

City Council Business Meeting Agenda
April 11, 2023
6:30 PM

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and
Charlotte Thomas
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder Lori Ross, at 541-995-6655*
8. *Masks are not required currently. The City does ask anyone running a fever, having an active cough or other respiratory concerns not to attend this meeting.*
9. *If you wish to testify, and are unable to attend due to health concerns, please contact the City Recorder to be placed on a Conference Call list during the meeting.*

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

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

NEW BUSINESS

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

STAFF REPORT:

Exhibit A: Staff Report from 03.14.23

Exhibit B: Harrisburg/Brownsville Partnership Email

Exhibit C: Staff Scope

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

Exhibit E: Email with Cost Break-Out

ACTION: DISCUSSION – AND MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH TATE PUBLIC AFFAIRS AND TO BECOME A MEMBER OF THE SMALL MUNICIPALITY ADVOCACY COALITION

2. THE MATTER OF APPROVING THE 2023-2028 STRATEGIC PLAN

STAFF REPORT:

Exhibit A: 2023-2028 Strategic Plan

ACTION: MOTION TO APPROVE THE 2023-2028 STRATEGIC PLAN

3. THE MATTER OF APPROVING THE 2ND QUARTER 2022/2023 EXPENSE REPORT

STAFF REPORT:

Exhibit A: 2nd Quarter Expense Report Ending December 31,
2022

ACTION: MOTION TO APPROVE THE 2ND QUARTER 2022/2023 EXPENSE REPORT

April 11, 2023

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.

4. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes from February 28th, March 14th

March 28th, 2023

Exhibit B: Payment Approval Report for March 2023

Exhibit C: Out of State Travel for Michele Eldridge-ICMA

Exhibit D: Library Board Minutes from March 7, 2023

Exhibit E: Municipal Court Collection Report March 2023

Exhibit F: Municipal Court Citation Report March 2023

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- 1. The Minutes for the February 28, 2023, March 14, 2023, and the March 28, 2023 City Council Meetings**
- 2. The Payment Approval Report for March 2023**
- 3. Approve the Out of State Travel for Michele Eldridge to attend the Local Government Re-imagined Conference being held in Long Beach, CA**

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

- 1. RVs at Waste Water Facility**
- 2. Ad-Hoc Parks Committee?**
- 3. Restrictions on Camping April 25th Work Session**

OTHER ITEMS

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

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

STAFF REPORT:

- Exhibit A: Staff Report from 03.14.23
- Exhibit B: Harrisburg/Brownsville Partnership Email
- Exhibit C: Staff Scope
- Exhibit D: Tate Public Affairs: Multi-City Rural Coalition Scope and Proposal
- Exhibit E: Email with Cost Break-Out

ACTION: DISCUSSION – AND MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH TATE PUBLIC AFFAIRS AND TO BECOME A MEMBER OF THE SMALL MUNICIPALITY ADVOCACY COALITION

THIS AGENDA BILL IS DESTINED FOR: Agenda – April 11, 2023

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$1,000 or less in 22/23 \$3,900 or less 23/24	No, in current FY Yes, new FY	Contract Services New Budget Year – Contract Services

STAFF RECOMMENDATION:

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

BACKGROUND INFORMATION:

At the last City Council meeting, the City Council liked the idea behind creating our own Small Municipality Advocacy Coalition, under the acronym of SMAC. Since our meeting a month ago, the cities of Scio, Monroe, Sodaville, Brownsville, and Halsey, have all joined the Advocacy Coalition. Some of the details that were discussed at the last meeting are shown in the Staff Report in **Exhibit A**. However, Council had some questions in relation to the process of hiring Tate Public Affairs. Staff has a PowerPoint that can be shared with the City Council during this meeting, and the City of Brownsville has written an email to the City Council and Mayor Duncan shown in **Exhibit B**,

explaining the concepts behind our regional advocacy team, as well as pointing out all of our successes in the past in making sure our collective voices are being heard. We have done some pretty amazing things through collaboration in the past! Brownsville City Administrator Scott McDowell hopes to also be present at this meeting.

The City Council expressed a strong desire to meet Sean Tate, as he will represent the City as a Lobbyist. Sean Tate, of Tate Public Affairs, has graciously accepted our invitation, and will be present this evening to answer questions that the City Council has. For instance, Staff was asked how we would be able to evaluate this program. Unfortunately, there are not a lot of measurements that can be made when establishing relationships with the legislators in Salem. Sean can share what progress looks like in terms of being a lobbyist and advocating for small cities. We had also talked about the possibilities of asking for additional services from Tate Public Affairs, if the Harrisburg City Council would like to be more aggressive than the SMAC group in relation to different types of legislation. Sean was open to the idea of having an additional agreement with Harrisburg, if desired, as ultimately, he is expanding his business by working with our small city groups.

Council also had questions about our collective goal of eventually challenging the unreasonable bureaucracy, and totalitarian direction of some of the state's regulatory requirements, and how it would be approached. This is something that we will discuss further during the proposed Coalition Leadership Session listed in the Scope of Work shown in **Exhibits C and D**. Our Lobbyist would certainly be involved if we were writing or amending legislation that would perhaps change the statutes. However, the representation in engaging with the state, and those regulatory agencies, would be coming from those of us who have joined together in the coalition. We envision a team of City Administrators, and Mayors; people who are passionate about the disparity that we in the small cities are experiencing. It's likely that our strategy moving forward in this collective goal will employ several different objectives and approaches that will work together to strengthen our chances at creating real change, and in successfully challenging the status quo. Our collaboration is laying the groundwork for what we hope to accomplish over the next few years.

As already discussed, the scope covers the next year, and prepares us for action in the short session planned in 2024. We would likely need to create a short Memorandum of Understanding (MOU) that would address covering the costs for a contract with Tate Public Affairs, as well as addressing how we'd like to proceed if we continue to grow as an organization. We do plan to continue to reach out to other local communities, who are also getting tired of being made to follow onerous regulations that are more suited for larger communities with far more resources than small cities have available. The proposal in **Exhibit E** shows how the cost would be shared between cities; this current scale is determined by population. The addition of more cities in the coalition likely wouldn't create a smaller amount that would be charged to the cities in the Coalition, as Sean's workload will increase with the addition of more cities in the future.

Harrisburg would need to decide in the future how we would want to work on advocacy issues, and notes that true to our standard form, we would likely create an Ad-Hoc Legislative Committee, rather than establishment of a regular standing committee.

If Council agrees with the steps as shared in the staff report, presentation and exhibits, then please motion to authorize the City Administrator to enter into an agreement with Tate Public Affairs, and to become a member of the Small Municipality Advocacy Coalition.

REVIEW AND APPROVAL:



04.04.23

Michele Eldridge Date
City Administrator

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

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

STAFF REPORT:

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

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

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

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

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

BACKGROUND INFORMATION:

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

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

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

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


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

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

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

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

REVIEW AND APPROVAL:


03.07.23
Michele Eldridge Date
City Administrator

From: [S. Scott McDowell](#)
To: [Michele Eldridge](#)
Subject: Brownsville, OR | Harrisburg-Brownsville Partnership
Date: Thursday, March 23, 2023 4:18:28 PM
Attachments: [image001.jpg](#)

Honorable Mayor Duncan & Council Members,

I wanted to write you a note to let you know how much Brownsville appreciates and values the partnership and synergy our two towns have created through the years. Harrisburg and Brownsville forged a plan that changed the way contract cities in Linn County interacted with the Sheriff's Office. Now, several years on, communities are being better served, deputies are more in tune with our needs, and we have audience with the Sheriff who ensures that our specific needs are being addressed.

Harrisburg and Brownsville saw flaws with the way permitting was being handled at the Linn County Planning & Building Department. Once again, our communities along with Halsey, forged a game plan and gathered the contract communities together to make a difference for all of Linn County. Now quarterly meetings are happening with the Department and all contract communities are getting correct information to pass along to our citizens. The building permit process has never been so integrated, and it is still improving because of that effort.

Harrisburg and Brownsville kick started the rural economic development efforts that have continued to blossom through our vision in creating the Rural Economic Alliance (REAL). Nine cities in two counties are working together to bring opportunities to the citizens of our region by highlighting the amazing strengths that rural communities have to offer. Over time this partnership will capture graduating talent from Oregon State University and the University of Oregon, and those young professionals will build their companies here, in the mid-valley, instead of moving to Utah, South Dakota or Indiana.

This is what we do – find things that need to be fixed, roll up our sleeves, create a plan, rally the troops, and get results.

Our latest collaboration is around advocacy. Last Fall, Harrisburg and Brownsville along with three other communities began to demand better representation for rural communities with the League of Oregon Cities. We have now developed a plan that will be able to serve as a model for small communities throughout the entire State of Oregon to have our collective voices heard. The State has done everything to disenfranchise rural communities over the last eight years or so. Non-profits and special interest groups have lobbied our representatives into submission. Small rural communities are not represented well on committees that formulate legislation behind the scenes. Our collective complacency has led to rural communities becoming nothing more than 'subjects' of a State government and bureaucracy that no longer values our input and our concerns about our financial wellbeing or our ability to meet unreasonable, bureaucratic requirements that undermine council and community goals.

The only way we improve our government is by working together with one voice, one purpose and one mission. We have already done this many times over as demonstrated by our successes listed above. Now we are poised and ready to activate other small town elected officials around the State to rally around a common purpose and speak with a louder voice to make meaningful differences in the lives of our rural citizens. We will build meaningful relationships with our State representatives so that we can share our stories and struggles. Hopefully, soon, we will engage in a proactive approach that will create bills with our representatives that will actually help our communities, strengthen our core purpose as small rural governments, and build back a healthier balance between the State and cities.

No one is going to save us. No one is stepping up. It's ours to do.

And I can't wait to see what's next if we take up this mantle and lead the charge!



S. Scott McDowell

City Administrator

255 N. Main Street

Brownsville, Oregon 97327

541.466.5880 | Ext. 103

541.466.5118 | Fax

[https://link.edgепilot.com/s/o747db35/uWPiZVNDQEazHak6Aof8HQ?](https://link.edgепilot.com/s/o747db35/uWPiZVNDQEazHak6Aof8HQ?u=http://www.ci.brownsville.or.us/)

[u=http://www.ci.brownsville.or.us/](http://www.ci.brownsville.or.us/)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.



Sean Tate Proposal Ideas

February 6th, 2023

Scope | Phase I

★ Councilor Education

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

★ Leverage

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

★ Recognition

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

★ Tools of the Trade

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

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

✱ Prepare one or two sessions with each City.

✱ Prepare joint session with all cities.



Proposal for Professional Services

Multi-City Rural Coalition

Government Relations Scope of Work and Proposal – Phase 1

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

Scope of Proposed Work

1. Coalition Leadership Session – 5 Cities Leadership

Mid-Late April

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

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

May - October

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

3. Strategic Alignment Session – All Cities/Councils

December

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

Continued...

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

4. Additional Services & Information – All Cities/Councils

Ongoing

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

Professional Services Fees

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

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

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

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

Good Morning Everyone,

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

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

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

Below is the initial financial consideration:

5 Cities Coalition | League of Oregon Cities

Proposed name: Small Municipalities Advocacy Coalition (SMAC)

Covering the costs of Lobbyist/Consultant Sean Tate:

City	Monthly Amount
Sodaville	\$75
Scio	\$150
Halsey	\$150
Brownsville	\$300
Harrisburg	\$325



S. Scott McDowell
 City Administrator
 255 N. Main Street
 Brownsville, Oregon 97327
 541.466.5880 | Ext. 103
 541.466.5118 | Fax

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

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING THE 2023-2028 STRATEGIC PLAN

STAFF REPORT:

Exhibit A: 2023-2028 Strategic Plan

ACTION: MOTION TO APPROVE THE 2023-2028 STRATEGIC PLAN

THIS AGENDA BILL IS DESTINED FOR: Agenda – April 11, 2023

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

STAFF RECOMMENDATION:

Staff recommends Council approve the 2023-2028 Strategic Plan

BACKGROUND INFORMATION:

The City Council is asked to review the Strategic Plan on an annual basis, and to set the priorities that help to determine the direction the City is heading in, which in turn helps us to prioritize the budget for the new fiscal year, as well as directing staff on objectives that should be added to staff work loads.

The City Council agreed with the changes and priorities as presented in the March business meeting; however, if desired, last minute changes can still be made. If so, please motion to approve the 2023-2028 Strategic Plan as amended and discussed.

REVIEW AND APPROVAL:



04.04.2023

Michele Eldridge/City Administrator Date

Harrisburg Strategic Plan

FY2023 – FY2028



**Prepared by City Staff
March 2023**



City Administrator Message

Mayor and City Council,

I am pleased to present the City of Harrisburg's FY2023 - 2028 five-year Strategic Plan. This plan will serve as a guide to fulfill Harrisburg's mission and vision through several goals, objectives, and actions. As we discussed and then adopted our five-year plans in 2022, everyone had hoped that COVID would be under more control by the end of 2022. We are happy that face masks are no longer required in medical offices!

We also continue to hope that the State of Oregon will keep a balanced outlook that won't affect small city's as much as it has in previous years.

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

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

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

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

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

Michele Eldridge
City Administrator



OUR MISSION

Providing the highest quality public services for a better hometown Harrisburg.

OUR VISION

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

OUR VALUES

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

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

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

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

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

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

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

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

Strategic Plan Themes

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

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

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

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

Council Priorities

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

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

I. Great Neighborhoods

Goals:

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

Great Neighborhood Objectives:

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

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



Arrow Leaf Park

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

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

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

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

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

I. Great Neighborhoods

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

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



Cultural Diversity Day
Library Sponsored

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

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

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

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

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

I. Great Neighborhoods

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

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

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



4th Street Railroad Project

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

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

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

Actions: Apply for SRTS Grant until successful.



