



City Council Work Session Meeting Agenda

April 28, 2020

6:30 PM

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, Charlotte Thomas and Youth Advisor Quinton Sheridan.
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
8. *City Council members will be participating via conference call.*
9. *Citizens are welcome to participate in person; the room is disinfected, and 6' separation of space is observed. If you would like to participate, but don't want to do so in person, you are welcome to submit comments to us in written form or can call us to relay a message to the City Council. Staff can also contact you during the meeting for you to submit your own verbal comments.*
10. *Please do not attend in person if you are actively coughing, or running a fever.*

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

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

ORDINANCES

1. THE MATTER OF ADOPTING ORDINANCE NO. 974, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 15.15 IN RELATION TO FIRE CODE”

STAFF REPORT:

Exhibit A: City of Harrisburg Residential Building Permit

Exhibit B: Oregon Fire Code Application Guide for Harrisburg

Exhibit C: Revised Land Use Application

Exhibit D: Draft Fire Code Ordinance

Exhibit E: Ordinance No. 974

ACTION: Motion to approve Ordinance No. 974, “**AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 15.15 IN RELATION TO FIRE CODE**”.

RESOLUTIONS

2. THE MATTER OF APPROVING RESOLUTION NO. 1232, EXTENDING THE TERMINATION DATE OF RESOLUTION NO. 1229 FROM APRIL 28, 2020 TO JUNE 9, 2020

STAFF REPORT:

Exhibit A: Resolution No. 1229

Exhibit B: Resolution No. 1230

Exhibit C: Proposed Resolution No. 1232.

ACTION/MOTION: MOTION TO ADOPT RESOLUTION NO. 1232, “A RESOLUTION AMENDING RESOLUTION NO. 1229, SECTION 6, EXTENDING THE DATE THAT RESOLUTION NO 1229 SHALL REMAIN IN EFFECT UNTIL JUNE 9. 2020”

3. THE MATTER OF APPROVING RESOLUTION NO. 1233, AUTHORIZING STAFF TO SUBMIT A PLANNING GRANT TO THE OREGON PARKS AND RECREATION DEPARTMENT (OPRD) IN ORDER TO DEVELOP AN UPDATE TO THE 2004 HARRISBURG PARKS MASTER PLAN , REVISE THE PARKS SDC REQUIREMENT AND FURTHER REFINE THE CITY’S 2016 ‘100-ACRE PARK FEASIBILITY STUDY’ TO ASSURE INTEGRATION WITH EXISTING AND FUTURE CITY PARK DEVELOPMENT

STAFF REPORT:

Exhibit A: Draft Resolution No. 1233

ACTION/MOTION: "I MOVE TO APPROVE RESOLUTION NO. 1233, "A RESOLUTION AUTHORIZING CITY STAFF TO APPLY FOR AN OREGON PARKS AND RECREATION DEPT. (OPRD) PLANNING GRANT IN THE AMOUNT OF \$40,000 AND RESERVING A CITY MATCH IN THE AMOUNT OF \$10,000 FROM THE CITY'S PARKS SYSTEMS DEVELOPMENT RESERVE FUND.

- 4. THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO PROVIDE UP TO A \$100 CREDIT TO THOSE LOCAL BUSINESSES ENGAGING IN RETAIL SALES OR SERVICES.**

STAFF REPORT:

Exhibit A: Proposed Resolution No.1234

ACTION/MOTION: I MOVE TO APPROVE RESOLUTION NO. 1234, "A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR THE AUTHORITY TO CREDIT CERTAIN UTILITY ACCOUNTS."

- 5. THE MATTER OF ESTABLISHING A \$500 TO \$1,000 CITY GRANT FOR THOSE LOCALLY OWNED HARRISBURG COMMERCIAL BUSINESS LICENSEES WHO FIT PROGRAM PARAMETERS.**

STAFF REPORT:

Exhibit A: City of Newberg Newspaper Article

Exhibit B: Proposed Resolution No. 1235

ACTION/MOTION: I MOVE TO APPROVE RESOLUTION NO. 1235, "A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ESTABLISH A GRANT PROGRAM TO AID SMALL HARRISBURG BUSINESS LICENSEES WHO ARE IN RETAIL SALES OR SERVICES."

- 6. THE MATTER OF CONSIDERATION OF A RESOLUTION TO AUTHORIZE STAFF TO SUBMIT AN APPLICATION TO ODOT FOR A SAFE ROUTES TO SCHOOL GRANT IN THE AMOUNT OF APPROXIMATELY \$625,000**

STAFF REPORT:

Exhibit A: Resolution No. 1236

ACTION/MOTION: I MOVE APPROVAL OF RESOLUTION 1236, "A RESOLUTION SUPPORTING THE CITY OF HARRISBURG'S APPLICATION FOR A 2020 SAFE ROUTES TO SCHOOL INFRASTRUCTURE GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION TO CONSTRUCT CURB, GUTTER, AND SIDEWALK ON THE WEST OF 9TH STREET BETWEEN DIAMOND HILL DRIVE AND TERRITORIAL STREET, PROVIDING A SAFE

**ROUTE BETWEEN THE NEIGHBORHOODS NORTH OF TERRITORIAL STREET
AND THE HARRISBURG SCHOOLS”**

**7. THE MATTER OF PROCLAIMING THE MONTH OF MAY AS MENTAL HEALTH
MONTH.**

STAFF REPORT:

Exhibit A: Proclamation

**ACTION: THE MAYOR WILL READ THE PROCLAMATION ESTABLISHING
MAY AS MENTAL HEALTH MONTH.**

NEW BUSINESS

**8. THE MATTER OF CONSIDERATION OF AN INFRASTRUCTURE TIMING AND
SECURITY AGREEMENT BETWEEN THE CITY AND THE OWNER OF LOT 2,
PARTION PLAT 2018-68.**

STAFF REPORT:

Exhibit A: Draft of Proposed Agreement

Exhibit B: Plat Map

Exhibit C: Partial Planning Commission Packet from 06/19/2018

**ACTION/MOTION: I MOVE TO APPROVE THE CITY OF HARRISBURG/ANITA
CASPER INFRASTRUCTURE AND TIMING AND SECURITY AGREEMENT**

9. THE MATTER OF APPROVING HARRISBURG HIGH SCHOOL PARADE PERMIT

STAFF REPORT:

Exhibit A: Harrisburg Parade Permit Application

**ACTION/MOTION: “I MOVE TO APPROVE THE PARADE PERMIT APPLICATION
SUBMITTED BY THE HARRISBURG SCHOOL DISTRICT.**

10. THE MATTER OF BUDGET OVERVIEW FOR FISCAL YEAR 2020-2021

STAFF REPORT:

Exhibit A: Budget Calendar

ACTION: FOR INFORMATIONAL PURPOSES ONLY

**11. THE MATTER OF REVIEWING THE 2ND QUARTER FY 2019-2020 FINANCIAL
REPORT DOCUMENT.**

STAFF REPORT:

Exhibit A: 2nd Quarter Financial Report

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

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

12. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for January 28, and February 11, 2020, as well as Dec 5, and Dec 9. (Executive Sessions, public portions only.)

Exhibit B: Payment Approval Report for March 2020

Exhibit C: Personnel Committee Minutes for October 21, 2019
November 20, 2019, and Jan 20, 2020.

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- 1. The City Council Minutes for the December 5 and 9th 2019 Executive Session (Public) Minutes, as well as for January 28, and February 11, 2020.**
- 2. The payment approval report for March 2020**

13. CITY ADMINISTRATOR VERBAL REPORT

1. A request from a Harrisburg business from outside the jurisdiction.
2. City Zoning/Subdivision Code Project
3. Election Update
4. John Hitt Vacation (May 10 to June 2)
5. COVID-19 City Disinfection Update

OTHER ITEMS

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

1.

THE MATTER OF ADOPTING ORDINANCE NO. 974, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 15.15 IN RELATION TO FIRE CODE”

STAFF REPORT:

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Exhibit B: Oregon Fire Code Application Guide for Harrisburg
Exhibit C: Revised Land Use Application
Exhibit D: Draft Fire Code Ordinance
Exhibit E: Ordinance No. 974

ACTION: Motion to approve Ordinance No. 974, “**AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 15.15 IN RELATION TO FIRE CODE**”.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – April 28, 2020

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

STAFF RECOMMENDATION:

Staff recommends the City Council approve Ordinance No. 974.

BACKGROUND INFORMATION:

The City was informed by Linn County on Oct 31, 2019, that they were adopting new Fire Code standards, which were incorporated into residential building permits (**Exhibit A**) as of that same date. After more inquiries, they provided the City with the Oregon Fire Code Applications Guide (**Exhibit B**) in mid-November. The new fire code requirements were applicable to any new homes being constructed after October 31, 2019. At that time, the city had one building permit for a new home that was received on October 28th, 2019, and was therefore not required to meet those standards.

Any home being constructed after October 31, 2019, is now subject to these standards. The City has always included a review by the Fire Chief for all land use applications, but this requires even more involvement on behalf of the fire district. The City and the Fire District both appreciate the partnership that this process now entails. The Fire Chief or Assistant Fire Chief are now invited to pre-application meetings.

6

Because this impacts subdivisions, minor and major partitions, and could also affect variances, site plans, and property line adjustments, it was important to add it to the land use application (**Exhibit C**) so that property owners are aware of the requirements. You will find that the last page includes this wording. In addition, the City is once again requiring pre-application meetings for these types of land use applications, along with annexations, conditional use permits, historic permits, zone map changes, and zoning ordinance text amendments.

While researching the changes, staff also realized that the Fire Code section of the Harrisburg Municipal Code was out of date and was not in the same section as the other construction codes. As such, a simple change to Harrisburg Municipal Code Chapter 15.15 will bring our ordinance in line with current State of Oregon Fire Codes. The draft copy is shown in **Exhibit D**, and the final Ordinance in **Exhibit E**.

MOTION (If necessary):

Please see the top of this staff report or the agenda for the suggested motion.

REVIEW AND APPROVAL:

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



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon – Director
Suzanne Larson – Building Official

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816, Fax 541-926-2060

1.

Residential Submittal Requirements

Linn County approvals must be obtained before a building permit can be issued.

1. LAND USE APPROVAL:

- a) If your building project is within a city, you must obtain land use approval from the city.
- b) If your building project is within Linn County and not within the city limits, land use approval must be obtained from the Linn County Planning and Building Department.

Note: Some planning reviews or hearings may delay your project. You should begin this process well before you wish to start building. Talk to the city or county planner about your project for specific requirements.

2. SANITATION:

- a) If your property is served by a municipal sewer system, approval must be obtained from the municipality.
- b) If a public system is not available, an on-site sewage disposal system may be used. For information regarding an existing or new disposal system, contact Environmental Health at (541) 967-3821. *Please contact this department regardless of the type of proposed structure.*

Note: Some delay may be experienced in obtaining sanitation approval. You should begin this process well before you wish to start building. Talk to a sanitarian about your project for specific requirements.

3. ROADS AUTHORITY:

- a) Prior to submitting for a permit, obtain approval from one of the following: Linn County Road Department at (541) 967-3919, Oregon Department of Transportation at (503) 986-3435, or your local municipality.

4. FIRE AUTHORITY:

- a) Prior to submitting for a permit, obtain approval from the local fire authority. Complete the Access & Water Supply worksheet and return the form signed and approved with your plan submitted.

5. BUILDING PLAN REVIEW:

- a) *Residential:* See Requirements and Submittals Checklist.
- b) *Commercial:* See Requirements and Submittals Checklist. A pre-application meeting may be required for commercial or industrial building projects. Contact the Linn County Building Official for this determination.

8



Residential Submittal Requirements & Checklist

Linn County Planning & Building Department
300 SW 4th Avenue
Albany, OR 97321

Phone (541) 967-3816
Fax (541) 926-2060
<http://www.co.linn.or.us>

*Use the following checklist to ensure all necessary information has been provided. **Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be denied until all requirements are submitted.** Check each box or mark N/A.*

Format for submitting electronic plans:

Use the (xxx) User Guide for more detail on the below requirements available on our website page or contact us via email to request it.

- ☐ Submit plans electronically through our website. <http://www.co.linn.or.us>
- ☐ Legible and drawn to scale.
- ☐ Plan orientation as landscape for reading left to right.
- ☐ All plans and documents to follow prescribed printing conventions.
- ☐ Plan/drawing pages shall be uploaded individually as a single page file. Supporting documents shall be uploaded as an individual multi-page file.
- ☐ Plans/drawings shall be .PDF files. Supporting documents can be .PDF, .TIFF, .JPEG.
- ☐ Reserve space for County approval stamp.

Forms required at submittal:

The following forms, documents, and plans are to be submitted when applicable for residential projects:

- ☐ Completed Residential Permit Application.
- ☐ Completed Residential Submittal Requirements Checklist (this form)
- ☐ Residential Energy Efficiency Checklist. <https://www.co.linn.or.us>
- ☐ Written permission from property owner.
- ☐ **APPROVED & SIGNED** Access & Water Supply Worksheet from the local fire department.

To view Oregon codes online visit http://www.cbs.state.or.us/external/bcd/programs/online_codes.html

Structural Design Criteria

- *Snow Loads* (OSSC section 1608): 20 spf minimum roof snow load, 25 psf ground snow load (less than 4,000 ft. elevation).
- *Wind Loads* (OSSC section 1609): Ultimate wind speed – Risk Category (Cat.) I – 100 mph, Cat. II – 110 mph, Cat. III & IV – 115 mph, Normal wind speed Cat. I – 78 mph, Cat. II – 85 mph, Cat. III & IV – 90 mph, Exposure B or C.
- *Seismic Design Category* D1.
- *Frost Protection* (OSSC sections 1809.5 & 1904.1) *Frost Depth*: 12 inches, *Frost Exposure*: Moderate.
- *Soiling Bearing Pressure* 1,000 PSF (an alternate PSF may be accepted per project with a site specific Geo Tech report. Please note Linn County uses 1,000 PSF soil bearing pressure and footings for conventional light frame construction and should accommodate the following widths: 1 story – 18”, 2 stories – 23”, 3 stories – 27”.

☐ **Site Plans – Please provide three sets (required for all projects including remodels):**

- ☐ Legible, including north arrow, and drawn to scale such as (1" = 20').
- ☐ Orientation of footprint matches floor plan, (i.e. garage left).
- ☐ Show all adjacent street names.
- ☐ Show all existing and proposed structures on site with distances from property lines and other structures; setbacks shall be identified with written dimensions and drawn to scale. Include any cantilevers and eaves.
- ☐ Indicate height of all structures inclusive of roof ridgelines (from finished grade).
- ☐ Show all building and garage entrances.
- ☐ Indicate elevation at property corners.
- ☐ For slopes greater than 10% show contours.
- ☐ For lots with 4 ft. or more elevation change across the building footprint, show existing and proposed elevations at the building corners.
- ☐ Show site drainage using arrows to indicate direction of flow; show methods and locations for onsite drainage detention. Show gutters with downspout locations if applicable.

☐ **Plans – Please provide three sets (required for all projects including remodels):**

Plans must be legible, drawn to scale (minimum 1/4" = 1') and shall include the following:

☐ **Documents**

- ☐ Floor framing (if using an engineered system, a layout will be required from the manufacturer, including the size, type, and spacing of all floor joists, as well as the size and type for all supporting beam and cross-reference design calculations). All floor-framing sheets, details, and beams must match.
- ☐ Roof framing (if using roof trusses, provide engineered details of each truss to be used including a layout indicating the placement of each truss). Include engineered drag trusses and truss bracing details.
- ☐ Engineering and all related engineering. (2 sets)

☐ **Cover Sheet – Building Information**

- ☐ Code year being used.
- ☐ Energy path being utilized.
- ☐ Number of stories and total height in feet.
- ☐ Building square footage. (*per floor and total*)
- ☐ List work to be performed under this permit.
- ☐ List Design Professional, Architects, Structural Engineers, Owner, Developer, and any other Design Members. (If applicable)

☐ **Elevation Views**

- ☐ Provide elevations showing the building, grade, windows, building height, decks, and patios.

☐ **Foundation Plan**

- ☐ Foundation layout must match (roof, floor joist, truss) layouts.
- ☐ Identify foundation and stem wall dimensions.
- ☐ Identify all interior footings and transfer points for loads above, including sizes, and rebar.
- ☐ Anchor bolt locations.
- ☐ Identify type and location of all hold downs, and mechanical connections.
- ☐ Provide a schedule for all hold down connections and shearwall locations.
- ☐ Identify ventilation location and sizes.

☐ *Floor Plan*

- ☐ Identify each room and/or area including dimensions.
- ☐ Identify emergency egress windows.
- ☐ Identify smoke and smoke/CO2 locations.
- ☐ Identify exhaust fan locations and CFM.
- ☐ Identify water, heater, furnace, plumbing fixtures, balconies, and decks.
- ☐ Provide wall bracing, (R602.10) and/or lateral analysis, related schedule identifying all shearwalls types including calculations, connections, and locations. Alternatively, an engineered lateral analysis can be submitted by a registered design professional. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross references between plan location and details.
- ☐ Identify all landings/decks at all exits.
- ☐ Transfer all engineering to full scale drawings.
- ☐ Provide a legend that distinguishes walls, walls to be removed, and new walls, or a separate before and after floor plan. (Remodel)
- ☐ Beam calculations with all beams sized, identified, and cross-referenced on the plans.

☐ *Cross Section(s) and Details*

- ☐ Show all framing member sizes and spacing (studs, beams, joist, rafters), bearing locations, load transfers, and connections.

☐ *Framing Plan & Stair Details*

- ☐ Specify size, spacing, span, and wood species or metal gauge for all stud walls.
- ☐ Indicate all wall, beam, floor, and roof connections.
- ☐ Include stair section showing rise, run, landings, headroom, handrail, and guardrail dimension.

☐ *Roof Framing*

- ☐ Provide plans for the roof assembly indicating member sizing, spacing, bearing locations, load transfers and connections.
- ☐ Provide attic ventilation calculations, including size and location of vents.

Please Note: Plan review fees will be collected at the time of permit submittal. I have read and understand these terms.

*****This application is valid for 180 days*****

By signing, I acknowledge that all information contained in this checklist is true to the best of my knowledge.

Agent/Builder (I certify that I sign this application personally
on my own behalf and as agent for the landowner)

or

Owner

Signature – Agent

Signature – Owner

Printed Name – Date

Printed Name – Date

Email

Email



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon – Director
Suzanne Larson – Building Official

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816, Fax 541-926-2060

| Type of work | | Department Use Only | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Addition/alteration | Permit # | Date received |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Other | Tax lot/Parcel # | |
| Category of Construction <input type="checkbox"/> 1 & 2 family dwelling <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Accessory building <input type="checkbox"/> Multi-family <input type="checkbox"/> Other <input type="checkbox"/> Manufactured Home | | | |
| Job Site Information and Location Job site address City/State/Zip Suite/bldg./apt. # Project name Subdivision Lot # Description of work _____ _____ _____ _____ _____ | | | |
| Property Owner Name Address City/State/Zip Phone E-mail | | | |
| Contact Person Name Address City/State/Zip Phone #1 Phone #2 Email | | | |
| Contractor Business Name Address City/State/Zip Phone Fax CCB license Email Authorized signature Date | | | |
| Permit Fees Permit fees are based on the value of the work performed. Indicate the value (round to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application. | | Required Data: 1 & 2-Family Dwelling Valuation Number of bedrooms Number of bathrooms Total number of floors New dwelling area square feet Garage/carport area square feet Covered porch area square feet Deck area square feet Required Data: Commercial – Use Checklist Valuation Existing building area square feet New building area square feet Number of stories Type of construction Occupancy groups Existing New | |
| Notice For Homeowner Installations: This installation is being made on residential or farm property owned by me or a member of my family, and is exempt from licensing requirements under ORS 701.010. Signature _____ Date _____ | | Manufactured Home Fees Manufactured Home Installation \$ State Surcharge 12% \$ State Service Charge \$ Date \$ | |

Choose one from each section

Energy Efficiency

TABLE N1101.1(2)

ADDITIONAL MEASURES

| | | | |
|-----------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Envelope Enhancement Measures (Select one) | 1. | High Efficiency Walls Exterior walls – U-0.045/R-21 cavity insulation + R-5 continuous. | R-5 = Rigid insulation over sheathing |
| | 2. | Upgraded Features Exterior walls – U-0.057/R-23 intermediate or R-21 advanced, Framed floors – U-0.026/R-38, and Windows – U-0.28 (average UA) | Intermediate & Advanced requirements noted below High efficiency windows |
| | 3. | Upgraded Features Exterior Walls – U-0.055/R-23 intermediate or R-21 advanced. Flat Ceiling (e) – U-0.017/R-60, and Framed Floors – U-0.026/R-38 | Intermediate & Advanced requirements noted below 50% max. vaulted area per footnote |
| | 4. | Super Insulated Windows and Attic OR Framed Floors Windows – U-0.22 (Triple Pane Low-e, and Flat Ceiling (e) – U-0.017/R-60 or Framed Floors – U-0.026/R-38 | Super high efficiency windows See note 'e' if more than 50% of floor area vaulted |
| | 5. | Air Sealing Home and Ducts Mandatory air sealing of all wall coverings at top plate and air sealing checklist (f), and Mechanical whole-building ventilation system with rates meeting M1503 or ASHRAE 62.2, and All ducts and air handlers contained within building envelope (d) or All ducts sealed with mastic (b). | Requires caulking at floor to wall and wall to ceiling joints |
| | 6. | High Efficiency Thermal Envelope UA(g) Proposed UA is 8% lower than the code UA | Calculator required. Recommended BCD thermal calculator. |
| Conservation Measure (Select one) | A | High Efficiency HVAC System (a) Gas-fired furnace or boiler AFUE 94%, or Air source heat pump HSPF 9.5/15.0 SEER cooling, or Ground source heat pump COP 3.5 or Energy Star rated | |
| | B | Ducted HVAC Systems within Conditioned Space All ducts and air handlers contained within building envelope (d) Cannot be combined with measure 5 | Cadets and radiant floor heat meet this requirement |
| | C | Ductless Heat Pump Ductless heat pump HSPF 10.0 in primary zone of dwelling | Heat loss calculation required is no backup heat (cadets, gas fire place heater, etc. Mechanical contractor will provide calculations |
| | D | High Efficiency Water Heater Natural gas/propane water heater with UEP 0.85 OR Electric heat pump water heater Tier 1 Northern Climate Specification Product | |

For S1: 1 square foot = 0.093 m², 1 watt per square foot = 10.8 W/m².

| | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors. |
| b. | All duct joints and seams sealed with listed mastic; tape is only allowed at appliance or equipment connections (for service and replacement). Meet sealing criteria of Performance Tested Comfort Systems program administered by the Bonneville Power Administration (BPA). |
| c. | Residential water heaters less than 55 gallon storage volume. |
| d. | A total of 5% of all HVAC system's ductwork shall be permitted to be located outside of the conditioned space. Ducts located outside the conditional space shall have insulation installed as required in this code. |
| e. | The maximum vaulted ceiling surface area shall not be greater than 50% of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026. U-0.026 = R-38 with advanced framing (raised heel truss) |
| f. | Continuous air barrier. Additional requirement for sealing of all interior vertical wall covering to top plate framing. Sealing with foam gasket, caulk or other approved sealant listed for sealing wall covering material to structural material. (example: gypsum board to wood stud framing). |
| g. | Table N1104.1 (1) Standard base case design, Code UA shall be at least 8% less than the Proposed UA. Buildings with fenestration less than 15% of the total vertical wall area may adjust the Code UA to have 15% of the wall area as fenestration. |

Intermediate Framing = Studs 16" O.C., R-23 insulation, insulated corners and intersections, rigid insulation R-4 or greater in voids over 1".
(see N1104.5.2 for full requirements)

Advanced Framing = Studs 24" O.C., R-21 insulation, insulated corners and intersections, rigid insulation R-4 or greater in voids over 1".
(see N1104.5.1 for full requirements)

Minimum required values per code (Partial list for ref. only. See Table N1101.1(1) for full list and requirements)

Walls – R-21

Flat Ceilings – R-49

Vaulted Ceilings – R-30, R-38 with raised truss heels if over 50% floor area vaulted.

Floors – R-30

Slabs – R-15 perimeter + R-10 throughout if heated

Windows – U-30

Exterior Doors – U-20, U-40 if glazed

NOTE

Info added to this sheet is for convenience/reference only and does not reflect all energy code requirements. See 2017 ORSC Chapter 11 for complete code requirements.

Rev. 2/05/01

SAMPLE PLOT PLAN



Fire District Plan Review Verification

Department Use Only

1.

Permit Number _____

Date _____

Access and Water Supply Worksheet

Owner Information

Name _____

Mailing Address _____

Phone Number _____

Permit Information

Tax Lot Number _____

Address _____

Fire Area – The total area that can be affected by fire. All areas covered including living space, covered porches, covered decks, garage, and any area that can be a habitable space such as an unfinished basement.

