades with closed street warnings for 4<sup>th</sup> of July 3 days prior to the event, along the Parade Route*

*Detour route signs are put out by the City at the following locations on Monday, July 1, 2024:*

- *Before the intersection of Priceboro & 6<sup>th</sup> St, with detour to Powerline Rd.*
- *At the intersection of Territorial and N. 3<sup>rd</sup> St.*
- *On the gravel ROW adjacent to City water plant.*

*PARADE ROUTE – Kids Pet Parade on July 3<sup>rd</sup>, 2024. Barricades will be set in the morning, and homeowners on Schooling will be noticed.*

- *Schooling St, between 2<sup>nd</sup> St. & 1<sup>st</sup> St. for Staging*
- *1<sup>st</sup> St., from Schooling to the Gazebo & Smith St.*

## Intersection Staffing Schedule/Road Closure Times:

Intersection	Staffing by	Road Closure	Responsibility
9 <sup>th</sup> & Territorial	9:30am: City Flagger (1) Stay until 12:30pm	10:00am: 9 <sup>th</sup> St. Closed to Southbound traffic only	Barricade Traffic <ul style="list-style-type: none"> <li>Close traffic heading south on 9<sup>th</sup> St at 10:00am</li> <li>Tell drivers wanting to stage that they need to go counterclockwise to 3<sup>rd</sup> St, and then LaSalle St.</li> <li>Traffic heading <b>north</b> on 9<sup>th</sup> may exit.</li> </ul>
9 <sup>th</sup> & Smith	9:30am: HFEA Volunteer (1)	N/A	Barricade Traffic & Parade Staging <ul style="list-style-type: none"> <li>Direct traffic to staging areas.</li> </ul>
7 <sup>th</sup> & Smith	9:30am: HFEA Volunteer (Parade <u>Lead</u> ) until Parade ends	10:00am: 7 <sup>th</sup> St. Closed to southbound traffic only	Parade Coordination & Participant Order <ul style="list-style-type: none"> <li>Close Traffic at 10:00. Anyone here for staging should be routed counterclockwise to the staging areas.</li> </ul>
6 <sup>th</sup> & Smith	9:30am: HFEA Volunteer (1) until Parade ends	10:00am: 6 <sup>th</sup> St. closed to northbound traffic only (except for horses and kids floats)  Traffic turning from Smith onto 6 <sup>th</sup> St. is ok.	Barricade Traffic & Participant Directions <ul style="list-style-type: none"> <li>Close traffic coming from 6<sup>th</sup> St onto Smith St at 10:00am</li> <li>After 10:00, the only traffic that should be on Smith is residential from homes in this area. They can exit south onto 6<sup>th</sup> St.</li> <li>Traffic wanting to stage needs to turn around, and proceed to LaSalle, and then 9<sup>th</sup> St.</li> <li>Equestrian and kids stage off of 6<sup>th</sup> St. through the school bus lot (Instruct them to keep horses on grass until called forward)</li> </ul>
4 <sup>th</sup> & Smith	9:30am: City Flaggers (1.5) 1 stays until after parade ends; 1 stays until right before parade starts; <b>PLEASE VERIFY THAT POWER IS ON IN BN PARK BY 10:00AM!</b>	10:00am: 4 <sup>th</sup> St. closed to eastbound traffic on Smith St. 10:30am: closed to westbound traffic on Smith St.	Barricade Traffic – Safety Control <ul style="list-style-type: none"> <li>Close traffic going East at 10:00am</li> <li>Ok to allow traffic from breakfast to head west on Smith until 10:30</li> <li>After 10:30, all breakfast traffic routed to 4<sup>th</sup> St.</li> <li>After 11:00, only one person is needed here; the other flagger can leave.</li> <li>After Parade starts, keep people from standing//sitting on rail lines.</li> <li>Anyone here for staging should be routed counterclockwise to the staging areas.</li> </ul>
3 <sup>rd</sup> & Smith	9:30AM: City Flaggers (2)	10:00am: Closed to eastbound traffic on Smith St. 11:00am: 3 <sup>rd</sup> St. closed to non-parade traffic between Smith & LaSalle St's.	Barricade Traffic – Safety Control <ul style="list-style-type: none"> <li>Close traffic going East on Smith St. at 10:00am</li> <li>Traffic heading west is ok until 10:30</li> <li>At 11:00, the 2<sup>nd</sup> St. detours start.</li> </ul>
Territorial & 3 <sup>rd</sup> St.	10:45am: Deputy (1). Stay until deputy at end of parade turns onto LaSalle St. heading east.	11:00am: Closed to Southbound traffic on 3 <sup>rd</sup> St.	<ul style="list-style-type: none"> <li>Detour Route for both Territorial and Southbound 3<sup>rd</sup> St. (Hwy 99E) Traffic.</li> <li>Detour begins at 11:00am.</li> </ul>
LaSalle & 2 <sup>nd</sup> St.	10:45am: Deputy (1) plus (1) HFEA volunteer. Stay until deputy at end of parade turns onto LaSalle St. heading east.	11:00am: Closed to Northbound traffic on 3 <sup>rd</sup> St.	<ul style="list-style-type: none"> <li>Detour Route for Northbound 3<sup>rd</sup> St. (Hwy 99E) Traffic.</li> <li>Detour begins at 11:00am.</li> <li>Actively direct regular traffic from intersection of LaSalle &amp; 3<sup>rd</sup> onto 2<sup>nd</sup> St.</li> </ul>

