



City Council Work Session Agenda
January 25, 2022
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. *Meetings are held in a facility that is disinfected. Masks are required at this time and the City asks anyone running a fever, having an active cough or respiratory difficulties, not to attend this meeting. Seating is set with 6' physical separation in mind.*
9. *If you wish to testify, and are unable to attend due to the Coronavirus Pandemic, 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 REVIEWING THE RESULTS OF THE AD-HOC COMMITTEE FINDINGS, THE LAW ENFORCEMENT SURVEY, AND DETERMINING LAW ENFORCEMENT OPTIONS FOR THE NEXT BUDGET YEAR FOR THE CITY OF HARRISBURG

STAFF REPORT:

Exhibit A: Law Enforcement Ad-Hoc Minutes

Exhibit B: Final Survey Results

Exhibit C: 4th Quarter Crime Comparison Reports

Exhibit D: LCSO & Coburg Contracts

ACTION: TBD

RESOLUTIONS

2. THE MATTER OF THE RENEWAL OF THE HARRISBURG BUILDING AND ELECTRICAL PERMIT PROGRAMS AND APPROVING RESOLUTION NO. 1261

STAFF REPORT:

Exhibit A: Notice of Renewal

Exhibit B: Program Administration Renewal Form

Exhibit C: Revised Operating Plan Changes

Exhibit D: 2021/2022 Fee Schedule with Changes

Exhibit E: Resolution No. 1261

ACTION: MOTION TO APPROVE THE RENEWAL OF THE HARRISBURG BUILDING AND ELECTRICAL PERMIT PROGRAM, THE UPDATED OPERATING PLAN, AND RESOLUTION NO. 1261, "A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE"

OTHER ITEMS

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF REVIEWING THE RESULTS OF THE AD-HOC COMMITTEE FINDINGS, THE LAW ENFORCEMENT SURVEY, AND DETERMINING LAW ENFORCEMENT OPTIONS FOR THE NEXT BUDGET YEAR FOR THE CITY OF HARRISBURG

STAFF REPORT:

- Exhibit A: Law Enforcement Ad-Hoc Minutes
- Exhibit B: Final Survey Results
- Exhibit C: 4th Quarter Crime Comparison Reports
- Exhibit D: LCSO & Coburg Contracts

ACTION: TBD

THIS AGENDA BILL IS DESTINED FOR: Work Session – January 25, 2022

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$279,200	Yes	General Fund

STAFF RECOMMENDATION:
Staff recommends the Council discuss the Law Enforcement Options available and provide direction to Staff for future contracts and budgeting purposes

BACKGROUND INFORMATION:

The Law Enforcement Ad-hoc Committee met for a total of 3 meetings and had some very thorough discussions (**Exhibit A**) in relation to the types of options available to the City for law enforcement services. One of the biggest benefits of holding these meetings was involving our citizens and getting their opinions, both at the meetings themselves, and through the survey that was sent out in the December billing mailed in January. The Committee also learned more about the contracts we hold with our agency partners.

Committee members and staff agree that it would be advantageous to the City to have its own law enforcement department, but research showed that it would be very cost prohibitive. It would require sacrifices from other City services and would also need to be funded through some other options. Those would likely be in the form of a public safety fee, or other funding options, such as an operating levy. With the recent public safety bond passed by the Linn County Sheriff's Office, and the existing bonds held by the City, School District, and Fire District, additional funding resources are likely exhausted at this time. In addition to a cost of more than \$167,350 over the amount we currently have budgeted for law enforcement services (\$279,200), we would need to pay for additional services in order to provide adequate coverage at the current levels the City has available to it by the use of contracted services.

The final survey results (**Exhibit B**) were quite useful for the committee to review. Some surveys came in late, and slightly changed the results provided at the committee meeting. When looking at the answers received:

- The majority of respondents (67%) said that they are pleased with current levels of Law Enforcement services;
- People would prefer more law enforcement services by 3% over no changes need to be made. Only 5% of respondents wanted less services;
- A surprising 56% of those surveyed were willing to pay more for law enforcement services;
- 60% of respondents do not feel safer in their communities compared to the 40% that do.

The City's 4th quarter results are also available in **Exhibit C**. In the 4th quarter, property crimes show an increase. Staff also provided the Annual Crime Comparison Statistics for Harrisburg, which showed a fluctuation of only 5 total annual crimes between 2018 and 2021. While property crimes showed an increase over the previous calendar year, the person crimes dropped by half from 2020 to 2021. Person crimes are typically assaults whether physical or sexual assault in general.