New Construction

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Addition

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

New Addition Area _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Access

Number of buildings on access _____

Approach is 8 degrees or less Yes ☐ No ☐

Width (16 ft. Min.) _____ ft.

Length _____ Height _____

Grade _____ % (As measured at 25' increments)

Turn outs? Yes ☐ No ☐

Turn around within soft of the building Yes ☐ No ☐

Turn around design

Y ☐ T ☐ MOD T ☐ CULDESAC ☐

Is there a bridge or culvert within the access? Yes ☐ No ☐

Water Supply

Building Construction Type – The type of framing or support members.

Building Construction Types

- | | |
|-------------------------------------------|--------------------|
| 1) Fire Resistive | 2) Non Combustible |
| 3) Ordinary (Masonry) | 4) Heavy Timber |
| 5) Wood Framed (Typical Residential Home) | |

Building Construction Type _____

Other buildings closer than 50 ft.?

(Include adjacent properties) Yes ☐ No ☐

Building height to the peak _____ ft.

Building height to the Eaves _____ ft.

Residential sprinklers proposed in your building plan?

Yes ☐ No ☐

Fire Department Use Only

Received _____ Site Visit? _____ 1142 Calculated Gallons _____

AM&M? _____ Date approved _____ Fire Official _____

FIRE DEPARTMENT REVIEW & APPROVAL MUST BE COMPLETED PRIOR TO SUBMITTAL TO LINN COUNTY FOR PLAN REVIEW

Access and Water Supply Worksheet

This section is meant to serve as information for the completion of the worksheet.

The purpose of this worksheet is to provide the Building Official with a recommendation for access and water supply for the referenced project. The Fire Agency is acting as a consultant and does not have the authority to require any elements of the building permit. It is within the authority of the Building Official to accept or deny any or all elements of the recommendation.

When filling out this document, please be as complete with the information that is being requested as possible. The information provided on the reverse side will allow the local Fire Authority to review the project for adequate access and water supply needs. Each project is reviewed separately and is no way all-inclusive for any future projects. Future projects or phases not declared at this time will be evaluated at the time of application. Please consult your local authority (listed below) if you have any other questions.

All projects will receive a review and corresponding results for each project. If you opt for alternate methods and means for compliance, the Building Official will need to be consulted on the requirements of what will need to be provided for a proper review. If changes are made to the project after a review has been completed, another review will need to be conducted by the local Fire Authority.

Fire Agencies in Linn County use the local fire department as a guide for access and water supply. You can contact your local Fire District for a copy of the standard.

Instructions:

1. Include plot plan (See Linn County Building permit requirements.)
2. Show any adjacent buildings that are within 50' of the proposed project.
3. Show access for project. New driveways may require a permit. Include plan for approach off public road if applicable.
4. Fill out Access and Water Supply Worksheet.
5. Contact your local Fire Authority to complete documentation required for a building permit application.

Contact Information

Albany Fire Department (Millersburg)
PO Box 490
Albany, OR 97321
(541) 917-7700

Harrisburg Fire Department
500 Smith St.
Harrisburg, OR 97446
(541) 995-6412

Mill City Fire Department
400 S. 1st Ave
Mill City, OR 97360
(503) 897-2390

Brownsville Fire Department
600 E. Blakely Ave.
Brownsville, OR 97327
(541) 466-5227

Lebanon Fire Department
1050 W. Oak St.
Lebanon, OR 97355
(541) 451-1901

Scio Fire Department
38975 SW 6th Ave
Scio, OR 97374
(503) 394-3000

Halsey Fire Department
740 W. 2nd St.
Halsey, OR 97348
(541) 369-2419

Lyons Fire Department
1114 Main St.
Lyons, OR 97358
(503) 859-2410

Tangent Fire Department
32053 Birdfoot Dr.
Tangent, OR 97389
(541) 928-8722

Application Checklist (for Building Department Staff only)

Date received _____ Permit number _____

Accepted by _____ Reviewed by _____

Floodplain _____ Flood zone _____

Date application deemed complete _____ Type of permit _____

Application Checklist (for Planning Staff only)

Map number _____

Date received _____ Planning permit number _____

Accepted by _____ Site plan complete _____

Setbacks Front _____ Rear _____ Side _____ Riparian _____ Other _____

Zoning District _____ Legal Lot _____ Wetlands _____ Geo-Hazard _____

Comments _____

Application Checklist (for EHD Staff only)

Date received _____ Received by _____

Septic permit number _____ Site plan approved _____

Comments _____

Application Checklist (for Road Department staff only)

Date received _____ Reviewed by _____

Road permit number _____

Comments _____

Application Checklist (for Fire Department staff only)

Date received _____ Reviewed by _____

Comments _____

Oregon Fire Code Applications Guide

Based on 2014 Oregon Fire Code

This guide is intended to provide assistance in the application of the fire code in the following jurisdictions and cities/towns within Harrisburg /Linn County

Notes to Users

Check the local city or county development code to determine the applicability of roadway standards as it relates to conflicts with this guide and/or the adopted fire code. (ORS 368.039)

Preamble/Authority and Scope

The above jurisdictions have elected to administer and enforce the Oregon Fire Code under the authority granted to them by ORS 476.030 or ORS 476.060. The Oregon Fire Code is the International Fire Code, 2014 edition, as published and copyrighted by the International Code Council, which has been amended and adopted by the Oregon State Fire Marshal's Office.

The listed jurisdictions have prepared this Applications Guide to provide good faith guidance to building officials, contractors, business owners, the public, and fire marshals on local interpretations and practices that are considered to be in compliance with the Oregon Fire Code. The intent is to clarify aspects of the code that are vague or non-specific by addressing selected issues under normal conditions. This Applications Guide does not create or replace code provisions, and is not an adopted policy of the above jurisdictions. The reader is cautioned that the guidance detailed in this Applications Guide may or may not apply to their specific situation, and that the designated authority for each jurisdiction retains final authority to determine compliance.

Dispute Resolution Process: Any disputed inspection findings can be appealed through The Office of State Fire Marshal, based on Section 108 of the Oregon Fire Code.

Please note: A number of the fire service agencies in Linn County are staffed by volunteers. Please contact the fire service agencies ahead of time to make an appointment, prior to going to the fire station for an acceptance sign-off.

Jurisdiction Contact Information

1.

Oregon State Fire Marshal Office

*Jonathon Jones, Deputy State Fire Marshal, 503-507-7142
JJones@OSP.oregon.gov

Linn County

Linn County: 541-967-3816

City of Harrisburg: 541-995-6655

Linn County Fire Districts & Fire Departments

Harrisburg F&R 541-995-6412

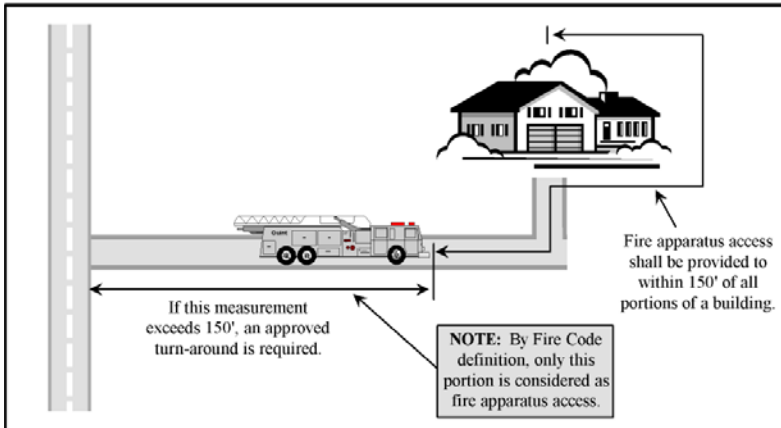
Table of Contents

1.

| | |
|--------------------------------------------------------------------------------|-------|
| Fire Apparatus Access | 4 |
| Access Road Distance from Buildings and Turnarounds | 4 |
| Access Road Exceptions | 4 |
| Dead-End Roads & Turnarounds | 4 |
| Turning Radius | 4 |
| Turnouts | 4 |
| Fire Apparatus Road Exception for Automatic Sprinkler System Protection: | 5 |
| Grade | 5 |
| Surface & Load Capacities | 5 |
| Multiple Access Roads Required | 5 |
| Multiple Access Road Separation | 5 |
| Width & Vertical Clearance | 5 |
| Aerial Fire Apparatus Road Width | 5 |
| Bridges | 6 |
| Gates | 6 |
| No Parking Signs | 6 |
| Painted Curbs | 6 |
| Premise Identification | 6 |
| Firefighting Water Supplies | 7 |
| Commercial Building Fire Flow | 7 |
| Single-Family Dwelling Fire Flow | 7 |
| Rural & Suburban Dwelling Fire Flow | 7 |
| Access and Water Supply During Construction | 7 |
| Fire Hydrants | 7 |
| Fire Hydrants for Commercial Buildings | 7 |
| Fire Hydrants for One- and Two-Family Dwellings | 7 |
| Fire Hydrant Distribution & Spacing | 7 |
| Hydrant Distance from Access Road | 8 |
| Fire Water Supply Construction | 8 |
| Hydrant & Fire Department Connection Proximity | 8 |
| Key Boxes | 9 |
| Required Key Boxes | 9 |
| Fire Watch | 10 |
| General Information for Fire Protection Maintenance and Construction | 10/11 |

Fire Apparatus Access

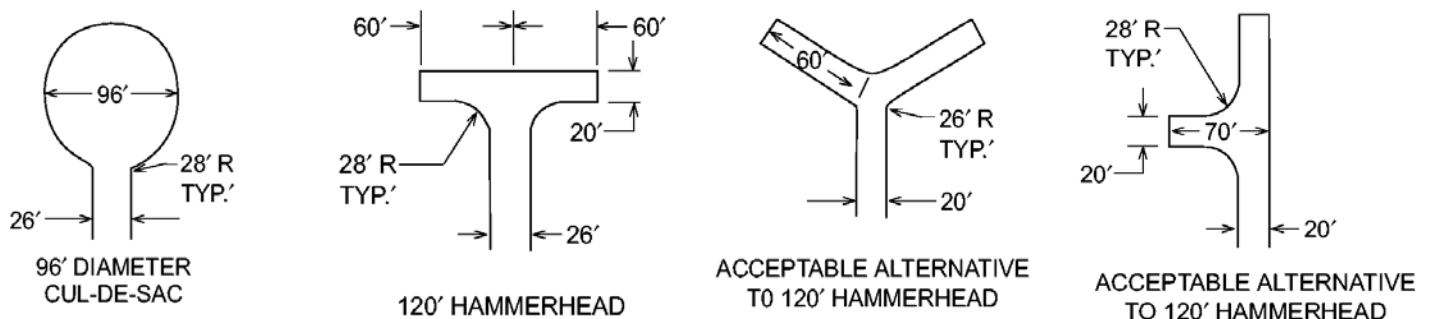
FIRE APPARATUS ACCESS ROAD DISTANCE FROM BUILDING AND TURNAROUNDS: Access roads shall be within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building. An approved turnaround is required if the remaining distance to an approved intersecting roadway, as measured along the fire apparatus access road, is greater than 150 feet. (OFC 503.1.1)



FIRE APPARATUS ACCESS ROAD EXCEPTIONS: The requirements for fire apparatus access may be modified as approved by the fire code official where any of the following apply: (OFC 503.1.1 Exception)

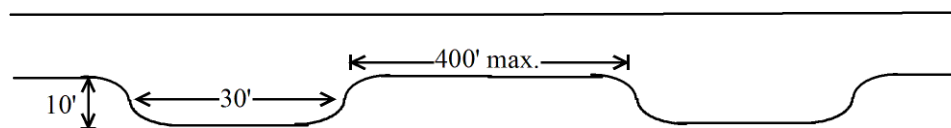
1. Buildings are equipped throughout with an approved automatic fire sprinkler system (the approval of this alternate method of construction shall be accomplished in accordance with the provisions of ORS 455.610(5)).
2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.
3. There are not more than two group R-3 or Group U occupancies.

DEAD END ROADS: Dead end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved turnaround (OFC 503.2.5). Dead end fire apparatus access roads in excess of 500 in length shall have a driving surface width of not less than 26 feet (OFC Appendix D103.4). Diagrams of typical approved turnarounds are shown below. The Fire Chief may approve other alternates (OFC Appendix D 103.1):



TURNING RADIUS: The inside turning radius and outside turning radius shall be not less than 28 feet and 48 feet, respectively (*not less than 30 feet and 50 feet in the City of Albany*), measured from the same center point. (OFC 503.2.4 & Appendix D)

TURNOUTS: When any fire apparatus access road exceeds 400 feet in length, turnouts 10 feet wide and 30 feet long shall be provided in addition to the required road width and shall be placed no more than 400 feet apart, unless otherwise approved by the Fire Chief. These distances may be adjusted based on visibility and sight distances. (OFC Chapter 5)



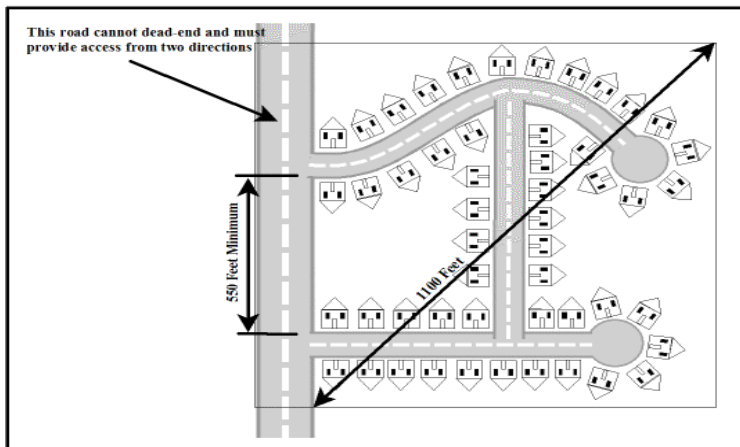
FIRE APPARATUS ACCESS ROAD EXCEPTION FOR AUTOMATIC SPRINKLER PROTECTION: When buildings are protected with an approved automatic fire sprinkler system (per NFPA 13), the requirements for fire apparatus access may be modified as approved by the Fire Chief. The approval of this alternate method of construction shall be accomplished in accordance with the provisions of ORS 455.610(5). (OFC 503.1.1 Exception)

GRADE: Fire apparatus access roadway grades shall not exceed 10 percent. Intersections and turnarounds shall be level (maximum 5%) with the exception of crowning for water run-off. When fire sprinklers are installed, a maximum grade of 15% may be allowed. The approval of fire sprinklers as an alternate shall be accomplished in accordance with the provisions of ORS 455.610(5). (OFC D103.2) Grades in excess of the above requirements may be permitted when the access is fully paved and approved by the Fire Chief. (Local adopted road ordinances supersedes OFC).

SURFACE AND LOAD CAPACITIES: Fire apparatus access roads shall be of an all-weather surface that is easily distinguishable from the surrounding area and is capable of supporting not less than 12,500 pounds point load (wheel load) and the imposed load of fire apparatus weighing at least 75,000 pounds (live load, GVW). Check with the serving fire jurisdiction as this imposed load may increase based on fire apparatus serving the jurisdiction. Documentation from a registered engineer that the finished construction is in accordance with the approved plans or the requirements of the fire code may be requested. (OFC D102.1) (**Typical surface**, 12-inches of pit run base with 2-inches of $\frac{3}{4}$ minus as a top layer)

MULTIPLE ACCESS ROADS: Developments of one- and two-family dwellings where the number of dwelling units exceeds 30, multiple-family residential projects having more than 200 dwelling units and where vehicle congestion, adverse terrain conditions or other factors that could limit access, as determined by the Fire Chief, shall be provided with not less than two separate and approved means of fire apparatus access. Exceptions may be allowed for approved automatic sprinkler system. The approval of fire sprinklers as an alternate shall be accomplished in accordance with the provisions of ORS 455.610(5). (OFC D106 & D107)

MULTIPLE ACCESS ROADS SEPARATION: Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses. (OFC D104.3 & D107.1)



FIRE APPARATUS ACCESS ROAD WIDTH AND VERTICAL CLEARANCE: Fire apparatus access roads of 150-feet or greater shall have an unobstructed driving surface width of not less than 20 feet (26 feet adjacent to fire hydrants (OFC D103.1)) and an unobstructed vertical clearance of not less than 13 feet 6 inches. (OFC 503.2.1 & D103.1)

Note: When serving two or less dwelling units and accessory buildings, the driving surface may be reduced to 14 feet, although the unobstructed width shall be 20 feet. Turning radii for curves and turnarounds on reduced width roads shall be not less than 28 feet and 48 feet respectively, measured from the same center point.

AERIAL FIRE APPARATUS ROAD WIDTH: Buildings more than 30 feet in height shall have fire apparatus access roads constructed for use by aerial apparatus with an unobstructed driving surface width of not less than 26 feet. The road must be parallel to at least one side and not less than 15 feet or more than 30 feet from the nearest side of the building. (OFC D105.2)

BRIDGES: Private bridges shall be designed and constructed in accordance with the State of Oregon Department of Transportation and American Association of State Highway and Transportation Officials Standards *Standard Specification for Highway Bridges*. A building permit shall be obtained for the construction of the bridge from the building official of the jurisdiction where the bridge is to be built. The design engineer shall prepare a special inspection and structural observation program for approval by the building official. The design engineer shall give in writing final approval of the bridge to the Fire Chief after construction is completed. Maintenance of the bridge shall be the responsibility of the party(ies) that use(s) the bridge for access to their property(ies). The Fire Chief may at any time, for due cause, ask that a registered engineer inspect the bridge for structural stability and soundness at the expense of the property owner(s) the bridge serves. All bridges shall be posted with maximum weight capacity signs. (OFC 503.2.6)

GATES: Gates securing fire apparatus roads shall comply with all of the following: (OFC D103.4, D103.5, OFC 503.4, OFC 503.5, OFC 503.6, or as approved by the Fire Chief).

- Minimum unobstructed width shall be 20 feet.
- Where more than one gate is installed, each individual gate shall be a minimum of 10 feet wide.
- Where a fire apparatus road has been approved by the Fire Chief to be *less than* 20 feet wide, the width of the gates shall not be less than 12 feet wide.
- Gates serving one- or two-family dwellings shall be a minimum of 14 feet in width.
- Gates shall be set back at minimum of 30 feet from the intersecting roadway.
- Gates shall be of the swinging or sliding type.
- Manual operation shall be capable by one person.
- Electric gates shall be listed in accordance with UL 325 and ASTM F 2200, equipped with a means for operation as approved by the Fire Chief
- Locking devices shall be approved by the fire code official/Fire Chief.

NO PARKING SIGNS: Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20 feet of unobstructed driving surface, "No Parking" signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Roads 26 feet wide or less shall be posted on both sides as a fire lane. Roads more than 26 feet wide to 32 feet wide shall be posted on one side as a fire lane.

Signs shall read "NO PARKING - FIRE LANE" and shall be installed with a clear space above grade level of 7 feet. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. (OFC D103.6)



PAINTED CURBS: Where required, fire apparatus access roadway curbs shall be painted red (or color used by jurisdiction for no parking such as yellow) and marked "NO PARKING, FIRE LANE" at approved intervals by approved signs or other approved notices or markings. **OPTIONAL:** Lettering shall have a stroke of not less than one inch wide by six inches high. Lettering shall be white on red background for curb lettering. (OFC 503.3)

PREMISE IDENTIFICATION: Buildings shall have address numbers or approved identification placed in a position that is plainly legible and visible from the access road fronting the property. Numbers shall contrast with their background and shall be a minimum of 4 inches high with a minimum stroke width of ½ inch. (OFC 505.1). Check the local city or county development code for additional or alternative requirements.

Firefighting Water Supplies

COMMERCIAL BUILDINGS - FIRE FLOW: The minimum fire flow and flow duration for buildings other than one- and two-family dwellings shall be determined according to OFC Appendix B. The required fire flow for a building shall not exceed the available GPM in the water delivery system at 20 psi. Buildings larger than 3,600 square feet shall have a minimum of 1,500 GPM of fire flow.

SINGLE FAMILY DWELLINGS - REQUIRED FIRE FLOW: The minimum available fire flow for single family dwellings and duplexes served by a municipal water supply shall not be less than 1,000 gallons per minute. If the structure(s) is (are) 3,600 square feet or larger, the required fire flow shall be determined according to OFC Appendix B. (OFC B105), but not less than 1,500 GPM of fire flow.

RURAL BUILDINGS - REQUIRED FIRE FLOW: Required fire flow for rural and suburban areas in which adequate and reliable water supply systems do not exist may be calculated in accordance with National Fire Protection Association Standard 1142, current adopted edition, when approved by the Fire Chief. Please contact the local fire department office for special assistance and other requirements that may apply. (OFC B103.3)

ACCESS AND FIRE FIGHTING WATER SUPPLY DURING CONSTRUCTION: Approved fire apparatus access roadways and fire fighting water supplies shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. (OFC 501.4)

Fire Hydrants

FIRE HYDRANTS – COMMERCIAL BUILDINGS: Where a portion of the building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided. (OFC 507.5.1)

Note: This distance may be increased to 600 feet for buildings equipped throughout with an approved automatic sprinkler system.

FIRE HYDRANTS – ONE- AND TWO-FAMILY DWELLINGS & ACCESSORY STRUCTURES: Where a portion of a structure is more than 600 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the structure(s), on-site fire hydrants and mains shall be provided. (OFC 507.5.1 exception 1)

FIRE HYDRANT NUMBER AND DISTRIBUTION: The minimum number and distribution of fire hydrants available to a building shall not be less than that listed in Table C 105.1. See page 11 for hydrant proximity to FDC. (OFC Appendix C)

**TABLE C105.1
NUMBER AND DISTRIBUTION OF FIRE HYDRANTS**

| FIRE-FLOW REQUIREMENT (Gpm) | MINIMUM NUMBER OF HYDRANTS | AVERAGE SPACING BETWEEN Hydrants ^{a, b, c} (feet) | MAXIMUM DISTANCE FROM ANY POINT ON STREET OR ROAD FRONTAGE TO A Hydrant ^d |
|--------------------------------|-------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 1,750 or less | 1 | 500 | 250 |
| 2,000-2,250 | 2 | 450 | 225 |
| 2,500 | 3 | 450 | 225 |
| 3,000 | 3 | 400 | 225 |
| 3,500-4,000 | 4 | 350 | 210 |
| 4,500-5,000 | 5 | 300 | 180 |
| 5,500 | 6 | 300 | 180 |
| 6,000 | 6 | 250 | 150 |
| 6,500-7,000 | 7 | 250 | 150 |
| 7,500 or more | 8 or more ^e | 200 | 120 |

For SI: 1 foot = 304.8 mm, 1 gallon per minute = 3.785 L/m.

a. Reduce by 100 feet for dead-end streets or roads.

b. Where streets are provided with median dividers which can be crossed by fire fighters pulling hose lines, or where arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis up to a fire-flow requirement of 7,000 gallons per minute and 400 feet for higher fire-flow requirements.

- c. Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 1,000 feet to provide for transportation hazards.
- d. Reduce by 50 feet for dead-end streets or roads.
- e. One hydrant for each 1,000 gallons per minute or fraction thereof

1.

Required fire hydrant locations shall be approved by the fire chief

FIRE HYDRANT DISTANCE FROM AN ACCESS ROAD: Fire hydrants shall be provided along required fire apparatus access roadway and adjacent to public streets unless approved by the Fire Chief. (OFC C102.1)

FIRE DEPARTMENT WATER SUPPLY CONSTRUCTION: Hydrant outlet threads shall have NPS external threads for the side outlet supplied as specified in NFPA 1963, Standard for Fire Hose Connections.