<b>LaSalle &amp; 3<sup>rd</sup> St.</b>	<b>10:30am:</b> HFEA Volunteers (2) Stay until deputy at end of the parade turns onto LaSalle St. heading east.	<b>11:00am:</b> Deputy to send traffic northbound onto 2 <sup>nd</sup> St. Only trucks that can't make the turn should go to LaSalle St.	Barricade Traffic & Parade/Crowd Control <ul style="list-style-type: none"> <li>Set up Safety Corridor at 11:00am.</li> <li>Trucks might need to use this intersection to turn west onto LaSalle, if northbound on Hwy 99E/3<sup>rd</sup> St. Be prepared to move crowd if needed.</li> <li>Send church, commercial, political floats to east on LaSalle; turn north on 9<sup>th</sup>; stage on Smith</li> </ul>
<b>6<sup>th</sup> &amp; LaSalle St.</b>	<b>10:30am:</b> HFEA Volunteers (2) Stay until the deputy at end of the parade crosses 6 <sup>th</sup> heading east on LaSalle St.	<b>11:00am:</b> Intersection closed to north bound traffic from 6 <sup>th</sup> St. after this time.	Barricade Traffic – Parade & Crowd Control <ul style="list-style-type: none"> <li>Close traffic turning from 6<sup>th</sup> heading east or west onto LaSalle at 11:00am.</li> <li>Life Bible float allowed to go north on 6<sup>th</sup> St to ball field</li> <li>Event Staff allowed to go north on 6<sup>th</sup> to ball field</li> <li>Staging Directions: based on staging/event map.</li> </ul>
<b>Sommerville Loop &amp; 6<sup>th</sup> St.</b>	<b>10:45am:</b> Deputy (1) Remain until 12:30pm.	<b>10:45am:</b> Closed to northbound traffic on 6 <sup>th</sup> St. unless they are staging for the parade.	Detour Route for Northbound S. 6 <sup>th</sup> St. traffic. <ul style="list-style-type: none"> <li>Through traffic routed to Priceboro Rd to Powerline to bypass Harrisburg.</li> <li>Intersection @ LaSalle closes to all traffic at 11:00. If they haven't already staged, they are too late!</li> </ul>
<b>LaSalle &amp; 9<sup>th</sup> St.</b>	<b>10:45am: HFEA</b> Volunteers (2) Stay during the duration of the parade.	<b>10:45am:</b> Intersection closed to northbound traffic unless they are staging for the parade	Barricade Traffic & Parade & Crowd Control <ul style="list-style-type: none"> <li>Close traffic from S. 9<sup>th</sup> St. to LaSalle St.</li> <li>Traffic heading continuing to head south from S. 9<sup>th</sup> St. or from LaSalle onto S. 9<sup>th</sup> St. is ok, if heading south. Ok for last minute traffic heading north for staging, until 11:00.</li> <li>LaSalle closes to all traffic at 11:00. If they haven't already staged, they are too late!</li> </ul>
<b>2<sup>nd</sup> &amp; Smith St.</b>	<b>12:00pm:</b> HFEA Volunteer (1)	<b>12:00PM:</b> Crowd Control for 2 <sup>nd</sup> St. at transition from detour to 3 <sup>rd</sup> St. at end.	Barricade Traffic & Crowd/Event Control <ul style="list-style-type: none"> <li>Do NOT allow cars through on Smith to 3<sup>rd</sup> St. until the detour is finished. There is too much traffic in 3<sup>rd</sup> &amp; Smith intersection as it is. Cars who parked on Smith or in post office parking may exit onto 2<sup>nd</sup> St. if they move and replace barriers.</li> </ul>
<b>LaSalle &amp; 4<sup>th</sup> St.</b>	<b>11:00am:</b> HFEA Volunteers (2) Stay until end of parade	<b>11:00am:</b> Closed to southbound traffic, northbound allowed for parade entrants for emergencies	Barricade Traffic & Crowd/Event Control <ul style="list-style-type: none"> <li>Direct traffic onto LaSalle St., both east and west bound following parade</li> <li>Control Traffic exiting from Eagle Veneer Parking Lot</li> <li>Remove barricades here and at 5<sup>th</sup> St.</li> </ul>
<b>LaSalle &amp; 5<sup>th</sup> St.</b>	<b>11:00am:</b> No Volunteers, only barricades	<b>11:00am:</b> Closed to all traffic	Barricade Traffic.

<b>Railroad Tracks</b>	<b>Staffing time and by</b>	<b>Responsibility</b>
Railroad Crossing on Smith - Fast Track	<b>10:30 am:</b> HFEA Volunteers (2) Stay until last float has turned onto 3rd St	Parade & Crowd Control <ul style="list-style-type: none"> <li>Keep people from standing/sitting on the tracks</li> <li>Use stop signs to stop floats from going onto tracks until there is space for them on other side</li> </ul>



Railroad Crossing on LaSalle St.- Fast Track	<b>11:00 am:</b> HFEA Volunteers (2) Stay until last float has passed 6 <sup>th</sup> St	Parade & Crowd Control <ul style="list-style-type: none"> <li>• Keep people from standing/sitting on the tracks</li> <li>• Use stop signs to stop floats from going onto tracks until there is space for them on other side</li> </ul>
Railroad Crossing on LaSalle St - Slow Tracks	<b>11:00 am:</b> HFEA volunteer (1) Stay until last float has passed your location.	Parade & Crowd Control <ul style="list-style-type: none"> <li>• Keep people from standing/sitting on the tracks</li> <li>• Use stop signs to stop floats from going onto tracks until there is space for them on other side</li> </ul>
Parade Route	3-8 HFEA Volunteers	Parade & Crowd Control <ul style="list-style-type: none"> <li>• Monitor parade route to reduce safety issues caused by participants and spectators</li> <li>• Do not allow parade participants to get on and off floats during the parade.</li> </ul>