Both the LCSO three-year contract and Coburg contract (**Exhibit D**) end this year on June 30th. LCSO is still undergoing collective bargaining with their unions, and contract cities have not yet found out what kind of an increase they will be proposing. For budgeting purposes, we are using 5% for the time being.

While the effects of the pandemic on the City's expenses last year weren't as bad as anticipated, it's certain that we will continue to deal with the increased expenses of doing normal business that everyone else is. The City is currently assembling the information we need to plan for the budget year ahead. At this time, the City is still

promised funds from the remaining American Recovery Plan Act (ARPA), at \$432,548 in the new budget year. However, it's highly probable that the funding might be needed to apply to the price differential for the water bond project bid that was rescheduled for later this year. Technically, those funds aren't available for law enforcement services, unless they have to do with the pandemic itself, but needed to be mentioned in order to explain why we wouldn't be able to apply these additional funds to that purpose.

Our City Councilors at the committee meeting felt that the question of whether or not the City should try to increase contracted hours and law enforcement services should be determined by the City Council. While the survey respondents showed that they are pleased with our current services, it's clear that 60% of them still don't feel safe, and most would like to see increased services.

The cost of our current law enforcement services are shown in Table 1 below on the left, and on the right are the revised costs based on a 5% increase. Hours would remain the same, but the City would be paying almost \$14,000 more for those same services. As we've determined in the past, an additional 5% added to our expenses per year is not sustainable, when our resources are not as robust, and property taxes are capped at 3%. Luckily, the last two years saw steady growth in property improvements, which helped the City's property tax revenue base, but the sustained pandemic may cause that growth to falter in the future.

Table 1

Harrisburg Law Enforcement Contracts					Overall 5% Increase				
	FTE's	Budget	Hours - Month	Hours - Annual	FTE's	Budget Increase	Adjusted Budget	Hours- Month	Hours- Annual
LCSO	1.58	\$ 249,200	275	3300	1.58	\$12,460	\$ 261,660	275	3300
Coburg*	0.20	\$ 30,000	35	420	0.20	\$ 1,500	\$ 31,500	35	420
Totals	1.78	\$ 279,200	310	3720	1.78	\$13,960	\$ 293,160	310	3720
*\$30,000 is what is budgeted for law enforcement services, as it includes court bailiff services									

The water bond project remains a concern as well, because if prices are still extremely high, then the City will need to find a solution on how to fund that increase in cost. If the City needs to borrow from one of its other funds, or if we need to apply for a loan, then we should question whether or not we should spend additional funding on law enforcement services if our overall crime rate is still relatively calm at this moment in time.

Don Messick, who is one of our former City Councilors, as well as a former Captain at LCSO, noted at the meeting that if we add hours, how many should we add, and where

would the money come from? There are only a few options that the City can deploy in order to fund increasing law enforcement services. Another 5% increase to both agencies on top of the presumed 5% COLI would result in our Finance Officer attempting to find an additional \$28,000 in resources. There really aren't any discretionary funds in our general budget that we have the ability to draw from for this expense, which could result in a reduction in transfers or contingency.

The City also decided 3-years ago to move hours from LCSO to Coburg because they are more affordable. This was used to provide more traffic enforcement services and was increased slightly last year in order to add in more code enforcement. Code enforcement services are available from both law agencies. Looking at the overall 5% increase, it would result in savings of approximately \$3,000 a year, while providing the same amount of hours per month between both agencies. Coburg is willing to support this increase, but that choice would also result in more impact on LCSO.

Looking at an overall 10% increase, both agencies are able to accommodate a slight increase in hours. Sheriff Duncan said that while they are down 9 deputies at this time, if these hours were added in the middle of the year, they will have a better chance of filling them. Coburg would only be affected slightly by the 10% option; the transfer of hours would likely result in an increase in hours for patrol officers or the addition of a part-time officer.