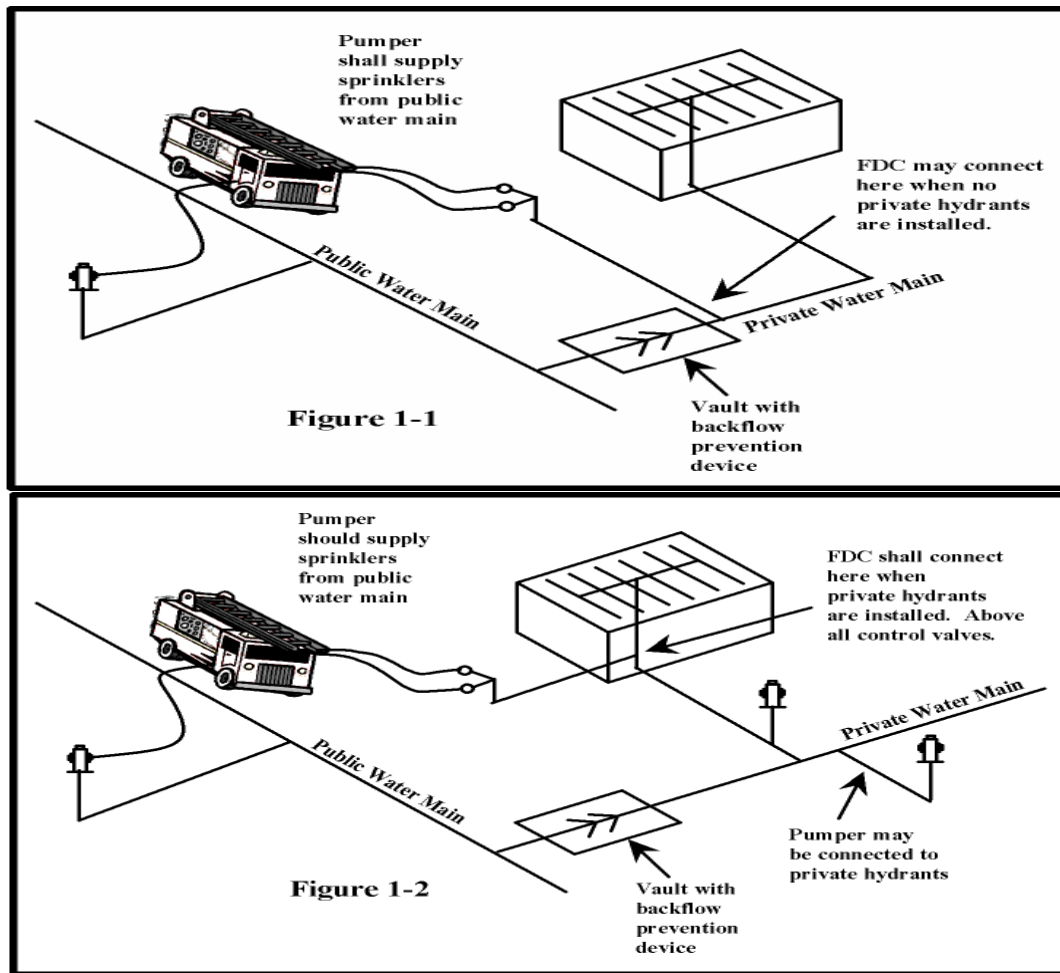
Installation of hydrants, fire department connections, underground fire line, water supply tanks, ponds and piping shall be compliant with Oregon Fire Code, NFPA 1142, NFPA 22, NFPA 24 and NFPA 14 with other applicable codes and standards.

NOTE: Contact serving fire jurisdiction for water supply and FDC location. Contact serving fire jurisdiction for draft ports location, size and connection type when installing draft hydrants for rural and suburban water supply.

FIRE HYDRANT/FIRE DEPARTMENT CONNECTION: With respect to hydrants, driveways, buildings and landscaping, fire department connections shall be so located on the street side of buildings, fully visible and recognizable from the street or nearest point of fire department vehicle access or as otherwise approved by the Fire Chief. (OFC 912.2)

A fire hydrant shall be located within 100 feet of a fire department connection (FDC). Fire hydrants and FDC's shall be located on the same side of the fire apparatus access roadway. (OFC Appendix C102.1 and NFPA 14) Fire department connections shall be located not less than 1 inches nor more than 4 inches above the level of the adjoining ground, sidewalk or grade surface and installed/supported in accordance with NFPA 13 and 14.

A working space of not less than 36 inches in width, depth and 78 inches in height shall be provided and maintained in front and to the sides of wall mounted fire department connections and around the circumference of free-standing fire department connections.

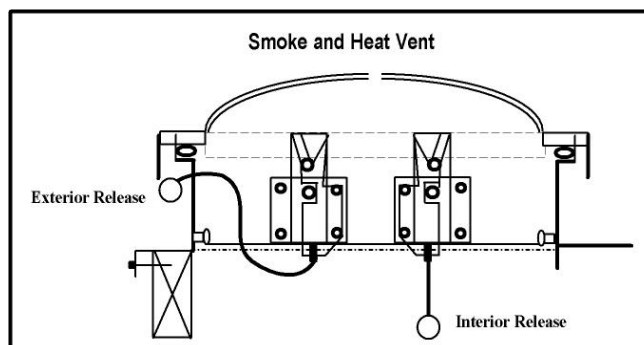


Key Boxes

KEY BOX: A key box for building access may be required. Please contact the local fire department for information and instructions regarding ordering, installation and placement requirements. (OFC 506)

Smoke and Heat Vents

MANUAL RELEASE: Manual releases shall be provided for use during fire suppression operations. Individual exterior release mechanisms shall be provided for each vent.



Fire Watch

FIRE WATCH: Whenever a *required* fire alarm, detection or suppression system is out-of-service and a life hazard and or distinct fire hazard is present, the fire code official and/or the property owner or manager shall initiate a fire watch. A fire watch is defined as a temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department. Each affected area or building must be patrolled hourly and documented on a written log. Individuals assigned to fire watch duty must be provided with a means of communication such as a cell phone or two-way radio and their only duties shall be to perform constant patrols. The watch shall remain in effect until repairs are made and the system(s) are back in-service. *When in doubt if a system is required or if a fire watch is needed, contact the local Fire Marshal's Office for consultation and or response.* (OFC, Section 901.7, Appendix N & Section 202)

Fire watch is not acceptable as an alternative for new construction occupancy until the building is complete.

EXAMPLES:

The automatic smoke detection system in the Family Birth Center at the local Hospital is taken off-line due to unwanted false alarms and an alarm technician has been dispatched to evaluate the system. This is a required detection system and the patients occupy the floor. A fire watch is required and could be conducted by nursing and or security personnel.

The manual fire alarm system at a local Elementary School is initiating false alarms and is taken off line by school district personnel; the automatic smoke detection and fire sprinkler system are operational. It's Saturday afternoon and the building is not occupied. Although this is a required system, a fire watch is not required as the building is vacant.

The water main that serves a local apartment complex is damaged in a construction accident rendering the fire hydrants and residential fire sprinkler systems out-of-service. It's Sunday night and nearly all of the apartments are occupied. Both systems are required and a continuous fire watch is needed.

Link to the Oregon State Fire Code <http://codes.iccsafe.org/Oregon.html>

General Building Information for Fire Maintenance

Construction and plans approval for building and building life safety system(s) must be approved and tested by Oregon Building Official per the current code adopted at time of construction.

Ensure the additions/repairs/alterations/maintenance are within compliance of the Oregon Fire Code, NFPA Standards, including but not limited to:

NFPA 13 – Automatic Sprinkler Systems,

NFPA 13R- Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and including four stories in height,

NFPA 13D Standard for the Installation of Sprinkler Systems in 1 and 2 Family Dwellings

NFPA 14 Standard for the Installation of Standpipe and Hose systems

NFPA 20 Standard for the Installation of Stationary Pumps for Fire Protection

NFPA 72 – National Fire Alarm and Signaling Code,

NFPA 1142 Standard on Water supplies for suburban and rural firefighting,

NFPA 22 standard for water tanks for private fire protection and

NFPA 24 – Standard for the installation of private fire service mains and their appurtenances.

NFPA 25 Water-Based Fire Protection Systems (Maintenance standard for fire sprinkler, standpipe, fire pumps and water supply)

Any additions/remodeling or changes to the kitchen hood system to be compliant with the Oregon Fire Code, Oregon Mechanical Code, NFPA 17A Standard for Wet Chemical Extinguishing Systems and NFPA 96 Standard for Ventilation Control and Fire Protection of commercial Cooking Operations

Fire Extinguishers

Size and distribution of fire extinguishers shall be compliant with Oregon Fire Code section 906 and NFPA 10 Standard for Portable Fire Extinguishers. Depending on occupancy type and hazard, size and location distance of fire extinguishers may vary.

Examples: For general light hazard occupancies a 2A 10 BC minimum rated fire extinguisher to be located in an accessible location not less than 4" nor greater than 60" in height. One for each 75 feet travel distance or each 3,000 square feet throughout the building. A 2A 20 BC minimum rated fire extinguisher accessible within 50 feet for places such as a repair garage with flammable/combustible liquids or a gas station and mounted no less than 4" nor greater than 60" in height. A Class k fire extinguisher when cooking with grease laden product shall be provided within 30 feet access and in compliance with Oregon Fire Code section 904.11.5

FIRE LIFE AND SAFETY SYSTEMS (for information purposes only construction)

Provide building official approved plans and permit for fire alarm, fire alarm/sprinkler monitoring, fire sprinkler system, kitchen hood suppression system and other fire suppression system if required by the building official.

- Fire sprinkler system plans and/or underground plans shall have the valve locations, underground fire line type and size to and including the in-building risers.
- In-Building risers shall be of approved type and size and installed per manufacture specifications (double wrap protection of stainless steel with 2" annular space through foundation).
- Valves shall not be on the underground fire line to the building unless protected with a P.I.V or other approved alternative.
- Do not connect building overhead sprinkler system to the underground fire line until the underground fire line has been hydrostatically tested and flushed witnessed by the AHJ.
- OREGON FIRE CODE – 903.4.2 ALARMS – an approved audible device, located on the exterior of the building in an approved location, shall be connected to each automatic sprinkler system.
- Fire monitoring system - ensure the monitoring company is UL listed and appropriate signals such as, but not limited to, Water flow, Fire Alarm, Supervisory, Trouble report as per NFPA 72 and NFPA 13.

Chapter 15.15

FIRE CODE

Sections:

15.15.010 Code adopted.

15.15.020 Severability clause.

15.15.010 Code adopted.

The 2012 Oregon Uniform Fire Code, as now constituted, is adopted. Violation of the provisions of said chapters shall be an offense against this City and the offense procedures and penalties provided therein insofar as possible apply to the City of Harrisburg. [Ord. 906 § 1, 2012; Ord. 865 § 1, 2007.]

15.15.020 Severability clause.

If any section or sections of said Uniform Fire Code are hereafter declared to be invalid, unconstitutional or unenforceable as regards the City of Harrisburg or the jurisdiction of the City of Harrisburg, it shall not affect any other section of the Uniform Fire Code or ordinances. [Ord. 865 § 2, 2007.]

15.15.030 Construction Standards and OAR.

All construction standards and applicable administrative rules relating to fire codes that have been adopted by Linn County, and the State of Oregon are adopted.

ORDINANCE NO. 974**AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 15.15 IN
RELATION TO FIRE CODE**

WHEREAS, the City of Harrisburg wishes to stay up to date in relation to codes in the State of Oregon; and,

WHEREAS, the Linn County Fire Marshal recently incorporated an Oregon Fire Code Applications Guide, of which guidelines were implemented in the Residential Building Permit created by the Linn County Building Department; and,

WHEREAS, the State of Oregon has updated the Fire Code through 2019,

NOW THEREFORE, THE CITY OF HARRISBURG ORDAINS AS FOLLOWS:

Section 1. The Harrisburg Municipal Code Chapter 15.15 is amended as shown by the provisions contained in **Exhibit A**.

PASSED by the Council this 28th day of April 2020.

APPROVED by the Mayor this 28th day of April 2020.

EFFECTIVE the 28th day of May 2020.

Mayor Duncan

ATTEST:

City Recorder

EXHIBIT A

Chapter 15.15

FIRE CODE

15.15.010 Code adopted.

The 2019 Oregon Uniform Fire Code, as now constituted, is adopted. Violation of the provisions of said chapters shall be an offense against this City and the offense procedures and penalties provided therein insofar as possible apply to the City of Harrisburg. [Ord. 906 § 1, 2012; Ord. 865 § 1, 2007.]

15.15.020 Severability clause.

If any section or sections of said Uniform Fire Code are hereafter declared to be invalid, unconstitutional or unenforceable as regards the City of Harrisburg or the jurisdiction of the City of Harrisburg, it shall not affect any other section of the Uniform Fire Code or ordinances. [Ord. 865 § 2, 2007.]

15.15.030 Construction Standards and OAR.

All construction standards and applicable administrative rules relating to fire codes that have been adopted by Linn County, and the State of Oregon are adopted and are applicable to the City of Harrisburg.

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

2.

THE MATTER OF APPROVING RESOLUTION NO. 1232, EXTENDING THE TERMINATION DATE OF RESOLUTION NO. 1229 FROM APRIL 28, 2020 TO JUNE 9, 2020

STAFF REPORT:

Exhibit A: Resolution No. 1229

Exhibit B: Resolution No. 1230

Exhibit C: Proposed Resolution No. 1232.

ACTION/MOTION: MOTION TO ADOPT RESOLUTION NO. 1232, “A RESOLUTION AMENDING RESOLUTION NO. 1229, SECTION 6, EXTENDING THE DATE THAT RESOLUTION NO 1229 SHALL REMAIN IN EFFECT UNTIL JUNE 9. 2020”

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – April 28, 2020

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

STAFF RECOMMENDATION:

Staff recommends approval of the proposed amendment.

BACKGROUND INFORMATION:

Resolutions No. 1229 & No.1230, adopted March 24th, declared a state of emergency for the City (No. 1229) and granted the City Administrator the “temporary authority to waive late charges and mandatory shutoffs for non-payment of service charges and other actions deemed necessary to maintain essential services” (No.1230).

There has been recent discussion, at both the federal and state levels, about ending the coronavirus emergency and ‘opening things up’. The health emergency declared by the State of Oregon on March 8th does not have a termination date. The federal declaration of a health emergency may well end sometime in May.

There is no certainty as to when things will ‘open up’. And even if they do so well in advance of June 9th, there is no harm in continuing our declarations at least until then. (first CC meeting in June). The restrictions currently in place have their source, or

authority, only in the state. Local businesses, organizations and activities could resume their usual functions at any time the State of Oregon so allows.

2.

Extending the termination date of Resolution No. 1229 automatically extends No. 1230, as well.

REVIEW AND APPROVAL:

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

RESOLUTION NO. 1229
A RESOLUTION DECLARING A LOCAL STATE OF
EMERGENCY RELATED TO THE NOVEL INFECTIOUS
CORONAVIRUS (COVID-19)

WHEREAS, COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and,

WHEREAS, Coronavirus are a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life for individuals with underlying health conditions; and,

WHEREAS, COVID-19 requires a significant amount of resources at the local level to keep the public and community informed and as safe as possible; and

WHEREAS, on March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and,

WHEREAS, on March 16, 2020, the Linn County Board of Commissioners declared a state of emergency due to the COVID-19 outbreak; and

WHEREAS, the population of the City of Harrisburg is at imminent risk of injury and loss of life from the public health threat posed by the novel infectious coronavirus (COVID-19); and

WHEREAS, the residents and businesses within the City of Harrisburg are at imminent risk of economic injury and loss due to the short- and long-term effects of this health emergency posed by the novel infectious coronavirus (COVID-19); and

WHEREAS, the City Council finds that appropriate response to this emergency has exceeded the capability of local resources from the City of Harrisburg; and

WHEREAS, the City Council has determined that this emergency is of such unknown duration and severity that state assistance is required, and further that federal assistance may also be necessary; and

NOW, THEREFORE, based upon the above findings, the City Council orders and declares that the health, welfare and safety of the people of the City of Harrisburg require the following:

Section 1. A Local State of Emergency is declared to exist throughout the City of Harrisburg.

Section 2. All necessary City funds shall be redirected for emergency use, and standard City procurement procedures shall be suspended for any contract or purchase necessary to combat the COVID-19 Pandemic.

Section 3. All non-essential meetings of the City Council, committees, task forces and City events are cancelled until April 28, 2020. Essential meetings will be conducted in a manner to best protect the public and meet legal requirements. For the duration of this emergency, the City Council will suspend in-person comments from concerned citizens in the audience, and related portions of the City Council meeting agenda, and encourages citizens, visitors and petitioners to provide written or electronic testimony and comments to the Council.


Section 4. The City Administrator is specifically authorized to determine the necessity for employment practices and policies, limiting public access to City facilities and other necessary and reasonable operational requirements for the City of Harrisburg for the duration of this emergency. Actions taken by the City Administrator prior to this resolution and order are specifically ratified.

Section 5. The City shall comply with directives from the Oregon Health Authority and the County Health Officials.

Section 6. This Declaration of a State of Emergency is effective immediately and shall remain in effect until April 28, 2020 but may be extended as circumstances may require.

Section 7. The City of Harrisburg requests emergency operational aid as necessary and available for public health and economic needs from Linn County, the State of Oregon and the Federal government.

Adopted by the City Council of the City of Harrisburg, Oregon, March 24, 2020.



Mayor

ATTEST:



City Recorder

RESOLUTION NO. 1230**A RESOLUTION GRANTING THE CITY ADMINISTRATOR TEMPORARY
AUTHORITY TO WAIVE CITY UTILITY LATE FEES AND MANDATORY
WATER SHUTOFFS DUE TO NON-PAYMENT FOR SERVICES**

WHEREAS, The President of the United States has declared an emergency in response to the threat posed by the Coronavirus; and,

WHEREAS, the Governor of the State of Oregon has declared a statewide health emergency due to the Coronavirus threat and has issued executive orders severely restricting public and private gatherings and closing many businesses; and,

WHEREAS, the Linn County Health Department has declared a countywide health emergency due to the Coronavirus; and,

WHEREAS, the Harrisburg City Council has declared a City emergency in consideration of the health threat of the Coronavirus, the many restrictions imposed by the Governor and the likely very negative economic impact these orders and declarations will have on the businesses and citizens of Harrisburg.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Harrisburg does grant to the Harrisburg City Administrator the temporary authority to waive late charges and mandatory water shutoffs for non-payment of service charges, and other actions deemed necessary to help maintain essential services for City of Harrisburg businesses and residents. This authority will sunset with the State of Emergency in Harrisburg.

DATED this 24th day of March 2020


Mayor, City of Harrisburg

ATTEST:


City Recorder

RESOLUTION NO. 1232

A RESOLUTION AMENDING RESOLUTION NO. 1229, SECTION 6, EXTENDING THE DATE THAT RESOLUTION NO 1229 SHALL REMAIN IN EFFECT UNTIL JUNE 9. 2020

WHEREAS, RESOLUTION No. 1229 was passed on March 24th, declaring a “Local State of Emergency related to the Novel Infectious Coronavirus (Covid-19); and,

WHEREAS, Resolution No. 1229 was to be ‘in effect until April 28, 2020”; and,

WHEREAS, the emergency health conditions that warranted the passage of Resolution No. 1229, and the State of Oregon Health Emergency both remain in effect; and,

WHEREAS, the health, safety and welfare of the people of Harrisburg require the extension of the current local state of emergency,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harrisburg, Oregon, that Resolution No. 1229, Section 6 shall be amended to read as follows: “This Declaration of a State of Emergency is effective immediately and shall remain in effect until June 9, 2020 but may be extended as circumstances may require”

BE IT FURTHER RESOLVED that all other terms and conditions of Resolution No. 1229 shall remain in effect.

Section 3. Effective Date: This Resolution shall immediately take effect on April 28, 2020

PASSED AND ADOPTED by the Harrisburg City Council this 28th Day of April, 2020.

Approved by the Mayor this 28th Day of April, 2020.

MAYOR

ATTEST:

CITY RECORDER

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

3.

THE MATTER OF APPROVING RESOLUTION NO. 1233, AUTHORIZING STAFF TO SUBMIT A PLANNING GRANT TO THE OREGON PARKS AND RECREATION DEPARTMENT (OPRD) IN ORDER TO DEVELOP AN UPDATE TO THE 2004 HARRISBURG PARKS MASTER PLAN , REVISE THE PARKS SDC REQUIREMENT AND FURTHER REFINE THE CITY’S 2016 ‘100-ACRE PARK FEASIBILITY STUDY’ TO ASSURE INTEGRATION WITH EXISTING AND FUTURE CITY PARK DEVELOPMENT

STAFF REPORT:

Exhibit A: Draft Resolution No. 1233

ACTION/MOTION: “I MOVE TO APPROVE RESOLUTION NO. 1233, “A RESOLUTION AUTHORIZING CITY STAFF TO APPLY FOR AN OREGON PARKS AND RECREATION DEPT. (OPRD) PLANNING GRANT IN THE AMOUNT OF \$40,000 AND RESERVING A CITY MATCH IN THE AMOUNT OF \$10,000 FROM THE CITY’S PARKS SYSTEMS DEVELOPMENT RESERVE FUND.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – April 28, 2020.

| BUDGET IMPACT | | |
|---------------|-------------|-----------------|
| COST | BUDGETED? | SOURCE OF FUNDS |
| \$10,000 | TBD FY20/21 | Parks SDC |

STAFF RECOMMENDATION:

Staff recommends approval of Resolution No. 1233

BACKGROUND INFORMATION:

The City recently closed on the long-pending acquisition of 132 acres from Knife River in order to develop future park facilities. While the City completed a ‘100-Acre Park Feasibility Study in 2016, the City’s 2004 Parks Master Plan was not updated or revised to include this new park acquisition, nor was there any formal planning or study on how best to integrate the 100 acre facility with existing and future park development in the City. In addition, the city’s Parks SDC requirement, in order to encompass the development proposed for the ‘100 Acre Park’, mandates an update of the Parks Master Plan.

Objective 4.c. of the City's Strategic Plan calls for an update of the Parks Master Plan to be funded, in part, by an OPRD Planning grant. I anticipate that a new Parks Master Plan would also envision connecting trails into and within the 100-acre park as well as along the Willamette, possibly connecting with Riverfront park. The right Parks Master Plan could certainly enhance our strategic goal of "Great Neighborhoods".

As of this report, I have not been able to get an estimate of the cost of this study, but hope it can be kept to \$50,000 or a bit less. There is currently a capital reserve of about \$220,000 in the 'Parks Systems Reserve Fund (SDC).

REVIEW AND APPROVAL:

| | |
|--------------------|------|
| | |
| John Hitt | Date |
| City Administrator | |

RESOLUTION NO. 1233

A RESOLUTION AUTHORIZING CITY STAFF TO APPLY FOR AN OREGON PARKS AND RECREATION DEPT. (OPRD) PLANNING GRANT IN THE AMOUNT OF \$40,000 AND RESERVING A CITY MATCH IN THE AMOUNT OF \$10,000 FROM THE CITY'S PARKS SYSTEMS DEVELOPMENT RESERVE FUND.

WHEREAS, the city's last Parks Master Plan was completed in 2004; and,

WHEREAS, since 2004 the city's population and urban growth area have grown substantially; and,

WHEREAS, the city recently completed the purchase of 132 acres from Knife River whose development plan and overall relation to existing and future city parks requires careful coordination; and,

WHEREAS, the city's park SDC requirement requires updating in order to orderly plan for the level and type of park development resulting from an updated Parks Master Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harrisburg, Oregon, that Resolution No. 1233 is hereby adopted.

Section 1. Effective Date: This Resolution shall immediately take effect on April 28, 2020

PASSED AND ADOPTED by the Harrisburg City Council this 28th Day of April, 2020.

Approved by the Mayor this 28th Day of April, 2020.

MAYOR

ATTEST:

CITY RECORDER

THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO PROVIDE UP TO A \$100 CREDIT TO THOSE LOCAL BUSINESSES ENGAGING IN RETAIL SALES OR SERVICES

Exhibit A: Proposed Resolution No.1234

ACTION/MOTION: I MOVE TO APPROVE RESOLUTION NO. 1234, “A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR THE AUTHORITY TO CREDIT CERTAIN UTILITY ACCOUNTS”

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – April 28, 2020

| BUDGET IMPACT | | |
|---------------|-----------|-------------------------|
| COST | BUDGETED? | SOURCE OF FUNDS |
| \$4,300 | No | Water Fund & Sewer Fund |

STAFF RECOMMENDATION:

Staff recommends approval of the proposed Resolution No. 1234

BACKGROUND INFORMATION:

In my contact with smaller Harrisburg businesses there were a significant number reporting that they were either fully or partially closed for the duration of the current emergency. Others reported business revenue declines of 15% - 35%. Therefore, some businesses are closed but still having to pay a (reduced) water bill with no new revenues, while others are consuming nearly the same quantity of water while seeing much less revenue.

Several other Oregon Communities are providing either direct or indirect assistance to business in their cities. These include utility bill credits, waving the utility base charge, and providing direct assistance via grants or loans.

REVIEW AND APPROVAL:

John Hitt
City Administrator

Date

RESOLUTION No. 1234

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO CREDIT CERTAIN CITY UTILITY ACCOUNTS

WHEREAS, the national, state and locally declared health emergencies have resulted in many City of Harrisburg retail sales and personal service businesses to close or experience significant reductions in revenue; and,

WHEREAS, it is a goal of the adopted Harrisburg Strategic Plan to, "Promote an environment where businesses come, stay, and thrive..."; and,

WHEREAS, the City of Harrisburg feels that it is important to promote business retention and expansion in order to provide needed employment, products, and services to our citizens,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Harrisburg authorize the City Administrator to credit the account of all city commercial water/sewer users, who provide local retail or personal services businesses, and that are located in the C-1 zone, in a one-time amount not to exceed \$100.00.