**Barricade Schedule: City drops off & picks up**

<b>Type of Barricade</b>	<b>Location</b>	<b>Timeframe</b>
T3 + Event Sign	LaSalle @ 2 <sup>nd</sup> St.	AM
T3 x 2	Fountain @ 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Schooling @ 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Kesling @ 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Macy @ 1 <sup>st</sup> St. + Alley	AM
T3 x 2	Moore @ 2 <sup>nd</sup> St. + Alley	AM
T3 x 2	Smith @ 3 <sup>rd</sup> St. + Alley	AM
T3 x 2	Monroe @ 1 <sup>st</sup> St. + Alley	AM
T3 x 1	Monroe @ 2 <sup>nd</sup> Street	AM
T3 x 2	Moore @ 2 <sup>nd</sup> & 4 <sup>th</sup> Streets	AM
T3 x 2	Macy @ 2 <sup>nd</sup> & 4 <sup>th</sup> Streets	AM
T3 x 2	Kesling @ 2 <sup>nd</sup> & 4 <sup>th</sup> Streets	AM
T3 x 2	Schooling @ 2 <sup>nd</sup> & 4 <sup>th</sup> Streets	AM
T3 x 2	Fountain @ 2 <sup>nd</sup> & 4 <sup>th</sup> Streets	AM
T3	Territorial & 1 <sup>st</sup> St.	AM
T3 + Event Sign	Territorial @ 2 <sup>nd</sup> St.	AM
T3 x 2 + Event Sign	Smith St. @ 2 <sup>nd</sup> St.	AM
T3 x 2 + Event Sign	Smith St. @ 3 <sup>rd</sup> St.	AM
T3 x 1 + Event Sign (2) FIRE LANE -NO PARKING	Alley behind post office lot	AM
Cones – 10	3 parking spaces closest to Gazebo for bands	AM
<b>Parade Barricades</b>	All barricades in parade areas are removed following the parade	
	9 <sup>th</sup> & Territorial	AM – Standby for 10:00
	7 <sup>th</sup> & Territorial	AM – Standby for 10:00
	4 <sup>th</sup> & Territorial	AM – Standby for 10:00
	3 <sup>rd</sup> & Territorial	AM – Standby for 10:00
	Driveway @ Pharmacy	AM – Standby for 10:00
	Heather Turn @ 9 <sup>th</sup>	AM – Standby for 11:00
	McKenzie Court @ 9 <sup>th</sup>	AM – Standby for 11:00
	9 <sup>th</sup> & LaSalle	AM – Standby for 11:00
Both sides of 9 <sup>th</sup>	Moore St. @ 9 <sup>th</sup> (both sides)	AM – Standby for 11:00
	4 <sup>th</sup> & LaSalle St.	AM – Standby for 11:00
	5 <sup>th</sup> & LaSalle St.	AM – Standby for 11:00
Both sides of LaSalle	6 <sup>th</sup> & LaSalle St.	AM – Standby for 11:00
T1 + Event Sign	9 <sup>th</sup> & LaSalle St.	AM – Standby for 11:00
T1 + Event Sign (No Dogs & Fireworks West of 2 <sup>nd</sup> St.)	LaSalle St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Fountain St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Schooling St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Kesling St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Macy St. @ 2 <sup>nd</sup> St.	AM
Add Event Sign to T3	Moore S. @ 2 <sup>nd</sup> St.	AM
Add Event Sign to T3	Smith St. @ 2 <sup>nd</sup> St.	AM
T1 + Event Sign	Monroe St. @ 2 <sup>nd</sup> St.	AM
Add Event Sign to T3	Territorial St. @ 2 <sup>nd</sup> St.	AM
<b>SAFETY BARRIERS</b>	City Streets will have chalk or flour on sides of streets to mark a barrier line, approx. 5' from sidewalks. ODOT/Hwy 99 will have only cones on it. Signs will be marked <b>FOR SAFETY, PLEASE KEEP CHILDREN BEHIND LINES!</b>	
	@ LaSalle & 3 <sup>rd</sup> St., safety delineators will be set up with a lane marked out for pedestrians to cross the street once the parade starts. This will	

Type of Barricade	Location	Timeframe
<b>Safety Corridor – Safety Delineators provided by HFEA</b>	better control the drive lane needed for large trucks to make the turn onto LaSalle St. People should not watch the parade from this area!	
	Smith St., from 7 <sup>th</sup> St. to 3 <sup>rd</sup> St.	2 cones per block on both north and south sides of Smith St.
	3 <sup>rd</sup> St., from Smith St. to LaSalle St.	2 cones per block on both east and west sides of 3 <sup>rd</sup> St.
	LaSalle St, from 3 <sup>rd</sup> to fast tracks	2 cones per block on both north and south sides of LaSalle St.
	LaSalle St, from fast tracks to 6 <sup>th</sup>	2 cones entire stretch, both north and south sides
	LaSalle St., from 6 <sup>th</sup> St. to Baseball field	4 cones, entire stretch.
<b>RAILROAD SAFETY BARRIERS</b>	8 signs – along with HFEA volunteers in Safety vests, with stop signs. (Only volunteers who can be tough are allowed here.) Signs will state that you must leave room for forward float to move and to not stop on tracks. Will also state LIVE TRAINS! Even though the slow tracks don't operate trains during the event (barring an emergency), we still staff them.	
	16 A Frame signs that will be located next to sidewalks on both sides of tracks. <b>LIVE TRAINS: DO NOT SIT OR STAND ON RAILROAD TRACKS.</b>	
<b>CAR SHOW MARKERS</b>	None this year	
<b>Disabled Parking – Firemen will monitor this location.</b>	Paved Parking area at Fire station open only to <b>DISABLED AND SENIOR</b> parking. (Applies only between the old fire station, and the new one) Museum parking is for Museum Personnel	
<b>Disabled Parking – No Personnel Assigned</b>	Paved Parking area at Magnuson Dental; Save space for Magnusons!	

**No Parking Signs – Parade Route (Signs are placed 4 days before event) & Main Event Spaces**

9 <sup>th</sup> St from LaSalle St to Monroe St.
All of Monroe Street (East of 7 <sup>th</sup> St.)
Smith St. 1 <sup>st</sup> to 2 <sup>nd</sup> St.
Moore St. 1 <sup>st</sup> to 2 <sup>nd</sup> St.
All of 1 <sup>st</sup> St.
LaSalle Street from 6 <sup>th</sup> St. to the apartments
LaSalle Street Between 2 <sup>nd</sup> & 3 <sup>rd</sup> St. Include no parking for southern 10' of NE corner of 2 <sup>nd</sup> & LaSalle to allow for truck radiuses in a tight space.