Table 2

Law Enforcement Contracts - Options for Services										
Transfer of Hours - with 5% COLI						Overall 10% Increase				
Former Hourly Wage	Current Annual 5% Hours	Proposed Hours	Monthly Hours	Revised Budget		Budget FTE's	Adjusted Increase	Hours- Budget	Hours- Month	Hours- Annual
75.51	79.29	3300	3000	250	\$ 237,870	1.58	\$24,920	\$ 274,120	303	3636
64.00	67.20	480	780	65	\$ 52,416	0.20	\$ 3,000	\$ 33,000	41	491
		3780	3780	315	\$ 290,286	1.78	\$27,920	\$ 307,120	344	4127
Coburg has approximately 60 additional hours a year tied into Municipal Court										

Please bear in mind that any changes to the hourly wages currently contracted would alter the figures that are provided above.

Ultimately, the City Council should have a robust discussion in relation to law enforcement services. The outcome of this meeting will impact future contract discussions with each agency, as well as direct staff in how to plan on budgeting for law enforcement services in the future.

REVIEW AND APPROVAL:

Michele Eldridge, City Administrator 01.19.22
Date



Harrisburg Law Enforcement Ad-Hoc Committee Minutes November 08, 2021

Chairperson: Mayor Robert Duncan
Council Members: Mike Caughey, Kim Downey, and Charlotte Thomas
Citizen Members: Travis Crosman and Don Messick
Staff Present: City Administrator Michele Eldridge, Finance Officer Cathy Nelson and City Recorder/ Court Clerk Lori Ross
Law Enforcement Present: Chief Larry Larson, Coburg PD and Captain Micah Smith, LCSO
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL by Chairperson, Mayor Robert Duncan at the hour of 6:30pm

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

THE MATTER OF DISCUSSION IN RELATION TO LAW ENFORCEMENT OPTIONS FOR THE CITY OF HARRISBURG

STAFF REPORT: Chairperson Duncan started the meeting by having all members and staff introduce themselves and then read portions of the script for the evening as shown in **Addendum 1**. He stated how much admiration and appreciation he has for law enforcement and the most important thing to the City Council, is the safety of our citizens.

Eldridge referred to the staff report which includes graphs, contracts, law enforcement contracts, and crime stats. Some of the highlights include:

- Eldridge pointed out that page 6 refers to selected Cities, including Harrisburg, their population, property tax rate, law enforcement staff and law enforcement budget. She also pointed out that Harrisburg, Veneta and Creswell all contract out for law enforcement services. She referred to the different tax rates for the cities listed and any levies they may have, as well as whether the listed cities had jail and dispatch services.
- On page 7, it shows the breakdown of the cost of professional services and miscellaneous services. She commented that everyone does their budget differently and some personnel budgets don't show the breakdown for the Chief of Police.

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Miscellaneous services include dispatch services, vehicles, uniforms along with other items. Eldridge noted that insurance for liability was included in the general fund for the majority of the cities, so we don't know how much they are paying.

- Page 8 shows the startup costs for a police department and shows options for a one- or two-person department. The City would still need to maintain a law enforcement contract with another agency to ensure more coverage. The City would also need to contract out for dispatch services and jail services.
- Page 9 shows the revenue figures based on what the cities are charging out and how they are paying for their police department. Eldridge stated that some cities have a public safety fee that is included on their utility bill. Other revenue includes grants, property taxes and transfers from the general fund. Eldridge commented that if we had our own police department, we would have someone who spends 100% of their time in Harrisburg and the City would be able to direct the policy for the officers. She explained that we have a three-year contract with LCSO which coincides with the collective bargaining agreement, and Coburg, which is a one-year contract that ends next fiscal year. Eldridge stated that she has spoken with Undersheriff Duncan about having a deputy that is assigned to our substation, similar to some cities in Lane County. Those contracts cover their hours and a portion of the vehicle, overhead cost but they are still employed by the county. Eldridge commented that she will be handing out some information at the end of the meeting on how to start a police department.

Chairperson Duncan then opened up the meeting for discussion.