9th St. @ Burton, and nearby— 9th & Territorial St. - SRTS Project

I. Great Neighborhoods

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

II. Public Safety

Goals:

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

Public Safety Objectives:

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

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

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

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

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

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

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

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



City crew repairing sewer system

II. Public Safety

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

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

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

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

III. Economic Development

Goals:

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

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

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

Economic Development Objectives:

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



Hurd's -- 75+ Years

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

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

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

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

III. Economic Development

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

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

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

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

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

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

	Measure	FY2024	FY2025	FY2026	FY2027	FY2028
14.a	Advocate the URD program to outside taxing districts through marketing materials	x	x	x	x	x
14.b	Incorporate funds from ARPA to catalyze Community & Economic Development in the historical downtown and commercial corridor	\$ Remaining				
14.c	Review Next Steps, including possible new Community Center/Library next to City Hall	Complete Amendment # 6	Review Next Steps			
15.	Continue to Preserve Willamette River Water Rights and utilize for possible Economic Development opportunities.			Review & Discuss Requirements	Implementation	

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

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

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

III. Economic Development

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

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

Action: Develop a Business Resources Webpage & new Business Packets

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

IV. Efficient Governance

Goals:

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

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

Efficient Governance Objectives:

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

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

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



Harrisburg City Hall

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

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

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

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

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

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

IV. Efficient Governance

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

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

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

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

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING THE 2ND QUARTER 2022/2023 EXPENSE REPORT

STAFF REPORT:

Exhibit A: 2nd Quarter Expense Report Ending December 31,
2022

ACTION: MOTION TO APPROVE THE 2ND QUARTER 2022/2023 EXPENSE REPORT.

THIS AGENDA BILL IS DESTINED FOR: Regular Session Agenda – April 11, 2023

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

STAFF RECOMMENDATION:

Staff recommend Council reviews and approves the 2nd Quarter 2022/2023 Expense Report.

BACKGROUND INFORMATION:

The City's Finance Officer has prepared the 2nd Quarter 2022/2023 Expense Report for review by the City Council. The report shows all revenues and expenditures for the 2nd quarter for fiscal year 2022/2023. We have only received almost 100% of the budgeted property taxes during the 2nd Quarter. This is normal as most of the property taxes are received in November. We will receive more than what was budgeted for the Invested Revenue across all funds. The interest rate has increased from .6% to 3.75% and is forecasted to keep increasing. The additional funds above budgeted amount will be carried over in the Beginning Fund Balances for next fiscal year. The Council should review the document and raise any questions or concerns they may have to city staff.

Be aware that these numbers could change after fiscal year 2021-2022 is audited due to any auditor adjustments or reclassifications.

REVIEW AND APPROVAL:

Cathy Nelson 04/05/23

 Cathy Nelson Date
 Finance Officer

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	1,199,894.00	1,199,894.00	1,080,000.00	119,894.00	111.10%
TAXES	669,423.01	683,785.45	689,500.00	(5,714.55)	99.17%
FRANCHISE FEES	76,531.87	162,102.95	334,820.00	(172,717.05)	48.41%
LICENSES AND PERMITS	3,210.00	5,316.44	13,000.00	(7,683.56)	40.90%
INTERGOVERNMENTAL REVENUE	44,958.24	515,074.25	581,830.00	(66,755.75)	88.53%
FINES AND FORFEITURES	9,137.44	24,698.87	44,550.00	(19,851.13)	55.44%
INVESTMENT REVENUE	2,833.40	4,420.19	1,650.00	2,770.19	267.89%
MISCELLANEOUS REVENUE	4,335.01	7,308.66	12,380.00	(5,071.34)	59.04%
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00%

TOTAL FUND REVENUE **2,010,322.97** **2,602,600.81** **2,757,730.00** **(155,129.19)** **94.37%**

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	123,001.54	241,372.09	523,850.00	282,477.91	46.08%
MATERIALS & SERVICE	156,146.38	311,610.03	999,110.00	687,499.97	31.19%
CAPITAL OUTLAY	4,973.53	13,073.53	40,000.00	26,926.47	32.68%
SPECIAL PAYMENTS	0.00	20,000.00	20,000.00	0.00	100.00%
TRANSFERS OUT	138,750.00	317,500.00	595,000.00	277,500.00	53.36%
CONTINGENCY	0.00	0.00	302,570.00	302,570.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	277,200.00	277,200.00	0.00%

TOTAL FUND EXPENDITURES **422,871.45** **903,555.65** **2,757,730.00** **1,854,174.35** **32.76%**

NET REVENUES OVER EXPENDITURES **1,587,451.52** **1,699,045.16** **0.00**

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022

STREET FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	304,847.00	304,847.00	167,700.00	137,147.00	181.78%
TAXES & ASSESSMENTS	0.00	0.00	0.00	0.00	0.00%
INTERGOVERNMENTAL REVENUE	149,516.64	217,405.67	1,126,500.00	(909,094.33)	19.30%
INVESTMENT REVENUE	2,472.79	3,857.61	1,440.00	2,417.61	267.89%
MISCELLANEOUS REVENUE	0.00	150.00	900.00	(750.00)	16.67%
TRANSFERS IN	42,499.98	84,999.96	170,000.00	(85,000.04)	50.00%

TOTAL FUND REVENUE	499,336.41	611,260.24	1,466,540.00	(855,279.76)	41.68%
---------------------------	-------------------	-------------------	---------------------	---------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	10,196.85	21,779.17	52,670.00	30,890.83	41.35%
MATERIALS & SERVICE	15,592.48	39,793.15	103,280.00	63,486.85	38.53%
CAPITAL OUTLAY	87,328.32	127,147.55	853,860.00	726,712.45	14.89%
TRANSFERS OUT	6,575.01	13,150.02	26,300.00	13,149.98	50.00%
CONTINGENCY	0.00	0.00	130,429.00	130,429.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	300,001.00	300,001.00	0.00%

TOTAL FUND EXPENDITURES	119,692.66	201,869.89	1,466,540.00	1,264,670.11	13.77%
--------------------------------	-------------------	-------------------	---------------------	---------------------	---------------

NET REVENUES OVER EXPENDITURES	379,643.75	409,390.35	0.00
---------------------------------------	-------------------	-------------------	-------------

**CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**

BIKE FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	43,646.00	43,646.00	43,650.00	(4.00)	99.99%
TAX REVENUE	500.17	1,185.92	2,795.00	(1,609.08)	42.43%
INVESTMENT REVENUE	103.03	160.73	60.00	100.73	267.88%
TOTAL FUND REVENUE	44,249.20	44,992.65	46,505.00	(1,512.35)	96.75%

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	46,505.00	46,505.00	0.00%
TOTAL FUND EXPENDITURES	0.00	0.00	46,505.00	46,505.00	0.00%
NET REVENUES OVER EXPENDITURES	44,249.20	44,992.65	0.00		

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022

COMMUNITY AND ECONOMIC DEVELOPMENT FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	339,982.00	339,982.00	331,535.00	8,447.00	102.55%
INVESTMENT REVENUE	815.67	1,272.47	475.00	797.47	267.89%
MISCELLANEOUS REVENUE	7,770.00	8,079.50	12,500.00	(4,420.50)	64.64%
INTERFUND TRANSFER	54,999.99	109,999.98	220,000.00	(110,000.02)	50.00%

TOTAL FUND REVENUE	403,567.66	459,333.95	564,510.00	(105,176.05)	81.37%
---------------------------	-------------------	-------------------	-------------------	---------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	0.00	5,117.33	292,700.00	287,582.67	1.75%
CAPITAL OUTLAY	0.00	0.00	271,810.00	271,810.00	0.00%

TOTAL FUND EXPENDITURES	0.00	5,117.33	564,510.00	559,392.67	0.91%
--------------------------------	-------------	-----------------	-------------------	-------------------	--------------

NET REVENUES OVER EXPENDITURES	403,567.66	454,216.62	0.00
---------------------------------------	-------------------	-------------------	-------------

**CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**

LIBRARY FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	95,324.00	95,324.00	91,000.00	4,324.00	104.75%
INVESTMENT REVENUE	171.72	267.88	100.00	167.88	267.88%
MISCELLANEOUS REVENUE	2,032.00	15,874.88	19,250.00	(3,375.12)	82.47%
TRANSFERS IN	21,249.99	42,499.98	85,000.00	(42,500.02)	50.00%

TOTAL FUND REVENUE	118,777.71	153,966.74	195,350.00	(41,383.26)	78.82%
---------------------------	-------------------	-------------------	-------------------	--------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	13,229.24	26,549.37	63,210.00	36,660.63	42.00%
MATERIALS & SERVICE	8,155.65	20,588.51	45,165.00	24,576.49	45.59%
CAPITAL OUTLAY	57.50	1,187.50	8,000.00	6,812.50	14.84%
CONTINGENCY	0.00	0.00	17,805.00	17,805.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	61,170.00	61,170.00	0.00%

TOTAL FUND EXPENDITURES	21,442.39	48,325.38	195,350.00	147,024.62	24.74%
--------------------------------	------------------	------------------	-------------------	-------------------	---------------

NET REVENUES OVER EXPENDITURES	97,335.32	105,641.36	0.00
---------------------------------------	------------------	-------------------	-------------

**CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**

STORM DRAIN FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	232,645.00	232,645.00	230,800.00	1,845.00	100.80%
STORM WATER ASSESSMENT REVENUES	15,203.53	32,817.62	67,320.00	(34,502.38)	48.75%
INVESTMENT REVENUE	723.16	1,261.71	560.00	701.71	225.31%
MISCELLANEOUS REVENUE	1,250.01	2,500.02	5,000.00	(2,499.98)	50.00%

TOTAL FUND REVENUE	<u>249,821.70</u>	<u>269,224.35</u>	<u>303,680.00</u>	<u>(34,455.65)</u>	<u>88.65%</u>
---------------------------	--------------------------	--------------------------	--------------------------	---------------------------	----------------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	585.45	11,469.47	20,000.00	8,530.53	57.35%
CAPITAL OUTLAY	0.00	0.00	283,680.00	283,680.00	0.00%
TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00%

TOTAL FUND EXPENDITURES	<u>585.45</u>	<u>11,469.47</u>	<u>303,680.00</u>	<u>292,210.53</u>	<u>3.78%</u>
--------------------------------	----------------------	-------------------------	--------------------------	--------------------------	---------------------

NET REVENUES OVER EXPENDITURES	<u>249,236.25</u>	<u>257,754.88</u>	<u>0.00</u>
---------------------------------------	--------------------------	--------------------------	--------------------

**CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**

BUILDING PERMIT FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	14,927.00	14,927.00	7,150.00	7,777.00	208.77%
PERMIT REVENUE	6,565.03	11,660.31	25,000.00	(13,339.69)	46.64%
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00%

TOTAL FUND REVENUE	<u>21,492.03</u>	<u>26,587.31</u>	<u>32,150.00</u>	<u>(5,562.69)</u>	<u>82.70%</u>
---------------------------	-------------------------	-------------------------	-------------------------	--------------------------	----------------------

**EXPENDITURES
(REQUIREMENTS)**

REVENUES (RESOURCES)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	4,182.36	8,572.73	17,750.00	9,177.27	48.30%
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00%
CONTINGENCY	0.00	0.00	14,400.00	14,400.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	0.00	0.00	0.00%

TOTAL FUND EXPENDITURES	<u>4,182.36</u>	<u>8,572.73</u>	<u>32,150.00</u>	<u>23,577.27</u>	<u>26.66%</u>
--------------------------------	------------------------	------------------------	-------------------------	-------------------------	----------------------

NET REVENUES OVER EXPENDITURES	<u>17,309.67</u>	<u>18,014.58</u>	<u>0.00</u>
---------------------------------------	-------------------------	-------------------------	--------------------

**CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**

ELECTRICAL PERMIT FUND

REVENUES (RESOURCES)

NET REVENUES OVER EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	3,666.00	3,666.00	3,300.00	366.00	111.09%
PERMIT REVENUE	1,562.36	2,560.19	7,800.00	(5,239.81)	32.82%
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00%

TOTAL FUND REVENUE	<u>5,228.36</u>	<u>6,226.19</u>	<u>11,100.00</u>	<u>(4,873.81)</u>	<u>56.09%</u>
---------------------------	------------------------	------------------------	-------------------------	--------------------------	----------------------

**EXPENDITURES
(REQUIREMENTS)**

CITY OF HARRISBURG	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	1,365.45	1,991.50	5,445.00	3,453.50	36.57%
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00%
CONTINGENCY	0.00	0.00	5,655.00	5,655.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	0.00	0.00	0.00%

TOTAL FUND EXPENDITURES	<u>1,365.45</u>	<u>1,991.50</u>	<u>11,100.00</u>	<u>9,108.50</u>	<u>17.94%</u>
--------------------------------	------------------------	------------------------	-------------------------	------------------------	----------------------

NET REVENUES OVER EXPENDITURES	<u>3,862.91</u>	<u>4,234.69</u>	<u>0.00</u>
---------------------------------------	------------------------	------------------------	--------------------

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022

DEBT SERVICES FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	135,880.00	135,880.00	135,865.00	15.00	100.01%
TAXES	394,026.94	402,349.40	444,739.00	(42,389.60)	90.47%
INVESTMENT REVENUE	746.99	1,165.32	435.00	730.32	267.89%

TOTAL FUND REVENUE	530,653.93	539,394.72	581,039.00	(41,644.28)	92.83%
---------------------------	-------------------	-------------------	-------------------	--------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PRINCIPLE	0.00	0.00	90,000.00	90,000.00	0.00%
INTEREST	163,881.01	163,881.01	327,765.00	163,883.99	50.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	163,274.00	163,274.00	0.00%

TOTAL FUND EXPENDITURES	163,881.01	163,881.01	581,039.00	417,157.99	28.20%
--------------------------------	-------------------	-------------------	-------------------	-------------------	---------------

NET REVENUES OVER EXPENDITURES	366,772.92	375,513.71	0.00
---------------------------------------	-------------------	-------------------	-------------

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022

OFFICE EQUIPMENT FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	13,374.00	13,374.00	29,280.00	(15,906.00)	45.68%
INVESTMENT REVENUE	51.52	80.37	30.00	50.37	267.90%
TRANSFERS IN	0.00	66,000.00	66,000.00	0.00	100.00%

TOTAL FUND REVENUE	13,425.52	79,454.37	95,310.00	(15,855.63)	83.36%
---------------------------	------------------	------------------	------------------	--------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	5,134.45	49,279.15	60,000.00	10,720.85	82.13%
CAPITAL OUTLAY	1,380.00	1,380.00	35,310.00	33,930.00	3.91%

TOTAL FUND EXPENDITURES	6,514.45	50,659.15	95,310.00	44,650.85	53.15%
--------------------------------	-----------------	------------------	------------------	------------------	---------------

NET REVENUES OVER EXPENDITURES	6,911.07	28,795.22	0.00
---------------------------------------	-----------------	------------------	-------------

**CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**

EQUIPMENT FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	278,836.00	278,836.00	277,680.00	1,156.00	100.42%
INVESTMENT REVENUE	669.71	1,044.77	390.00	654.77	267.89%
TRANSFERS IN	19,725.03	39,450.06	78,900.00	(39,449.94)	50.00%