Adopted by the City Council of the City of Harrisburg, Oregon, and effective May 1, 2020.

Mayor

ATTEST:

City Recorder

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

5.

THE MATTER OF ESTABLISHING A \$500 TO \$1000 CITY GRANT FOR THOSE LOCALLY OWNED HARRISBURG COMMERCIAL BUSINESS LICENSEES WHO FIT PROGRAM PARAMETERS

Exhibit A: City of Newberg Newspaper Article

Exhibit B: Proposed Resolution No. 1235

ACTION/MOTION: “I MOVE TO APPROVE RESOLUTION NO. 1235, “A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ESTABLISH A GRANT PROGRAM TO AID SMALL HARRISBURG BUSINESS LICENSEES WHO ARE IN RETAIL SALES OR SERVICES.”

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – April 28, 2020

| BUDGET IMPACT | | |
|---------------|-----------|----------------------------------|
| COST | BUDGETED? | SOURCE OF FUNDS |
| \$38,000 | No | Community & Economic Development |

STAFF RECOMMENDATION:

Staff recommends approval of Resolution No. 1235

BACKGROUND INFORMATION:

The staff report for Resolution No. 1234 notes the current pressures on small, locally owned retail and service businesses. While Resolution No. 1234 does provide some small benefit in helping to offset city utility costs, staff feels a broader program, somewhat modeled on that of the City of Newberg (**Exhibit A**), should be considered.

The attached resolution (**Exhibit B**) provides small retail and service businesses, who are licensed by the city, and who could apply for a single, one time grant of \$500 or \$1,000 to help meet business related expenses.

We have about 35 of these businesses in town but have provided a small cushion of \$3,000 if needed. Receipt of \$500 or \$1000 would depend on the amount of request and the estimated negative impact of the COVID-19 emergency on the applicant.

5.

John Hitt
City Administrator

Date

RESOLUTION No. 1235

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ESTABLISH A GRANT PROGRAM TO AID SMALL HARRISBURG BUSINESS LICENSEES WHO ARE IN RETAIL SALES OR SERVICES

WHEREAS, the national, state and locally declared health emergencies have resulted in many City of Harrisburg retail sales and personal service businesses to close or experience significant reductions in revenue; and,

WHEREAS, the City's Community and Economic Development Fund is established, in part, to promote business retention and expansion in order to provide needed employment, products, and services to our citizens; and,

WHEREAS, it is a goal of the adopted Harrisburg Strategic Plan to, "Promote an environment where businesses come, stay, and thrive...",

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Harrisburg authorize the City Administrator to establish a business grant program. Said business grant applicants shall adhere to the following standards:

1. The business must have 15 employees or less.
2. Only one grant is allowed per business owner.
3. The business must operate within city limits and is located in the C-1 zone.
4. The grant will apply only to direct business- related expenses such as employee wages, rent, mortgage payments, utilities, supplies and inventory actually incurred after March 24, 2020 and prior to June 30,2020.
5. The grant may not exceed \$1,000.
6. The grant program will run from May 15, 2020 to June 30,2020 only.
7. The grant program may not exceed a total of \$38,000 in grants.
8. The grant applicant must have had a valid Harrisburg Business License for more than one year prior to making application.
9. The grant applicant must have a Commercial City Business License and be in the business of retail sales, personal or commercial business services.

Adopted by the City Council of the City of Harrisburg, Oregon, and effective May 15, 2020.

Mayor

ATTEST:

City Recorder

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

6.

THE MATTER OF CONSIDERATION OF A RESOLUTION TO AUTHORIZE STAFF TO SUBMIT AN APPLICATION TO ODOT FOR A SAFE ROUTES TO SCHOOL GRANT IN THE AMOUNT OF APPROXIMATELY \$625,000

STAFF REPORT:

Exhibit A: Resolution No. 1236

ACTION/MOTION: I MOVE APPROVAL OF RESOLUTION 1236, “A RESOLUTION SUPPORTING THE CITY OF HARRISBURG’S APPLICATION FOR A 2020 SAFE ROUTES TO SCHOOL INFRASTRUCTURE GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION TO CONSTRUCT CURB, GUTTER, AND SIDEWALK ON THE WEST OF 9TH STREET BETWEEN DIAMOND HILL DRIVE AND TERRITORIAL STREET, PROVIDING A SAFE ROUTE BETWEEN THE NEIGHBORHOODS NORTH OF TERRITORIAL STREET AND THE HARRISBURG SCHOOLS”

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda on April 28, 2020

| BUDGET IMPACT | | |
|---------------|-----------|---------------------|
| COST | BUDGETED? | SOURCE OF FUNDS |
| \$125,000 | TBD | Transportation SDCs |

STAFF RECOMMENDATION:

Staff recommends City Council approve Resolution No. 1236

BACKGROUND INFORMATION:

The City Council approved a similar resolution and grant application in October of 2018. That application was unsuccessful. The 2020 proposed project remains that same as it was: construction of curb, gutter and sidewalks on the west side of 9th street, connecting Diamond Hill and Territorial streets at an estimated project cost of \$625,000. If chosen by ODOT, the City would need to provide \$125,000 of matching funds from city Transportation SDCs, with a current fund balance of approximately \$545,000.

This project would allow students walking or biking from the northern residential areas of the city to proceed to any the city’s three schools on protected sidewalks rather than traverse the undeveloped shoulder areas of N. 9th street. City Public Works Director Chuck Sholz will provide more particulars of this project at the City Council meeting.

The grant application is due June 15th. City staff will complete the grant application which must be accompanied by a City Council approved resolution.

6.

REVIEW AND APPROVAL:

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

RESOLUTION No. 1236

A RESOLUTION SUPPORTING THE CITY OF HARRISBURG'S APPLICATION FOR A 2020 SAFE ROUTES TO SCHOOL INFRASTRUCTURE GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION TO CONSTRUCT CURB, GUTTER AND SIDEWALK ON THE WEST OF 9TH STREET BETWEEN DIAMOND HILL DRIVE AND TERRITORIAL STREET, PROVIDING A SAFE ROUTE BETWEEN THE NEIGHBORHOODS NORTH OF TERRITORIAL STREET AND THE HARRISBURG SCHOOLS

WHEREAS, it is the desire of the Harrisburg Community and City Council to provide safe and convenient routes to all schools within the city limits; and,

WHEREAS, the Safe Routes to School projects provide important health, safety, and environmental benefits for children, including reducing the risk of obesity/chronic disease and pedestrian/bicycle injuries, as well as improving air quality; and,

WHEREAS, the City of Harrisburg is an incorporated City of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census; and,

WHEREAS, Harrisburg's Safe Routes to School Infrastructure project serves Title I schools in the City of Harrisburg; and,

WHEREAS, there is not currently a safe and convenient walking route from the primary residential neighborhoods north of and surrounding the 9th Street project to Harrisburg Elementary, Middle and High Schools; and,

WHEREAS, the Harrisburg City Council finds the 9th Street project will provide the greatest benefits to the largest number of students in the City; and,

WHEREAS, the City of Harrisburg currently does not have sufficient funds to complete this needed project without the Safe Routes to School Infrastructure grant assistance; and,

WHEREAS, the Oregon Department of Transportation has made funds available through the 2020 Safe Routes to School Infrastructure Grant program that will make this project a reality.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HARRISBURG, THAT THE CITY COUNCIL DOES HEREBY SUPPORT THE APPLICATION FOR A 2020 SAFE ROUTES TO SCHOOL INFRASTRUCTURE

GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION TO
MAKE CURB, GUTTER, AND SIDEWALK IMPROVEMENTS ON 9TH STREET,
THEREBY IMPROVING THE HEALTH, SAFETY AND WELL BEING OF OUR
SCHOOL-AGED CITIZENS AND THEIR FAMILIES.

Passed and approved this 28th day of April, 2020 by the City Council of the City of
Harrisburg, Oregon.

Mayor

Attest: City Recorder

7.



WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, promotion and prevention are effective ways to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that support user-friendly tools that all Americans can access to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, faith-based organization, health care provider, veteran's groups and citizen has a responsibility to promote mental wellness and support prevention efforts; and

WHEREAS, Linn County, as well as the nation as a whole, is going through an infectious disease outbreak, it is important to remember that feeling anxious, confused, overwhelmed or powerless is very common and quite normal. By limiting media consumption, staying connected with loved ones and staying active we can maintain our mental health as we try to protect our physical health; and

WHEREAS, the Linn County Mental Health Advisory Board is emphasizing that there is no health without mental health by being involved with Public Service Announcements, Health Fairs, public speakers and various trainings regarding mental health issues;

THEREFORE, I, Mayor Robert Duncan, do hereby proclaim *May 2020 as Mental Health Month* in the City of Harrisburg. As the Mayor of Harrisburg, I also call upon the citizens, governmental agencies, public and private institutions, businesses and schools in Harrisburg to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Mayor Robert Duncan

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

8.

THE MATTER OF CONSIDERATION OF AN INFRASTRUCTURE TIMING AND SECURITY AGREEMENT BETWEEN THE CITY AND THE OWNER OF LOT 2, PARTION PLAT 2018-68.

STAFF REPORT:

Exhibit A: Draft of Proposed Agreement

Exhibit B: Plat Map

Exhibit C: Partial Planning Commission Packet from 06/19/2018

ACTION/MOTION: I MOVE TO APPROVE THE CITY OF HARRISBURG/ANITA CASPER INFRASTRUCTURE AND TIMING AND SECURITY AGREEMENT

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda for April 28, 2020

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

STAFF RECOMMENDATION:

Staff recommends adoption of the draft agreement with or without amendment.

BACKGROUND INFORMATION:

The parcel in question was formed as a result of a minor partition approved in June of 2018. It created a new 1.44 acre parcel, R-2 zone, accessible only by Siuslaw Place to the east. Since this partition, the property has been sold to Annette Casper.

Ms. Casper would like to consider possible development of this parcel, but is uncertain as to any formal proposal. After several conversations between myself and Ms. Casper, and the City Attorney, the attached Draft agreement was developed. Ms. Casper has orally agreed to this but understand it is subject to acceptance, rejection, or amendment by the City Council. This agreement, if signed by both parties, must be recorded with the county and will be binding on the current and all future owners.

The key question answered by the agreement is what public or private improvements does Ms. Casper, or any future owner, need to make in order to develop the property in certain manners or intensities. These are described on page 2, sections 1 – 4 of the agreement and range from no improvements to a full street improvement of Siuslaw Place through to the west side of the property, along with extending water, sewer and storm drainage.

This 'menu' of improvements is consistent with the concept of 'proportionality' required by the Tigard Supreme Court decision of over 20 years ago. The action actually taken by the Planning Commission in 2018 approved the partition, "subject to the conditions of the June 12, 2018 staff report" The staff report, (Exhibit C) does not specify what improvements are required prior to or concurrent with development except for driveways in excess of 100 feet. All other improvements mentioned in the staff report could be, and have been, met by 'waiver of remonstrance' agreements.

REVIEW AND APPROVAL:

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

| | |
|-----------------------------------|---------------------------|
| <u>After Recording Return to:</u> | <u>Tax Statements To:</u> |
| City of Harrisburg | No Change. |
| PO Box 378 | |
| Harrisburg OR 97370 | |

CITY OF HARRISBURG INFRASTRUCTURE TIMING AND SECURITY AGREEMENT

This INFRASTRUCTURE TIMING AND SECURITY AGREEMENT ("Agreement") is entered this _____ day of _____, 2020, by and between THE CITY OF HARRISBURG, an Oregon municipal corporation ("City") and * ("Owner") for the development of LOT 2, PARTION PLAT 2018-68.

RECITALS

Owner is the sole owner of LOT 2, PARTION PLAT 2018-68 (the "Property").

1. The parties to this agreement desire to clearly state the conditions and requirements for development and use of the Property, especially concerning the installation and financial responsibility for the extension of public infrastructure and street improvements for Siuslaw Place.
2. The parties to this agreement desire to provide certainty that the required public infrastructure is roughly proportionate to the burdens and benefits placed on the Property and on the public systems serving the Property.
3. The parties intend that the covenants set out in this agreement will run with the Property and shall be binding upon the heirs, executors, assigns, administrators, and successors of the parties, and shall be construed to be a benefit to and a burden upon the Property.
4. This Agreement shall be recorded at Owner's expense upon its execution, in the Linn County, Oregon, Deeds and Records. This Agreement may be assigned by Owner and shall benefit or burden any assigns or successors in interest to Owner. Execution of this Agreement is an alternative to providing all the public infrastructure and street improvement described in this agreement. Accordingly, the City retains all rights for enforcement of this Agreement.
5. This Development Agreement shall serve as an irrevocable petition and non-remonstrance for formation of a local improvement district benefiting the entire Property or the Property and other properties, running with the land, should the City determine that a local improvement district is necessary to provide public infrastructure benefiting the Property.

In consideration of the recitals above, the parties agree that, depending on the type of development on the Property, the Owner will be required to install necessary infrastructure and street improvements in the following manner:

1. Development or construction of one or two structures less than 200 square feet, or other property improvements that do not require a city or state required building permit and as may be consistent with the historic agricultural uses of this property – Owner is not required to provide additional public infrastructure or improvements.
2. Development or construction of structures in excess of 200 square feet, but that are in support of agriculture related activities, not including any residential or commercial structures or uses of any kind, shall require, prior to the issuance of a building permit, Owner will pay for and install the following public improvements:
 - a. Connect the largest proposed structure to the west end of Siuslaw Place by a non-paved all-weather driveway, at least 12' wide and able to bear a load of 50,000 pounds. This connection to West end of Suislaw must be at grade and must be approved by Public Works Director and the Fire Marshall.
 - b. Install any storm drainage piping and/or retention areas as may be required by the Public Works Director to maintain historic storm water flows and avoid storm water ponding or otherwise negatively impact surrounding properties or existing storm drainage facilities.
3. Development or construction of the first structure functioning as a Single Family Dwelling (but including an additional structure functioning as an Accessory Dwelling Unit (ADU) of less than 500 square feet), Owner to pay for and install the following public improvements:
 - a. 'Half Street' Improvement on the unimproved portion of the existing Siuslaw Place ROW, including curb, gutters and sidewalk, on the side closest to the proposed dwelling, extending to the western most portion of a paved driveway (constructed as per city standards) that would be required in order to connect the Siuslaw Place half-street improvement to the proposed residence.
 - b. Install any storm drainage piping and or retention areas as may be required by the Public Works Director, including a possible storm drainage easement, in order to assure historic flow of stormwater, avoid storm water ponding and effectively manage storm drainage in the overall area.
 - c. Extend existing water and sewer lines in Siuslaw Place to end of half street improvement. The detailed requirements for extending existing water and sewer lines, including pipe size, depth, type and connections, shall be as determined by the City's Public Works Director. The Fire Marshall shall determine fire flow requirements including placement of a fire hydrant and/or building sprinklers.
4. Any additional dwelling unit(s), not including the first structure functioning as an Accessory Dwelling Unit (ADU), whether single-family dwellings or multi-family dwellings, the Owner is required to file a land use application, based on the type of development being proposed. Owner is required to provide a full street improvement of the unimproved portion of Siuslaw Place ROW to the western most paved driveway (all driveways must be constructed to city standards) that connects Siuslaw Place to any residence, as well as the extension of existing water, sewer and storm drain lines, and other infrastructure, as required by the PW Director and Fire Marshal, to City development standards.

5. Responsibility for providing infrastructure and services. Owner is to provide all infrastructure, and once connected to City services, the City shall provide City services, and franchise utilities and private service providers shall provide those services.
6. Changes in regional policy or federal or state law or administrative rules. If changes in regional policy, federal or state law or administrative rules render compliance with any provision of this agreement impossible, unlawful or inconsistent with such laws, rules or policy, such a change shall not affect the remaining provisions of this agreement, which shall be valid and enforceable.
7. Remedies and defaults: A failure to comply with the terms of this Agreement shall constitute a default. The party in default shall have thirty (30) days, after receiving written notice from the other party of the event of default, to cure that default. If the default is not cured within that time period, the non-defaulting party may sue the defaulting party for specific performance under this Agreement or for damages or both, or may pursue such other remedies as may be available.
 - a. In addition to all other remedies available to City in equity or law, City, in its sole discretion, after recording the of the final plat, may complete any or all required infrastructure improvements for any subsequent incomplete phases, and may place a lien for an amount equaling the city engineer's estimate to complete the remaining public infrastructure and a 25% administrative fee, in the property records of Linn County against all remaining undeveloped lots or property in the subdivision, and may complete improvements for all infrastructure improvements required for any and all uncompleted phases. City may, at its option, foreclose the liens in the manner required for any other municipal lien placed as security for a debt owed to the City.
8. Assignability. This agreement is assignable and runs with the land.
9. Beneficiaries: This Agreement shall inure to the benefit of and shall be binding upon the Owner and City, and their respective successors and assigns (and any liability shall be joint and several). This Agreement is intended to and shall run with the Property. Owner will provide proof of recording this agreement against the Property within 10 days of the approval of this Agreement.
10. Recitals: The Recitals are hereby incorporated into this Agreement as if set forth fully herein. In particular, as stated in the 5th Recital and repeated here to ensure there is no ambiguity, this Development Agreement shall serve as an irrevocable petition and non-remonstrance for formation of a local improvement district benefiting the entire property and running with the land, should the public infrastructure required by this agreement not be completed according to the phasing plan set out in this Development Agreement. Following notice to the Owner of default, and a reasonable opportunity to cure, formation of such an improvement district shall be at the sole option of the City Council.

11. Certification: This agreement is executed on behalf of the City of Harrisburg after approval by the City Council pursuant to resolution at a duly noticed and constituted meeting on _____, 2020.

IN WITNESS OF THIS AGREEMENT, the Owner and the City have caused this Agreement to be signed in their respective names by their authorized agents or officers as of the date first above written.

CITY OF HARRISBURG

City Administrator

_____, Owner

STATE OF OREGON

County of Linn

This instrument was acknowledged by the owner before me on _____, 2020, _____.

NOTARY PUBLIC OF OREGON

My Commission Expires: _____

ATTEST:

City Recorder

APPROVED AS TO FORM:

City Attorney

STATE OF OREGON

County of Linn

This instrument was acknowledged before me on _____, 2020, by John Hitt as City Administrator of the City of Harrisburg.

NOTARY PUBLIC OF OREGON

My Commission Expires: _____



City of Harrisburg PLANNING COMMISSION

REQUEST: Minor Partition

LOCATION: 905 Priceboro Drive
15S 4W 15, Tax Lot 4203

HEARING DATE: June 19, 2018

ZONING: R-2 (Medium Density Residential)

APPLICANT / OWNER: Roger Raven
1790 Cal Young Road, Apt. 179
Eugene, OR 97401

ATTACHMENTS: A. Application Materials
B. Comprehensive Plan & Zoning Maps

BACKGROUND

The subject site is an non-platted piece of property that is roughly 2.06 acres in size. The site abuts Priceboro Drive to the south, and Siuslaw Place is stubbed to the property to the east. The site contains a single family dwelling and a few outbuildings. There is a private drainage ditch located in the middle/southern portion of the subject site that runs at a diagonal through the site.

There have been no prior land use approvals for the subject site.

Discussion: The subject site abuts Priceboro Drive to the south which is designated as a collector street. Collector streets are required to have a minimum right-of-way of 58 ft. Priceboro Drive has a 60-ft. right-of-way, exceeding the minimum required width. Siuslaw Place is a local street that currently terminates at the subject site on the east side of the site. Consistent with HMC 17.40.020, the applicant will be required to dedicate right-of-way for the future extension of Siuslaw Street (**Condition 2**). Per HMC 17.40.020(2), the right-of-way shall be 50 ft. The 50-ft. right-of-way will match the width of the existing right-of-way to the east.

The subject site is located in the R-2 Medium Density Residential Zone. The minimum lot size in the R-2 Zone is 7,000 sq. ft. Both of the proposed parcels exceed the 7,000 sq. ft. minimum lot size. The minimum lot width in the R-2 Zone is 60 ft. The proposed lot widths are roughly 80 ft. for both parcels. The proposed lot widths exceed the minimum lot width standards.

The minimum lot depth is 80 ft. and the lots shall not be 2.5 times as deep as they are wide. The applicant proposes lot depths that are well in excess of the 80-ft. minimum. In fact, the proposed lot depths are 4 times and 10 times as deep as they are wide. Both of the lots are considered large lots under HMC 17.40.060 and could be further developed in the future to comply with the lot depth to width ratio.

The lot coverage standard in the R-2 Zone is that buildings cannot occupy more than 60 percent of the lot area. There is an existing residence and a few outbuildings on proposed

RAVEN PARTITION

IN

parcel 1, which are proposed to remain. The buildings proposed to remain on parcel 1 do not constitute 60 percent of the lot area. Therefore, the lot coverage standard is met.

Proposed parcel 1 will have 80 ft. of frontage onto Priceboro Drive, while proposed parcel 2 will have 80 feet of frontage onto Siuslaw Place. These frontages exceed the 25-ft. and 50-ft. standards in HMC 17.40.040(2) and 18.15.060(4).

The applicant is required to install public improvements with the subject partition. Utility improvements are discussed in a separate criterion below. The street and sidewalk improvements will be discussed here. According to HMC 17.45.030(4-5) street travel lanes, curbs, gutters, and sidewalks are required to be installed as part of the partition. All street and sidewalk improvements are installed along the frontage of Priceboro Drive. However, there are currently no street improvements for Siuslaw Place. In lieu of the street and sidewalk improvements, the applicant may provide the city with a waiver of remonstrance, consistent with HMC 18.15.020(6). Therefore, the applicant shall either install the travel lanes, curbs, gutters, and sidewalks along the frontage of Siuslaw Place, or provide the City with recorded waivers of remonstrance, prior to or concurrent with recording the final plat (**Condition 3**).

The applicant's proposal does not result in the creation of any through lots, and the side lot lines are primarily perpendicular to the abutting street rights-of-way. Proposed parcels 1 & 2 are considered 'large lots' due to their proposed size. The lots are of a shape and size that they could be further partitioned, if desired, in the future.

Setbacks must be met on parcels where existing development is proposed to remain. On Parcel 1, the front lot line is considered the south property line abutting Priceboro Drive. The rear lot line will be created by the rear proposed lot line. The proposed lot line will be roughly 100 ft. to the north of the existing barn.

Finding: As conditioned, the proposal is consistent with the applicable standards in Titles 17 and 18 of the Harrisburg Municipal Code.

b. Criteria: Vehicular access to the parcels to be created is adequate.

Discussion: As noted in the preceding discussion, the proposed parcels have existing access to Priceboro Drive and Siuslaw Place. Parcel 1 has an existing driveway from Priceboro Drive that is sufficient to provide vehicular access to the existing development.

When developed parcel 2 will have access onto Siuslaw Place. Future development of parcel 2 will necessitate the construction of Siuslaw Place, if not already completed. Vehicular access to the future development of parcel 2 will be evaluated at the time of development.

If future driveways for parcels 2 will be more than 100 feet in length, then the driveways shall be capable of supporting emergency vehicles weighing up to 50,000 pounds and shall be free of obstacles that would prevent them from using the driveway (**Development Related Concern A**). Additionally, any driveway over 100 feet in length is required to be hard-surfaced for at least the first 25 feet of the driveway (**Development Related Concern B**).

Finding: As proposed, vehicular access to the parcels to be created is adequate.

RAVEN PARTITION

c. Criteria: All necessary public utilities can be provided to the parcels to be created.

Discussion: There is an existing 10 inch water line in Priceboro Drive abutting proposed parcel 1, and an 8 inch water line stubbed to the property in Siuslaw Place. The applicant will be required to provide a water service to proposed parcel 1, prior to recording the final plat (**Condition 4**). According to HMC 17.45.030(1) water supply is required to be installed as part of the partition. There is currently no water supply available to proposed parcel 2. The applicant is required to extend the 8 inch water line in Siuslaw Place through the proposed development site prior to recording the final plat. In lieu of the constructing the water main improvements, the applicant may provide the city with a waiver of remonstrance, consistent with HMC 18.15.020(6). Therefore, the applicant shall either install the 8 inch water main inside the Siuslaw Place right-of-way through the site, or provide the City with recorded waiver of remonstrance, prior to or concurrent with recording the final plat (**Condition 5**).

There is an 8 inch sewer line in Priceboro Drive that ends at the subject site. Prior to recording the final plat, the applicant shall have installed a sewer service to proposed parcel 1 (**Condition 6**). According to HMC 17.45.030(2), sewer connection is required to be installed as part of the partition. There is currently no sewer main available to proposed parcel 2. The applicant is required to extend the 8 inch sewer line in Siuslaw Place through the proposed development site prior to recording the final plat. In lieu of the constructing the sewer main improvements, the applicant may provide the city with a waiver of remonstrance, consistent with HMC 18.15.020(6). Therefore, the applicant shall either install the 8 inch sewer main inside the Siuslaw Place right-of-way through the site, or provide the City with recorded waiver of remonstrance, prior to or concurrent with recording the final plat (**Condition 7**).