- Chairperson Duncan asked Captain Smith what percentage of the overall property taxes, \$654,096, is going to the Sheriff Department. Captain Smith said he would get that number for the next meeting but did explain that the LCSO gets shy of \$5 million out of the \$70 million collected by Linn County. LCSO's total budget is \$36 million, which also includes \$11 million of revenue and the \$22 million from the Bond Measure.
- Chairperson Duncan then referred to the cost of living raise that LCSO asks for every three years. He stated that over the last 20 years, the cost for the City has gone from around \$168,000 to \$279,000. He would like to know when the last time was, LCSO received an increase in revenue out of the county budget. Captain Smith replied that sometimes it's not increased, and sometimes its 1-2% in General Fund contributions from the county for around \$90,000. There are times when the LCSO is cutting cost like in 2012 when 22 positions were cut. Don Messick, retired LCSO Captain and resident, commented that the levy is very important to LCSO due to the fact that vendors with LCSO increase their contracts yearly.
- Chief Larson stated that he agrees with Messick and commented that sometimes its 1-3%. Coburg Police Department includes budget needs with Public Works and if they have a high dollar need it will limit them. This year he will be getting a new patrol car which will end up costing around \$55,000 to \$60,000 after all the electronics are installed.
- Captain Smith commented that if a patrol car is in an accident, that leaves them without a vehicle, and it can take 36 weeks for a replacement. Having contracted services saves the City from taking on those adverse effects. Captain Smith then asked what insurance premiums would look like for the City in an officer involved shooting or a use of force incident, stating that it's not an "if it happens" situation, it's a "when it happens". He also noted that getting sued happens, whether it's related to the Chief of Police, the Sheriff, or the jail. There is also the storage of evidence including vehicles that can have a retention of 99 years, if involved in a homicide. These are expenses that are passed onto to LCSO and aren't reflected in our contract cost.

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- Chairperson Duncan noted that the concern for the safety of our residents is our top priority. Residents already pay property taxes which goes for law enforcement and also for the levy, on top of the contracted services.
- Thomas commented that if security is important to the City, we don't put much money into it compared to the City of Oakridge. With the levy, we are still paying for services, even if we have a police department. Thomas questioned Oakridge's tax rate and if they had a levy included. Captain Smith commented that the tax rate could include things like a swimming pool, library, road tax, or other things. Captain Smith gave the example of Sweet Home who is completely compressed. Of the \$10 per thousand that can be levied against property taxes, they are at \$10. With the passing of the new levy, LCSO will lose \$2.9 million to compression. Chairperson Duncan asked Nelson where the City was on compression, and she responded that the City was not anywhere near it at this time.
- Caughey stated that Oakridge is in a similar situation as Harrisburg being located at the edge of the county line. He feels it takes so long for response time due to no Deputy being around and that is a complaint he hears from residents. Messick shared an experience he had with Lane County when attending to his parents, where an officer never responded for a burglary call until two days later. Chief Larson commented that response time is important and anything you can do to make the City safer is the right move, but it's expensive.
- Captain Smith stated LCSO is a Law Enforcement Agency and getting there as fast as possible when the public calls is of the utmost importance. Taxes are not a concern in regard to response time, whether the location is an enhanced contract city, or a rural county area. The Sheriff Department strategically places their resources in the areas that are going to bring about the most calls and stated that Deputies are always here, even if you don't see them. They might be handling calls outside of the City limits, but they are working out of the Harrisburg Substation. The enhanced law enforcement services that Harrisburg has, is an enhancement on traffic or code enforcement. Without it, they would still try to allocate the resources that they have available to be able to be there at all hours for our residents. Harrisburg has always been the place in south county where they anchor resources. LCSO employees don't start from Albany when coming to Harrisburg. The Deputies assigned to Harrisburg are assigned to south county, and that's why you see cars parked at Public Works. Their schedule can be seen on the patrol calendar. Messick stated that the longer response times can be due to bookings and if a Deputy working in Harrisburg is heading to Albany on an arrest, it can take several hours to process. Chief Larson commented that a DUI arrest can take 6-7 hours to complete the booking. Messick commented that's what concerns him as a citizen, and with only one or two officers, we wouldn't have 24/7 coverage. We need to ask what we are going to be happy with and at what cost. If you want more, you have to pay more.
- Resident Travis Crosman commented that we pay contracted services with LCSO, and we pay county taxes. We have Linn County resources even if the contract is not there as well as paying Coburg for extra traffic patrol and he feels that we are throwing money at different agencies for one task.
- Captain Smith commented LCSO tracks all hours on an Excel spreadsheet, and it captures the number of hours they are in Harrisburg. Some of those hours will include calls, follow ups to those calls, traffic, or code enforcement requested by City Staff. Hours can also be added up just by driving around town which can be the most effective thing. He believes the City is getting more than LCSO would be able to offer, without the enhanced services. That revenue supplies two bodies that are always focusing on Harrisburg. If there is a staff shortage, due to vacations, they will move

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Deputies around to provide coverage to the contracted Cities. LCSO works assault cases, sex abuse cases, burglary cases and has had homicides in Harrisburg, which include hundreds of hours that don't get put down because it's too difficult to track as they can go on for years. Hours aren't accounted for time spent with the medical examiner or the property and evidence custodian. The hours listed are generally recorded by the patrol Deputies. You rarely see the time spent by the Sergeants or Lieutenants who read the reports before being routed. There is a lot of administrative extra's that aren't captured.