**Date(s) and Time(s) of Event:**

**Firecracker Pre-5K June Events:**

- Pre-Registration: TBD
- Pre-Registration: TBD

**June 30 Events:**

- 7:00am to 8:00am Firecracker 5K Pre-Registration for Event
- 9:00am Firecracker 5K Race
- 10:00am Firecracker Kids Race
- 10:30am Awards
- 4:00pm – 7:00pm Car-Hop w/ DJ and Cruise-In (Harrisburg Plaza)

**July 3<sup>rd</sup> Events:**

- 10:30am Pet Parade - Schooling St. 2<sup>nd</sup> to 1<sup>st</sup> St., Staging

- 10:45am Pet Parade Judging
- 11:00am Pet Parade Starts, ending at Gazebo

**4<sup>th</sup> of July Event:**

- All Day
- 6:00am to 10:00am Volunteer Firefighters Breakfast
- 7:00am to 4:00pm Museum Open – Lighting of the Steam Engine
- 8:00am Flag Raising by VFW & Boy Scouts (Museum)
- 9:00am to 10:00am Life Flight Air Ambulance – NOT CONFIRMED
- 9:00am –1:00pm Library Book Sale
- 10:00am – 2:00pm HART Fundraiser: Water Balloon yoyo’s, water & soda (3<sup>rd</sup> & Smith) (Not Confirmed)
- 10:00am – 2:00pm Chicken BBQ – Fire Hall by Life Bible
- 10:00am – 5:00pm Marketplace Vendors
- 10:00am – 5:30pm Skatepark Open
- 10:00am – 6:00pm Meet the Artists at the Gallery (294 Smith St.) (Not Confirmed)
- 10:00am – 10:00pm Regular Vendors
- 11:00am - 12:30pm Parade
- 12:30pm – 3:30ish PM Band – Outlaw Shine – includes line dance instruction (Possible switch of times)
- 5:30ish pm – 8:30pm Band – Cornerstone & the Walters (Possible Switch of times)
- 8:30pm Presentation of Colors, Pledge of Allegiance, and National Anthem
- Dusk Fireworks!

**How many people do you expect to attend this event?** 5,000 to 10,000

**Please describe the Public Event, including potential nuisance issues such as noise, dust, trash, and other health and safety considerations.**

**Noise:** A DJ will be present at the Car Hop, playing tunes and announcing on the 30<sup>th</sup>. Noise from bands in the parade itself, 10:30 to 12:30, Fireworks banned from 2<sup>nd</sup> St to the river, Bands at the Gazebo, plus possible bands for area restaurants (TBD), Large Fireworks starting at dusk.

**Dust:** Regular Traffic in most areas of town – more dust on 6<sup>th</sup> St. with construction down to gravel if bid is accepted and work begins.

**Trash:** City sets garbage cans throughout event area, along with recycling at the riverfront areas. Need additional garbage cans at vendor area, if garbage will not be emptied after a certain time.

HFEA provides volunteers to help with picking up event trash in event areas the day after the event to assist PW crew.

**Sanitary:** Porta-Pots & Hand Wash Stations from Better Portable Toilets – See attached map  
Public bathrooms at the Museum and by the River open during nearby events

\*HFEA reduced the number of units starting in 2022, as the prices for these have become extremely expensive. We are now adjusting and adding in units where needed after adjusting last year.

**Fireworks:** City assists HFEA by digging pits in the field where fireworks will be set off (See the Fireworks Map for area that is cleared for fireworks). The Fire Department provides licensed pyrotechnic operators (Up to 6), as well as providing fire trucks and water tenders in the field being used for setting off fireworks. *Fireworks are strictly licensed by the state and state fire marshal.*

**Insurance Requirements:** *If the decision maker determines that the public event creates a significant potential for injury to persons or property, the applicant shall furnish evidence of liability insurance. If the organizer doesn’t file proof of non-cancellable insurance at least 10 days prior to the first day of the*

event, the City Administrator may void a permit for the public event, and will notify the organizer at the address above.

- o *The City of Harrisburg and the HFEA have a MOU stating that general insurance requirements are covered under the City's liability umbrella.*
- o *The HFEA does purchase insurance listing the city and HFEA as additional insureds for the Marketplace Vendors*
- o *The HFEA does require all regular vendors to provide a minimum \$1,000,000 policy that states the City and the HFEA as additional insureds.*

**Noise:** Will this event include noise that may impact neighboring properties, including information on any amplified sound?  Yes  No. If yes, please describe what kind of noise or amplified sound you are providing, and the hours of such operations: ***Bands will be playing in the parade, and accompanying vehicular noise along with sirens and horns (10:30 to 1:00) Bands will also be at the Gazebo at 12:30pm and at 5:30pm. Possible DJ at Car Hop***

Other information relative to the impact the event may have on health and safety issues, or the convenience of neighbors near the event or the general public:

- o *Barricades on 2<sup>nd</sup> St block off all streets and alleys that go to the river are necessary to protect neighbors on all of the streets from cars trying to park and maneuver in these areas. (See Barricade Schedule)*
- o *Signs on the barricades are necessary to prevent people from allowing dogs in the main event area, and to prevent fireworks from being in the event area.*
- o *Detour Signs going up 3 days prior to event remind everyone of parade and road closures*
- o *Road Closure signs going up on city streets that will be closed due to parade routes, or events minimum 3 days prior to allow for towing of vehicles*
- o *ODOT Permit notifies overweight/oversize traffic of avoiding the Harrisburg area and of detours one month prior.*
- o *Parade Rules include informing all vehicles that candy can only be handed out by walkers*
- o *Parade Rules specify that people may not get on or off a vehicle while it is moving*
- o *Parade Rules state that people should not hand out anything that can harm people*
- o *Bouncy rules are strictly enforced (No shoes, no liquids, no gum, no food, and limits of children are strictly kept to size of bouncy)*