TOTAL FUND REVENUE	299,230.74	319,330.83	356,970.00	(37,639.17)	89.46%
---------------------------	-------------------	-------------------	-------------------	--------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	621.09	3,194.92	356,970.00	353,775.08	0.90%

TOTAL FUND EXPENDITURES	621.09	3,194.92	356,970.00	353,775.08	0.90%
--------------------------------	---------------	-----------------	-------------------	-------------------	--------------

NET REVENUES OVER EXPENDITURES	298,609.65	316,135.91	0.00
---------------------------------------	-------------------	-------------------	-------------

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022

WATER FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	5,699,139.00	5,699,139.00	5,659,070.00	40,069.00	100.71%
SERVICES REVENUE	126,219.84	323,291.40	630,200.00	(306,908.60)	51.30%
INVESTMENT REVENUE	53,192.69	84,119.50	26,335.00	57,784.50	319.42%
MISCELLANEOUS REVENUE	6,020.00	12,395.00	20,350.00	(7,955.00)	60.91%
INTERFUND TRANSFERS	10,500.00	21,000.00	42,000.00	(21,000.00)	50.00%

TOTAL FUND REVENUE	5,895,071.53	6,139,944.90	6,377,955.00	(238,010.10)	96.27%
---------------------------	---------------------	---------------------	---------------------	---------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL SERVICES	104,211.51	214,532.01	516,285.00	301,752.99	41.55%
MATERIALS & SERVICE	46,413.25	108,967.50	248,130.00	139,162.50	43.92%
CAPITAL OUTLAY	2,242.50	247,378.16	5,192,200.00	4,944,821.84	4.76%
DEBT SERVICES	0.00	0.00	0.00	0.00	0.00%
TRANSFERS OUT	9,075.00	31,150.00	49,300.00	18,150.00	63.18%
CONTINGENCY	0.00	0.00	22,040.00	22,040.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	350,000.00	350,000.00	0.00%

TOTAL FUND EXPENDITURES	161,942.26	602,027.67	6,377,955.00	5,775,927.33	9.44%
--------------------------------	-------------------	-------------------	---------------------	---------------------	--------------

NET REVENUES OVER EXPENDITURES	5,733,129.27	5,537,917.23	0.00
---------------------------------------	---------------------	---------------------	-------------

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022

SEWER FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	403,959.00	403,959.00	360,600.00	43,359.00	112.02%
SERVICES REVENUE	170,449.13	372,770.27	817,500.00	(444,729.73)	45.60%
INVESTMENT REVENUE	2,110.30	3,158.57	1,090.00	2,068.57	289.78%
MISCELLANEOUS REVENUE	6,432.00	6,432.00	7,440.00	(1,008.00)	86.45%
INTERFUND TRANSFERS	13,250.01	26,500.02	53,000.00	(26,499.98)	50.00%

TOTAL FUND REVENUE	596,200.44	812,819.86	1,239,630.00	(426,810.14)	65.57%
---------------------------	-------------------	-------------------	---------------------	---------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL SERVICES	104,211.40	214,391.82	526,285.00	311,893.18	40.74%
MATERIALS & SERVICE	84,826.18	131,533.59	240,300.00	108,766.41	54.74%
CAPITAL OUTLAY	3,353.45	23,262.06	136,000.00	112,737.94	17.10%
DEBT SERVICES	36,149.88	36,149.88	117,300.00	81,150.12	30.82%
TRANSFERS OUT	9,075.00	31,150.00	49,300.00	18,150.00	63.18%
CONTINGENCY	0.00	0.00	24,715.00	24,715.00	0.00%
UNAPPROPRIATED ENDING FUND BALANCE	0.00	0.00	145,730.00	145,730.00	0.00%

TOTAL FUND EXPENDITURES	237,615.91	436,487.35	1,239,630.00	803,142.65	35.21%
--------------------------------	-------------------	-------------------	---------------------	-------------------	---------------

NET REVENUES OVER EXPENDITURES	358,584.53	376,332.51	0.00
---------------------------------------	-------------------	-------------------	-------------

**CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**

WATER RESERVE FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	192,306.00	192,306.00	190,920.00	1,386.00	100.73%
INVESTMENT REVENUE	746.99	1,165.32	435.00	730.32	267.89%
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00%

TOTAL FUND REVENUE	193,052.99	193,471.32	191,355.00	2,116.32	101.11%
---------------------------	-------------------	-------------------	-------------------	-----------------	----------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	191,355.00	191,355.00	0.00%

TOTAL FUND EXPENDITURES	0.00	0.00	191,355.00	191,355.00	0.00%
--------------------------------	-------------	-------------	-------------------	-------------------	--------------

NET REVENUES OVER EXPENDITURES	193,052.99	193,471.32	0.00
---------------------------------------	-------------------	-------------------	-------------

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022

SEWER RESERVE FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	401,230.00	401,230.00	417,020.00	(15,790.00)	96.21%
INVESTMENT REVENUE	746.99	1,165.32	435.00	730.32	267.89%
LOAN REPAYMENT FROM WATER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS IN	0.00	0.00	0.00	0.00	0.00%

TOTAL FUND REVENUE	401,976.99	402,395.32	417,455.00	(15,059.68)	96.39%
---------------------------	-------------------	-------------------	-------------------	--------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	57,564.90	417,455.00	359,890.10	13.79%

TOTAL FUND EXPENDITURES	0.00	57,564.90	417,455.00	359,890.10	13.79%
--------------------------------	-------------	------------------	-------------------	-------------------	---------------

NET REVENUES OVER EXPENDITURES	401,976.99	344,830.42	0.00
---------------------------------------	-------------------	-------------------	-------------

**CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**

TRANSPORTATION SDC FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	378,923.00	378,923.00	328,935.00	49,988.00	115.20%
ASSESSMENTS	0.00	2,185.58	18,270.00	(16,084.42)	11.96%
INVESTMENT REVENUE	1,116.19	1,741.29	650.00	1,091.29	267.89%

TOTAL FUND REVENUE	380,039.19	382,849.87	347,855.00	34,994.87	110.06%
---------------------------	-------------------	-------------------	-------------------	------------------	----------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	8,095.91	8,095.91	347,855.00	339,759.09	2.33%

TOTAL FUND EXPENDITURES	8,095.91	8,095.91	347,855.00	339,759.09	2.33%
--------------------------------	-----------------	-----------------	-------------------	-------------------	--------------

NET REVENUES OVER EXPENDITURES	371,943.28	374,753.96	0.00
---------------------------------------	-------------------	-------------------	-------------

CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022

PARKS SDC FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	224,665.00	224,665.00	233,965.00	(9,300.00)	96.03%
ASSESSMENTS	0.00	0.00	10,795.00	(10,795.00)	0.00%
INVESTMENT REVENUE	815.67	1,272.47	475.00	797.47	267.89%

TOTAL FUND REVENUE	225,480.67	225,937.47	245,235.00	(19,297.53)	92.13%
---------------------------	-------------------	-------------------	-------------------	--------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	30,651.16	40,171.74	245,235.00	205,063.26	16.38%
UNAPPROPRIATED FUND BALANCE	0.00	0.00	0.00	0.00	0.00%

TOTAL FUND EXPENDITURES	30,651.16	40,171.74	245,235.00	205,063.26	16.38%
--------------------------------	------------------	------------------	-------------------	-------------------	---------------

NET REVENUES OVER EXPENDITURES	194,829.51	185,765.73	0.00
---------------------------------------	-------------------	-------------------	-------------

**CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**

STORM DRAIN SDC FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	109,986.00	109,986.00	109,960.00	26.00	100.02%
ASSESSMENTS	0.00	1,076.69	2,695.00	(1,618.31)	39.95%
INVESTMENT REVENUE	291.93	455.42	170.00	285.42	267.89%

TOTAL FUND REVENUE	110,277.93	111,518.11	112,825.00	(1,306.89)	98.84%
---------------------------	-------------------	-------------------	-------------------	-------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	38,076.50	38,076.50	112,825.00	74,748.50	33.75%

TOTAL FUND EXPENDITURES	38,076.50	38,076.50	112,825.00	74,748.50	33.75%
--------------------------------	------------------	------------------	-------------------	------------------	---------------

NET REVENUES OVER EXPENDITURES	72,201.43	73,441.61	0.00
---------------------------------------	------------------	------------------	-------------

**CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**

WATER SDC FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	370,679.00	370,679.00	370,615.00	64.00	100.02%
ASSESSMENTS	0.00	4,222.00	25,330.00	(21,108.00)	16.67%
INVESTMENT REVENUE	746.99	1,165.32	435.00	730.32	267.89%

TOTAL FUND REVENUE	371,425.99	376,066.32	396,380.00	(20,313.68)	94.88%
---------------------------	-------------------	-------------------	-------------------	--------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	25,291.00	25,291.00	396,380.00	371,089.00	6.38%

TOTAL FUND EXPENDITURES	25,291.00	25,291.00	396,380.00	371,089.00	6.38%
--------------------------------	------------------	------------------	-------------------	-------------------	--------------

NET REVENUES OVER EXPENDITURES	346,134.99	350,775.32	0.00
---------------------------------------	-------------------	-------------------	-------------

**CITY OF HARRISBURG
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING DECEMBER 31, 2022**

SEWER SDC FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	866,300.00	866,300.00	866,125.00	175.00	100.02%
ASSESSMENTS	0.00	3,590.00	21,535.00	(17,945.00)	16.67%
INVESTMENT REVENUE	2,240.96	3,495.95	1,305.00	2,190.95	267.89%

TOTAL FUND REVENUE	868,540.96	873,385.95	888,965.00	(15,579.05)	98.25%
---------------------------	-------------------	-------------------	-------------------	--------------------	---------------

**EXPENDITURES
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	61,846.00	61,846.00	888,965.00	827,119.00	6.96%

TOTAL FUND EXPENDITURES	61,846.00	61,846.00	888,965.00	827,119.00	6.96%
--------------------------------	------------------	------------------	-------------------	-------------------	--------------

NET REVENUES OVER EXPENDITURES	806,694.96	811,539.95	0.00
---------------------------------------	-------------------	-------------------	-------------

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

4.

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes from February 28th, March 14th
March 28th, 2023

Exhibit B: Payment Approval Report for March 2023

Exhibit C: Out of State Travel for Michele Eldridge-ICMA

Exhibit D: Library Board Minutes from March 7, 2023

Exhibit E: Municipal Court Collection Report March 2023

Exhibit F: Municipal Court Citation Report March 2023

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- 1. The Minutes for the February 28, 2023, March 14, 2023, and the March 28, 2023 City Council Meetings**
- 2. The Payment Approval Report for March 2023**
- 3. Approve the Out of State Travel for Michele Eldridge to attend the Local Government Reimagined Conference being held in Long Beach, CA**

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda –April 11, 2023

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

Building Permits:

March 2023: Submitted: 12

Issued: 11

New Homes: 0

Residential Valuation: \$15,000.00

Commercial Valuation: \$0.00

2023 YTD Valuation: \$897,150.00

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

Business Licenses Issued:

None issued in the month of March 2023

Harrisburg Municipal Court:

- Collection Report **(EXHIBIT E)** for the month of March 2023 is \$7,780.19 which includes \$1,198.19 from collections.
- There were 21 citations issued in the month of March 2023 for a total of 29 offenses **(EXHIBIT F)**. The citations included one defendant charged with Fail to Appear; one charged with Driving While Suspended Misdemeanor and one charged with Disorderly Conduct II and Obstruction of Governmental/Judicial Administration.

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

Harrisburg and HRA Budget Committee Chairperson: Ruby Bennett

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

Next Scheduled Meeting: TBD

Library Board: Chairperson: Katherine Hansen

The Library Board last met on March 7, 2023. Those minutes are attached.

Next Scheduled Meeting: May 9, 2023

Personnel Committee: Chairperson; Kimberly Downey

The Personnel Committee did not meet in the month of March.

Next Scheduled Meeting: TBD

Planning Commission: Chairperson; Todd Culver

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

Next Scheduled Meeting: April 18, 2023

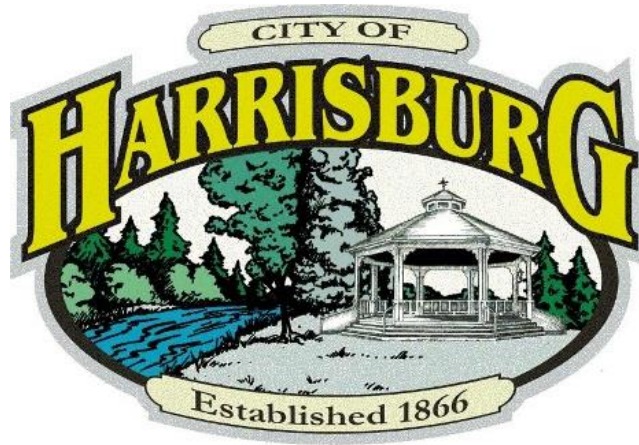
REVIEW AND APPROVAL:

04/03/2023

Lori Ross

Date

City Recorder



City Council Work Session Minutes
February 28, 2023
6:30 PM

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

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan at the hour of 6:32pm

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

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

STAFF REPORT: Michael Mattingly, with LCSO and Neighborhood Watch, attending via Zoom, introduced himself to Council. He informed Council of the upcoming Citizens Academy being held April 5th to June 21st, every Wednesday from 6pm to 9pm. Downey to distribute Mattingly's email if anyone has questions about Neighborhood Watch or the Citizens Academy.

- Sergeant Frambes noted there was a lot of theft and break ins last month. Victims included Harrisburg School District, The Voo and EZ Stop Market which was an attempted theft of the ATM. LCSO has made two arrestS and has suspects for the EZ Stop attempted theft with some assistance from the FBI.
- Sergeant Frambes spoke of a big drug bust that occurred today in Albany which included bust in Halsey, Salem, and Woodburn. Convicted felons were arrested for illegal marijuana growth as well as other drugs including fentanyl and illegal possession of firearms.

February 28, 2023

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

STAFF REPORT: Chief Larson presented the 4th Quarter Report as shown in Exhibit A. He noted that Code Enforcement is slow due to staffing issues and dealing with the death of their Mayor but will begin patrolling soon.

- Boese asked about the DUII display in front of Coburg City Hall. Chief Larson stated they have a car on display every year and this car belonged to the drunk driver who was responsible for a triple fatality. Chief Larson feels the point is effective.

THE MATTER OF REVIEWING THE 4TH QUARTER CRIME RESULTS FOR THE CITY OF HARRISBURG

STAFF REPORT: Eldridge reviewed the 4th Quarter Crime Report noting crimes were up from the previous quarter but were ten less than last year. She pointed out page 46 of the agenda that shows Harrisburg is leading the other cities with crime, year to date.