- Downey asked about cities that aren't contracted and how does LCSO take care of them. Captain Smith replied that it's Deputy specific and it depends on how time allows. If complaints that are called in from citizens or if there's crime activity in an area, they would try to cruise by on the way to another call or location. Most cities in Linn County, without a Police Department, have enhanced services with the exceptions of towns like Waterloo or Sodaville. Downey asked if LCSO would only respond if they received a call. If calls come in for non-contracted Cities, Deputies would be assigned accordingly to make sure the contracted Cities are getting their coverage.
- Messick commented that the majority of his time, with LCSO was spent in Harrisburg and if it wasn't in Harrisburg, it was Brownsville or Halsey because they were contracted cities as well. He still sees Deputies driving through town and believes we wouldn't have that, to this extent, without the contract. They would still be a respond to crime, but the response time would probably not be as good.
- Chairperson Duncan commented that Harrisburg is a great place to live that is made up of middle class and fixed income families and he hates to see a few bad people passing through town ruin it. He would like the committee to concentrate on what will make the town livable, safer and what will it take to maintain the level of safety we have currently.
- Caughey thanked Captain Smith for his comments and stated that he felt educated. Captain Smith thanked the City staff and Council for this opportunity and for putting this Committee together.
- Downey asked if we have our own law enforcement, and we have a murder in town, do we have to do our own investigation? Thomas asked Chief Larson how crime was dealt in Coburg as they don't have 24/7 coverage? Chief Larson replied that it's all about relationships and he has a good relationship with the Sheriff of Lane County. Coburg had a stabbing on Mother's Day, which was close to becoming a fatality. Coburg was able to investigate and make an arrest, but if it was a homicide, they don't have the resources so he would ask Oregon State Police or Lane County Sheriff to assist. It can be challenging to follow up and it was almost too much for his department. Messick commented that it can be difficult and depends on the level of experience you have with your staff. Chief Larson gave the example of a domestic violence call that started in Coburg and ended up in Harrisburg on Powerline and Diamond Hill, that included assistance from Lane, Linn, and the Oregon State Police. Downey asked about ongoing murder cases that included assistance from Lane County, and if you have to pay for that service. Chief Larson replied that he has never had to pay for assistance.
- Crosman commented that with Junction City's population growing, he's concerned about people walking from Junction City to Harrisburg especially with Junction City not heavy in handling the homeless population. He doesn't want to see our town inheriting problems from other towns and fears that something is going to escalate at some point. Proactive policing is something that he always did and it's the little things like checking doorknobs that the community loves. He feels like police presence is important

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around the school district and which he has only seen once. He doesn't want the City to get stuck with a law enforcement situation.

- Chairperson Duncan informed the committee that the next meeting is scheduled for November 2, 2021, at 6:30pm. If anyone has questions or information they would like to have on the agenda, please contact Eldridge.
- Captain Smith stated that for the next meeting he will have available what the county base tax rate is and the percentage of what goes to LCSO from that. He also provided that the median assessed value for Harrisburg City limits is \$159,280 and the rural, outside the City but in the school district, is \$284,790. The county wide median is \$163,000 in all of Linn County combined.

ADJOURN at the hour of 8:11pm.

CHAIRPERSON

CITY RECORDER



Law Enforcement Ad-Hoc Committee Meeting Minutes December 02, 2021

Chairperson: Mayor Robert Duncan
 Council Members: Mike Caughey, Kim Downey, and Charlotte Thomas
 Citizen Members: Travis Crosman and Don Messick
 Staff Present: City Administrator Michele Eldridge and City Recorder Lori Ross
 Law Enforcement Present: Undersheriff Duncan, Chief Larson, and Captain Smith
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Chairperson, Mayor Robert Duncan at the hour of 6:31pm

MOTION TO APPROVE THE MINUTES FOR NOVEMBER 8, 2021

- Downey motioned to approve the minutes for November 8, 2021 and was seconded by Thomas. The Ad-Hoc Committee then voted unanimously to approve the minutes for November 8, 2021.