**You are required to include an event site plan (drawn to scale) that provides the following information:**

- X A Traffic Plan, including emergency access routes
  - o *ODOT Parade Permit is required, with detour signs and detour routes marked on map*
  - o *Linn County Road Department Permit is required for Sommerville Loop outside of the city limits*
- X Proposed parking areas – *Map attached – Handicap is on city streets, or at 2<sup>nd</sup> & Macy St. (Additional handicapped and senior parking for breakfast in paved parking adjacent to old fire station station.)*
- Setbacks from adjoining properties
- X Location and quantity of proposed sanitary facilities – *Better Portable Toilets Map attached.*
- X Source(s) and location of potable water – *Water Fountains in town, otherwise vendor provided*
- Any proposed overnight camping area
- X Location and plans for proposed signage for the event
  - o *Custom signs; no dogs or fireworks west of 2<sup>nd</sup> St goes on the barricade for each street in town that is blocked from 2<sup>nd</sup> St to Riverside Park*
  - o *Detour Signs are placed at the beginning of the bridge on the west side, on 6<sup>th</sup> St at the intersection of Priceboro, and at LaSalle St., and on 3<sup>rd</sup> St, where the south bound traffic is detoured to Territorial and south on 2<sup>nd</sup> St., and on 7<sup>th</sup> & Territorial St., and finally, on 9<sup>th</sup> St. at the Smith St. intersection.*

- X Location and number of garbage cans and recycling containers, and a plan for how waste generated your event will be disposed of – *The City provides both garbage and recycling containers, as well as determining the schedule for removal of waste.*
- If dust will be generated by this event; please provide a plan showing how you will contain it.

You are required to provide a valid copy of all necessary licenses required by the state, or local health authorities. Please list applicable licenses provided: ***ODOT Parade Permit & Linn County Road Permit – Copy of Fireworks Contract with required licensing/permitting by vendor & pyrotechnics.***

***Any changes to the persons principally involved with this event must be communicated to the City Administrator prior to the first day of the event.***

**Applicant Signature:** 

**Date: May 19, 2024**

**Preapplication Conference:** A preapplication conference might be required before the application is deemed complete by the City. Any preapplication conference shall take place within 10 working days of receipt of the application by the City.

**Application Review:** The City Administrator shall review the application for completeness. Each reviewing authority shall review the application, and determines whether the application contains sufficient information to show that the applicant can comply with the requirements of HMC 9.52. (Reviewing authorities means any government official designated by the City Council to review an application for a permit to conduct a public event. It can also include, but is not limited to the City Administrator, the Public Works Director, the Chief of Harrisburg Fire and Rescue, and the Linn County Sheriff or his/her designee).

Upon receipt of the complete application, the City Administrator will mail a notice to property owners within 300 feet of the planned location for the proposed public event. The City Administrator is required to provide property owners with at least ten days from the date of the mailing to comment in writing on the proposal.

The City Administrator may impose any conditions deemed appropriate, regardless of whether they are included in HMC Chapter 9.52. Written notice of conditions and approval shall be provided to the applicant.

The City Administrator can deny the application if:

1. The applicant is unable to demonstrate compliance with or the ability to comply with the rules and regulations set forth in this chapter.
2. The City Administrator is unable to make any of the findings of fact required in HMC Chapter 9.52.

Any party may appeal a final decision of the City Administrator on a public event application to the City Council by providing written notice to the City Administrator no later than 10 days after the mailing of the notice of decision. Any hearing on the appeal shall be conducted de novo. Notice of the hearing shall be provided to the appellant and to all participating parties, either orally or in writing, at least 10 days prior to the City Council hearing.

Office Staff Use Only:

To be verified with applicant:

- Temporary Liquor License needed
- Noise Permit protocol needed
- Dance Permit required

Date Rec:

Review Complete:

# LINN COUNTY ROAD DEPARTMENT

3010 FERRY Street SW, ALBANY, OR 97322-3998  
PHONE (541) 967-3919 - FAX (541) 924-0202

## ROAD USE PERMIT APPLICATION

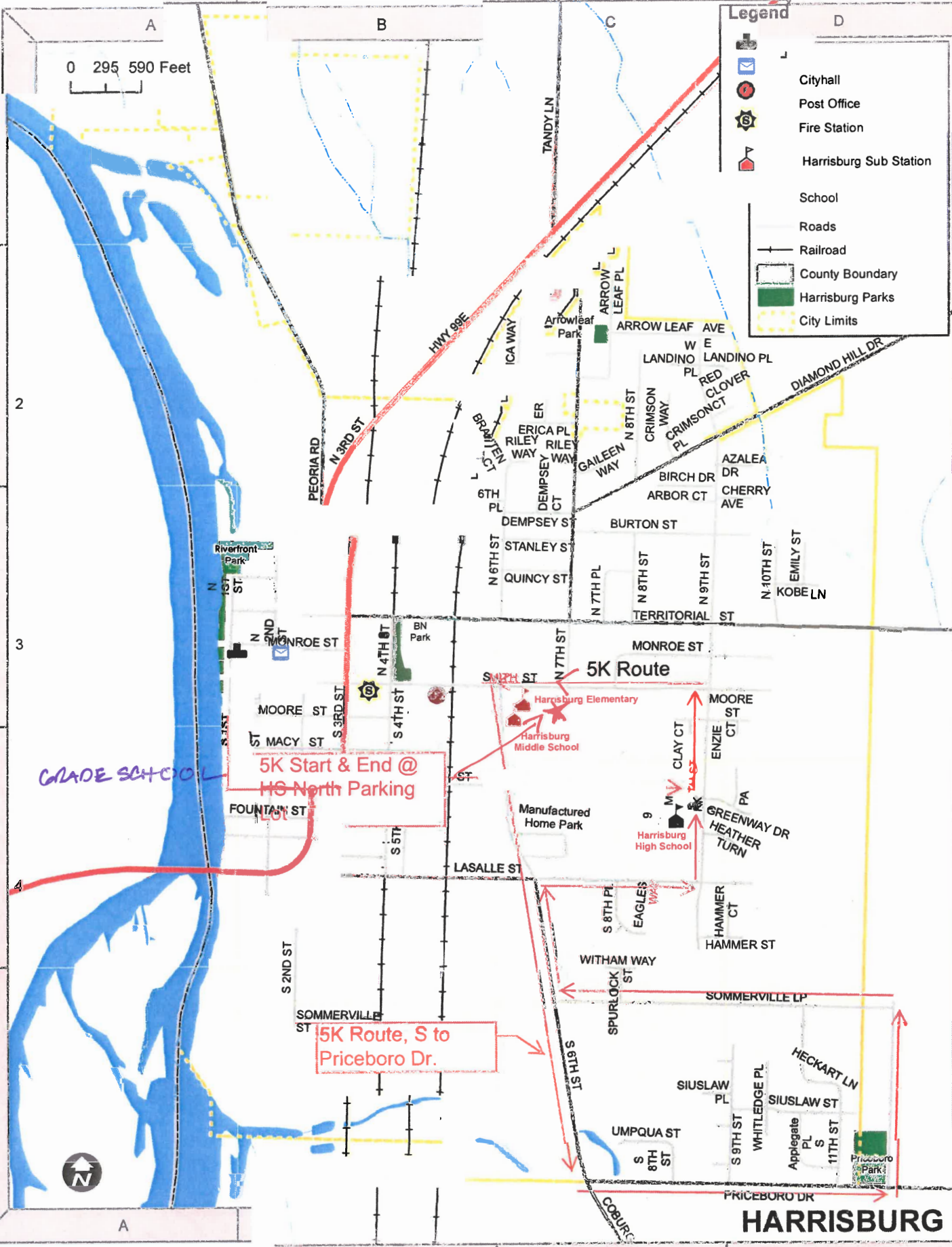
Name of Organization	Harrisburg Festival and Events Association	
Name of Event	Firecracker 5K	
Event Type	5K Race/Event	
Contact Person	Michele Eldridge	
Mailing Address	PO Box 178 Harrisburg, OR 97446	
Phone Number	541-554-5435	
Fax Number	541-554-9244	
Email Address	meldridge@ci.harrisburg.or.us	
Date of Event	June 30, 2024	
Approximate Time Limits <small>(ie. 8:00 AM to 10:00 PM)</small>	From: 7am	To: Noon
Is this a Road Closure?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<small>(ie. 8:00 AM to 10:00 PM)</small>	From:	To:
County Road(s) to be used:	Kramer/Sommerville Loop	
Sanitation Facilities to be provided? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Location of Sanitation Facilities	Priceboro Park and at Grade School	
What Traffic Controls will be provided?	On Kramer, just road signs.	
<b>MAP OF ROUTE AND CERTIFICATE OF LIABILITY MUST BE ATTACHED TO APPLICATION</b>		

FOR OFFICE USE ONLY	
Application	
Fee	
Deposit	
Certificate of Liability	
Map	
Deposit Returned	

0 295 590 Feet

**Legend**

- Cityhall
- Post Office
- Fire Station
- Harrisburg Sub Station
- School
- Roads
- Railroad
- County Boundary
- Harrisburg Parks
- City Limits



GRADE SCHOOL

5K Start & End @ HS North Parking

5K Route, S to Priceboro Dr.

HARRISBURG



# EXHIBIT A - ROUTE

0 295 590 Feet

## Legend

- Cityhall
- Post Office
- Fire Station
- Harrisburg Sub Station
- School
- Roads
- Railroad
- County Boundary
- Harrisburg Parks
- City Limits

6.

1

1

2

2

3

3

4

4

5

5

Detour Route, 2nd St.

Parade Start

Deputy/Territorial & 3rd St.

Dispersal after parade, north on 9th

Detour - Southbound Traffic

Parade Route

Staging

Staging

Detour Route, 2nd St.

Detour -Northbound Traffic

Parade Route

Staging

Deputy @ 6th & LaSalle

Dispersal After Parade, south on 6th St.

Deputy, 2nd & 3rd



# HARRISBURG

# Honey Buckets Location Map 2024

0 295 590 Feet

### Legend

- Cityhall
- Post Office
- Fire Station
- Harrisburg Sub Station
- School
- Roads
- Railroad
- County Boundary
- Harrisburg Parks
- City Limits

WS at mid-block on Smith

1 at post office

1 at Hsbg Plaza

1 with WS

3 with WS

1 at edge of school field

2 edge of N. parking lot with WS

1 w/ WS at Breakfast



FIREWORKS

DISPLAY AGREEMENT AND PURCHASE ORDER

THIS AGREEMENT ("Agreement") is entered into on FEB 14, 2024, by and between Western Display Fireworks, Ltd., an Oregon corporation, whose address is set forth above, ("Western") and Harrisburg Festival & Event Association/Harrisburg Fire Department, whose address is PO Box 378, Harrisburg, OR 97446 ("Sponsor"). Western and Sponsor are sometimes individually referred to as a "Party" and collectively as the "Parties."