- Sergeant Frambes stated the number of crimes can be misleading as one defendant can be cited numerous times for the same incident which makes the report look worse than it is. He gave an example of mail theft for community mailboxes and how this one call can generate several incidents.

THE MATTER OF FURTHER DISCUSSION IN RELATION TO THE TENNIS COURTS/BASKETBALL COURTS

STAFF REPORT: Eldridge commented on the City Council's desire to assist with the resurfacing of the tennis courts after Mike Dame and Jordan Buehler attended the last meeting requesting a donation from the City.

- Nelson commented that the City could use contingency funds, which has a \$302,570 balance, to cover the donation.
- Eldridge stated the City would need to enter a MOU with the school stating that the public will be able to use the courts outside of school hours and that the school is responsible for all repairs and maintenance.
- Mike Dame informed Council they kicked off their Go Fund Me Campaign which is called Support the Court, one week ago and it's been successful. He stated their goal is to resurface the basketball court, but if they raise enough funds, they would like to resurface the entire court, line the courts for basketball, tennis and pickle ball. Their hope is to have funds left for over maintenance.
- Caughey asked about the cost and Dame replied that just to resurface the entire area, it would be around \$11,000 for the basketball court or \$19,000 for both the tennis and basketball courts.
- Mayor Duncan asked how much has been raised already and Dame replied \$6,000. Mayor Duncan also asked about the time frame. Dame replied they would like to begin in April or May and that it will take about 5-7 days to complete. They plan on the colors being light gray or purple.
- Klemm asked if they have contacted any local businesses about donations and Dame replied they just started an email campaign today.
- Klemm, Boese and Downey thought \$10,000 was a good donation and Keaton felt comfortable with \$5,000 but wasn't opposed to funding for the other half of the court if needed.
 - Downey **motioned to donate \$10,000 to the project of converting half of the tennis courts into basketball courts, from the contingency funds and was seconded by Klemm. The motion passed by a vote of 5-0.** (Yes: Caughey, Downey, Boese, Klemm and Keaton. No: None.)

February 28, 2023

THE MATTER OF REVIEWING THE SUGGESTED CHANGES TO THE 2024-2028 STRATEGIC PLAN

STAFF REPORT: Eldridge pointed out some of the changes made to the Strategic Plan as noted in Exhibit A. Some of the changes made included:

- The removal of any mention of COVID.
- Great Neighborhoods: Focus on low-cost projects for Eagle Park and applying for a SRTS Grant until we are successful.
- Public Safety: Removal of participation in the Community Rating System (CRS) program.
 - Downey commented that due to lack of participation from the public, instead of Community Crime Prevention Forums being held on a quarterly basis, it should state as the community dictates.
 - Eldridge to add National Night Out as an objective as it happens every year in August.
- Economic Development: Rural Economic Alliance instead of Mid Valley Partnership; add in the HRA next steps to include Community Center/Library next to City Hall and removing RAIN/Tri-County Chamber from objective 16.
 - Keaton asked about adding AMADEC to objective 13a.
- Eldridge stated the next meeting will focus on Council Priorities.

THE MATTER OF A DISCUSSION IN RELATION TO INSURANCE COVERAGE FOR THE 4TH OF JULY FIREWORKS

STAFF REPORT: Eldridge reviewed the staff report noting the HFEA must include proof of liability coverage with their purchase order for fireworks and it appears that this year, CIS might not cover them with our current policy. The City can add the fireworks to their policy to for a cost \$1,000 which will come out of the next FY Budget.

- *The consensus from City Council was to cover the insurance for the HFEA 4th of July Celebration.*

THE MATTER OF A DISCUSSION IN RELATION TO ESTABLISHING OBJECTIVELY REASONABLE TIME, PLACE AND MANNER RESTRICTIONS IN RELATION TO HOMELESSNESS IN HARRISBURG

STAFF REPORT: Eldridge informed Council the deadline for the City to adopt standards in relation to HB 3115; Homelessness, is July 1, 2023. She referred to page 74 of the agenda HMC 9.55.120 (1) stating we will need to change it if we have no alternative place for the homeless to sleep overnight. City Attorney, Catherine Pratt, will attend the future meeting where we can discuss what kind of restrictive areas we want in place and also discuss RV and trailers.

- Eldridge asked Council if they prefer to discuss this in a town hall setting or at the next work session.
- Caughey asked about the status of the Boise or Grants Pass lawsuits and Eldridge replied those cases are still not resolved.
- Scholz commented that he is reaching out to other City's about how they are responding to HB 3115 and informed Council that if the City doesn't have something in place by July 1st, the state will do it for us. Scholz also stated the City needs to update all park rules signage and rental forms to match the new plan.
- Klemm is concerned if we have a plan in place, it could become a problem with the homeless congregating to Harrisburg.
- Downey asked Chief Larson for his opinion on this subject. Chief Larson stated that if the Coburg Police Department comes across a homeless person, they will offer them a ride to wherever they want to go. Chief Larson also spoke about the CHETT program

February 28, 2023

Coburg Pd offers. It's a designated donation used by Officers, to financially assist individuals with obtaining the resources needed to successfully reach a new designation. He noted, the officer is responsible for indicating the case report number on their reconciliation paperwork for the expense.

- Klemm commented that his Church also has funding for the same purpose and suggested Coburg and LCSO reach out to his Church to obtain contact information. Downey and Klemm both agreed this could be a proactive resource.
- *The consensus from City Council is to discuss homelessness at our next City Council Work Session with our City Attorney being present.*

OTHER ITEMS

- Scholz referred to the slide presentation as shown in **Addendum 1** regarding weight restriction changes on the Harrisburg Bridge as per ODOT. Scholz commented that it will only effect single vehicles that have 4-axels, designed to carry more weight compressed in a small area. He noted that ODOT will be putting up 26 signs around the county, beginning March 17th, showing weight restrictions. Caughey asked who would be enforcing the restriction and Scholz replied, a commercial weigh master.
- Scholz encouraged the City to consider the amount of donation given to the school for the tennis/basketball courts. His recommendation is the entire court must be done, to be done correctly and if they are short of reaching their goal, to consider an additional donation.
- Scholz informed Council he was asked to teach a class at the Tri-State Hazmat Event in April in Redmond, due to the success of our Hazmat exercise.
- Eldridge informed Council that Scholz has finished the Department of Public Safety Standards Training (DPSST) and spoke briefly about Scholz being the master of arms.
- Keaton asked Eldridge if she has received any feedback yet from Republic Services. Eldridge replied, they are currently working on modifications of the agreement.

With no further discussion, the City Council Works Session adjourned at the hour of 8:26pm.

Mayor

City Recorder

ODOT LOAD NEW RESTRICTIONS

HARRISBURG BRIDGE

The Harrisburg Bridge is a 36 span, 2146-foot-long structure comprised of three steel-thru truss main spans built in 1925. Prestressed concrete slab approach spans were added to the bridge in 1976. The December 2021 bridge inspection report indicates the superstructure and substructure are in “satisfactory” condition. The bridge is not currently load posted or restricted.

ODOT Bridge Engineering Section is to place the bridge on the “Weight-Restricted Bridges on Major State Routes” list with a load posting of 36 tons for SU7 vehicles



What is a SU7 Vehicle ???

APPENDUM 1

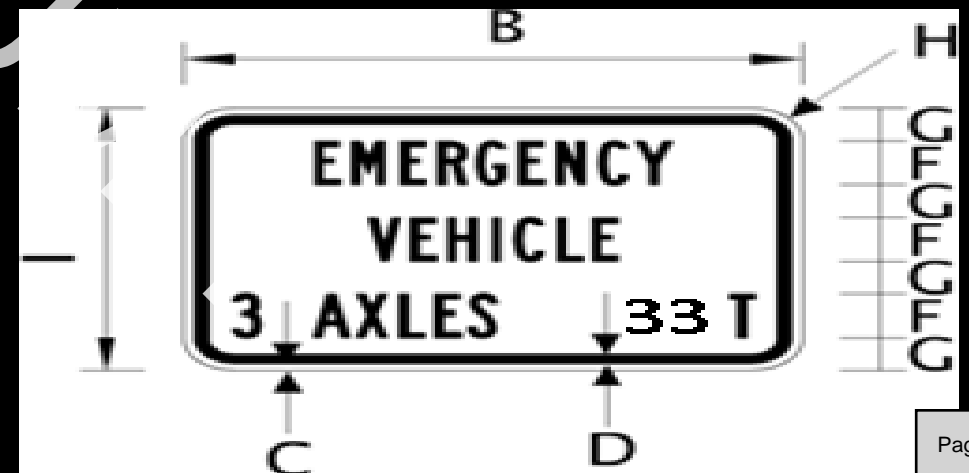
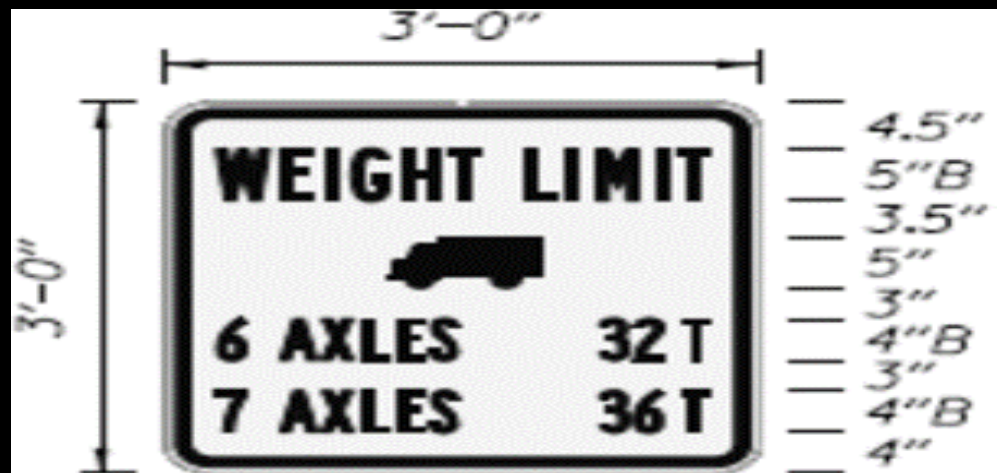
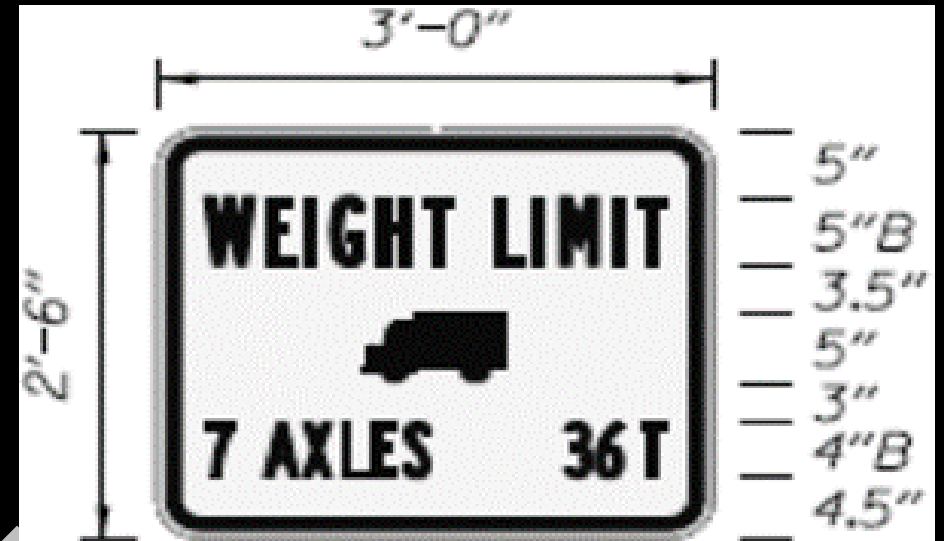
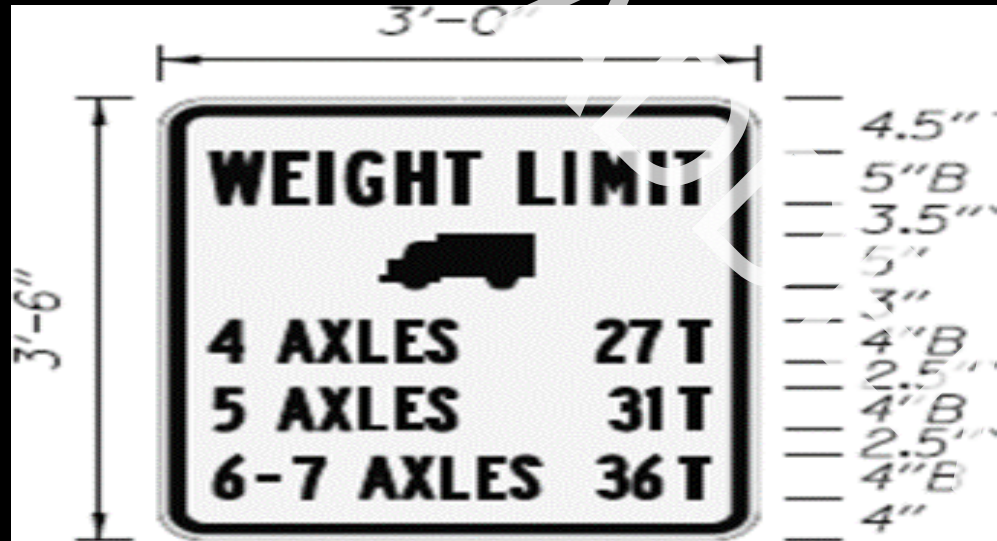
SHV or SU4 Vehicle



SHV or SU7 Vehicle

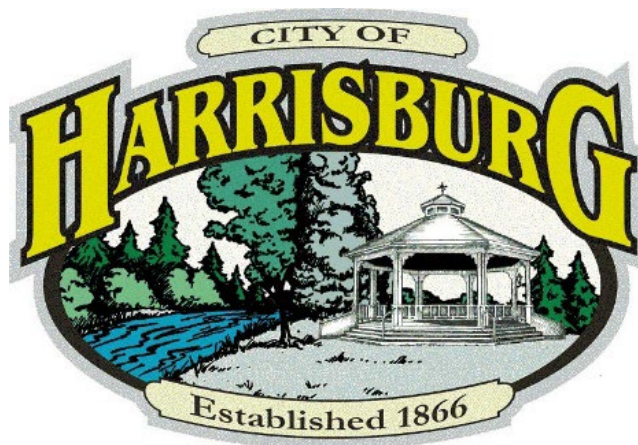


ODOT signs that you may see



QUESTIONS ?