Chairperson Duncan read the script for the evening as shown in **Addendum 1** and stated the next meeting will be held, January 6, 2022.

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

THE MATTER OF THE CONTINUANCE OF A DISCUSSION IN RELATION TO LAW ENFORCEMENT OPTIONS FOR THE CITY OF HARRISBURG

STAFF REPORT: Eldridge informed Council that the staff report states the next City Council meeting, to discuss the Ad-Committee, is January 19th but it is January 25th, 2022. Some of the highlights of the staff report include:

- Option 1 is doing nothing and reflects an increase of around \$12,500 due to the cost of living. She reminded the Committee that all contracts for Law Enforcement expire June 30, 2022.
- Eldridge felt that the City could not afford their own police department option. She stated that we would have to take all of the contracted services and add \$167,000 for one person and it still wouldn't be enough. Other options for the City would be to increase hours with either of our Law Enforcement Agencies.

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- Eldridge reminded Council that in 2017-2019 we had 320 contracted hours with LCSO. If we increase the number of hours to 350 hours per month, that will cost the City \$50,516. If the City increased the hours for the City of Coburg, as shown in option 3, and left LCSO as it is now, it would be an increase of \$52,137.
- Eldridge felt that with some budget cuts, they could come up with about \$20,000 without going to areas like Community and Economic Development.
- Eldridge referred to all or nothing options as shown in options 4 & 5. Having LCSO only would be an increase to 315 hours per month at a cost of \$12,547. Coburg only, would increase hours to 347 per month at no additional cost due to their hourly rate being lower. She notes that number could change due to variables involved.
- Eldridge stated there are a lot of things that we do with our agency partners in addition to law enforcement and if you cancel a contract, we might not be able to go return on the same terms.
- She felt that options 2, 3 and 6 are the best options available to the City. She mentioned a public safety fee option but felt that the public wouldn't be in favor due the passing of the levy this year.
- Undersheriff Duncan commented that LCSO is always striving to do better and if the City is going to cut hours, it could possibly affect a position. If the City increased hours to 50 to 100 hours that might be more difficult at this time, but she will always look at that option. She feels that our relationship has been good the last few years and she will continue that as the new Sheriff.
- Caughey commented that other cities have other income to support law enforcement cost. He feels that isn't an option for our City and he likes option 6 the way it's written.
- Crosman asked Chief Larson what time they cut off services and Chief Larson answered 2am. Crosman stated regardless of the contract, we still have coverage. Crosman stated that LCSO has had staffing issues in the past and Undersheriff Duncan replied that they have had staffing issues for about five to six years which is the normal for everywhere. Staffing issues are due to retiring masses, the pandemic and people questioning where they want to work. She stated that the residents are paying for law enforcement services including calls. A contract means there is presence in the City which includes traffic, extra patrols, business checks and checking parks but it is also the ability for a fast response time.
- Captain Smith spoke of a call after the last meeting which was a burglary was in process at Grocery Deals. LCSO had someone in custody in 43 seconds due to enhanced services. There were two deputies in town and a 3rd deputy arrived six minutes later due to being in the area because of the enhanced services. LCSO tries to allocate where it makes the most sense and allocate extra where they have law enforcement service contracts.
- Captain Smith commented that at the last meeting, someone said that LCSO is meeting their contract hours by call response and Captain Smith stated that it was not stated at the last meeting, but it was referenced. Crosman replied that he did reference it. Captain Smith stated that he wasn't sure who said it, but that is not what is reported to the City. LCSO is meeting traffic and law enforcement goals. There are months where it is low, but they are meeting it.
- Undersheriff Duncan commented that there are three assigned deputies that have an obligation to Harrisburg first and those deputies know it. There are times when they are dealing with criminal problems, concentrating on traffic, other patrols and trying to solve crimes including follow up investigations. These are extra services that non-contracted cities don't get because they don't have the resources to do it. It's a far cheaper way

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when you can't afford your own police department. She stated that Marion, Clackamas, and Lane County have assigned deputies and everything that deputy does is spent in that city besides high priority calls. Those cities are paying for that entire deputy including patrol cars and when the deputy is gone on vacation or training, you don't see a replacement. LCSO feels contract cities are a better option to get the hours and the services that you want. She stated that Harrisburg does have low crime and the Narcotics and Animal Control Departments pay special attention to the contract cities because it's important to us. For DUI arrest, 9 out of 10 times, hours spent on the caser are not typically incorporated in the total hours. She stated that if the City has areas they would like LCSO to focus patrol on, to please let someone know as that is what we are paying for.