Finding: As proposed and conditioned, the subject parcel will be provided or ensured access to all public utilities.

d. Criteria: Full and orderly development to the surrounding area can be maintained.

Discussion: The subject site is located in a developed neighborhood. The large lots can be further partitioned in the future. The extension of Siuslaw Place and the commensurate utility mains will enable the mobile home park to the west to be redeveloped in the future, if desired. The proposed partition does not prohibit neighboring properties from development.

Finding: As proposed, the development and/or redevelopment potential of the surrounding area is maintained.

RAVEN PARTITION

PLANNING COMMISSION ACTION

The Planning Commission has three options with respect to the subject application. They can:

1. Approve the request;
2. Approve the request with conditions; or
3. Deny the request.

Based upon the criteria, discussion, and findings of facts above, Staff recommend that the Planning Commission approve the request, subject to recommended conditions of approval below. If the Planning Commission accepts this recommendation the following motion is suggested:

Recommended Motion for LU 390 – Minor Partition

MOTION: *I move to approve the Minor Partition, case number 390, subject to the conditions of approval in the June 12, 2018, staff report. This motion is based on findings presented in the June 12, 2018, staff report to the Planning Commission, and findings made by the Commission during deliberations on the request.*

RECOMMENDED CONDITIONS OF APPROVAL

1. Consistency with Plans – Development shall comply with the plans and narrative in the applicant's proposal identified as **Attachment A**, except as modified by this approval or the conditions of approval below.
2. Siuslaw Street Right-of-Way Dedication – Prior to or concurrent with recording the final plat, the applicant shall dedicate 50 feet of right-of-way for the westward extension of Siuslaw Place through the development site.
3. Street and Sidewalk Improvements – Prior to or concurrent with recording the final plat, the applicant shall either:
 - a. Construct the street improvements including travel lanes, curbs, gutters and sidewalks along the full frontage of Siuslaw Place; or
 - b. Provide the City with a signed waiver of remonstrance for the street improvements including travel lanes, curbs, gutters, and sidewalks. The waiver shall be for proposed parcel 2 and will run with the land, and not the developer or current property owner.
4. Water Service – Prior to recording the final plat, the applicant shall pay to have a water service installed to proposed parcel 1.
5. Water Main Improvement – Prior to or concurrent with recording the final plat, the applicant shall either:
 - a. Extend the 8 inch water main in Siuslaw Place through the development site; or
 - b. Provide the City with a signed waiver of remonstrance for extending the 8 inch water main through the development site inside of the Siuslaw Place right-of-way. The waiver shall be for proposed parcel 2 and will run with the land, and not the developer or current property owner.
6. Sewer – Prior to recording the final plat, the applicant shall have sewer service installed to proposed parcel 1.
7. Sewer Main Improvement – Prior to or concurrent with recording the final plat, the applicant shall either:
 - a. Extend the 8 inch sewer main in Siuslaw Place through the development site; or
 - b. Provide the City with a signed waiver of remonstrance for extending the 8 inch sewer main through the development site inside of the Siuslaw Place right-of-way.

RAVEN PARTITION

The waiver shall be for proposed parcel 2 and will run with the land, and not the developer or current property owner.

8. Final Plat – The applicant shall prepare a final plat for recording the proposed partition, consistent with the requirements in HMC 17.25.

DEVELOPMENT RELATED CONCERNS

(These are not conditions of approval, but will be required with building permits)

- A. Any driveway in excess of 100 ft. in length will need to be able to support emergency vehicles up to 50,000 pounds.
- B. Any driveway in excess of 100 ft. in length will need to be hard-surfaced for the first 25 feet from the edge of the right-of-way.

RAVEN PARTITION

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

9.

**THE MATTER OF APPROVING HARRISBURG HIGH SCHOOL PARADE PERMIT
STAFF REPORT:**

Exhibit A: Harrisburg Parade Permit Application

**ACTION/MOTION: “I MOVE TO APPROVE THE PARADE PERMIT APPLICATION
SUBMITTED BY THE HARRISBURG SCHOOL DISTRICT AND SCHEDULED FOR
JUNE 7, 2020.”**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – April 28, 2020

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

STAFF RECOMMENDATION:

Staff recommends approval of the parade permit application.

BACKGROUND INFORMATION:

The Harrisburg School District is seeking approval to conduct a parade. The proposed parade is not large, uses only city streets and will not include Hwy 99 or cross any railroad tracks. (see attached parade route map).

Because of the circumstances with the pandemic and the governor’s executive order, it is likely that only immediate family will be viewing the parade from their homes, or from their vehicles. Therefore, considerations in relation to noise, traffic detours, trash and debris will not be as important as they are for either the light parade, or 4th of July parade.

There will not be barriers for this parade, and the vehicles participating will be expected to follow standard traffic rules during the parade, obeying all normal traffic signs, and posted speed limits.

REVIEW AND APPROVAL:

John Hitt, City Administrator Date

64



Harrisburg Parade Permit Application

The City of Harrisburg requires a Parade Permit for any type of parade that may disrupt or interfere with traffic that uses the public right-of-way that consists of ten or more persons, or five or more vehicles. HMC 10.05.270 specifies the requirements for applying for a parade permit.

Your application must be received a minimum of 30 days prior to the date of the parade unless special circumstances exist.

Applicant: Kimberly Kahle for Harrisburg High School

Contact Information: Name: Kim Kahle

Address: 225 McKenzie Pl Harrisburg OR 97446

Email & Phone: Kim.Kahle@Harrisburg.K12.or.us / 541-954-3426

Type of Parade: Graduation

Date: June 7th 2020

Staging Location & Dispersal Points: Harrisburg High School

Route:

- ☒ Please provide a map of the proposed route. The staging and dispersal points should be included, as well as the location of any Linn County Deputies if required by ODOT.

Estimated number of participants (persons, vehicles and animals): We have 70 senior but do not expect all to attend. Everyone will be in a vehicle.

Start and End Time: Start 2pm - End 2:40ish

If the proposed route of the parade crosses Hwy 99E (3rd St), then an approved parade permit from the State Department of Transportation (ODOT) will be required prior to the date of the parade. N/A

- ☐ I have applied for the Parade permit from ODOT. Please provide a copy of the ODOT application with this parade permit application.

- ☐ I have received the approved permit from ODOT, and will supply a copy to the City with this application.

The applicant is responsible for contacting law enforcement in order to arrange for deputies to assist with the parade. ODOT parade permits generally require law enforcement to sign the permit, and requires them to be at the main detour points on the highway. After obtaining their signature and approval of the ODOT Parade Permit, you must schedule a time to get in touch with them, in order to arrange for scheduling for the parade. Harrisburg contracts out for our law enforcement; we use the Linn County Sheriff's Office (LCSO) for those services. The office number LCSO is 541-967-3950.

Rail Safety Procedures

If the proposed route of the parade crosses either of the railroad tracks, then you are required to notify both UPRR or PWN of the crossing 30-days prior to your event.

UPRR: Call the Critical Incident Line at 1-888-877-7267, a minimum of 30 days ahead of the event. Report the route, date and time of the event. Obtain an event code: _____

Day of Event: A minimum of 2 hours prior to your parade, call the number above, and check in with your event code to make sure that everything is still ok for your event.

- ☐ I have contacted UPRR to notify them of the date, time and route for the parade. I have included the event code above.
- ☐ I have assigned contact information for the day of the parade to one of the parade organizers. This person will be responsible for contacting UPRR on the day of the event.

PWN: Call the Director of Dispatch at 1-503-365-7717. (Currently Steve Yoder, who you can also contact via email at syoder@gwrr.com. (General Dispatch Station is 1-503-480-7784) Send maps and reports for parade to Steven Yoder, and to a general mailbox for PWN: pw-trainmasters@gwrr.com.

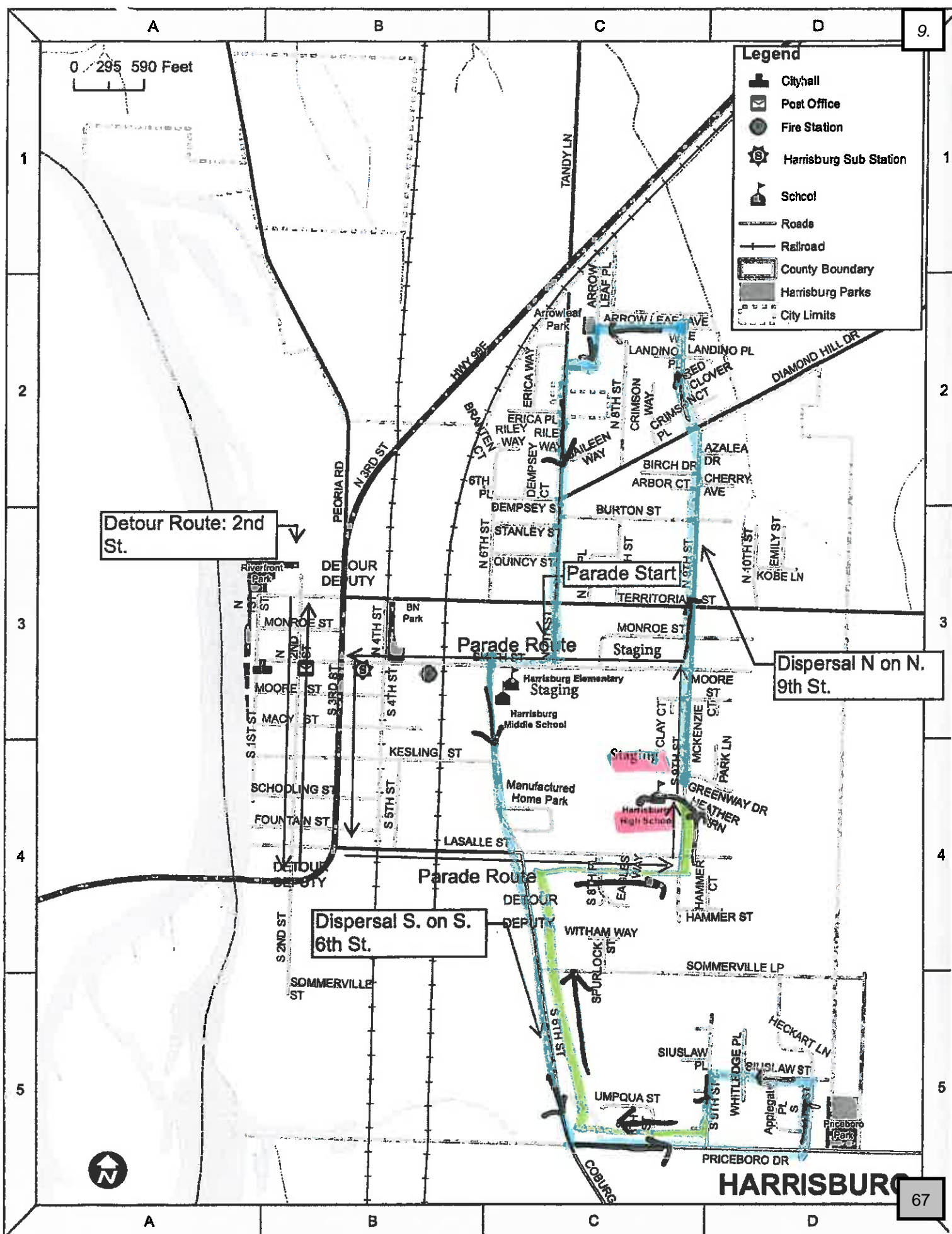
- ☐ I have contacted PWN to inform them of the route, date and time of the event.

We highly encourage you to find general rail safety information on-line at www.oli.org.

By signing below, you are hereby indicating that you will abide by the City's ordinances and will comply with all requirements of HMC Chapter 10.05, and any supplemental Conditions of Approval that may be assigned to said parade permit.

Kimberly Kasse
Signature

4/20/2000
Date



STAFF REPORT:

ACTION: FOR INFORMATIONAL PURPOSES ONLY

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

John Hitt
City Administrator

Date

Harrisburg Budget Calendar for 2020/2021 Budget

10.

| | Deadlines | Meeting Dates |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------|
| 1st Budget Document Due | April 15, 2020 | |
| Publish Deadline and Date for 1st PH Notice & Budget Message to City website | May 1 - Noon | |
| 1st Meeting Date | | June 8, 2020 |
| 2nd Meeting Date | | June 10, 2020 (If needed) |
| Publish Date for LB-1, UR-1 to the City website. | June 15 | |
| Budget Adoption Enact Resolutions: <ul style="list-style-type: none"> • Adopt Budget • Make Appropriations • Impose/Categorize Taxes | | June 23, 2020 |
| Submit LB-50/UR-50 & Tax Certification to County Assessor and Oregon Dept. of Revenue | July 15, 2020 | |
| Submit Copy of Complete Budget Document to County Clerk | Sept 30, 2020 | |

Notes:

1st Public Hearing:

Notice of Budget Committee Meeting Due to changes specified in the Governor's Executive Order, the City will meet the public noticing requirements through the City's website: "Publication of any notice, summary, or other document required under ORS 294.305 to 294.565, or ORS 294.900 to 294.930, may be satisfied by posting the notice, summary, or other document in a prominent manner on the internet". The notice must contain the date, time, and location of the first budget committee meeting, hearing the budget message, and taking questions and comments from the public.

ORS 221.770 requires that citizens must have the opportunity during a public hearing to provide written and oral comment to the Budget Committee on the possible uses of state revenue sharing, including offset against property tax levies.

The City will allow written testimony, as well as oral testimony via speaker phone during the meeting, and citizens will be allowed to be present during the meetings, as long as physical distancing requirements are met.

Notice of Budget Hearing and Financial Summary:

Notice of Budget Hearing must be published on the City's website not less than five days or more than 30 days prior to the meeting. It notifies the public of the budget hearing date and time, and where to obtain a copy of the budget. Notice must have a street address where hearing is held. The Financial Summary; via LB-1 and UR-1 are also published at this time. *Notice of Public Hearing must also be held in which citizens have the opportunity to provide written and oral comments to the authority responsible for adopting the budget of the City on the proposed use of state revenue sharing.*

The City will allow written testimony, as well as oral testimony via speaker phone during the meeting, and citizens will be allowed to be present during the meetings, as long as physical distancing requirements are met.

STAFF REPORT:

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

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

John Hitt
City Administrator

Date

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING December 31, 2019

GENERAL FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| BEGINNING FUND BALANCE | 731,700.00 | 731,700.00 | 731,700.00 | 0.00 | 100.00% |
| TAXES | 589,314.57 | 593,652.45 | 604,005.00 | 10,352.55 | 98.29% |
| FRANCHISE FEES | 75,603.55 | 102,142.13 | 327,880.00 | 225,737.87 | 31.15% |
| LICENSES AND PERMITS | 40,018.01 | 73,325.39 | 81,500.00 | 8,174.61 | 89.97% |
| INTERGOVERNMENTAL REVENUE | 122,804.70 | 132,260.35 | 383,437.00 | 251,176.65 | 34.49% |
| FINES AND FORFEITURES | 11,146.50 | 20,388.68 | 22,000.00 | 1,611.32 | 92.68% |
| INVESTMENT REVENUE | 4,423.92 | 7,903.12 | 15,000.00 | 7,096.88 | 52.69% |
| MISCELLANEOUS REVENUE | 5,189.38 | 9,664.94 | 17,750.00 | 8,085.06 | 54.45% |
| TOTAL FUND REVENUE | 1,580,200.63 | 1,671,037.06 | 2,183,272.00 | 512,234.94 | 76.54% |

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------------|-------------------|---------------------|---------------------|---------------|
| PERSONNEL | 93,055.12 | 197,641.08 | 494,146.00 | 296,504.92 | 40.00% |
| MATERIALS & SERVICE | 220,363.42 | 419,393.22 | 877,562.00 | 458,168.78 | 47.79% |
| CAPITAL OUTLAY | 7,150.00 | 7,150.00 | 25,000.00 | 17,850.00 | 28.60% |
| SPECIAL PAYMENTS | 0.00 | 15,000.00 | 15,000.00 | 0.00 | 100.00% |
| TRANSFERS OUT | 56,749.98 | 133,499.96 | 247,000.00 | 113,500.04 | 54.05% |
| CONTINGENCY | 0.00 | 0.00 | 218,327.00 | 218,327.00 | 0.00% |
| UNAPPROPRIATED ENDING FUND BALANCE | 0.00 | 0.00 | 306,237.00 | 306,237.00 | 0.00% |
| TOTAL FUND EXPENDITURES | 377,318.52 | 772,684.26 | 2,183,272.00 | 1,410,587.74 | 35.39% |
| NET REVENUES OVER EXPENDITURES | 1,202,882.11 | 898,352.80 | 2,183,272.00 | 1,284,919.20 | 11.15% |

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING December 31, 2019

STREET FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| BEGINNING FUND BALANCE | 552,400.00 | 552,400.00 | 552,400.00 | 0.00 | 100.00% |
| TAXES & ASSESSMENTS | 170.89 | 292.39 | 432.00 | 139.61 | 67.68% |
| INTERGOVERNMENTAL REVENUE | 69,528.46 | 135,480.26 | 342,170.00 | 206,689.74 | 39.59% |
| INVESTMENT REVENUE | 4,342.60 | 8,199.97 | 11,500.00 | 3,300.03 | 71.30% |
| MISCELLANEOUS REVENUE | 0.00 | 150.00 | 200.00 | 50.00 | 75.00% |
| TRANSFERS IN | 41,249.97 | 82,499.94 | 165,000.00 | 82,500.06 | 50.00% |

| | | | | | |
|---------------------------|-------------------|-------------------|---------------------|-------------------|---------------|
| TOTAL FUND REVENUE | 667,691.92 | 779,022.56 | 1,071,702.00 | 292,679.44 | 72.69% |
|---------------------------|-------------------|-------------------|---------------------|-------------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| PERSONNEL | 9,783.83 | 21,059.47 | 43,170.00 | 22,110.53 | 48.78% |
| MATERIALS & SERVICE | 18,547.06 | 33,117.01 | 87,200.00 | 54,082.99 | 37.98% |
| CAPITAL OUTLAY | 6,065.00 | 6,290.00 | 766,433.00 | 760,143.00 | 0.82% |
| TRANSFERS OUT | 4,500.00 | 9,000.00 | 18,000.00 | 9,000.00 | 50.00% |
| CONTINGENCY | 0.00 | 0.00 | 59,835.00 | 59,835.00 | 0.00% |
| CONTINGENCY | 0.00 | 0.00 | 97,064.00 | 97,064.00 | 0.00% |

| | | | | | |
|--------------------------------|------------------|------------------|---------------------|---------------------|--------------|
| TOTAL FUND EXPENDITURES | 38,895.89 | 69,466.48 | 1,071,702.00 | 1,002,235.52 | 6.48% |
|--------------------------------|------------------|------------------|---------------------|---------------------|--------------|

| | | | | | |
|---------------------------------------|-------------------|-------------------|---------------------|-------------------|---------------|
| NET REVENUES OVER EXPENDITURES | 628,796.03 | 709,556.08 | 1,071,702.00 | 362,145.92 | 66.21% |
|---------------------------------------|-------------------|-------------------|---------------------|-------------------|---------------|

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

BIKE FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|-----------|----------|------------|
| BEGINNING FUND BALANCE | 33,900.00 | 33,900.00 | 33,900.00 | 0.00 | 100.00% |
| TAX REVENUE | 696.40 | 1,362.58 | 2,500.00 | 1,137.42 | 54.50% |
| INVESTMENT REVENUE | 203.52 | 400.05 | 550.00 | 149.95 | 72.74% |

| | | | | | |
|---------------------------|------------------|------------------|------------------|-----------------|---------------|
| TOTAL FUND REVENUE | 34,799.92 | 35,662.63 | 36,950.00 | 1,287.37 | 96.52% |
|---------------------------|------------------|------------------|------------------|-----------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|-----------|-----------|------------|
| CAPITAL OUTLAY | 0.00 | 0.00 | 36,950.00 | 36,950.00 | 0.00% |

| | | | | | |
|--------------------------------|-------------|-------------|------------------|------------------|--------------|
| TOTAL FUND EXPENDITURES | 0.00 | 0.00 | 36,950.00 | 36,950.00 | 0.00% |
|--------------------------------|-------------|-------------|------------------|------------------|--------------|

| | | | | | |
|---------------------------------------|------------------|------------------|------------------|-----------------|---------------|
| NET REVENUES OVER EXPENDITURES | 34,799.92 | 35,662.63 | 36,950.00 | 1,287.37 | 96.52% |
|---------------------------------------|------------------|------------------|------------------|-----------------|---------------|

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

COMMUNITY AND ECONOMIC DEVELOPMENT FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|----------|------------|
| BEGINNING FUND BALANCE | 334,800.00 | 334,800.00 | 334,800.00 | 0.00 | 100.00% |
| INVESTMENT REVENUE | 1,334.54 | 3,076.60 | 8,000.00 | 4,923.40 | 38.46% |
| MISCELLANEOUS REVENUE | 8,320.00 | 8,702.50 | 13,500.00 | 4,797.50 | 64.46% |

| | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-----------------|---------------|
| TOTAL FUND REVENUE | 344,454.54 | 346,579.10 | 356,300.00 | 9,720.90 | 97.27% |
|---------------------------|-------------------|-------------------|-------------------|-----------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|-----------|------------|
| MATERIALS & SERVICE | 1,335.75 | 9,512.61 | 106,113.00 | 96,600.39 | 8.96% |
| CAPITAL OUTLAY | 8,074.31 | 176,850.28 | 250,187.00 | 73,336.72 | 70.69% |

| | | | | | |
|--------------------------------|-----------------|-------------------|-------------------|-------------------|---------------|
| TOTAL FUND EXPENDITURES | 9,410.06 | 186,362.89 | 356,300.00 | 169,937.11 | 52.31% |
|--------------------------------|-----------------|-------------------|-------------------|-------------------|---------------|

| | | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| NET REVENUES OVER EXPENDITURES | 335,044.48 | 160,216.21 | 356,300.00 | 196,083.79 | 44.97% |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|

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

LIBRARY FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|-----------|-----------|------------|
| BEGINNING FUND BALANCE | 25,400.00 | 25,400.00 | 25,400.00 | 0.00 | 100.00% |
| INVESTMENT REVENUE | 286.48 | 537.02 | 2,200.00 | 1,662.98 | 24.41% |
| MISCELLANEOUS REVENUE | 1,116.50 | 1,442.50 | 1,950.00 | 507.50 | 73.97% |
| TRANSFERS IN | 20,499.99 | 40,999.98 | 82,000.00 | 41,000.02 | 50.00% |

| | | | | | |
|---------------------------|------------------|------------------|-------------------|------------------|---------------|
| TOTAL FUND REVENUE | 47,302.97 | 68,379.50 | 111,550.00 | 43,170.50 | 61.30% |
|---------------------------|------------------|------------------|-------------------|------------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|-----------|-----------|------------|
| PERSONNEL | 9,528.29 | 19,787.49 | 50,848.00 | 31,060.51 | 38.91% |
| MATERIALS & SERVICE | 6,194.59 | 12,113.27 | 25,300.00 | 13,186.73 | 47.88% |
| CAPITAL OUTLAY | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0.00% |
| CONTINGENCY | 0.00 | 0.00 | 5,578.00 | 5,578.00 | 0.00% |
| UNAPPROPRIATED ENDING FUND BALANCE | 0.00 | 0.00 | 24,824.00 | 24,824.00 | 0.00% |

| | | | | | |
|--------------------------------|------------------|------------------|-------------------|------------------|---------------|
| TOTAL FUND EXPENDITURES | 15,722.88 | 31,900.76 | 111,550.00 | 79,649.24 | 28.60% |
|--------------------------------|------------------|------------------|-------------------|------------------|---------------|

| | | | | | |
|---------------------------------------|------------------|------------------|-------------------|------------------|---------------|
| NET REVENUES OVER EXPENDITURES | 31,580.09 | 36,478.74 | 111,550.00 | 75,071.26 | 32.70% |
|---------------------------------------|------------------|------------------|-------------------|------------------|---------------|