- The correct signs shall be in place no later than 17 March, 2023.



City Council Business Meeting Minutes
March 14, 2023

Mayor: Robert Duncan. Absent
Council President: Mike Caughey, Absent
Pro-Tem President: Kim Downey, Presiding
Councilors Present: Robert Boese, Adam Keaton, and Charlotte Thomas
Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Officer/Deputy City Recorder Cathy Nelson, and City Recorder/Municipal Court Clerk, Lori Ross
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL. Due to the absence of both Mayor Robert Duncan and Council President Mike Caughey, Kim Downey called the meeting to order at the hour of 6:38pm.

Keaton **motioned to appoint Kim Downey as Pro-Tem Council President and was seconded by Boese. Motion passed by a vote of 4-0.** (Yes: Boese, Downey, Keaton, and Thomas. No: None.)

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

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

The Public Hearing was opened at the hour of 6:39pm. With no testimony, the Public Hearing was closed at the hour of 6:40pm.

STAFF REPORT: Eldridge referred to page 51 and 52 of the agenda, Linn County Resolution No. 2023-092, which was approved this morning and noted Ordinance No. 993 will be effective April 13, 2023 if approved this evening.

March 14, 2023

Elaine Howard, with Elaine Howard Consulting, LLC, reviewed the Road Map for Substantial Amendment No. 6 as shown in **Addendum 1**. Some of her highlights included:

- Boundaries effected include northern City property on Peoria Rd; by the City Lagoons and on S 2nd St; by the Water Plant.
- Projects added are the Water Quality Projects located at both sites. This funding will be a supplement to the total project cost.
- No new maximum indebtedness and no new increase to taxing districts.
- The time frame for Urban Renewal is 2035, which is one year less than forecasted.
- No new taxes on properties within the City with this amendment.
- General Government estimated taxes for the taxing districts are \$2.2M total and Education \$4.4M total.
- Next step is a vote on the proposed ordinance.
- Downey thanked Howard for her hard work on this project.
 - Thomas **motioned to approve Ordinance No. 993, “AN ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED” and was seconded by Boese. The motion passed by a vote of 4-0. (Yes: Boese, Downey, Keaton, and Thomas. No: None.)**

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

STAFF REPORT: Eldridge reviewed the staff report noting there would be a \$15,000 match for this grant for the 2023-2024 FY Budget. The grant would be used towards the Dog Park and Nature Trails at Eagle Park. She commented there wouldn't be too much development besides the dog parks which will include sections for small dogs and large dogs. Eldridge added there would be several steps needed still including annexation and a zone change which will require a trip to the Planning Commission.

- Thomas **motioned to approve Resolution No. 1274, “A RESOLUTION AUTHORIZING THE CITY OF HARRISBURG TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF DOG PARKS AND TRAILS AT EAGLE PARK AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION” and was seconded by Keaton. The motion passed by a vote of 4-0. (Yes: Boese, Downey, Keaton, and Thomas. No: None.)**

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

STAFF REPORT: Eldridge reminded Council that at the last meeting Council approved a \$10,000 donation to Support the Court, from the Contingency Fund, for assisting in the renovations of the Tennis/Basketball Courts owned by the School District. She noted the project was approved last night by the School Board.

- Thomas commented that she is the Treasurer for the Booster Club and due to the lack of quorum, she is not able to abstain. She has no personal gain with this project but will be signing the checks and would like that to be known for the record. She noted they have raised \$24,000 so far of their \$34,000 goal, which includes the donation from the City.

March 14, 2023

- Keaton **motioned to approve Resolution No. 1275, “A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM CONTINGENCY TO MISCELLANEOUS EXPENSES IN THE GENERAL FUND” and was seconded Boese. The motion passed by a vote of 4-0.** (Yes: Boese, Downey, Keaton, and Thomas. No: None.)

THE MATTER OF AUTHORIZING THE MAYOR TO SIGN AN INTERGOVERNMENTAL AGREEMENT WITH THE SCHOOL DISTRICT IN ORDER TO SET UP PUBLIC USE OF THE COURT COMPLEX AT THE CORNER OF 6TH & SMITH STREETS

STAFF REPORT: Eldridge commented the main purpose of the agreement is to ensure that facility will be open to the public when not in use by the school. No further discussion.

- **Boese motioned to authorize the Mayor to sign an IGA with the Harrisburg School District and was seconded by Keaton. The motion passed by a vote of 4-0.** (Yes: Boese, Downey, Keaton, and Thomas. No: None.)

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

STAFF REPORT: Eldridge informed Council an extension of the current Franchise Agreement with BNSF is set to expire June 30, 2023. With the signed MOU, the City and BNSF will begin working on a three-year agreement. The MOU will indicate what steps need to be taken and followed during this time. Eldridge stated it will take about three years for the project to be completed.

- Boese was concerned about the three-year time frame. Scholz replied, that the designs are not even close to completion and noted this is a huge project and everything would need to fall in place to have completed within the three-year timeline. Scholz commented that with the MOU, the City will have some leverage with BNSF if they don't comply with our timeline.
- Eldridge stated that Council they will have the opportunity for input with the new agreement and can indicate how often the City should be meeting with BNSF to get status updates on the project.
- Downey asked if BNSF had any plans for repairing LaSalle St and Eldridge replied they are aware of the issue.
 - Keaton **motioned to authorize the Mayor to sign the MOU with BNSF and was seconded by Thomas. The motion passed by a vote of 4-0.** (Yes: Boese, Downey, Keaton, and Thomas. No: None.)

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

STAFF REPORT: Eldridge reviewed the staff report noting the City would be working with five other cities for advocacy. She referred to page 70, showing that Sean Tate's proposal would cost the City \$350 per month and \$1,000 per month for all five cities. Eldridge noted they are looking at bringing Monroe into the agreement which will most likely increase the total cost.

- Downey asked if the agreement was for one year and Eldridge responded yes.
- Scholz was concerned that there was no indication that he was going to be doing the lobbying on behalf of the cities. Eldridge's thought it would be both Tate and the selected cities who would be doing the lobbying.
- Keaton commented that a good lobbyist knows a lot of people, has a lot of connections, and does the lobbying on behalf of someone.
- Downey would like to see more information about his relationships with other agencies.
- Thomas is fine with Tate being the person to develop the relationships but is concerned with how we would evaluate his progress and feels if we are paying him, we

March 14, 2023

want him to do the lobbying for us. Keaton agreed with Thomas. Eldridge replied, that is what the cities are asking.

- Thomas mentioned having in the agreement exactly what the City wants him to do on our behalf and not geared towards one city's needs.
- Downey commented that she would like to proceed but wants more information first.
- Eldridge commented she would forward the original paperwork from Tate to Council for their review and will bring this back to a future meeting.
- Keaton stated that experienced lobbyists are charging \$1,000 per month, per city.
- Thomas understands we are getting a cheaper service because of the cost and if we can get more cities involved, the level of service might go up.
- Boese would like to meet Tate prior to deciding.
- Keaton asked Eldridge the downside of delaying and Eldridge replied that it will slow the process down a bit, but other cities might be thinking the same way.
- Thomas likes the idea of putting this together with other small cities but wants to make sure the proposal ideas are written for all City Councils and not just one.
- *Consensus was to table for another meeting, TBD.*

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

STAFF REPORT: Eldridge noted there were only a couple changes that were updated in this version after the last meeting which included:

- Adding National Night Out to Public Safety
- Changing Community Crime Prevention Forums to as dictated instead of quarterly.

Eldridge referred to objective no. 10 on page 80, which was removed last year and asked Council if it should be added back in. Downey felt it is a goal and should be included.

- Thomas asked about objective no. 13c on page 87 and commented that Main Street looks good now and questions if we still need to concentrate on it, not wanting to waste staff time. Eldridge commented that it takes minimal time and suggested leaving it in the plan.
- *Consensus was no further changes.*

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

STAFF REPORT: Nelson informed Council that at the Personnel Committee Meeting it was decided she would budget for a 6.5% COLI and no less than 4.5%. Her feeling is if we don't try for the 6.5% increase, we risk losing good personnel.

- Thomas agreed with Nelson but wants to proceed with caution. She likes the 4.5% due to the uncertainty of what's to come next year.
- Boese commented he likes to be conservative also, but is okay with the higher, if the numbers work. Boese asked Nelson to show us how they would work for the next five years and to see a worse case scenario. Nelson pointed out page 93 which shows the history of the COLI increases.
- Downey commented that typically, Council is approached with one figure and not a range and that it's possible a COLI may not be given next year.
- Ross asked how many employees are at the top of their pay scale and Nelson replied five. She also asked how many employees received a wage increase due to the last wage analysis and Nelson replied, the entire Public Works crew as well as the Finance Officer.
- Keaton stated he was comfortable with the 6.5% and Boese agreed.

March 14, 2023

- **Thomas motioned to approve the Annual COLI Increase of no more than 6.5% and no less than 4.5% and was seconded by Boese. The motion passed by a vote of 4-0.** (Yes: Downey, Boese, Klemm and Thomas. No: None.)
- After the motion, Nelson asked Council if they would like her to budget for a 2% Utility Rate Increase. The consensus of the Council was yes, a 2% increase.

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

STAFF REPORT: Ross reviewed the staff report. Downey commented on behalf of the absent Mayor Robert Duncan, that he is pleased with her performance but is worried she is working too much and would like to see her spend more time with her family.

- Eldridge commented that she appreciates her position with the City and will continue to do her best. She feels there is always more she can learn and is passionate about serving the citizens of the community. She stated she has a wonderful crew and appreciates everyone.
- Keaton commented that he has enjoyed working with Eldridge and he does agree with Mayor Duncan's comments.
- **Keaton motioned to approve the Annual Evaluation for the City Administrator, Michele Eldridge, at a score of 3.48 out of 4 and Approve a \$5,000 Wage Increase to the City Administrator plus the approved COLI if the budget allows, and Approve the changes made to section 4.1 of the City Administrator Employment Agreement reflecting salary and was seconded by Boese. The motion passed by a vote of 4-0.** (Yes: Downey, Boese, Keaton and Thomas. No: None.)

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT: No issues or concerns.

- **Keaton motioned to approve the consent list and was seconded by Boese. The motion passed by a vote of 4-0.** (Yes: Downey, Boese, Keaton and Thomas. No: None.) **Motion to approve the consent list approved the following:**
 - **The Minutes from the January 24, 2023 and February 14, 2023 City Council Meetings**
 - **The Payment Approval Report for February 2023**
 - **Appointment of Alexandria Bennett to the Library Board with a term ending June 30, 2026**

OTHER ITEMS

- Nelson informed Council the invoice she received this year from Meals on Wheels was for \$400 and not \$500 as usual and asked Council if they wanted to allow her to donate \$500 which is already budgeted. The consensus from Council was to donate \$500 as usual.
- Nelson informed the Council the short-term investment rate is now 3.75% vs 3.35% previously.
- Eldridge informed the Council City Attorney, Catherine Pratt, will be attending the March 28th City Council meeting to discuss camping restrictions.
- Ross informed the Council the Statement of Economic Interest will open March 15th and is due by April 15th.

March 14, 2023

- Eldridge gave updates on the following:
 - Redwood Apartments: Located off 6th St, is still working on storm drainage requirements and the plat is ready to be signed.
 - Butterfly Gardens: Located on N 7th St, is almost to the point of applying for permits.
 - Shadowood: Located at the end of Sommerville Lp, is looking at additional development to the upper parts of the property but will avoid wetland.
 - Eldridge was contacted about the property on west side of S 6th St, by a Concrete Batch Company which is family owned. They will be walking around the property this week and she is hoping the State will expand their enterprise zones as well, as they might be interested.
 - HART: Eldridge referred to **Addendum 2** which indicates what services HART has provided these last six months. Eldridge stated Maggie Cooley is no longer the Director for HART but is a volunteer. Thomas was concerned about having the same issues at the Budget Committee meeting this year. Eldridge responded that she has spoken with Francis, and they have been trying to get additional support.
 - Scholz commented on the condition of the HART building stating that structurally, with it being built in 1955, it doesn't have many years left.

With no further discussion, the City Council Work Session adjourned at the hour of 8:26pm.

Mayor

City Recorder

HARRISBURG CITY COUNCIL

Addendum 1



ROADMAP

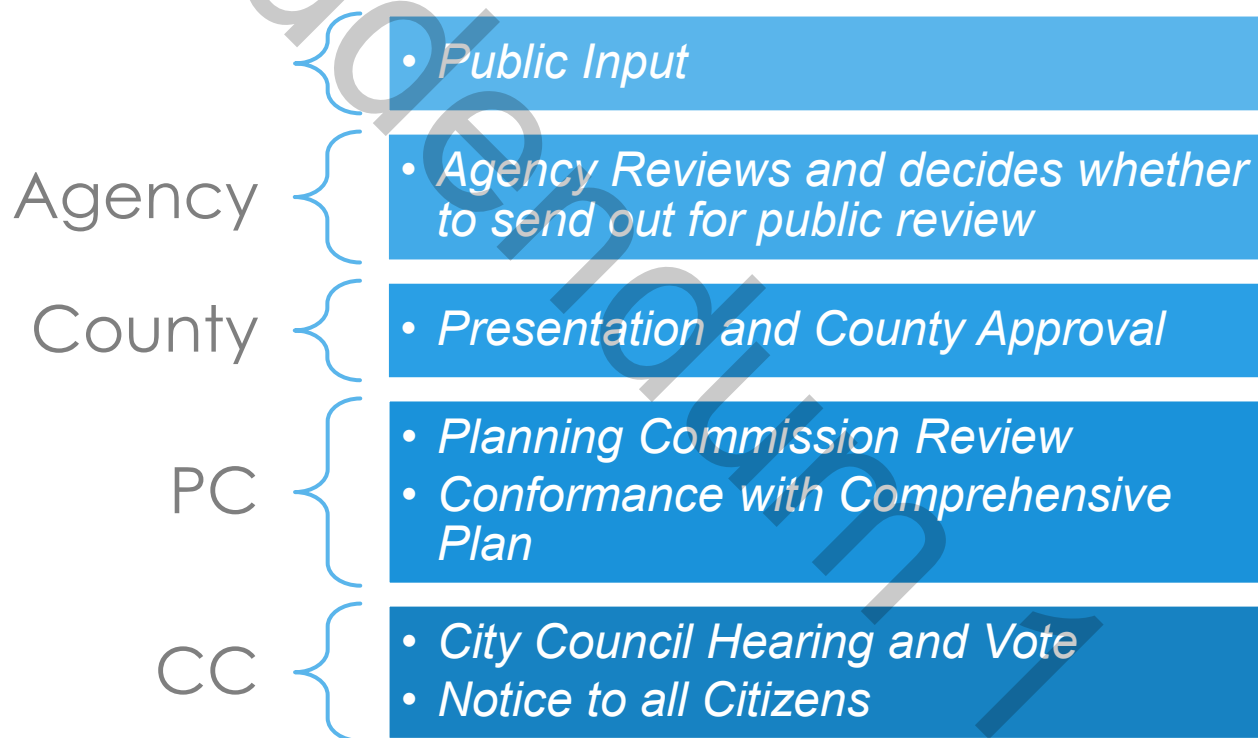


1. Role of City Council
2. Amendment Overview
3. Process

ROLE OF CITY COUNCIL

To hold a hearing on the proposed Harrisburg Urban Renewal Plan Substantial Amendment, take testimony and conduct first reading of non-emergency ordinance.