- Captain Smith stated that LCSO gets \$5M from the \$13M Linn County General Fund and \$22M from the Law Enforcement Levy. This covers a 230-bed jail, a fully staffed 911 center, 24/7 patrols and the full-scale Law Enforcement Agency of 192 employees. Harrisburg is about 2.3% of funding through General Fund and other sources. \$680,000 comes from the Linn County Tax Assessors Office. This is the same rate that everyone in Linn County contributes. If you add in the \$249,00 enhanced contract, the total amount Harrisburg taxpayers contribute is around \$936,000.
- Thomas stated that she appreciates Linn County, but she feels we just need to decide if we want to stay with what we have or add more hours. She feels like it isn't our concern, as Council members if we cut our contract and it effects their budget. She won't consider her decision on whether or not it will affect the Sheriff Department as she already pays for that service as a citizen. She thinks we should be considering our citizens and what we're doing with the \$249,000. Undersheriff Duncan responded that she agreed with Thomas and as a City our consideration shouldn't be what they give everyone else, but depending on how deep those cuts are, they might have to cut services.
- Thomas thought the staff report sounded vindictive and Eldridge responded that she based it on conversations with commissioners that were disappointed the City left Linn County other services that were provided to the City. She agreed with Thomas that we need to do what is best for the residents.
- Thomas stated that the last two years have been awesome with LCSO, and they have met the hours and beyond.
- Undersheriff Duncan stated that she is taking over as Sheriff in January, and she feels that she has always had a good relationship with Harrisburg. She doesn't want anyone to feel threatened by the Sheriff Office as she wants everyone treated according to their moto. (Keeping the peace with dignity, honesty and compassion.)
- Downey stated that she liked Thomas's comments and we need to talk about what our enhanced services are and how that differentiates from county provided services. She didn't agree with the statement that "it was evident that we should eliminate the option to have our own police department" as we can always create a levy. She asked if we really know what our citizens want? She has not heard from any residents who are wanting this, and unfortunately, they are not here. What is the goal? If we could find out what they want, can we accomplish that with Coburg or LCSO? Would we even be able to find police officers if we had our own department?
- Messick agrees with Downey that we need to find out what our goal is. What do the citizens want? He is not getting the sense of a need for a City police department from his neighbors and friends. Messick stated that the Sheriff Department is in his neighborhood once to twice a night and Coburg as well. He stated that in the past, it was brought up about having one sergeant located in the office here in town, but it was advised that the City could spend the money elsewhere better.

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- Chairperson Duncan agreed and that the main purpose of this meeting is that our citizens are safe. He sees Harrisburg as an amazing, beautiful place to live and he wants to keep it that way. Whatever we can do to keep what we have, he wants to do it.
- Messick responded that LCSO is a successful model with the patrol and the enhancement that we have, and it builds an insulation from crime.
- Chairperson Duncan stated that he never looks at the hour report for LCSO because he knows they exceed the hours every month and since partnering with Coburg, it has been comforting seeing their vehicles in town also.
- Ross stated that she thinks LCSO does a great job. She works with them probably more than other City staff and she always sees them in town whether at City Hall or on the streets. They communicate well with staff and get us anything that we need. Ross asked how it would affect resident who live in outlying areas for response time if we were to cut services.
- Jamie Knox, who lives outside city limits on Diamond Hill Rd, stated that she is also concerned with the response time for residents that live in the outlying areas. Would they have to wait for someone to respond from Brownsville or somewhere north? She has had LCSO respond to her residence twice, and it was within 10 minutes. She agrees that they are always here.
- Ross commented on the reader board accident stating that an officer responded within 10 minutes of the accident.
- Thomas stated that when her daughter had an accident on the bridge, a deputy never came. But added she sees them all the time on S 6th St with traffic enforcement.
- Downey commented that when a crime happens, people get upset. There isn't going to be a deputy there at that time because that's what criminals do. She feels LCSO responds quickly.
- Undersheriff Duncan commented that LCSO's presence in Harrisburg is a benefit.
- Messick added that from his perspective, the community doesn't want traffic tickets or interaction, they want response, and they want to feel safe. He would like to see what the citizens want.
- Downey mentioned that when we had the quarterly crime report we didn't hear from the citizens because they were involved in Neighborhood Watch. She thinks it was a great idea and she thinks we should do it again.
- Undersheriff Duncan replied that Neighborhood Watch needs to be a priority again and she has reached out to local NW representative Michael Mattingly and discussed ideas on how to make it effective and hopefully start again in January. She also mentioned the Citizens Academy this Spring and encouraged the committee to attend to get an understanding of the overall unique services LCSO provides. The next one will be an evening session and it's a good connection with the community and staff.
- Chairperson Duncan asked Captain Smith when the last time was the county boosted LCSO's pay (Allocations from the General Fund). Captain Smith replied that when LCSO got a 1% increase in the last budget cycle and in the last five years, they have not taken more than a 1% increase from the General Fund. LCSO received more money than projected four years ago due to property taxes valuations going up.
- Chairperson Duncan stated that when he first came to City Council, the City was paying around \$175,000 and now it's \$100,000 more 20 years later. Undersheriff Duncan replied that we need to remember that the General Fund has to fund the rest of the county resources and that's why the levy came about.
- Thomas stated that because of the levy, the county doesn't have to give more to LCSO because they are getting their own funds. Captain Smith agreed with Thomas's comment to a point stating the commissioners heard from the community that they