In consideration of the mutual terms and conditions set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Proposal.** Western agrees to supply, and Sponsor agrees to pay for, a fireworks display on the following designated date: July 4, 2024, as detailed in Proposal #24-7443, which is attached hereto and incorporated herein by this reference, (the "Display").
2. **Price and Payment Terms.** Total price of SEVENTEEN THOUSAND FIVE HUNDRED DOLLARS AND NO/100 (\$17,500.00) is to be paid as follows: 25% of the total price, \$4,375.00 is due by DECEMBER 15, 2023; 25% of the total price, \$4,375.00 is due by JUNE 4, 2024; the remaining balance of the price, \$8,750.00, is due in full on or before July 14, 2024. Interest will accrue at 1½% per month (an annual percentage rate of 18% per annum) on all unpaid amounts from the date on which the payment was due.
3. **Western Duties.** As part of the total price Western agrees to the following:
  - a. To supply the Display, that is, all shells and other pyrotechnics listed on the Proposal;
  - b. To loan Sponsor the equipment necessary to perform the Display, including mortars, firing equipment and all other required materials necessary; and
  - c. To comply with all federal, state, and local laws, regulations, and ordinances in transferring the Display to the Sponsor; and
  - d. To comply with all local and federal guidelines and obtain any necessary permits to perform the Display, unless otherwise noted in Sponsor Duties.
4. **Sponsor Duties.**
  - a. Sponsor shall comply with all duties as detailed under the Compliance with Laws/Sponsor Responsibilities portion of this Agreement; and
  - b. Sponsor shall obtain all necessary permits necessary to perform the show and comply with all federal, state, and local laws, regulations, and ordinances related to the performance of the Display.
5. **Insurance.** <sup>THE CITY OF HARRISBURG ON BEHALF OF THE</sup> Sponsor shall purchase and maintain comprehensive general commercial liability and property damage insurance from a company and in an amount satisfactory to Western. Such policy(ies) shall name Western as an additional insured and shall prohibit cancellation without thirty (30) days notice to Western. The City of Harrisburg, on behalf of the Sponsor will furnish Western with a certificate of insurance confirming that such coverage is in full force and effect prior to June 15. If The City of Harrisburg & Sponsor fails to supply such written verification, Western shall be entitled to refuse to ship or deliver the Display. Western agrees to provide, at its expense, commercial general liability insurance coverage that will cover the conveyance and delivery of the Display to the City if Harrisburg and Event Sponsor.

6. **Indemnification.** Sponsor agrees to indemnify, defend, and hold harmless Western, its agents and employees from and against all claims, costs, judgments, damages and expenses, including reasonable attorney fees that arise from the set-up, performance, and clean-up of the Display to the extent that such are occasioned by any act or omission of Sponsor, its agents and employees.
7. **Compliance with Laws.**
- a. **Sponsor Responsibilities:** SPONSOR agrees to perform their requirements in accordance with NFPA 1123 OUTDOOR DISPLAY OF FIREWORKS 2022 Edition (National Fire Protection Association) 8.1 General Requirements. The sponsor of the display shall make provisions for fire protection for the display. 8.1.1 The sponsor shall consult with the AHJ, the local responding fire department (if different from the AHJ) and the operator to determine the level of fire protection required. 8.1.2 The following shall apply to crowd control: (1) Monitors whose sole duty is the enforcement of crowd control shall be located around the display site and at other locations as determined by the sponsor. (2) The AHJ and the operator shall approve the provisions for crowd control. 8.1.2.1 Monitors shall be positioned around the display site to prevent spectators or any other unauthorized persons from entering the discharge site. 8.1.2.2 Where required by the AHJ, approved delineators or barriers shall be used to aid in crowd control. 8.1.2.3 Portions of the display site, other than the discharge site(s), shall be permitted to be open to the public prior to the display as long as the provisions of 4.2.2.2 are maintained. 8.1.2.4 Unescorted public access to the discharge site shall not be permitted where pyrotechnic materials are present during the period before the display. 8.1.2.5 The discharge site shall be restricted throughout the display and until the discharge site has been inspected after the display. Sponsor shall secure and maintain any and all licenses, permits or certificates that may be required by any regulatory body having jurisdiction over the possession and performance of the Display.
- b. **Western's Responsibilities:** Western shall secure and maintain any and all licenses, permits or certificates that may be required by any regulatory body having jurisdiction over the materials or delivery of the materials herein contemplated.
8. **Cancellation/Rescheduling by Sponsor.** If the Display is cancelled by the Sponsor after receipt of this signed Agreement, Sponsor agrees to pay 25% of the total price (\$4,375.00) for restocking and costs incurred. If the Display is cancelled by the Sponsor within 30 days of the scheduled Display date, Sponsor agrees to pay 50% of the total price (\$8,750.00). If the Display is cancelled by the Sponsor on the date of the Display, Sponsor agrees to pay 100% of the total price (\$17,500.00). By providing notice of not less than 30 days from the original Display date, Sponsor may elect to reschedule the Display to a mutually agreeable date. This date must be within 90 days of the original display date. Western agrees to facilitate this rescheduling and Sponsor agrees to reimburse Western for new permits and other additional costs associated with this change. Sponsor understands that permitting requirements, burn bans and other factors beyond Western's control may prohibit rescheduling of a display. If these factors prohibit the rescheduled Display from taking place then the standard cancellation schedule applies.
9. **Safety / Weather Forced Cancellation.** Sponsor agrees that it shall have responsibility to cancel or delay the Display if in the Sponsor's judgment circumstances beyond its control pose a risk to the health and safety of any persons or property within the vicinity of the Display.

10. **Force Majeure.** Sponsor assumes the risks of weather, strike, civil unrest, terrorism, military action, governmental action, and any other causes beyond the control of Western which may prevent the Display from being safely delivered to Sponsor.
11. **Product Performance.** Sponsor recognizes and acknowledges that due to the nature of fireworks, an industry accepted level of 3% of the product used in any display may not function as designed and this level of nonperformance is acceptable as full performance.
12. **Limitation on Damages.** In the event that Sponsor claims that Western has breached this Agreement or was negligent in performing its duties hereunder, Sponsor shall not be entitled to claim or recover monetary damages from Western beyond the amount that Sponsor has paid Western under this Agreement and shall not be entitled to a claim for or recover of consequential damages from Western, including, but not limited to, damages for lost income, business, or profits. Additionally, Western's liability for matters covered by the insurance set forth herein shall be limited to the limits of said insurance.
13. **Time.** Time is of the essence in this agreement. The Parties expressly recognize that in the performance of their respective obligations, each Party is relying on timely performance by the other Party and will schedule operations and incur obligations to third parties in reliance upon timely performances by the other Party and may sustain substantial losses by reason of any failure of timely performance.
14. **Independent Contractor/No Joint Venture.** The Parties agree that Western is an independent contractor, and is not an agent or employee of Sponsor for any purpose. It is further agreed that Western's employees shall be, and remain, the employees of Western and not of Sponsor. Nothing in this Agreement or the actions of Western or Sponsor shall be construed as forming a partnership or joint venture between Sponsor and Western.
15. **Attorney Fees.** In the event that either Party to this Agreement shall enforce any of the provisions hereof by any action at law or in equity, the unsuccessful Party to such litigation agrees to pay to the prevailing Party all costs and expenses, including reasonable attorney fees, incurred therein by the prevailing Party.
16. **Jurisdiction.** This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the State of Oregon applicable to contracts.
17. **Severability.** In the event a court of competent jurisdiction determines that any provision of this Agreement is in violation of any statute, law, rule, regulation, ordinance or public policy, then the provisions of this Agreement that violate such statute, law, rule, regulation, ordinance or public policy shall be stricken or modified to the extent that such provision no longer violates such statute, law, rule, regulation, ordinance or public policy. All provisions of this Agreement that do not violate any statute, law, rule, regulation, ordinance or public policy shall continue in full force and effect for all purposes. Furthermore, any court order striking or modifying any provision of this Agreement shall modify or strike the provision in as limited a manner as possible to give as much effect as possible to the intentions of the Parties to this Agreement.
18. **Survival.** The terms of paragraphs 6, 12, 15, and 16 shall survive the cancellation or termination of this Agreement.