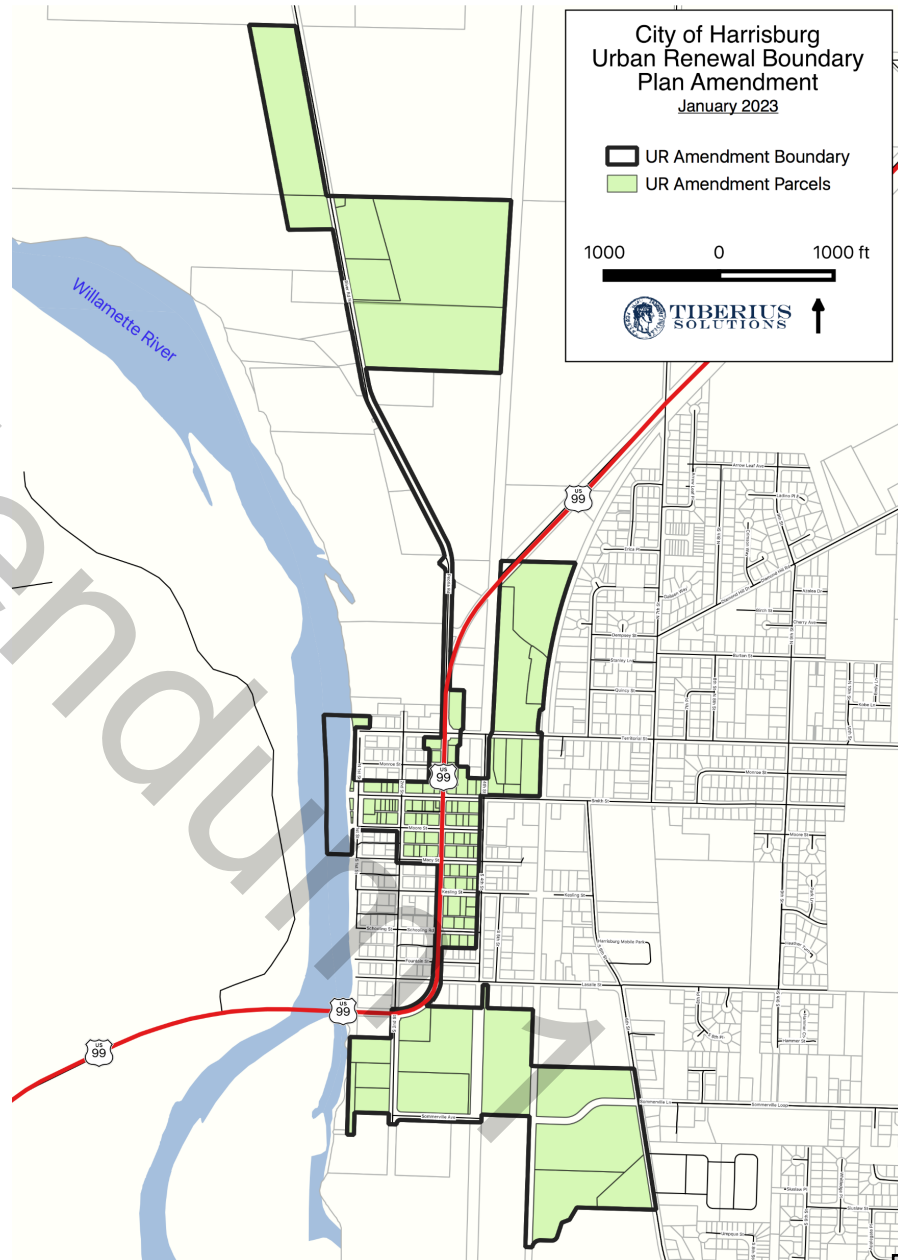
HOW IS A PLAN AMENDMENT ADOPTED?



PROPOSED PLAN CHANGES

1. Add parcels
2. Add projects
3. General updating

Boundary



PROJECTS

Water Quality projects

North Site and South Site

FINANCIAL FORECASTING

1. No new maximum indebtedness
2. No “new” impacts to taxing districts
3. Revenue sharing thresholds reached in FYE 2018, commenced in 2019 - payments to taxing districts
4. Revenue Sharing will be a component of the Plan until termination
5. The Plan will now become a “permanent rate” plan, which means that it will only take division of tax revenues from permanent rate levies.
6. The time frame for urban renewal is until FYE 2035, one year less than forecasted in 2015. This is due to increased assessed values in the Area. This is in compliance with the 2036 termination stipulated in the Plan.
7. Schools and Education Service District are indirectly impacted

NO NEW TAXES TO PROPERTY OWNERS FROM URBAN RENEWAL

Addendum 1

GENERAL GOVERNMENT

4.

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

EDUCATION

4.

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

Schools are funded through the State School Fund on a per pupil basis: Urban Renewal indirectly impacts them.

NEXT STEPS & SCHEDULE

Take public testimony, conduct first reading of ordinance

Linn County review and vote on approval

March 14

City Council second reading and vote on adoption of Ordinance

Ongoing

ODD Fellows meet at facility

Bingo at Senior Center, donate proceeds to HART

Events

Oct 2022 meet with Ryan Vogt, COG

Nov 2022 Joined Tri County Chamber of Commerce

Nov 2022 meet with Alicia Lucke, COG

Dec 2022 Toy for Tots

Nov-Dec 2022 LCSW used the facility, short term need, to meet with Clients.

Jan 2023 Welcome to Medicare Presentation with COG

Jan 2023 CSC Utility Program

Feb 2023 \$tand By Me Presentation with COG

Feb 2023 Meet with John Moriarty Oregon Community Fund

Feb 2023 Lunch with Jim White, Nonprofit Assoc of Oregon

Feb 2023 Meeting with Susan Parsons, Nonprofit Assoc of Oregon

In-process to Schedule

CSC return visit

WIC intake to resume, still under Covid Restrictions

Dental Hygiene

New Girl Scout Troop formation by locale parent, to use facility.

Mutli Cultural Festival chaired by Arielle Freytag (please contact Arielle for more info)

Ongoing projects with challenges

Community Garden, looking for suitable space.

Family Bingo, looking for suitable space.

Various other events or programs that need a Chairperson or Coordinator but have existing resources to support and help fund. If we have a person to lead the project, grants can be written. (together class, afterschool program, summer camp, ect.)



City Council Work Session Minutes March 28, 2023

Mayor: Robert Duncan, Presiding
 Council President: Mike Caughey, Present
 Councilors Present: Robert Boese, Adam Keaton, and Randy Klemm
 Councilors Absent: Kim Downey and Charlotte Thomas
 City Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Officer/Deputy City Recorder Cathy Nelson, City Recorder/Municipal Court Clerk Lori Ross, and Building Permit Clerk/Code Enforcement Officer Carol Canham
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan at the hour of 6:32pm

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

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

STAFF REPORT: Sheriff Michele Duncan presented the LCSO Report for February which included several car break-ins and counterfeit currency distributed in Harrisburg. She commented that the currency was some of the best she has seen, therefore, it was turned over to the Secret Service. There were several warrant arrests in February as the result of traffic enforcement. Sheriff Duncan reminded Council of the upcoming Citizens Academy that begins April 5th. Sheriff Duncan also stated that at the next quarterly meeting, will be held at the Sheriff's Office where they will be taking a tour of the Jail and will see firsthand how they manage the population. She commented that this last year, they have hired 20 new employees including 12 in patrols and are looking to hire four more. LCSO has also hired six new dispatchers, will be hiring two nurses and will once again have a Chaplin on staff.

- Caughey asked about the train derailment as noted on page 8. Sheriff Duncan commented that it was outside of Harrisburg, but this was the closest cross street. It was not a full derailment, and there were no injuries.

March 28, 2023

THE MATTER OF THE MAYOR PROCLAIMING APRIL AS CHILD ABUSE PREVENTION AND AWARENESS MONTH

STAFF REPORT: Council President Caughey read the Proclamation, on behalf of Mayor Robert Duncan, proclaiming April as Child Abuse Prevention and Awareness Month.

THE MATTER OF A DISCUSSION IN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(H), "TO CONSULT WITH COUNSEL CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED." IN RELATION TO ESTABLISHING OBJECTIVELY REASONABLE TIME, PLACE AND MANNER (TPM) RESTRICTIONS IN RELATION TO CAMPING ON PUBLIC PROPERTY IN HARRISBURG

The Mayor declared an Executive Session as per ORS 192.660(1)(2)(h) at the hour of 6:47pm.

The City Council exited the Executive Session at the hour of 8:46pm and returned to the City Council Work Session.

OTHER ITEMS

- Caughey asked Scholz about the speed sign on the highway as you're coming over the bridge and commented it's blocked from vision until you're a short distance to the 30MPH speed zone. Scholz replied that he has spoken to ODOT for four years about that sign and has gotten nowhere. Scholz to give Caughey his contact information.
- Eldridge informed Council of the following:
 - Former City Administrator Bruce Cleeton's Memorial Service is Saturday, May 6th. She reminded Council that he served the City from the late 90's to 2013 when he retired.
 - Monday, April 24th there will be a Harrisburg Business Open House at the Municipal Center from 5:30pm to 7:30pm. Light refreshments will be served.
 - Groundbreaking Ceremony at Eagle Park on Thursday, May 4th at 3pm for the construction of the Dog Park and Nature Trails. The Tri-County Chamber of Commerce will also be providing a ribbon cutting ceremony.
 - Work Party at Eagle Park, Saturday, May 13th from 9:30am to 2:30pm. They will be doing grass roots work on the trails.

With no further discussion, the City Council Work Session adjourned at the hour of 8:51pm.