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

STORM DRAIN FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|-----------|------------|
| BEGINNING FUND BALANCE | 240,800.00 | 240,800.00 | 240,800.00 | 0.00 | 100.00% |
| STORM WATER ASSESSMENT REVENUES | 16,815.08 | 33,487.42 | 65,000.00 | 31,512.58 | 51.52% |
| INVESTMENT REVENUE | 1,797.58 | 3,506.71 | 4,800.00 | 1,293.29 | 73.06% |
| MISCELLANEOUS REVENUE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |

| | | | | | |
|---------------------------|--------------------------|--------------------------|--------------------------|-------------------------|----------------------|
| TOTAL FUND REVENUE | <u>259,412.66</u> | <u>277,794.13</u> | <u>310,600.00</u> | <u>32,805.87</u> | <u>89.44%</u> |
|---------------------------|--------------------------|--------------------------|--------------------------|-------------------------|----------------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| MATERIALS & SERVICE | 2,110.33 | 3,754.29 | 20,000.00 | 16,245.71 | 18.77% |
| CAPITAL OUTLAY | 6,065.00 | 6,065.00 | 290,600.00 | 284,535.00 | 2.09% |
| TRANSFERS OUT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |

| | | | | | |
|--------------------------------|------------------------|------------------------|--------------------------|--------------------------|---------------------|
| TOTAL FUND EXPENDITURES | <u>8,175.33</u> | <u>9,819.29</u> | <u>310,600.00</u> | <u>300,780.71</u> | <u>3.16%</u> |
|--------------------------------|------------------------|------------------------|--------------------------|--------------------------|---------------------|

| | | | | | |
|---------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------|----------------------|
| NET REVENUES OVER EXPENDITURES | <u>251,237.33</u> | <u>267,974.84</u> | <u>310,600.00</u> | <u>42,625.16</u> | <u>86.28%</u> |
|---------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------|----------------------|

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

DEBT SERVICES FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|-----------|------------|
| BEGINNING FUND BALANCE | 57,350.00 | 57,350.00 | 57,350.00 | 0.00 | 100.00% |
| TAXES | 363,527.92 | 364,027.33 | 389,150.00 | 25,122.67 | 93.54% |
| INVESTMENT REVENUE | 1,578.79 | 2,080.36 | 1,800.00 | (280.36) | 115.58% |

| | | | | | |
|---------------------------|-------------------|-------------------|-------------------|------------------|---------------|
| TOTAL FUND REVENUE | 422,456.71 | 423,457.69 | 448,300.00 | 24,842.31 | 94.46% |
|---------------------------|-------------------|-------------------|-------------------|------------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| PRINCIPLE | 0.00 | 0.00 | 105,050.00 | 105,050.00 | 0.00% |
| INTEREST | 100,256.97 | 100,256.97 | 281,600.00 | 181,343.03 | 35.60% |
| UNAPPROPRIATED ENDING FUND BALANCE | 0.00 | 0.00 | 61,650.00 | 61,650.00 | 0.00% |

| | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| TOTAL FUND EXPENDITURES | 100,256.97 | 100,256.97 | 448,300.00 | 348,043.03 | 22.36% |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|

| | | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| NET REVENUES OVER EXPENDITURES | 322,199.74 | 323,200.72 | 448,300.00 | 125,099.28 | 72.09% |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|

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

OFFICE EQUIPMENT FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|-----------|----------|------------|
| BEGINNING FUND BALANCE | 21,700.00 | 21,700.00 | 21,700.00 | 0.00 | 100.00% |
| INVESTMENT REVENUE | 99.49 | 253.64 | 450.00 | 196.36 | 56.36% |
| TRANSFERS IN | 0.00 | 36,000.00 | 36,000.00 | 0.00 | 100.00% |

| | | | | | |
|---------------------------|------------------|------------------|------------------|---------------|---------------|
| TOTAL FUND REVENUE | 21,799.49 | 57,953.64 | 58,150.00 | 196.36 | 99.66% |
|---------------------------|------------------|------------------|------------------|---------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|-----------|-----------|------------|
| MATERIALS & SERVICE | 5,757.78 | 37,990.06 | 42,150.00 | 4,159.94 | 90.13% |
| CAPITAL OUTLAY | 0.00 | 0.00 | 16,000.00 | 16,000.00 | 0.00% |

| | | | | | |
|--------------------------------|-----------------|------------------|------------------|------------------|---------------|
| TOTAL FUND EXPENDITURES | 5,757.78 | 37,990.06 | 58,150.00 | 20,159.94 | 65.33% |
|--------------------------------|-----------------|------------------|------------------|------------------|---------------|

| | | | | | |
|---------------------------------------|------------------|------------------|------------------|------------------|---------------|
| NET REVENUES OVER EXPENDITURES | 16,041.71 | 19,963.58 | 58,150.00 | 38,186.42 | 34.33% |
|---------------------------------------|------------------|------------------|------------------|------------------|---------------|

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING December 31, 2019

EQUIPMENT FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|-----------|------------|
| BEGINNING FUND BALANCE | 195,400.00 | 195,400.00 | 195,400.00 | 0.00 | 100.00% |
| INVESTMENT REVENUE | 1,270.36 | 2,479.79 | 5,500.00 | 3,020.21 | 45.09% |
| TRANSFERS IN | 13,500.00 | 27,000.00 | 54,000.00 | 27,000.00 | 50.00% |

| | | | | | |
|---------------------------|-------------------|-------------------|-------------------|------------------|---------------|
| TOTAL FUND REVENUE | 210,170.36 | 224,879.79 | 254,900.00 | 30,020.21 | 88.22% |
|---------------------------|-------------------|-------------------|-------------------|------------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| CAPITAL OUTLAY | 8,072.17 | 9,896.63 | 254,900.00 | 245,003.37 | 3.88% |

| | | | | | |
|--------------------------------|-----------------|-----------------|-------------------|-------------------|--------------|
| TOTAL FUND EXPENDITURES | 8,072.17 | 9,896.63 | 254,900.00 | 245,003.37 | 3.88% |
|--------------------------------|-----------------|-----------------|-------------------|-------------------|--------------|

| | | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|------------------|---------------|
| NET REVENUES OVER EXPENDITURES | 202,098.19 | 214,983.16 | 254,900.00 | 39,916.84 | 84.34% |
|---------------------------------------|-------------------|-------------------|-------------------|------------------|---------------|

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING December 31, 2019

WATER FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|--------------|--------------|--------------|------------|
| BEGINNING FUND BALANCE | 397,400.00 | 397,400.00 | 397,400.00 | 0.00 | 100.00% |
| SERVICES REVENUE | 140,855.83 | 325,125.39 | 618,000.00 | 292,874.61 | 52.61% |
| INVESTMENT REVENUE | 50,739.36 | 65,953.71 | 12,000.00 | (53,953.71) | 549.61% |
| MISCELLANEOUS REVENUE | 6,130.00 | 8,385,605.20 | 8,113,350.00 | (272,255.20) | 103.36% |

TOTAL FUND REVENUE **595,125.19** **9,174,084.30** **9,140,750.00** **(33,334.30)** **100.36%**

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|--------------|--------------|------------|
| PERSONNEL SERVICES | 101,166.84 | 209,855.57 | 425,793.00 | 215,937.43 | 49.29% |
| MATERIALS & SERVICE | 26,904.66 | 73,350.73 | 252,600.00 | 179,249.27 | 29.04% |
| CAPITAL OUTLAY | 78,248.90 | 117,344.14 | 7,650,000.00 | 7,532,655.86 | 1.53% |
| DEBT SERVICES | 0.00 | 0.00 | 350,000.00 | 350,000.00 | 0.00% |
| TRANSFERS OUT | 13,249.98 | 34,499.96 | 61,000.00 | 26,500.04 | 56.56% |
| CONTINGENCY | 0.00 | 0.00 | 79,470.00 | 79,470.00 | 0.00% |
| UNAPPROPRIATED ENDING FUND BALANCE | 0.00 | 0.00 | 321,887.00 | 321,887.00 | 0.00% |

TOTAL FUND EXPENDITURES **219,570.38** **435,050.40** **9,140,750.00** **8,705,699.60** **4.76%**

NET REVENUES OVER EXPENDITURES **375,554.81** **8,739,033.90** **9,140,750.00** **401,716.10** **95.61%**

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING December 31, 2019

SEWER FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| BEGINNING FUND BALANCE | 245,100.00 | 245,100.00 | 245,100.00 | 0.00 | 100.00% |
| SERVICES REVENUE | 201,158.49 | 395,127.24 | 772,550.00 | 377,422.76 | 51.15% |
| INVESTMENT REVENUE | 3,379.18 | 7,452.49 | 9,500.00 | 2,047.51 | 78.45% |
| MISCELLANEOUS REVENUE | 0.00 | 6,432.00 | 6,436.00 | 4.00 | 99.94% |

| | | | | | |
|---------------------------|-------------------|-------------------|---------------------|-------------------|---------------|
| TOTAL FUND REVENUE | 449,637.67 | 654,111.73 | 1,033,586.00 | 379,474.27 | 63.29% |
|---------------------------|-------------------|-------------------|---------------------|-------------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| PERSONNEL SERVICES | 101,699.22 | 213,467.38 | 433,793.00 | 220,325.62 | 49.21% |
| MATERIALS & SERVICE | 54,656.56 | 91,586.58 | 239,050.00 | 147,463.42 | 38.31% |
| CAPITAL OUTLAY | 4,791.00 | 12,676.00 | 60,000.00 | 47,324.00 | 21.13% |
| DEBT SERVICES | 38,379.30 | 38,379.30 | 120,500.00 | 82,120.70 | 31.85% |
| TRANSFERS OUT | 6,999.99 | 21,999.98 | 36,000.00 | 14,000.02 | 61.11% |
| CONTINGENCY | 0.00 | 0.00 | 51,679.00 | 51,679.00 | 0.00% |
| UNAPPROPRIATED ENDING FUND BALANCE | 0.00 | 0.00 | 92,564.00 | 92,564.00 | 0.00% |

| | | | | | |
|--------------------------------|-------------------|-------------------|---------------------|-------------------|---------------|
| TOTAL FUND EXPENDITURES | 206,526.07 | 378,109.24 | 1,033,586.00 | 655,476.76 | 36.58% |
|--------------------------------|-------------------|-------------------|---------------------|-------------------|---------------|

| | | | | | |
|---------------------------------------|-------------------|-------------------|---------------------|-------------------|---------------|
| NET REVENUES OVER EXPENDITURES | 243,111.60 | 276,002.49 | 1,033,586.00 | 757,583.51 | 26.70% |
|---------------------------------------|-------------------|-------------------|---------------------|-------------------|---------------|

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

WATER RESERVE FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|-----------|------------|
| BEGINNING FUND BALANCE | 274,300.00 | 274,300.00 | 274,300.00 | 0.00 | 100.00% |
| INVESTMENT REVENUE | 1,385.76 | 3,120.12 | 5,000.00 | 1,879.88 | 62.40% |
| TRANSFERS IN | 6,249.99 | 12,499.98 | 25,000.00 | 12,500.02 | 50.00% |

| | | | | | |
|---------------------------|-------------------|-------------------|-------------------|------------------|---------------|
| TOTAL FUND REVENUE | 281,935.75 | 289,920.10 | 304,300.00 | 14,379.90 | 95.27% |
|---------------------------|-------------------|-------------------|-------------------|------------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| CAPITAL OUTLAY | 72,501.83 | 72,501.83 | 304,300.00 | 231,798.17 | 23.83% |

| | | | | | |
|--------------------------------|------------------|------------------|-------------------|-------------------|---------------|
| TOTAL FUND EXPENDITURES | 72,501.83 | 72,501.83 | 304,300.00 | 231,798.17 | 23.83% |
|--------------------------------|------------------|------------------|-------------------|-------------------|---------------|

| | | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|------------------|---------------|
| NET REVENUES OVER EXPENDITURES | 209,433.92 | 217,418.27 | 304,300.00 | 86,881.73 | 71.45% |
|---------------------------------------|-------------------|-------------------|-------------------|------------------|---------------|

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

SEWER RESERVE FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| BEGINNING FUND BALANCE | 374,300.00 | 374,300.00 | 374,300.00 | 0.00 | 100.00% |
| INVESTMENT REVENUE | 2,374.07 | 4,252.10 | 10,000.00 | 5,747.90 | 42.52% |
| LOAN REPAYMENT FROM WATER FUND | 0.00 | 0.00 | 350,000.00 | 350,000.00 | 0.00% |
| TRANSFERS IN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |

| | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| TOTAL FUND REVENUE | 376,674.07 | 378,552.10 | 734,300.00 | 355,747.90 | 51.55% |
|---------------------------|-------------------|-------------------|-------------------|-------------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| CAPITAL OUTLAY | 39,319.92 | 51,406.58 | 734,300.00 | 682,893.42 | 7.00% |

| | | | | | |
|--------------------------------|------------------|------------------|-------------------|-------------------|--------------|
| TOTAL FUND EXPENDITURES | 39,319.92 | 51,406.58 | 734,300.00 | 682,893.42 | 7.00% |
|--------------------------------|------------------|------------------|-------------------|-------------------|--------------|

| | | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| NET REVENUES OVER EXPENDITURES | 337,354.15 | 327,145.52 | 734,300.00 | 407,154.48 | 44.55% |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|

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

TRANSPORTATION SDC FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|----------|------------|
| BEGINNING FUND BALANCE | 524,100.00 | 524,100.00 | 524,100.00 | 0.00 | 100.00% |
| ASSESSMENTS | 0.00 | 172.31 | 9,135.00 | 8,962.69 | 1.89% |
| INVESTMENT REVENUE | 3,116.94 | 6,187.45 | 10,000.00 | 3,812.55 | 61.87% |

| | | | | | |
|---------------------------|-------------------|-------------------|-------------------|------------------|---------------|
| TOTAL FUND REVENUE | 527,216.94 | 530,459.76 | 543,235.00 | 12,775.24 | 97.65% |
|---------------------------|-------------------|-------------------|-------------------|------------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| CAPITAL OUTLAY | 0.00 | 0.00 | 543,235.00 | 543,235.00 | 0.00% |

| | | | | | |
|--------------------------------|-------------|-------------|-------------------|-------------------|--------------|
| TOTAL FUND EXPENDITURES | 0.00 | 0.00 | 543,235.00 | 543,235.00 | 0.00% |
|--------------------------------|-------------|-------------|-------------------|-------------------|--------------|

| | | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|------------------|---------------|
| NET REVENUES OVER EXPENDITURES | 527,216.94 | 530,459.76 | 543,235.00 | 12,775.24 | 97.65% |
|---------------------------------------|-------------------|-------------------|-------------------|------------------|---------------|

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

PARKS SDC FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|----------|------------|
| BEGINNING FUND BALANCE | 204,300.00 | 204,300.00 | 204,300.00 | 0.00 | 100.00% |
| ASSESSMENTS | 0.00 | 0.00 | 5,400.00 | 5,400.00 | 0.00% |
| INVESTMENT REVENUE | 1,521.93 | 3,021.38 | 4,800.00 | 1,778.62 | 62.95% |

| | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-----------------|---------------|
| TOTAL FUND REVENUE | 205,821.93 | 207,321.38 | 214,500.00 | 7,178.62 | 96.65% |
|---------------------------|-------------------|-------------------|-------------------|-----------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| CAPITAL OUTLAY | 0.00 | 0.00 | 214,500.00 | 214,500.00 | 0.00% |
| UNAPPROPRIATED FUND BALANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |

| | | | | | |
|--------------------------------|-------------|-------------|-------------------|-------------------|--------------|
| TOTAL FUND EXPENDITURES | 0.00 | 0.00 | 214,500.00 | 214,500.00 | 0.00% |
|--------------------------------|-------------|-------------|-------------------|-------------------|--------------|

| | | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|-----------------|---------------|
| NET REVENUES OVER EXPENDITURES | 205,821.93 | 207,321.38 | 214,500.00 | 7,178.62 | 96.65% |
|---------------------------------------|-------------------|-------------------|-------------------|-----------------|---------------|

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

STORM DRAIN SDC FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|-----------|------------|------------|
| BEGINNING FUND BALANCE | 79,700.00 | 79,700.00 | 79,700.00 | 0.00 | 100.00% |
| ASSESSMENTS | 0.00 | 7,713.60 | 1,350.00 | (6,363.60) | 571.38% |
| INVESTMENT REVENUE | 564.16 | 1,101.93 | 1,200.00 | 98.07 | 91.83% |

| | | | | | |
|--------------------|-----------|-----------|-----------|------------|---------|
| TOTAL FUND REVENUE | 80,264.16 | 88,515.53 | 82,250.00 | (6,265.53) | 107.62% |
|--------------------|-----------|-----------|-----------|------------|---------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|-----------|-----------|------------|
| CAPITAL OUTLAY | 0.00 | 0.00 | 82,250.00 | 82,250.00 | 0.00% |

| | | | | | |
|-------------------------|------|------|-----------|-----------|-------|
| TOTAL FUND EXPENDITURES | 0.00 | 0.00 | 82,250.00 | 82,250.00 | 0.00% |
|-------------------------|------|------|-----------|-----------|-------|

| | | | | | |
|--------------------------------|-----------|-----------|-----------|------------|---------|
| NET REVENUES OVER EXPENDITURES | 80,264.16 | 88,515.53 | 82,250.00 | (6,265.53) | 107.62% |
|--------------------------------|-----------|-----------|-----------|------------|---------|

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

WATER SDC FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|----------|------------|
| BEGINNING FUND BALANCE | 238,500.00 | 238,500.00 | 238,500.00 | 0.00 | 100.00% |
| ASSESSMENTS | 0.00 | 4,223.00 | 12,666.00 | 8,443.00 | 33.34% |
| INVESTMENT REVENUE | 1,424.43 | 2,819.75 | 4,200.00 | 1,380.25 | 67.14% |

| | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-----------------|---------------|
| TOTAL FUND REVENUE | 239,924.43 | 245,542.75 | 255,366.00 | 9,823.25 | 96.15% |
|---------------------------|-------------------|-------------------|-------------------|-----------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| CAPITAL OUTLAY | 0.00 | 0.00 | 255,366.00 | 255,366.00 | 0.00% |

| | | | | | |
|--------------------------------|-------------|-------------|-------------------|-------------------|--------------|
| TOTAL FUND EXPENDITURES | 0.00 | 0.00 | 255,366.00 | 255,366.00 | 0.00% |
|--------------------------------|-------------|-------------|-------------------|-------------------|--------------|

| | | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|-----------------|---------------|
| NET REVENUES OVER EXPENDITURES | 239,924.43 | 245,542.75 | 255,366.00 | 9,823.25 | 96.15% |
|---------------------------------------|-------------------|-------------------|-------------------|-----------------|---------------|

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

SEWER SDC FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|----------|------------|
| BEGINNING FUND BALANCE | 736,100.00 | 736,100.00 | 736,100.00 | 0.00 | 100.00% |
| ASSESSMENTS | 0.00 | 7,180.00 | 10,770.00 | 3,590.00 | 66.67% |
| INVESTMENT REVENUE | 4,280.43 | 8,474.68 | 12,500.00 | 4,025.32 | 67.80% |

| | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-----------------|---------------|
| TOTAL FUND REVENUE | 740,380.43 | 751,754.68 | 759,370.00 | 7,615.32 | 99.00% |
|---------------------------|-------------------|-------------------|-------------------|-----------------|---------------|

**EXPENDITURES
(REQUIREMENTS)**

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|----------------------------------------|---------------|------------|------------|------------|------------|
| CAPITAL OUTLAY | 0.00 | 0.00 | 759,370.00 | 759,370.00 | 0.00% |

| | | | | | |
|--------------------------------|-------------|-------------|-------------------|-------------------|--------------|
| TOTAL FUND EXPENDITURES | 0.00 | 0.00 | 759,370.00 | 759,370.00 | 0.00% |
|--------------------------------|-------------|-------------|-------------------|-------------------|--------------|

| | | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|-----------------|---------------|
| NET REVENUES OVER EXPENDITURES | 740,380.43 | 751,754.68 | 759,370.00 | 7,615.32 | 99.00% |
|---------------------------------------|-------------------|-------------------|-------------------|-----------------|---------------|

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

12.

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for January 28, and February 11, 2020, as well as Dec 5, and Dec 9. (Executive Sessions, public portions only.)

Exhibit B: Payment Approval Report for March 2020

Exhibit C: Personnel Committee Minutes for October 21, 2019
November 20, 2019, and Jan 20, 2020.

ACTION: Motion to approve the consent List

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

1. The City Council Minutes for the December 5 and 9th 2019 Executive Session (Public) Minutes, as well as for January 28, and February 11, 2020.
2. The payment approval report for March 2020

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda – 04.28.20

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

(Please note that after review, staff realized that the minutes for the public portions of the Executive Sessions scheduled in December hadn't yet been approved by Council).

BACKGROUND INFORMATION:

Construction Permits:

March: Submitted: 11
Issued: 7

YTD Valuation: *Please note valuation is not added to the City's property tax base until the fall period following when the permit is finalized. As such, the typical timeframe for most construction to show up on our tax base is the following year in November. The*

valuation figure includes new home values, the value of commercial or industrial construction, and the value of extensive remodels.

12.

2020 YTD: \$494,529

Business Licenses Issued: None

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

Library Board: Chairperson; Cassandra Barney

The Library Board meets on every other month basis.

Next Scheduled Meeting: TBD; Regular Schedule is for May 2020 (Likely to be rescheduled to June)

Personnel Committee: Chairperson; Kimberly Downey

The Personnel Committee met in Executive Session and regular session on November 20, 2019. The minutes are attached.

The Personnel Committee also met on January 20, 2020. Those minutes are attached.

Next Scheduled Meeting: TBA

Planning Commission: Chairperson; Todd Culver

The Planning Commission met on March 17, 2020. Those minutes are not yet available. The meeting scheduled in April was cancelled.

Next Scheduled Meeting: May 19, 2020 – Pending Cancellation

REVIEW AND APPROVAL:



04.21.20

Michele Eldridge Date
CR/Asst. City Administrator



City Council Meeting - City Administrator Recruitment/Interviews Minutes - December 05, 2019

The Harrisburg City Council met on this date at the Harrisburg Municipal Center, located at 354 Smith St, at the hour of 6:30pm. Presiding was Mayor Robert Duncan. Also present were Council members Mike Caughey, Kimberly Downey, Robert Boese, Randy Klemm, and Charlotte Thomas. Staff present were Interim City Administrator John Hitt, City Recorder/Asst. City Administrator Michele Eldridge, PW Director Chuck Scholz, and Finance Officer Tim Gaines. Absent this evening was Councilor Adam Keaton.

CONCERNED CITIZEN(S) IN THE AUDIENCE. No members of the public were present for this meeting.

NEW BUSINESS

1. THE MATTER OF RECRUITING A CITY ADMINISTRATOR

An Executive Session under ORS 192.660(1)(2)(a); was opened at 6:35pm; (a) To consider the employment of a public officer, employee, staff member or individual agent. All materials are protected under Oregon Public Records Laws

At the hour of 9:47PM, the Council left the Executive Session, and returned to public session.

ACTION: General consensus reached by the City Council is that they would be meeting again on December 9, 2019, in order to hold second interviews for candidates for the City Administrator position.

OTHER ITEMS: None

Council adjourned at the hour of 9:52pm.



City Council Meeting - City Administrator Recruitment/Interviews Minutes - December 09, 2019

The Harrisburg City Council met on this date at the Harrisburg Municipal Center, located at 354 Smith St, at the hour of 6:30pm. Presiding was Mayor Robert Duncan. Also present were Council members Mike Caughey, Kimberly Downey, Robert Boese, Adam Keaton, and Charlotte Thomas. Staff present were Interim City Administrator John Hitt, and City Recorder/Asst. City Administrator Michele Eldridge. Absent this evening was Councilor Randy Klemm.

CONCERNED CITIZEN(S) IN THE AUDIENCE. No members of the public were present for this meeting.

NEW BUSINESS

1. THE MATTER OF RECRUITING A CITY ADMINISTRATOR

An Executive Session under ORS 192.660(1)(2)(a); was opened at 6:32pm; (a) To consider the employment of a public officer, employee, staff member or individual agent. All materials are protected under Oregon Public Records Laws

At the hour of 8:17pm, the Council returned to public session.

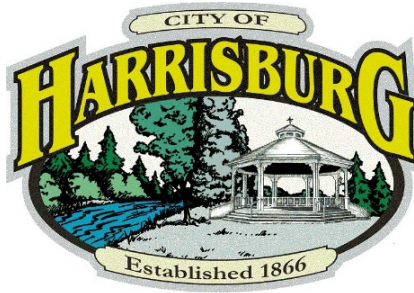
Discussion: The City Council briefly spoke about their next steps in the City Administrator recruitment process. Discussed was waiting until January to start the next steps of the recruitment process. Interim City Administrator John Hitt was willing to extend his contract to cover additional time needed in the recruitment process. Eldridge noted that it would be helpful to increase his hours to 40 hours a week, rather than the 30 hours that he was currently contracted for; Hitt agreed and was willing to increase his hours.