FIREWORKS

19. **Entire Agreement.** This Agreement sets forth the entire agreement and understanding between the Parties hereto respecting the matters within its scope and may be modified only in writing signed by both of the Parties hereto.

The pricing and product offered in the Proposal shall remain firm if this Agreement is mutually executed by both Parties on or before December 15, 2023.

Sponsor HARRISBURG  
FESTIVAL & EVENTS ASSOC

Western Display Fireworks, Ltd.

By: Michael E. ...

By: Brent Pavlicek

Its: V.P.

Its: Co President

Date: 2-14-24

Date: 2/15/24

Co-Sponsor  
Harrisburg Fire & Rescue

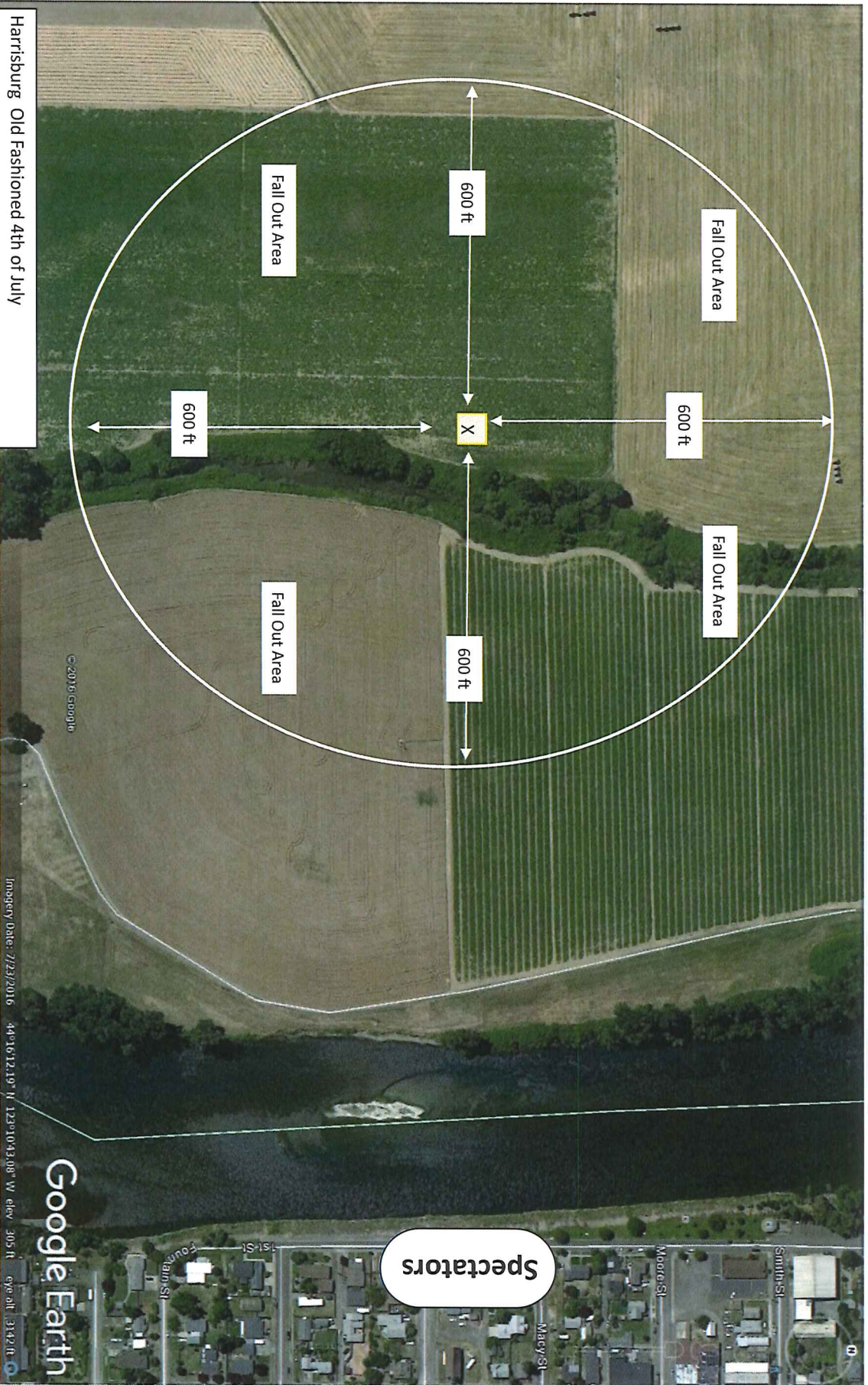
By: BART GRIFFITH

Its: Fire Chief

Date: 2/15/24



Exhibit A – Display Site Map – Harrisburg, OR



Harrisburg Old Fashioned 4th of July  
 Harrisburg, Oregon  
 Discharge Site 40' X 40'  
 Western Display Fireworks  
 Revised 5 2017