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
3901						
3901	Amanda Pelkey	3.28.23	Reimbursement	03/28/2023	205.45	24-60-2000
Total 3901:					205.45	
1206						
1206	Analytical Lab & Consultants	155247	Water Testing	02/10/2023	252.00	51-65-4200
1206	Analytical Lab & Consultants	155248	Water Testing	02/10/2023	730.00	52-65-4200
1206	Analytical Lab & Consultants	155393	Water Testing	02/14/2023	316.00	52-65-4200
1206	Analytical Lab & Consultants	155450	Water Testing	02/15/2023	316.00	52-65-4200
1206	Analytical Lab & Consultants	155544	Water Testing	02/21/2023	344.00	52-65-4200
1206	Analytical Lab & Consultants	155592	Water Testing	02/22/2023	316.00	52-65-4200
1206	Analytical Lab & Consultants	155809	Water Testing	02/28/2023	252.00	51-65-4200
1206	Analytical Lab & Consultants	155817	Water Testing	02/28/2023	316.00	52-65-4200
1206	Analytical Lab & Consultants	155827	Water Testing	02/28/2023	316.00	52-65-4200
Total 1206:					3,158.00	
2225						
2225	B & I Hardware & Rental	591354	P/W Misc Supplies.	02/13/2023	33.74	10-72-6700
2225	B & I Hardware & Rental	592961	P/W Misc Supplies.	02/22/2023	23.65	10-72-4000
Total 2225:					57.39	
3697						
3697	Brewer and Coulombe, PC	502992	Attorney Fees	01/31/2023	402.50	10-42-2500
3697	Brewer and Coulombe, PC	502993	Attorney Fees	01/31/2023	1,085.00	10-42-2700
3697	Brewer and Coulombe, PC	503024	Attorney Fees	03/10/2023	52.50	10-42-2500
3697	Brewer and Coulombe, PC	503025	Attorney Fees	03/10/2023	735.00	10-42-2700
Total 3697:					2,275.00	
3978						
3978	Brilliance Publishing, Inc.	IN1586693	Books	02/17/2023	18.84	24-60-2000
Total 3978:					18.84	
4003						
4003	Carol Canham	4.5.23	Per Diem	03/29/2023	108.00	10-63-2200
Total 4003:					108.00	
4014						
4014	Carolyn L. Harris	3729	Refund	03/08/2023	425.00	10-37-4000
Total 4014:					425.00	
3804						
3804	Carrot-Top Industries Inc	INV114985	Misc Exp	02/27/2023	1,004.16	10-72-4000
Total 3804:					1,004.16	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2549						
2549	Cascade Columbia Distribution	859143	Misc. P/W Expense	02/08/2023	2,565.80	52-65-4000
2549	Cascade Columbia Distribution	859675	Misc. P/W Expense	02/15/2023	2,565.80	52-65-4000
2549	Cascade Columbia Distribution	860717	Misc. P/W Expense	03/01/2023	2,565.80	52-65-4000
Total 2549:					7,697.40	
3407						
3407	Cascade Health Solutions	32678	Exam	02/07/2023	139.00	11-44-5000
Total 3407:					139.00	
3920						
3920	Cathy Nelson	3022023	Mileage	03/02/2023	218.77	10-63-2300
Total 3920:					218.77	
3773						
3773	CenturyLink	632516256	Phone Bill	03/04/2023	.17	10-69-3500
3773	CenturyLink	FEB 2023	Phone Bill	02/26/2023	42.11	52-65-3500
3773	CenturyLink	FEB 2023	Phone Bill	02/26/2023	45.76	52-65-3500
3773	CenturyLink	FEB 2023	Phone Bill	02/26/2023	44.21	51-65-3500
3773	CenturyLink	FEB 2023	Phone Bill	02/26/2023	42.15	51-65-3500
3773	CenturyLink	FEB 2023	Phone Bill	02/26/2023	45.76	52-65-3500
3773	CenturyLink	FEB 2023	Phone Bill	02/26/2023	40.56	52-65-3500
3773	CenturyLink	FEB 2023	Phone Bill	02/26/2023	45.76	52-65-3500
3773	CenturyLink	FEB 2023	Phone Bill	02/26/2023	42.15	10-69-3500
3773	CenturyLink	FEB 2023	Phone Bill	02/26/2023	42.11	52-65-3500
Total 3773:					390.74	
2939						
2939	Cobalt Computer Services, Inc.	25184	Computer Service	02/28/2023	230.00	40-65-8015
2939	Cobalt Computer Services, Inc.	25184	Computer Service	02/28/2023	1,236.25	40-67-8100
2939	Cobalt Computer Services, Inc.	25267	Computer Service	02/28/2023	287.38	40-65-8015
Total 2939:					1,753.63	
2720						
2720	Comcast	MAR 2023	Internet Service	03/02/2023	324.53	10-60-2000
2720	Comcast	MAR 2023 LIB	Internet Service	03/01/2023	286.85	24-60-2525
2720	Comcast	MAR 2023 PW	Internet Service	03/01/2023	149.92	51-65-3500
2720	Comcast	MAR 2023 PW	Internet Service	03/01/2023	149.93	52-65-3500
Total 2720:					911.23	
4017						
4017	Cushion Tennis Courts	HARRISBURG	Harrisburg Basketball Courts	03/27/2023	10,000.00	10-91-9900
Total 4017:					10,000.00	
3913						
3913	DataBar Inc	260736	W/S Utility Statements	03/17/2023	366.69	51-74-2200
3913	DataBar Inc	260736	W/S Utility Statements	03/17/2023	366.69	52-74-2200
3913	DataBar Inc	260737	W/S Utility Statements	03/17/2023	127.50	51-74-2200
3913	DataBar Inc	260737	W/S Utility Statements	03/17/2023	127.50	52-74-2200
3913	DataBar Inc	260738	W/S Utility Statements	03/17/2023	127.50	51-74-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3913	DataBar Inc	260738	W/S Utility Statements	03/17/2023	127.50	52-74-2200
Total 3913:					1,243.38	
3966						
3966	DCBS Fiscal Services	FEBRUARY 20	State Surcharge - Building/Electric	02/28/2023	761.69	26-70-1050
3966	DCBS Fiscal Services	FEBRUARY 20	State Surcharge - Building/Electric	02/28/2023	181.97	27-70-1050
Total 3966:					943.66	
3902						
3902	Equipment Mobile Services Inc	INV-102184	Misc P/W Exp	03/09/2023	317.91	11-45-2100
3902	Equipment Mobile Services Inc	INV-102184	Misc P/W Exp	03/09/2023	370.88	51-73-2100
3902	Equipment Mobile Services Inc	INV-102184	Misc P/W Exp	03/09/2023	370.88	52-73-2100
Total 3902:					1,059.67	
1218						
1218	Grainger	9603753444	Misc. P/W Supplies	02/09/2023	354.24	41-78-8170
1218	Grainger	9618185970	Misc. P/W Supplies	02/22/2023	280.84	10-72-6650
Total 1218:					635.08	
3720						
3720	Guaranty Chevrolet	531756	Vehicle Repair Service	02/17/2023	28.89	11-45-2100
3720	Guaranty Chevrolet	531756	Vehicle Repair Service	02/17/2023	33.71	51-73-2100
3720	Guaranty Chevrolet	531756	Vehicle Repair Service	02/17/2023	33.71	52-73-2100
Total 3720:					96.31	
4016						
4016	Harrisburg Area Museum	9.2.23	Reservations	03/23/2023	100.00	24-60-3050
4016	Harrisburg Area Museum	9.2.23A	Cleaning Deposit	03/23/2023	100.00	24-60-3050
Total 4016:					200.00	
1220						
1220	Hurd's Custom Machinery, Inc.	37219	Public Works Supplies	02/06/2023	54.01	10-72-4000
1220	Hurd's Custom Machinery, Inc.	37316	Public Works Supplies	02/14/2023	53.87	10-72-4000
1220	Hurd's Custom Machinery, Inc.	37416	Public Works Supplies	02/23/2023	113.63	52-65-4600
1220	Hurd's Custom Machinery, Inc.	37451	Public Works Supplies	02/27/2023	4.38	10-72-6700
Total 1220:					225.89	
3432						
3432	John Deere Financial	4191738	Misc P/W Exp	02/02/2023	5.99	51-65-2500
3432	John Deere Financial	4191738	Misc P/W Exp	02/02/2023	238.99	10-72-6700
Total 3432:					244.98	
3968						
3968	Junction City	FEBRUARY 20	Building/Electrical Permit Fees	02/28/2023	6,046.11	26-70-1000
3968	Junction City	FEBRUARY 20	Building/Electrical Permit Fees	02/28/2023	1,414.24	27-70-1000
Total 3968:					7,460.35	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3683						
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	138.60	10-60-2400
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	15.04	24-60-2000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	27.48	24-60-2300
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	29.23	24-60-3050
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	33.96	24-60-3050
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	11.97	24-60-3050
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	26.60	41-78-8170
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	35.16	10-72-4000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	4.28	51-65-4600
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	4.29	52-65-4600
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	40.00	10-63-2000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	372.00	52-65-4150
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	57.90	41-78-8170
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	467.96	52-65-4600
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	248.97	52-65-4600
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	126.98	41-78-8170
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	8.95	10-72-4000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	631.90	51-65-4150
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	631.90	52-65-4150
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	60.00	52-65-4600
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	12.29	10-72-4000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	134.03	11-43-2000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	903.00	52-65-4600
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	1,665.00	41-78-8170
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	4.29	51-65-4600
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	4.28	52-65-4600
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	555.56	25-65-2000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	149.98	41-78-8170
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	728.53	25-65-2000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	33.00	10-53-2200
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	33.00	10-53-2200
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	11.85	10-42-2800
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	40.68	10-53-2000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	35.98	10-72-4000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	23.98	10-72-4000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	22.98	24-60-2000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	1,113.38	24-60-2000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	43.47	24-60-2000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	33.00	10-53-2200
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	33.00	10-53-2200
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	81.62	10-60-2300
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	160.00	10-63-2100
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	29.94	24-60-2000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	10.55	24-60-2000
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	15.99	24-60-3050
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	115.00	24-60-2800
3683	Keybank N.A.	FEB 2023	Misc Credit Card Charges	02/21/2023	39.01	10-60-2300
Total 3683:					8,896.48	
4015						
4015	Kuhn Design Group	0003097	Logo	03/08/2023	300.00	10-53-2900
4015	Kuhn Design Group	003097A	Logo	03/08/2023	300.00	10-53-2900
Total 4015:					600.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2211						
2211	Linn County Recorder	15-04-15-CA (2	Recording Fee	03/08/2023	5.00	10-41-2100
Total 2211:					5.00	
3819						
3819	Linn County Treasurer	FEB 2023	Court Revenue Payout	02/28/2023	214.64	10-42-2200
3819	Linn County Treasurer	JAN 2023	Court Revenue Payout	01/31/2023	224.00	10-42-2200
Total 3819:					438.64	
4012						
4012	Luis Tomas Ruiz	22-M-0007 2/2	Restitution	02/28/2023	100.00	10-42-2200
Total 4012:					100.00	
1984						
1984	McCrometer, Inc.	581293	P/W Misc. Expense	03/23/2023	777.06	52-65-4600
Total 1984:					777.06	
1077						
1077	Michele Eldridge	324231	Mileage	03/23/2023	334.81	10-63-2300
Total 1077:					334.81	
3873						
3873	NAPA Auto Parts	817-673812	Misc P/W Exp	02/16/2023	23.54	11-45-2100
3873	NAPA Auto Parts	817-673812	Misc P/W Exp	02/16/2023	27.47	51-73-2100
3873	NAPA Auto Parts	817-673812	Misc P/W Exp	02/16/2023	27.46	52-73-2100
3873	NAPA Auto Parts	817-674264	Misc P/W Exp	02/15/2023	14.17	11-45-3000
Total 3873:					92.64	
2644						
2644	Net Assets	54-202302	Lien Searches	02/28/2023	48.00	10-53-2250
Total 2644:					48.00	
3921						
3921	Northwest Electrical Construction,	5137	Electrical	02/15/2023	575.00	52-65-2400
Total 3921:					575.00	
1102						
1102	NW Natural Gas Co.	MAR 2023	Utilities	03/14/2023	253.19	10-69-2000
1102	NW Natural Gas Co.	MAR 2023 PU	Utilities	03/14/2023	49.18	52-65-2700
1102	NW Natural Gas Co.	MAR 2023 PW	Utilities	03/14/2023	659.43	51-65-2700
Total 1102:					961.80	
1582						
1582	Oregon Cascades West COG	MAR 2023	Senior Meals	03/01/2023	500.00	10-66-2100
Total 1582:					500.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1033						
1033	Oregon Department of Revenue	FEB 2023	Court Revenue Payout	02/28/2023	826.71	10-42-2200
1033	Oregon Department of Revenue	JAN 20232	Court Revenue Payout	01/31/2023	770.00	10-42-2200
Total 1033:					1,596.71	
1862						
1862	Oregon DMV	L0042692777	Record Inquiry	02/28/2023	2.90	10-42-2800
Total 1862:					2.90	
3096						
3096	Pacific Office Automation	954424	Telephone	02/23/2023	99.31	10-69-3500
3096	Pacific Office Automation	954424	Telephone	02/23/2023	25.21	24-60-2500
3096	Pacific Office Automation	954424	Telephone	02/23/2023	99.31	51-65-3500
3096	Pacific Office Automation	954424	Telephone	02/23/2023	99.31	52-65-3500
3096	Pacific Office Automation	965591	Copier Contract	02/28/2023	4.70	10-60-2100
3096	Pacific Office Automation	965591	Copier Contract	02/28/2023	4.70	51-74-2000
3096	Pacific Office Automation	965591	Copier Contract	02/28/2023	4.71	52-74-2000
Total 3096:					337.25	
1079						
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	50.85	52-65-2600
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	20.39	10-69-2500
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	7.61	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	11.73	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	362.83	10-69-2500
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	17.96	10-69-2500
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	34.75	11-44-2000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	3,748.97	51-65-2600
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	1,295.74	51-65-2600
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	248.42	51-65-2600
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	1,031.83	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	41.31	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	128.96	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	228.76	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	17.96	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	372.96	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	86.26	25-65-2500
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	91.27	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	53.24	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	27.53	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	440.38	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	68.45	10-69-3000
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	65.45	52-65-2600
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	18.80	52-65-2600
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	43.56	52-65-2600
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	34.86	10-72-6700
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	568.25	25-65-2500
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	31.47	25-65-2500
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	35.86	10-69-2500
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	99.65	10-69-2500
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	1,267.26	10-69-2500
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	60.08	52-65-2600
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	158.75	52-65-2600
1079	Pacific Power & Light Company	MARCH 2023	UTILITIES	03/21/2023	1,554.60	52-65-2600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1079:					12,326.75	
3582						
3582	Sierra Springs	21792967 0304	Bottled Water	02/17/2023	92.19	10-53-2200
Total 3582:					92.19	
2124						
2124	Skip Tracer & Lads	16141	Misc. P/W Expense	03/06/2023	300.00	11-44-6000
Total 2124:					300.00	
2927						
2927	Staples Business Advantage	3530799901	Office Supplies	02/17/2023	45.36	10-60-2300
2927	Staples Business Advantage	3530799901	Office Supplies	02/17/2023	45.35	51-74-2400
2927	Staples Business Advantage	3530799901	Office Supplies	02/17/2023	45.35	52-74-2400
2927	Staples Business Advantage	3531120732	Office Supplies	02/22/2023	26.40	10-60-2300
2927	Staples Business Advantage	3531120732	Office Supplies	02/22/2023	26.39	51-74-2400
2927	Staples Business Advantage	3531120732	Office Supplies	02/22/2023	26.40	52-74-2400
2927	Staples Business Advantage	3531698258	Office Supplies	02/26/2023	1.76-	10-60-2300
2927	Staples Business Advantage	3531698258	Office Supplies	02/26/2023	1.76-	51-74-2400
2927	Staples Business Advantage	3531698258	Office Supplies	02/26/2023	1.77-	52-74-2400
2927	Staples Business Advantage	3532487331	Office Supplies	03/07/2023	149.99	40-65-8050
2927	Staples Business Advantage	3532949244	Office Supplies	03/13/2023	5.54	10-60-2300
2927	Staples Business Advantage	3532949244	Office Supplies	03/13/2023	5.54	51-74-2400
2927	Staples Business Advantage	3532949244	Office Supplies	03/13/2023	5.53	52-74-2400
2927	Staples Business Advantage	3532949245	Office Supplies	03/14/2023	21.33	10-60-2300
2927	Staples Business Advantage	3532949245	Office Supplies	03/14/2023	21.33	51-74-2400
2927	Staples Business Advantage	3532949245	Office Supplies	03/14/2023	21.33	52-74-2400
Total 2927:					440.55	
1144						
1144	Suzan Jackson	225	Janitor Services	02/28/2023	630.00	10-72-4100
1144	Suzan Jackson	225	Janitor Services	02/28/2023	420.00	10-72-4100
Total 1144:					1,050.00	
3937						
3937	The Keyhole Locksmith	99352	Locksmith Service	02/15/2023	241.00	10-72-6700
3937	The Keyhole Locksmith	99689	Locksmith Service	03/09/2023	110.00	10-72-6700
Total 3937:					351.00	
3866						
3866	Umpqua Valley Financial, LLC	6705	Audit Services	03/17/2023	3,410.00	10-41-2000
3866	Umpqua Valley Financial, LLC	6705	Audit Services	03/17/2023	1,430.00	11-42-2000
3866	Umpqua Valley Financial, LLC	6705	Audit Services	03/17/2023	2,970.00	51-60-2000
3866	Umpqua Valley Financial, LLC	6705	Audit Services	03/17/2023	3,190.00	52-60-2000
Total 3866:					11,000.00	
3747						
3747	USABlueBook	159766	Misc P/W Exp	02/07/2023	328.98	52-65-4600
3747	USABlueBook	172650	Misc P/W Exp	02/07/2023	118.26	52-65-4600
3747	USABlueBook	172650	Misc P/W Exp	02/07/2023	6.89	52-65-4600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3747:					454.13	
3663						
3663	Water & Sewer Deposit Refund	#11691.10	Utility Billing Overpayment	03/08/2023	45.80	01-1075
3663	Water & Sewer Deposit Refund	#400.01	Utility Billing Overpayment	03/14/2023	24.01	01-1075
3663	Water & Sewer Deposit Refund	#444.06	Utility Billing Overpayment	03/23/2023	33.16	01-1075
3663	Water & Sewer Deposit Refund	#910.19	Utility Billing Overpayment	03/14/2023	90.90	01-1075
Total 3663:					193.87	
2661						
2661	WCP Solutions	13138873	Office Supplies	03/03/2023	450.45	10-72-6650
2661	WCP Solutions	13138874	Office Supplies	03/03/2023	122.66	10-60-2300
2661	WCP Solutions	13138874	Office Supplies	03/03/2023	122.67	51-74-2400
2661	WCP Solutions	13138874	Office Supplies	03/03/2023	122.67	52-74-2400
2661	WCP Solutions	13138874	Office Supplies	03/03/2023	617.60	10-72-6650
Total 2661:					1,436.05	
1239						
1239	WECO	CP-00225814	PW Gas Exp	02/28/2023	520.89	11-45-2000
1239	WECO	CP-00225814	PW Gas Exp	02/28/2023	607.70	51-73-2000
1239	WECO	CP-00225814	PW Gas Exp	02/28/2023	607.71	52-73-2000
Total 1239:					1,736.30	
Grand Totals:					85,119.06	