ACTION: Downey motioned that the City Council has decided to not move forward with hiring a new City Administrator at this time, and that they will engage in a revised contract with Interim City Administrator John Hitt, for 40-hours a week. She was seconded by Boese, and the City Council voted unanimously to not move forward with any of the candidates for City Administrator at this time, and to return with an extension and amendment to Interim City Administrator John Hitt's contract.

OTHER ITEMS: None

Council adjourned at the hour of 8:18pm.

UNAPPROVED



City Council Work Session Meeting Minutes January 28, 2020

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

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

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

NEW BUSINESS

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

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

THE MATTER OF REVIEWING THE CITY'S STRATEGIC PLAN

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

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

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

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

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

January 28, 2020

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

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

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

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

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

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

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

January 28, 2020

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

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

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

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

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

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

OTHER ITEMS

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

ADJOURN at the hour of 8:48pm.

Mayor

City Recorder



Community Rating System

June 2017

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

1,444 Communities Participate in the CRS

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

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

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

CRS Classes

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

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

Best of the Best

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

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

CRS Credit

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

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

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

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

Class 1: Roseville, California

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

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

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

Benefits of the CRS

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

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

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

How to Apply

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

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

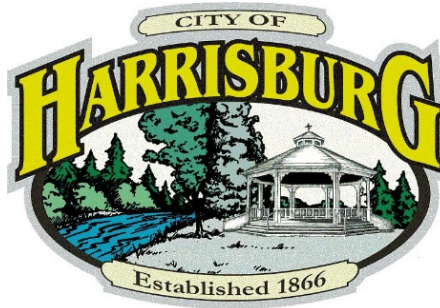
Each year, the community must verify that it is continuing to perform the activities that are being credited by the CRS by submitting an annual recertification. In addition, a community can continue to improve its Class rating by undertaking new mitigation and floodplain management activities that earn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

CRS Training

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

For More Information

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



City Council Business Meeting Minutes February 11, 2020

The Harrisburg City Council met on this date at the Harrisburg Municipal Center, at 6:33pm. Mayor Robert Duncan was presiding. Also present were Mike Caughey, Kimberly Downey, Adam Keaton (present via phone 6:30-7:25pm), Randy Klemm, Charlotte Thomas (Arrived 7:00pm) and Youth Advisor Quinton Sheridan. Staff Present were Interim City Administrator John Hitt, City Recorder/Asst. City Administrator Michele Eldridge, PW Director Chuck Scholz, and Finance Officer Tim Gaines.

CONCERNED CITIZEN(S) IN THE AUDIENCE. No citizens were present in the audience.

NEW BUSINESS

**A PUBLIC HEARING WAS OPENED AT 6:33PM, TO ALLOW PUBLIC TESTIMONY
IN RELATION TO THE HOUSING REHABILITATION PROJECT**

**THE MATTER OF A PUBLIC HEARING TO OBTAIN CITIZENS VIEWS ABOUT THE
HOUSING REHABILITATION PROJECT FUNDED WITH COMMUNITY DEVELOPMENT
BLOCK GRANT FUNDS FROM OREGON BUSINESS DEVELOPMENT DEPARTMENT.**

**THE PUBLIC HEARING WAS CLOSED AT 6:34PM, AS NO CITIZENS WERE
PRESENT TO PROVIDE TESTIMONY**

Staff Report: Hitt outlined the staff report, noting the City is the fiduciary agent for the \$400,000 Community Development Block Grant (CDBG) from the Oregon Business Development Department that started in 2017. Some of the samples of the types of work the program provided is attached to the agenda.

Liza Newcomb is the Program Manager for DevNW, the non-profit group that is the result of a merger between the Willamette Neighborhood Housing Services (WNHS) and Neighborhood Economic Development Corporation (NEDCO). Harrisburg is considered the 'sponsor' for this program. They undertook 7 projects, that were scattered in Lebanon, Sweethome, and the surrounding regional area. They partner with the Community Services Consortium (CSC), to work with residents who needed assistance. Most of the people who received services, are older, and therefore, didn't want to drive to the meeting tonight, but they wanted to pass on their thanks for the City being a sponsor of the project.

February 11, 2020

Klemm commented that he was a huge fan of what they do. Newcomb told him that they've been partnering with CSC, who typically works on windows and insulation, while they focus on roof and electrical. They also partner with USDA (United States Department of Agriculture), to handle homes that have larger needs, that exceed the typical per home threshold. Mayor Duncan added that he felt that they got the right person to have this job, as he has listened to Liza during her presentation. Caughey commented that some of these pictures are just astounding, for the difference it made for those homeowners.

Mayor Duncan thanked her for coming tonight, and on behalf of the City of Harrisburg and the City Council, wanted to thank her for her work, and wished her continued success.

THE MATTER OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF HARRISBURG AND LINN COUNTY SHERIFF'S OFFICE

Lieutenant Michelle Duncan reviewed the report for January (Provided for Council in a future agenda.) She noted that 9 adults were arrested, and they had 38 traffic warnings, and 40 citations. Several vehicles have been broken into; the biggest issue here is that people aren't locking their vehicles. They tell everyone to not leave valuables in their cars; most of what was stolen was medical equipment, medicine, and power tools. They made a significant arrest on criminal mischief with Steven Laslo. He was arrested on multiple charges and had accidentally shot a firearm into a neighbor's house. Nobody was hurt; he was lodged in jail for reckless endangerment and was also a felon with a firearm. They did seize more guns.

- Mayor Duncan asked if she was noticing any particular parts of town as having more problems than others?
- Lieutenant Duncan said that she saw more things happening on LaSalle, Sommerville Loop, and N. 6th St. For some reason, people kept on running their vehicles into parked cars. It's happened several times in Harrisburg. It really wasn't a bad report for January.
- Caughey had a question for her, about whether the Sheriff's Office was going to continue to cease reporting the number of traffic hours spent in town, which is what they did in November and December?
- Lieutenant Duncan reminded him that we brought it up several meetings ago. As all of the cities have agreed, the traffic hours are confusing to the deputies, as to what is traffic vs. what is crime. She explained the deputies are trying to give a clear, accurate picture, but stuff gets missed. They can do a traffic patrol, but they are also looking for suspicious activity. If they are doing something suspicious, then pulling them over isn't exactly a traffic stop. Instead, they consider that patrol hours. She truly believes that the traffic hours aren't useful, because of how they could be applied, and the city's agreed at the time to instead, not use traffic hours as a measure. To be truly realistic, she felt that the Council should be looking at citations and warnings.
- Caughey said that we don't want to specify any goals in relation to citations. We just want people to stop doing the stuff they are doing!
- Lieutenant Duncan noted that traffic hours aren't really helpful to find out how they are doing; she could do 100 hours of traffic, but if she patrols when nobody is on the road, then it's not really helpful. If you see citations and warnings, and see an acceptable number of those, then that can be what you decide is acceptable. They had a super good month this last month. Despite the hours for the contract being reduced, they had citations and warnings significantly up. She added that their

February 11, 2020

patrol hours aren't going to reduce people crashing in to parked cars, or somebody who backs up into another one. The safety issue is clearly the most important thing to focus on for all of us.

Lieutenant Duncan and the Council had some discussion at this point about traffic safety, and discretion of the officers. Klemm said that he's not really in favor of using citation numbers as a goal. We want to have better safety. Lieutenant Duncan told him that we need to determine where the problem is. Is it enforcement, education, or perhaps visibility, if people repeatedly run a stop sign in a certain location? The deputies are getting better. We will work together on this. Caughey asked her if she could provide them with a two-page cheat sheet on what the codes are.

The City Council and Lieutenant Duncan then discussed the details of the IGA. Caughey pointed out what he felt was an error, that the 3.85% raise was supposed to have been charged back to July 1st of 2019, rather than the 5.2% increase, which is retroactive to July 1st. He felt that we had an agreement in writing, which the Sheriff should be honoring. Lieutenant Duncan, however, said that the figure given was an estimate, because they needed budget numbers. Caughey said that perhaps he was misinformed. He thought that until the contract was finalized, it would be this rate up to that point, and then after negotiations, it would be increased to the actual number. Hitt said that he has an email, stating that there is a 3.85% increase, until the contract could be negotiated and completed. It was completed in September but would retroactively apply. Caughey didn't understand that. Thomas said that she could see what Mike was thinking on that.

Hitt informed Council that they could make any decision they want to, like this is a guarantee, and the first six months should be configured at 3.85%. Hitt noted that the amount it increased is significant. This was discussed at our quarterly meetings. Obviously, the sheriff disagreed, and this is what was sent. The City Council has the choice of asking for an amendment, of applying 3.85% to the first half of 2019/2020, or they can accept it as is. There aren't a lot of options. Caughey said that perhaps he was misinformed, or the intent wasn't clear. But he does want the hours to be put in here for holiday coverage. We want people to have less accidents because they are disobeying the law. That's the bottom line, whether it takes zero citations, or 100 or them. He hates requiring a certain amount of citations a month.... that's how places get a horrible reputation. That is not what Harrisburg is about, and what we think. We don't want to require a certain number of citations. Lieutenant Duncan added studies show that citations are more effective, but you should try to educate people first. Caughey thought that was a good way to do it.

Klemm asked if perhaps if the Sheriff could be clearer when putting out a number to be used for budgeting purposes, then we wouldn't have misunderstandings. Lieutenant Duncan truly felt that the figure sent was to try to help the city with the budget. She will relay that to the sheriff. When you operate without a contract it always applies retroactively. Hitt added that as Caughey has noted previously, that the numbers are not in this contract. We will be asking for two deputies for the light parade, and four deputies for the 4th of July.

- **Downey motioned to approve the amendment to the Intergovernmental Agreement between City of Harrisburg and Linn County Sheriff's office. She was seconded by Keaton, and the City Council voted unanimously to approve the amendment to the IGA, in order to reflect that it is effective from July 1, 2019 to June 30, 2022, with the allocation of at least 4 deputies for 36 hours for the 4th of July and 2 deputies for 4 hours to the Christmas light parade (addendum to paragraph 11 of exhibit A of said agreement) and in annual amounts not to exceed those of paragraph 1.**

February 11, 2020

Thomas arrived at the hour of 7:00AM, and Keaton left the meeting at the hour of 7:27pm. This maintained the quorum of the City Council between the hours of 6:30pm to 7:00pm.

THE MATTER OF CONSIDERATION OF AN EMPLOYMENT AGREEMENT WITH JOHN HITT TO SERVE AS HARRISBURG CITY ADMINISTRATOR

- Eldridge read aloud statements that had been provided by Councilors Rob Boese, and Adam Keaton. (These are on file in the City Records Office.)
- Caughey commented that John has already shown himself to be a true Harrisburgian.
- Thomas agreed, and **motioned to approve the proposed City of Harrisburg – John Hitt Employment Agreement.** Both Downey and Caughey **seconded the motion at the same time. The motion was agreed to unanimously by the City Council.**
- Hitt said that both staff and the City Council have been good groups to work with, and if they hadn't had been, he wouldn't be willing to be the permanent City Administrator. He looked forward to the future and thanked them for hiring him as a regular and permanent City Administrator.

RESOLUTIONS

THE MATTER OF APPROVING PERSONNEL POLICY NO. 105, 'NO-HARASSMENT' AND RESOLUTION NO. 1226

- Eldridge quickly summarized the Personnel Policy changes, and her comments in the Staff Report.
- Downey **motioned to Approve Resolution No. 1226, "A RESOLUTION AMENDING THE CITY OF HARRISBURG EMPLOYEE MANUAL, TO UPDATE POLICY NO. 105, NO-HARASSMENT".** She was **seconded** by Thomas, and the **City Council voted unanimously to approve Resolution No. 1226, and therefore Policy No. 105, No-Harassment.**

THE MATTER OF APPROVING THE CONSENT LIST

- Downey **motioned to approve the Consent List and was seconded** by Caughey. **The City Council then voted unanimously to approve the Consent List. The following items were approved by this Council action:**
 1. **The City Council Minutes for the November 12, 2019 Business Meeting.**
 2. **The payment approval report for January 2020**

CITY ADMINISTRATOR VERBAL REPORT

Summer Sounds and Movies/Tri-County Chamber of Commerce:

- Hitt noted that he was meeting with the Chamber of Commerce, and had asked them to co-sponsor the concerts, as well as possibly the movies. There were some issues with the movies, which might be discontinued. He will be meeting with the Chamber in March.

RAIN - 6 Month Report from Corey Wright (Scheduled presentation for March 24, 2020):

February 11, 2020

- Hitt spoke briefly about RAIN, and the services that they were bringing to Harrisburg.
- Eldridge added that on February 27, 2020, there was going to be a Fireside Chat Session with a well-known business investor.

Coburg Police Traffic Enhancement Pilot Program - Schedule 2nd Meet & Greet Session?

- Hitt spoke briefly about whether the City Council wanted to have a second meet and greet, but City Council didn't really feel that they needed to have one.
- Downey wanted to make sure that we bring down the deputy who was working with the Neighborhood Watch groups. She wanted to have the crime forum meetings working again.

Knife River - Preliminary Title Report, and Knife River Offer to pay \$5,000 in Farm Deferral Charges from Linn County:

- Eldridge noted that the preliminary title report was here, and it looked as though everything would be completed in time for closing at the end of the month.
- Hitt said that the plat had finally been recorded by the County. He then explained that we had discovered that there were farm deferral charges that needed to be paid, and which Knife River was willing to do.

Miscellaneous:

- Hitt noted that he would be applying for a TGM (Transportation and Growth Management) grant, which would allow us to update and revise our TSP (Transportation System Plan.) He had already presented a notice to the DLCD for that. (Department of Land Conservation and Development). He would also like to apply for a RARE (Resource Assistance for Rural Environments) person to assist with those. He would have that person work on the TSP update, or on the Parks Master Plan, which also needs to be updated. The Parks Master Plan will include the need to create a final conceptual plan for the new park's property.
- Hitt then asked for a consensus from Council, to have him be the primary representative from the City to be part of the Oregon Cascades West Council of Governments Regional Consortium, in relation to wetlands, with Eldridge appointed as the secondary. ***City Council agreed with those appointments.***

ADJOURN The City Council adjourned at the hour of 8:02pm.

Mayor

City Recorder

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included. "