Dated: _____

Mayor: _____

City Council: _____

Payment Approval Report
Expense Account Key

	Fund Number	G.L. Number Acct
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
Building Permit Fund	26	26-XX- XXXX
Electrical Permit Fund	27	27-XX- XXXX
Debt Services Fund	30	30-XX- XXXX
Office Equip. Fund	40	40-XX- XXXX
Equipment Fund	41	41-XX- XXXX
Water Fund	51	51-XX- XXXX
Sewer Fund	52	52-XX- XXXX
Sewer Resv Fund	56	56-XX- XXXX

City Recorder: _____

City Treasurer: _____

Agenda Bill

Harrisburg City Council

Harrisburg, Oregon

THE MATTER OF APPROVING OUT OF STATE TRAINING AND TRAVEL EXPENSES FOR THE CITY ADMINISTRATOR

STAFF REPORT:

No Exhibits

ACTION: THE MOTION TO APPROVE THE CONSENT LIST WILL APPROVE THE OUT OF STATE TRAVEL COSTS TO ALLOW MICHELE ELDRIDGE TO ATTEND THE LOCAL GOVERNMENT REIMAGINED CONFERENCE BEING HELD IN LONG BEACH, CA

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda – April 11, 2023

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Registration: \$400 Room/Board: \$920 Mileage/Plane: \$628	Yes Total \$1948	General Fund

STAFF RECOMMENDATION:

Staff recommends the City Council approve the travel request for Michele Eldridge to attend the ICMA (International City Manager Association) Conference being held in Long Beach, CA

BACKGROUND INFORMATION:

The City Administrator had planned on attending several LOC or OCCMA (Oregon City County Management Association) seasonal conferences this year, but unfortunately, the timing has been during Council meetings, or local special events. Generally, the City Administrator attends one OCCMA Conference, and one ICMA (International City Managers Association) Conference each year, plus any other opportunities that arise in the regional area, that are affordable, and provide us with timely information. ICMA is the conference that Brian Latta attended for several years.

This 'regional' conference is part of the ICMA Local Government Reimagined Conferences, and is different from the main conference, which is typically held in late September/early October. There are no handouts for this training at this time; additional information can be found at <https://lgr.icma.org/long-beach-ca/>

This Conference is labeled 'Placemaking at the Local Level: Livable Communities, Thriving Economies. Session topics will include, but are not limited to:

- Addressing Critical Infrastructure Needs at the Local Level
- Building Local Revenue Through Tourism
- Homelessness in the City: At the Crossroads of Affordable Housing, Support Services, Property Values, and Use of Public Land
- Rethinking Emergency Management and Preparedness in the Face of Escalating Climate Threats

Most of these topics are part of the established priorities, as well as objectives in meeting our Strategic Plan Goals for the City of Harrisburg currently, so the class offering has great timing for us. The classes are held on Wednesday, June 7th, through Friday, June 9th, 2023. Staff sincerely hopes that no earthquakes crash the party during the 'rethinking emergency management' classes, as the hotel is a high rise located in the midst of frequent earthquake country.

All of the City Professional Development classes are budgeted on an annual basis. Because this is a conference with a slightly shorter time frame from the annual conference, it is slightly more affordable than the conferences typically attended by Brian Latta. His last ICMA Conference was held in Baltimore MD, at a cost of \$2,435 in 2018. Tim Gaines also cost \$2,175 for his last class held in Salt Lake City, Utah in 2018.

Staff hopes that the budget will allow for similar training opportunities in the future. The City Administrator typically attends two major conferences a year. The City does need to attend a Main Street Conference in the future, there is the LOC Conference in October, and the ICMA Annual Conference, which will be held September 30-October 4 in Austin, Texas. Staff focuses on the training that is most relevant to the City's priorities, that meets the obligations of the programs we belong to in the City, and those that don't conflict with meetings and local events. Also, important and relevant is training that improves efficiency and services provided to the citizens of Harrisburg.

REVIEW AND APPROVAL:

Michele Eldridge 04.04.23
 Michele Eldridge, City Administrator Date



Library Board Meeting Minutes March 07, 2023

Chairperson: Katherine Hansen, Present
 Vice-Chairperson: Angela Christensen, Absent
 Board Members: Dez Hansen and Lori Pelkey
 City Staff Present: Librarian's Amanda Pelkey and Edith Carter, City Recorder/ Municipal Court Clerk, Lori Ross
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Chairperson Katherine Hansen at the hour of 5:30pm.

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

APPROVAL OF MINUTES

- D. Hansen **motioned to approve the minutes for the January 3, 2023 Library Board Meeting and was seconded by Pelkey. The motion passed by a vote of 3-0.** (Yes: D. Hansen, Pelkey and Chairperson Hansen; No: None.)

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

STAFF REPORT: Applicant Alexandria (Allie) Bennett was present to introduce herself. She stated she started volunteering one year ago and has been assisting with the Story Time and Craft Club programs and that she loves the community and being part of it.

- D. Hansen **motioned to recommend to the City Council that they appoint Alexandria Bennett to the Library Board with a term ending June 30, 2026 and was seconded by Pelkey. The motion passed by a vote of 3-0.** (Yes: D. Hansen, Pelkey and Chairperson Hansen; No: None.)

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT: The Library Board reviewed the following programs:

Book Club: Chairperson Hansen commented that due to illness, Cheryl Spangler has been the volunteer for the program. Spangler will also be the volunteer for the next program, due to her vacation.

Craft Club: A. Pelkey commented it was going well and they have a new volunteer for the program, JoAnn.

March 07, 2023

D & D: No information available regarding a new campaign or re-start date.

Game Night: A. Pelkey commented the program has not been held due to no volunteer. She has two residents interested, but they still need to go through the volunteer process. The program is held the 1st Thursday of the month from 6:30pm to 7:30pm. L. Pelkey stated she could run the April 6th program.

Sewing Club: A. Pelkey stated the current program has ended and they need a new volunteer to begin again.

Story Time: D. Hansen stated the program is going well and that she has stepped back from volunteering for the program. D. Hansen suggested a Baby Story Time program on Wednesday mornings.

- Pelkey stated the Elementary School has reached out to her regarding a field trip to the Library for Story Time. She will have information available about the new Student Library Cards and about current Library Programs for the students.
- L. Pelkey suggested having a teacher's card where the teacher checks out the materials and the items stay in the classroom. L. Pelkey commented that the Monroe Library has a different class visit every Wednesday and suggested A. Pelkey reach out to the school principal. D. Hansen stated she would volunteer for the visits.

Lego Club: A. Pelkey commented she had four children, and four parents attended the March 3rd program. A. Pelkey suggested the board share any Library Facebook posts to help with attendance.

Computer Club: No new classes set. A. Pelkey to reach out to Kathy Sapp and see if she is willing to volunteer for a new program.

Tutoring: A. Pelkey commented they are losing one tutor due to scheduling conflicts.

Karaoke Club: A. Pelkey commented that its an informal program at this time and it was to be held on the 1st Friday of the month.

THE MATTER OF DISCUSSING PROPOSAL TO PROVIDE LIBRARY ACCESS TO STUDENTS OUTSIDE OF CITY LIMITS

STAFF REPORT: A. Pelkey stated this proposal is for students inside the school district which includes home schools and private schools. They would be issued a free Library card with limited access. A. Pelkey suggested increasing the cost of Library cards from \$25 to \$30 per year for non-residents to offset the potential loss of income.

- L. Pelkey stated Monroe Library charges \$100 per year for non-residents.
- D. Hansen asked how many cards annually are renewed for non-residents. A. Pelkey will find out from Jeremy and verify the expiration date in Evergreen.
- Pelkey commented that there are 75 students on the bus route. A. Pelkey and Nelson to map out the school district area.
- A. Pelkey commented that we would also need to change the Library Policy to reflect the new service. It was suggested by Ross to wait until "library things" and "video game rentals" (future services) are up and running so it can be changed at the same time.

Others:

- Ross let the Board know that Chairperson Hansen term is ending June 30th. Chairperson Hansen stated she would not be resubmitting her application for a second term due to personal issues. Ross to open the position with a closing date of April 21st to go to the May 2nd Library Board meeting. Ross informed the Board that any future applicants would need to reside within the City limits.

March 07, 2023

- Ross informed the Board of the price increase for background checks from \$10 to \$33 and that next fiscal year, this cost would be coming out of the Library Program Fund and not the General Fund. Ross asked A. Pelkey to evaluate our current roster and see how many active volunteers we currently have.
- Ross also informed the Board and the Librarians that volunteer orientation will be once a month, however, if they have a situation where they need a volunteer sooner, to please contact her.
- Chairperson Hansen stated that Cheryl Spangler would like to volunteer for the Cultural Grant Program which will be held in August or September. A. Pelkey commented that HART Community Center will also be holding a cultural program which is being led by Miss Oregon Ariel Freytag and they will most likely be co-hosting the event.
- Ross informed the Board the Library now has two on-call Librarians which will be coming in on Wednesday for training.

With no further discussion, the Library Board meeting was adjourned at hour of 6:20pm.

Code	Description	Count	Amount	GL Account
Court Costs				
AF	ATTORNEY FEE	2	32.47	
CF	COLLECTION FEE	7	329.76	
COSTS	COURT COSTS	8	697.63	
COURT FEE	CF	1	100.00	
DEF-ADJUD	DEF ADJUDICATION	8	864.27	
LPF	LATE PAYMENT FEE	5	37.17	
NSFFEE	NSF - FEE	1	25.00	
PA	PAYMENT ARRANGEMENT- FEE	11	82.44	
SCF	SHOW CAUSE FEE	1	4.17	
SUSP	SUSPENSION FEE	7	73.82	
WF	WARRANT FEE	4	32.08	
Total Court Costs:		55	2,278.81	
Fines				
FINE	FINE ASSESSED	1	140.66	
GBD	GUILTY BY DEFAULT	30	1,121.00	
GUILTY	FOUND GUILTY	20	3,024.00	
Total Fines:		51	4,285.66	
Surcharges				
COUNTY	COUNTY ASSESSMENT	18	276.15	
STATE	STATE ASSESSMENT	28	939.57	
Total Surcharges:		46	1,215.72	
Grand Totals:		152	7,780.19	

HARRISBURG MUNICIPAL COURT

TOTAL CITATIONS ISSUED DURING MONTH OF MARCH 2023

Page: 1

Apr 03, 2023 1:53PM

Report Criteria:

Case.Violation date = 03/01/2023-03/31/2023

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
COBURG PD	23-T-0050	190315	03/01/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & SOMMERVILLE LP
COBURG PD	23-T-0051	190316	03/01/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & SOMMERVILLE LP
LCS	23-T-0055	220210	03/03/2023	EXPIRED VEHICLE REGISTRATION	299 MONROE ST/ N 3RD ST
LCS	23-T-0054	220258	03/05/2023	DRIVE WHILE SUSPENDED/REVOKED; DRIVE UNINSURED	699 S 3RD ST/ LASALLE ST
LCS	23-T-0053	220294	03/08/2023	DRIVE WHILE SUSPENDED/REVOKED	222 N 2ND ST
LCS	23-T-0052	220297	03/08/2023	DRIVING WHILE UNINSURED; DRIVE WHILE SUSPENDED	23475 HWY 99E
LCS	23-M-0023	23-00951	03/08/2023	DISORDERLY CONDUCT II; OBSTRUCTING JUDICIAL/GOV ADMIN	262 SMITH ST/ GRID IRON BAR & GRILL
COHB	23-M-0021	23-M-0021	03/08/2023	FAILURE TO APPEAR ON CRIMINAL CITATION	
COBURG PD	23-T-0056	190321	03/09/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL DR & N. 8TH ST
LCS	23-T-0057	220342	03/13/2023	DRIVING WHILE UNINSURED; DRIVE WHILE SUSPENDED; EXPIRED VEH REG	333 SMITH ST
COBURG PD	23-T-0059	190192	03/15/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST & SPRINGBROOK
COBURG PD	23-T-0058	190325	03/16/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & SOMMERVILLE LP
COBURG PD	23-T-0060	C6601	03/16/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & SOMMERVILLE LP
COBURG PD	23-T-0067	190482	03/21/2023	DRIVE WHILE SUSPENDED/REVOKED	7TH ST & TERRITORIAL ST
LCS	23-T-0061	220454	03/22/2023	FAIL TO DRIVE WITHIN ONE LANE	299 N. 3RD ST & TERRITORIAL ST
LC SO	23-T-0064	220457	03/23/2023	FAILURE TO USE SAFETY BELT	856 S 6TH ST HARRISBURG
LCS	23-T-0062	220463	03/23/2023	DRIVE WHILE SUSPENDED/REVOKED; DRIVE UNINSURED	399 TERRITORIAL ST & N. 4TH ST
COBURG PD	23-T-0066	C6603	03/23/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & SOMMERVILLE LP
LCS	23-M-0022	220466	03/24/2023	DRIVE WHILE SUSPENDED - MISD	199 N 3RD ST/ MONROE ST
LCS	23-T-0063	220467	03/24/2023	DRIVING WHILE UNINSURED; FTR VEHICLE; FT INSTALL IID	199 N. 3RD ST & MONROE ST
LC SO	23-T-0065	220489	03/27/2023	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	599 LASALLE ST/S 6TH ST HARRISBURG

Grand Totals:

21 PEOPLE CITED FOR A TOTAL OF 25 TRAFFIC OFFENSES AND 4 CRIMINAL CHARGES