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Amount Paid | GL Account Number |
|-------------|---------------------------------|----------------|----------------------|--------------|-------------|-------------------|
| 1575 | | | | | | |
| 1575 | American Water Works Associatio | 0002009515 | Membership Fee | 03/30/2020 | 183.00 | 51-76-2000 |
| 1575 | American Water Works Associatio | 0002009515 | Membership Fee | 03/30/2020 | 183.00 | 52-76-2000 |
| Total 1575: | | | | | 366.00 | |
| 1206 | | | | | | |
| 1206 | Analytical Lab & Consultants | 124226 | Water Testing | 02/29/2020 | 237.00 | 52-65-4200 |
| 1206 | Analytical Lab & Consultants | 124506 | Water Testing | 02/29/2020 | 183.00 | 51-65-4200 |
| 1206 | Analytical Lab & Consultants | 124659 | Water Testing | 02/29/2020 | 237.00 | 52-65-4200 |
| 1206 | Analytical Lab & Consultants | 125089 | Water Testing | 02/29/2020 | 237.00 | 52-65-4200 |
| Total 1206: | | | | | 894.00 | |
| 3200 | | | | | | |
| 3200 | Barnes & Noble, Inc. | 3977698 | Books | 03/22/2020 | 104.76 | 24-60-2000 |
| 3200 | Barnes & Noble, Inc. | 3981337 | Books | 03/22/2020 | 260.86 | 24-60-2000 |
| 3200 | Barnes & Noble, Inc. | 3982347 | Books | 03/22/2020 | 48.82 | 24-60-2000 |
| Total 3200: | | | | | 414.44 | |
| 3693 | | | | | | |
| 3693 | Branch Engineering Inc | 00013788 | Engineering Services | 02/29/2020 | 1,561.25 | 51-78-8015 |
| 3693 | Branch Engineering Inc | 00013789 | Engineering Services | 02/29/2020 | 1,520.00 | 10-41-4000 |
| 3693 | Branch Engineering Inc | 00013793 | Engineering Services | 02/29/2020 | 2,775.00 | 51-78-8015 |
| Total 3693: | | | | | 5,856.25 | |
| 2549 | | | | | | |
| 2549 | Cascade Columbia Distribution | 772165 | Misc. P/W Expense | 02/29/2020 | 1,290.40 | 52-65-4000 |
| 2549 | Cascade Columbia Distribution | 773331 | Misc. P/W Expense | 03/30/2020 | 1,290.40 | 52-65-4000 |
| Total 2549: | | | | | 2,580.80 | |
| 3407 | | | | | | |
| 3407 | Cascade Health Solutions | 3752-129 | Exam | 02/29/2020 | 168.00 | 11-44-6100 |
| 3407 | Cascade Health Solutions | 3752-129 | Exam | 02/29/2020 | 122.00 | 11-44-5000 |
| Total 3407: | | | | | 290.00 | |
| 3773 | | | | | | |
| 3773 | CenturyLink | FEB 2020 | Phone Bill | 02/29/2020 | 44.30 | 52-65-3500 |
| 3773 | CenturyLink | FEB 2020 | Phone Bill | 02/29/2020 | 45.95 | 52-65-3500 |
| 3773 | CenturyLink | FEB 2020 | Phone Bill | 02/29/2020 | 45.29 | 51-65-3500 |
| 3773 | CenturyLink | FEB 2020 | Phone Bill | 02/29/2020 | 41.84 | 51-65-3500 |
| 3773 | CenturyLink | FEB 2020 | Phone Bill | 02/29/2020 | 45.95 | 52-65-3500 |
| 3773 | CenturyLink | FEB 2020 | Phone Bill | 02/29/2020 | 43.64 | 52-65-3500 |
| 3773 | CenturyLink | FEB 2020 | Phone Bill | 02/29/2020 | 45.95 | 52-65-3500 |
| 3773 | CenturyLink | FEB 2020 | Phone Bill | 02/29/2020 | 41.84 | 10-69-3500 |
| 3773 | CenturyLink | FEB 2020 | Phone Bill | 02/29/2020 | 44.30 | 52-65-3500 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Amount Paid | GL Account Number |
|-------------|--------------------------------|----------------|------------------------|--------------|-------------|-------------------|
| Total 3773: | | | | | 399.06 | |
| 2939 | | | | | | |
| 2939 | Cobalt Computer Services, Inc. | 17590 | Computer Service | 02/29/2020 | 204.75 | 40-65-8015 |
| Total 2939: | | | | | 204.75 | |
| 2720 | | | | | | |
| 2720 | Comcast | FEB 2020 | Internet Service | 02/29/2020 | 155.13 | 10-60-2000 |
| 2720 | Comcast | FEB 2020 LIB | Internet Service | 02/29/2020 | 146.85 | 24-60-2525 |
| 2720 | Comcast | FEB 2020 P/W | Internet Service | 02/29/2020 | 74.18 | 51-65-3550 |
| 2720 | Comcast | FEB 2020 P/W | Internet Service | 02/29/2020 | 74.17 | 52-65-3550 |
| 2720 | Comcast | MARCH 2020 L | Internet Service | 03/31/2020 | 146.85 | 24-60-2525 |
| Total 2720: | | | | | 597.18 | |
| 1210 | | | | | | |
| 1210 | Conser Quarry Company | 46990 | Gravel | 02/29/2020 | 219.56 | 51-65-2400 |
| Total 1210: | | | | | 219.56 | |
| 3868 | | | | | | |
| 3868 | Corvallis Neighborhood Housing | 033020 | Disbursement | 03/31/2020 | 31,575.05 | 10-66-6000 |
| Total 3868: | | | | | 31,575.05 | |
| 3910 | | | | | | |
| 3910 | Culver Glass Company | 119109 | Misc P/W Exp | 03/13/2020 | 3,182.00 | 10-85-3150 |
| Total 3910: | | | | | 3,182.00 | |
| 1988 | | | | | | |
| 1988 | Delta Sand & Gravel Co. | 130430 | Misc. P/W Exp | 03/30/2020 | 75.05 | 10-72-6700 |
| Total 1988: | | | | | 75.05 | |
| 1000 | | | | | | |
| 1000 | DEQ | MARCH 2020 | Operator Certification | 03/30/2020 | 120.00 | 51-76-2000 |
| 1000 | DEQ | MARCH 2020 | Operator Certification | 03/30/2020 | 120.00 | 52-76-2000 |
| Total 1000: | | | | | 240.00 | |
| 2282 | | | | | | |
| 2282 | EARTH20 | 091508 | Bottled Water | 02/29/2020 | 4.00 | 10-53-2200 |
| 2282 | EARTH20 | 879099 | Bottled Water | 02/29/2020 | 30.60 | 10-53-2200 |
| 2282 | EARTH20 | 879099 | Bottled Water | 02/29/2020 | 2.49 | 10-53-2200 |
| 2282 | EARTH20 | 879099 | Bottled Water | 02/29/2020 | 4.00 | 10-53-2200 |
| 2282 | EARTH20 | 987000 | Bottled Water | 02/29/2020 | 20.40 | 10-53-2200 |
| 2282 | EARTH20 | 987000 | Bottled Water | 02/29/2020 | 2.49 | 10-53-2200 |
| Total 2282: | | | | | 63.98 | |
| 3743 | | | | | | |
| 3743 | Fern Ridge Review | 21642 | Public Notice | 02/29/2020 | 64.00 | 10-50-2100 |
| 3743 | Fern Ridge Review | 21643 | Public Notice | 02/29/2020 | 64.00 | 10-50-2100 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Amount Paid | GL Account Number |
|-------------|-------------------------------|----------------|----------------------------|--------------|-------------|-------------------|
| Total 3743: | | | | | 128.00 | |
| 3697 | | | | | | |
| 3697 | Fewel, Brewer & Coulombe | 500511 | Attorney Fees | 03/13/2020 | 491.25 | 10-42-2500 |
| 3697 | Fewel, Brewer & Coulombe | 500516 | Attorney Fees | 03/13/2020 | 375.00 | 10-42-2500 |
| Total 3697: | | | | | 866.25 | |
| 1218 | | | | | | |
| 1218 | Grainger | 3463838160 | Misc. P/W Supplies | 03/30/2020 | 64.10 | 10-72-6700 |
| 1218 | Grainger | 9455331174 | Misc. P/W Supplies | 02/29/2020 | 117.28 | 10-72-4000 |
| 1218 | Grainger | 9464073684 | Misc. P/W Supplies | 03/30/2020 | 28.87 | 51-65-4600 |
| 1218 | Grainger | 9464073684 | Misc. P/W Supplies | 03/30/2020 | 28.87 | 52-65-4600 |
| 1218 | Grainger | 9465082643 | Misc. P/W Supplies | 03/30/2020 | 64.22 | 11-44-6100 |
| 1218 | Grainger | 9467443355 | Misc. P/W Supplies | 03/30/2020 | 8.26 | 11-45-2100 |
| 1218 | Grainger | 9467443355 | Misc. P/W Supplies | 03/30/2020 | 9.63 | 51-73-2100 |
| 1218 | Grainger | 9467443355 | Misc. P/W Supplies | 03/30/2020 | 9.63 | 52-73-2100 |
| 1218 | Grainger | 9467443355 | Misc. P/W Supplies | 03/30/2020 | 20.64 | 11-44-6100 |
| 1218 | Grainger | 9467446291 | Misc. P/W Supplies | 03/30/2020 | 31.50 | 11-45-2100 |
| 1218 | Grainger | 9474915668 | Misc. P/W Supplies | 03/30/2020 | 25.08 | 11-44-6100 |
| Total 1218: | | | | | 408.08 | |
| 1220 | | | | | | |
| 1220 | Hurd's Custom Machinery, Inc. | 24557 | Public Works Supplies | 02/29/2020 | 18.10 | 10-72-4000 |
| 1220 | Hurd's Custom Machinery, Inc. | 24557 | Public Works Supplies | 02/29/2020 | 87.57 | 52-65-4600 |
| 1220 | Hurd's Custom Machinery, Inc. | 24802 | Public Works Supplies | 02/29/2020 | 7.89 | 52-65-4600 |
| Total 1220: | | | | | 113.56 | |
| 1101 | | | | | | |
| 1101 | Ingram Library Services | 44149711 | Library books | 02/29/2020 | 20.14 | 24-60-2000 |
| 1101 | Ingram Library Services | 44149712 | Library books | 02/29/2020 | 47.15 | 24-60-2000 |
| 1101 | Ingram Library Services | 44231939 | Library books | 03/13/2020 | 16.32 | 24-60-2000 |
| 1101 | Ingram Library Services | 44231940 | Library books | 03/13/2020 | 23.51 | 24-60-2000 |
| 1101 | Ingram Library Services | 44335460 | Library books | 03/22/2020 | 36.07 | 24-60-2000 |
| Total 1101: | | | | | 143.19 | |
| 1221 | | | | | | |
| 1221 | Jerry's Home Improvement | 18312 | Misc Public Works Supplies | 02/29/2020 | 99.92 | 10-72-4000 |
| Total 1221: | | | | | 99.92 | |
| 3432 | | | | | | |
| 3432 | John Deere Financial | 1894735 | Misc P/W Exp | 02/29/2020 | 51.89 | 11-45-3000 |
| Total 3432: | | | | | 51.89 | |
| 3683 | | | | | | |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 18.40 | 10-53-2200 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 28.96 | 10-53-2200 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 11.95 | 10-53-2200 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 29.78 | 10-53-2200 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 10.00 | 10-53-2200 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 7.85 | 10-60-2400 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Amount Paid | GL Account Number |
|-------------|----------------------------|----------------|--------------------------|--------------|-------------|-------------------|
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 110.00 | 10-60-2400 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 24.50 | 10-60-2400 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 4.95 | 10-60-2400 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 97.76 | 24-60-3050 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 9.90 | 24-60-3050 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 29.01 | 24-60-2000 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 200.00 | 10-63-2000 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 360.00 | 24-50-2125 |
| 3683 | Keybank N.A. | FEB 2020 B | Misc Credit Card Charges | 02/29/2020 | 39.50 | 10-60-2400 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 5.00 | 10-63-2300 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 168.07 | 10-63-2200 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 8.95 | 10-53-2200 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 42.79 | 10-53-2200 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 37.50 | 51-74-2400 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 37.50 | 52-74-2400 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 27.13 | 10-60-2300 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 28.90 | 10-60-2300 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 11.96 | 24-60-3050 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 66.93 | 24-60-2800 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 211.80 | 10-72-4000 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 78.74 | 10-72-4000 |
| 3683 | Keybank N.A. | MARCH 2020 | Misc Credit Card Charges | 03/31/2020 | 39.00 | 10-53-2200 |
| 3683 | Keybank N.A. | MARCH 2020 L | Misc Credit Card Charges | 03/31/2020 | 438.85 | 10-53-2200 |
| 3683 | Keybank N.A. | MARCH 2020 L | Misc Credit Card Charges | 03/31/2020 | 94.50 | 10-72-6700 |
| 3683 | Keybank N.A. | MARCH 2020 L | Misc Credit Card Charges | 03/31/2020 | 310.00 | 24-50-2125 |
| 3683 | Keybank N.A. | MARCH 2020 L | Misc Credit Card Charges | 03/31/2020 | 4.28 | 51-65-4600 |
| 3683 | Keybank N.A. | MARCH 2020 L | Misc Credit Card Charges | 03/31/2020 | 4.29 | 52-65-4600 |
| 3683 | Keybank N.A. | MARCH 2020 L | Misc Credit Card Charges | 03/31/2020 | 75.69 | 11-43-2000 |
| 3683 | Keybank N.A. | MARCH 2020 L | Misc Credit Card Charges | 03/31/2020 | 84.89 | 11-44-6100 |
| 3683 | Keybank N.A. | MARCH 2020 L | Misc Credit Card Charges | 03/31/2020 | 39.98 | 11-45-3000 |
| 3683 | Keybank N.A. | MARCH 2020 L | Misc Credit Card Charges | 03/31/2020 | 190.00 | 11-44-5000 |
| 3683 | Keybank N.A. | MARCH 2020 L | Misc Credit Card Charges | 03/31/2020 | 9.99 | 10-53-2200 |
| Total 3683: | | | | | 1,985.58 | |
| 1225 | | | | | | |
| 1225 | Linn County Building Dept. | FEB 2020 | Building Permit Fees | 02/29/2020 | 16,007.41 | 10-50-2000 |
| Total 1225: | | | | | 16,007.41 | |
| 2211 | | | | | | |
| 2211 | Linn County Recorder | 319201 | Recording Fee | 03/22/2020 | 115.00 | 10-53-2200 |
| Total 2211: | | | | | 115.00 | |
| 3819 | | | | | | |
| 3819 | Linn County Treasurer | FEB 2020 | Court Revenue Payout | 02/29/2020 | 144.62 | 10-42-2200 |
| Total 3819: | | | | | 144.62 | |
| 1227 | | | | | | |
| 1227 | McKinley Printing Company | 2690 | Business Cards | 03/31/2020 | 48.00 | 10-60-2300 |
| Total 1227: | | | | | 48.00 | |
| 1077 | | | | | | |
| 1077 | Michele Eldridge | 319203 | Reimbursements | 03/22/2020 | 26.01 | 10-53-2200 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Amount Paid | GL Account Number |
|-------------|---------------------------------|----------------|-------------------------|--------------|-------------|-------------------|
| 1077 | Michele Eldridge | 319203 | Reimbursements | 03/22/2020 | 5.99 | 10-53-2200 |
| Total 1077: | | | | | 32.00 | |
| 3710 | | | | | | |
| 3710 | Miscellaneous Expense | 319202 | Per Diem | 03/22/2020 | 23.00 | 10-63-2200 |
| 3710 | Miscellaneous Expense | 319202 | Mileage | 03/22/2020 | 104.60 | 10-63-2300 |
| Total 3710: | | | | | 127.60 | |
| 3894 | | | | | | |
| 3894 | Mitel | 33474057 | Phone Bill | 03/13/2020 | 112.16 | 10-69-3500 |
| 3894 | Mitel | 33474057 | Phone Bill | 03/13/2020 | 112.16 | 51-65-3500 |
| 3894 | Mitel | 33474057 | Phone Bill | 03/13/2020 | 112.16 | 52-65-3500 |
| 3894 | Mitel | 33474057 | Phone Bill | 03/13/2020 | 31.50 | 24-60-2500 |
| Total 3894: | | | | | 367.98 | |
| 3873 | | | | | | |
| 3873 | NAPA Auto Parts | 603329 | Misc P/W Exp | 02/29/2020 | 13.98 | 11-45-3000 |
| Total 3873: | | | | | 13.98 | |
| 2644 | | | | | | |
| 2644 | Net Assets | 54-202002 | Lien Searches | 02/29/2020 | 111.00 | 10-53-2250 |
| Total 2644: | | | | | 111.00 | |
| 1102 | | | | | | |
| 1102 | NW Natural Gas Co. | MARCH 2020 | Utilities | 03/16/2020 | 32.63 | 10-69-2000 |
| 1102 | NW Natural Gas Co. | MARCH 2020 | Utilities | 03/16/2020 | 331.66 | 51-65-2700 |
| 1102 | NW Natural Gas Co. | MARCH 2020 | Utilities | 03/16/2020 | 48.48 | 52-65-2700 |
| Total 1102: | | | | | 412.77 | |
| 2201 | | | | | | |
| 2201 | Occidental Chemical Corporation | 1203835457 | PW Misc. Expense | 02/29/2020 | 9,140.00 | 51-65-4000 |
| 2201 | Occidental Chemical Corporation | 1203835457 | PW Misc. Expense | 02/29/2020 | 18,280.00 | 52-65-4000 |
| Total 2201: | | | | | 27,420.00 | |
| 1033 | | | | | | |
| 1033 | Oregon Department of Revenue | FEB 2020 | Court Revenue Payout | 02/29/2020 | 666.75 | 10-42-2200 |
| Total 1033: | | | | | 666.75 | |
| 1862 | | | | | | |
| 1862 | Oregon DMV | 44012499 | Record Inquiry | 02/29/2020 | 1.85 | 10-42-2800 |
| Total 1862: | | | | | 1.85 | |
| 3096 | | | | | | |
| 3096 | Pacific Office Automation | 615013 | Library Copier Contract | 02/29/2020 | 20.02 | 24-60-2800 |
| Total 3096: | | | | | 20.02 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Amount Paid | GL Account Number |
|-------------|-------------------------------|----------------|-----------------------|--------------|-------------|-------------------|
| 1079 | | | | | | |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 75.85 | 52-65-2600 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 20.39 | 10-69-2500 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 299.89 | 10-69-2500 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 33.19 | 10-69-2500 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 60.02 | 10-69-2500 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 73.56 | 10-69-2500 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 940.64 | 10-69-2500 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 69.98 | 52-65-2600 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 119.89 | 52-65-2600 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 1,079.84 | 52-65-2600 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 67.80 | 52-65-2600 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 21.02 | 52-65-2600 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 37.33 | 52-65-2600 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 36.74 | 10-72-6700 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 196.35 | 25-65-2500 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 27.10 | 25-65-2500 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 46.92 | 25-65-2500 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 136.31 | 25-65-2500 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 87.78 | 10-69-3000 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 43.30 | 10-69-3000 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 589.29 | 10-69-3000 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 68.60 | 10-69-3000 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 1,160.13 | 10-69-3000 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 63.39 | 10-69-3000 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 125.13 | 10-69-3000 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 274.85 | 10-69-3000 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 18.29 | 10-69-3000 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 167.44 | 10-69-3000 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 33.28 | 11-44-2000 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 3,547.47 | 51-65-2600 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 1,120.35 | 51-65-2600 |
| 1079 | Pacific Power & Light Company | FEB 2020 | UTILITIES | 02/29/2020 | 135.74 | 51-65-2600 |
| Total 1079: | | | | | 10,777.86 | |
| 1814 | | | | | | |
| 1814 | Peterson CAT | SW510074093 | Public Works Supplies | 03/30/2020 | 742.46 | 11-45-2100 |
| 1814 | Peterson CAT | SW510074093 | Public Works Supplies | 03/30/2020 | 866.20 | 51-73-2100 |
| 1814 | Peterson CAT | SW510074093 | Public Works Supplies | 03/30/2020 | 866.19 | 52-73-2100 |
| Total 1814: | | | | | 2,474.85 | |
| 1507 | | | | | | |
| 1507 | Rick Nelson | MARCH 2020 | Per Diem | 03/13/2020 | 66.50 | 51-76-2300 |
| 1507 | Rick Nelson | MARCH 2020 | Per Diem | 03/13/2020 | 66.50 | 52-76-2300 |
| Total 1507: | | | | | 133.00 | |
| 1815 | | | | | | |
| 1815 | Right-Way Plumbing & Backflow | 17840 | Misc. P/W Supplies | 01/31/2020 | 365.66 | 51-65-4600 |
| Total 1815: | | | | | 365.66 | |
| 3880 | | | | | | |
| 3880 | Ryan Lowery | L0011492309 | Reimbursement | 03/30/2020 | 115.00 | 11-44-6100 |
| 3880 | Ryan Lowery | MARCH 2020 | Reimbursement | 03/13/2020 | 116.00 | 25-65-2000 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Amount Paid | GL Account Number |
|-------------|-------------------------------|----------------|-----------------------------|--------------|-------------|-------------------|
| Total 3880: | | | | | 231.00 | |
| 3911 | | | | | | |
| 3911 | Skyline Sales Inc | 74144 | Vehicle Purchase | 03/16/2020 | 40,302.84 | 41-78-8010 |
| Total 3911: | | | | | 40,302.84 | |
| 2927 | | | | | | |
| 2927 | Staples Business Advantage | 3441341858 | Office Supplies | 03/22/2020 | 62.84 | 10-60-2300 |
| 2927 | Staples Business Advantage | 3441341858 | Office Supplies | 03/22/2020 | 62.83 | 51-74-2400 |
| 2927 | Staples Business Advantage | 3441341858 | Office Supplies | 03/22/2020 | 62.83 | 52-74-2400 |
| 2927 | Staples Business Advantage | 3441341859 | Office Supplies | 03/22/2020 | 29.45 | 10-60-2300 |
| 2927 | Staples Business Advantage | 3441341859 | Office Supplies | 03/22/2020 | 29.44 | 51-74-2400 |
| 2927 | Staples Business Advantage | 3441341859 | Office Supplies | 03/22/2020 | 29.45 | 52-74-2400 |
| Total 2927: | | | | | 276.84 | |
| 1144 | | | | | | |
| 1144 | Suzan Jackson | 190 | Janitor Services | 03/31/2020 | 599.17 | 10-72-4100 |
| 1144 | Suzan Jackson | 190 | Janitor Services | 03/31/2020 | 375.83 | 10-72-4100 |
| Total 1144: | | | | | 975.00 | |
| 3243 | | | | | | |
| 3243 | Synergy Security Solutions | 8384 B | Security | 02/29/2020 | 180.00 | 10-72-4000 |
| Total 3243: | | | | | 180.00 | |
| 3826 | | | | | | |
| 3826 | Valley Argonomics LLC | 74013376 | Misc P/W Exp | 03/30/2020 | 175.73 | 25-65-2000 |
| Total 3826: | | | | | 175.73 | |
| 3663 | | | | | | |
| 3663 | Water & Sewer Account Refunds | #11650.08 | Utility Billing Overpayment | 03/13/2020 | 60.61 | 01-1075 |
| 3663 | Water & Sewer Account Refunds | #11758.07 | W/S Deposit Refund | 03/13/2020 | 22.67 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #11758.07 | W/S Deposit Refund | 03/13/2020 | 22.68 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #11764.04 | W/S Deposit Refund | 03/13/2020 | 50.00 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #11764.04 | W/S Deposit Refund | 03/13/2020 | 50.00 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #11765.03 | W/S Deposit Refund | 03/13/2020 | 50.00 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #11765.03 | W/S Deposit Refund | 03/13/2020 | 50.00 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #11789.02 | W/S Deposit Refund | 03/31/2020 | 14.00 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #11789.02 | W/S Deposit Refund | 03/31/2020 | 14.00 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #11793.02 | W/S Deposit Refund | 03/13/2020 | 50.00 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #11793.02 | W/S Deposit Refund | 03/13/2020 | 50.00 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #134.03 | W/S Deposit Refund | 03/13/2020 | 50.00 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #134.03 | W/S Deposit Refund | 03/13/2020 | 50.00 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #231.06 | W/S Deposit Refund | 03/13/2020 | 50.00 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #231.06 | W/S Deposit Refund | 03/13/2020 | 50.00 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #289.03 | W/S Deposit Refund | 03/13/2020 | 50.00 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #289.03 | W/S Deposit Refund | 03/13/2020 | 50.00 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #325.03 | W/S Deposit Refund | 03/13/2020 | 28.55 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #325.03 | W/S Deposit Refund | 03/13/2020 | 28.55 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #325.03 B | Utility Billing Overpayment | 03/13/2020 | 41.24 | 01-1075 |
| 3663 | Water & Sewer Account Refunds | #336.06 | W/S Deposit Refund | 03/13/2020 | 50.00 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #336.06 | W/S Deposit Refund | 03/13/2020 | 50.00 | 52-2120 |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Amount Paid | GL Account Number |
|---------------|-------------------------------|----------------|-----------------------------|--------------|-------------|-------------------|
| 3663 | Water & Sewer Account Refunds | #354.03 | W/S Deposit Refund | 03/13/2020 | 50.00 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #354.03 | W/S Deposit Refund | 03/13/2020 | 50.00 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #380.04 | W/S Deposit Refund | 03/13/2020 | 50.00 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #380.04 | W/S Deposit Refund | 03/13/2020 | 50.00 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #533.10 | Utility Billing Overpayment | 03/22/2020 | 40.00 | 01-1075 |
| 3663 | Water & Sewer Account Refunds | #533.11 B | Utility Billing Overpayment | 03/13/2020 | 17.48 | 01-1075 |
| 3663 | Water & Sewer Account Refunds | #776.02 | W/S Deposit Refund | 03/13/2020 | 50.00 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #776.02 | W/S Deposit Refund | 03/13/2020 | 50.00 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | #8.08 | W/S Deposit Refund | 03/22/2020 | 35.75 | 51-2120 |
| 3663 | Water & Sewer Account Refunds | #8.08 | W/S Deposit Refund | 03/22/2020 | 35.75 | 52-2120 |
| 3663 | Water & Sewer Account Refunds | 309201 | Utility Billing Overpayment | 03/13/2020 | 6,235.39 | 01-1075 |
| Total 3663: | | | | | 7,596.67 | |
| 1239 | | | | | | |
| 1239 | WECO | CP-00102596 | PW Gas Exp | 02/29/2020 | 389.24 | 11-45-2000 |
| 1239 | WECO | CP-00102596 | PW Gas Exp | 02/29/2020 | 454.11 | 51-73-2000 |
| 1239 | WECO | CP-00102596 | PW Gas Exp | 02/29/2020 | 454.10 | 52-73-2000 |
| Total 1239: | | | | | 1,297.45 | |
| 3909 | | | | | | |
| 3909 | Western Collection Bureau Inc | 18760 | Debt Collection | 02/29/2020 | 5.00 | 10-42-2800 |
| Total 3909: | | | | | 5.00 | |
| Grand Totals: | | | | | 161,035.47 | |

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Amount Paid | GL Account Number |
|--------|-------------|----------------|-------------|--------------|-------------|-------------------|
|--------|-------------|----------------|-------------|--------------|-------------|-------------------|

Report Criteria:

Detail report.

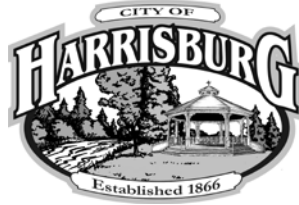
Invoices with totals above \$0 included.

Paid and unpaid invoices included. "

Payment Approval Report

Expense Account Key

| | <u>Fund Number</u> | G.L. Acct Number |
|-----------------------|------------------------|---------------------|
| General Fund | 10 | 10-XX-XXXX |
| Street Fund | 11 | 11-XX-XXXX |
| CED Fund | 23 | 23-XX-XXXX |
| Library Fund | 24 | 24-XX-XXXX |
| Storm Fund | 25 | 25-XX-XXXX |
| Office Equipment Fund | 40 | 40-XX-XXXX |
| Equipment Fund | 41 | 41-XX-XXXX |
| Water Fund | 51 | 51-XX-XXXX |
| Sewer Fund | 52 | 52-XX-XXXX |
| Sewer Reserve Fund | | 56-XX-XXXX |



Harrisburg Personnel Committee
Minutes for October 21, 2019

Time: 7:00 PM

Place: Harrisburg Municipal Center, located at 354 Smith St. (Jury Room)

Committee members present: Kimberly Downey, and Mike Caughey. Rob Boese was absent. Also present was Interim City Administrator John Hitt.

Called to order by Chairperson Downey at 7:07PM

1. *Chairperson Downey asked for any public input. No members of the public were present.*

Chairperson Downey recessed the public portion of the meeting and opened an Executive Session as per ORS 192.660(1)(2)(a) to consider the employment of a public official/employee

2.a. SUBJECT:

2.b. DISCUSSION: THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR.

Review applications for Harrisburg City Administrator as submitted by the Oregon Cascades West Council of Governments (OCWCOG), as per the Harrisburg/OCWCOG city administrator recruitment agreement.

Chairperson Downey closed the Executive Session and reconvened the public session at 7:43 pm

ACTION:

- Caughey moved to recommend to the City Council that all current City Administrator applications not receive further consideration and that the city re-open a public solicitation/recruitment for a new City Administrator. Chairperson Downey seconded and motion passed.
- Chairperson Downey moved and Member Caughey seconded to bring back to the next Personnel Committee meeting, for further consideration, the 'Alternative Interview Questions', proposed by ICA John Hitt. Motion Passed.

The Personnel Committee adjourned the meeting at 8:20p.m.

Chairperson

City Recorder

1
Personnel Committee Minutes
October 21, 2019



Harrisburg Personnel Committee
Minutes for November 20, 2019

Time: 7:00 PM

Place: Harrisburg Municipal Center, located at 354 Smith St. (Jury Room)

Committee members present: Kimberly Downey, and Mike Caughey. Rob Boese was absent. Also present was Interim City Administrator John Hitt.

Called to order by Chairperson Downey at 7:05PM

1. *Chairperson Downey asked for any public input. No members of the public were present.*
2. *Council Member Caughey **moved to approve the minutes of the Oct. 21, 2019 Personnel Committee Meeting.** Chairperson Downey **seconded and Motion Passed.***

- 2.a. **SUBJECT: Review of applications for the position of City Administrator as forwarded by the Oregon Cascades West Council of Governments**

Chairperson Downey recessed the public portion of the meeting and opened an Executive Session as per ORS 192.660(1)(2)(a) to consider the employment of a public official/employee

Chairperson Downey closed the Executive Session and reconvened the public session at 7:41 pm

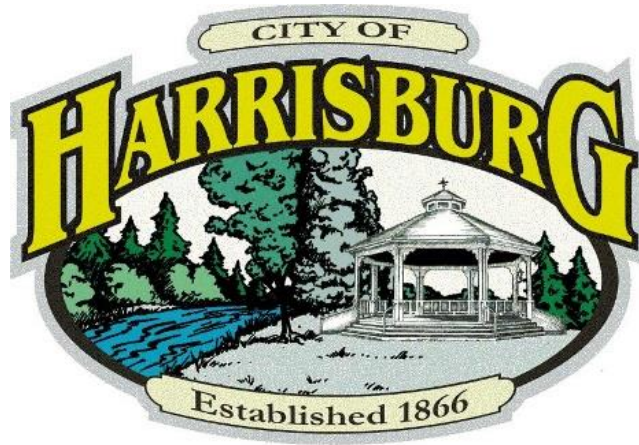
ACTION:

- **Caughey moved that the Personnel Committee recommend that the City Council interview applicants Jordan Cogburn and Hilary Norton at the next regularly scheduled City Council meeting.** Chairperson Downey **seconded and motion passed.**
- **Chairperson Downey moved to approve the alternative city administrator interview questions as presented by Interim City Administrator Hitt.** Councilor Caughey **seconded and motion passed.**

The Personnel Committee was adjourned the Chairperson as the meeting at 7:47p.m.

Chairperson

City Recorder



Personnel Committee Meeting Minutes
January 20, 2020
6:30 PM

Chairperson: Kimberly Downey
Committee Members: Mike Caughey; Robert Boese was absent.
Staff Members Present: Interim City Administrator John Hitt and City Recorder/Asst. City Administrator
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL WAS AT 6:30PM

CONCERNED CITIZEN(S) IN THE AUDIENCE. NONE

APPROVAL OF MINUTES

- Caughey motioned to approve the minutes and was seconded by Downey.
 The Personnel Committee then voted unanimously to Approve the Minutes of October 9, 2019.

THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR

The Committee talked about the possibilities of changing the position to part-time, but recognized with the water bond projects, and the new park being purchased, that there was simply too much going on to have anything other than a full-time position. After reviewing the salary levels as listed in the agenda, the Committee decided to increase the position to a salary level of \$90,000 to \$120,000.

The committee then discussed whether they wanted to bring back Ryan from the OCWCOG (Oregon Cascades West Council of Governments) to assist with recruitment efforts. Hitt noted that he would reach out to Prothman to review the costs. Initially, it looks like the cost would be \$7,500 for them, but that was with some steps that we've already completed. He would need to talk with them about changing that. He had also talked with Novak Consulting Group, but the price was exorbitant at \$15,000 to \$20,000. OCWCOG would likely cost another \$2,100 or \$2,200 more.

Initially, the Committee thought that Eldridge could bring back the revised brochure at the next meeting for review, but they decided to have her send it to them via email. Caughey asked if Hitt was still absolutely not interested in being the City Administrator, and Hitt said that actually, he was considering it. The City had continued to grow on him, and a lot of that factor was due to the type of City Council we have, and his staff members. He would consider it further and was talking

January 20, 2020

with his wife and family as well, since it would also impact them. It would also obviously reduce our recruitment costs to what we've already expended. Downey was thrilled, as was Caughey, with the thought of Hitt becoming a permanent employee, and looked forward to hearing his decision.

ACTION:

1. Downey **motioned to recommend to the City Council that we review whether or not to go with Prothman or to extend the contract with OCWCOG.** Caughey **seconded the motion, and the Personnel Committee voted unanimously to approve the recommendation to Council to decide between Prothman and OCWCOG for recruitment services.**
2. Caughey **motioned to recommend to the City Council that they change the salary level for City Administrator to a wage of \$90,000 to \$120,000.** Downey **seconded the motion, and the Personnel Committee voted unanimously to recommend that the City Council adopt the change to the salary schedule to reflect an annual wage of \$90,000 to \$120,000.**

THE MATTER OF REVIEWING POLICY NO. 105 – RETITLED TO ‘NO-HARASSMENT’

The Committee discussed the policy, and in relation to the comment on page 9 of the agenda, decided that if someone distrusted both the HR Staff, and their supervisors, that they should have the option of taking harassment/retaliation concerns to the Mayor, as long as they followed the chain of command when doing so. No other changes were discussed in-depth by the committee in Policy No. 105.

ACTION: Caughey **motioned to recommend Policy No. 105, ‘No-Harassment’ to the City Council as amended and was seconded** by Downey. **The Personnel Committee then voted unanimously to recommend that the City Council approve Policy No. 105, ‘No-Harassment’, with the amendment to the section shown on page 9.**

OTHERS: None

ADJOURN: The meeting was adjourned at the hour of 7:46pm.

Chairperson

City Recorder/Asst. City Administrator