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wanted a bigger law enforcement presence, and the base rate was not going to get that done. He stated that the General Fund base rate is set, and it cannot go above \$1.27 as set by Ballot Measure 5. They went to the voters and presented the bill with what services would be provided and where the money would be allocated.

- Undersheriff Duncan stated that public safety is the most important thing to every community. The County still has to fund all other services throughout the County, and they have shifted their funding to other areas that need it.
- Captain Smith asked what is the need in public safety that isn't being addressed here? Harrisburg's crime is the lowest of all the contracted cities. If that is the need, does the City need to pay any more to buy more hours or are we trying to buy hours to get ahead? What's the outcome? He stated the challenge is to identify the need and he advises the City to find that out before spending or taking away money or services.
- Thomas replied that she thinks we are here because of what has happened across the state this last year, Harrisburg is a conservative little town, and this came from the desire to prevent crime from coming here.
- Duncan stated that there is always going to be people who think Harrisburg is the worse place in the world because they have been a victim of a crime.
- Messick responded that it is about perception, and you could live in the safest town in the world and if you don't feel safe, you're not safe. He believes we could come to an idea by polling people.
- Crosman stated that people come to him about more law enforcement interaction with the community. He mentioned that Coburg and Junction City have events and LCSO Deputies aren't going to community-based events as far as he knows.
- Undersheriff Duncan responded that she feels that's not a fair statement and they just did Shop with a Cop event, and she can't think of a time when Harrisburg asked them to participate in a community event and they said no. Crosman stated that the ties are just stronger in smaller town police agencies. Messick responded that you pay for that with more tax dollars.
- Undersheriff Duncan stated that if they were to give cities two deputies, you might be getting more hours, but the City would be paying for vacation time and total cost. The City would be getting less service and there would be weeks at a time when they get no service due to vacations. LSCO is aware of what our budget needs are, and they don't want us to pay more, and this is the model they can do it in. She understands the benefits of having a resident deputy, but sometimes it can be uncomfortable, and they can't require it. She commented that LCSO participated in National Night Out and got great feedback.
- Crosman commented that he can't get people to come in here and voice their opinion which is the most difficult part.
- Captain Smith responded that the City receives information from LCSO, and he has spoken with the City about having that information available for residents online, through a distribution email or in a newsletter. He feels communication is the key and wonders how much of their questions would be answered if they knew what was going on.
- Caughey stated that people in town don't know that there is information available online, through Facebook or in the City Administrator weekly email distribution. He thinks it's a great idea and asked Crosman if he knew a way to get residents in those audience chairs for meetings, as we would love it. Caughey encouraged people to contact Eldridge about getting on the email distribution list.
- Chief Larson stated that in the past, Coburg had tried communicating with residents in the Tri-County Tribune and in the water bill with no response. The biggest asset

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Coburg has is the Community Charter School. They started a Parents Night Out event which is a requirement for his entire police staff. They babysit children from 6pm to 10pm, one night every December. They started with 18 kids and this last year they had 80. It's been tremendous way to have a relationship with the community.

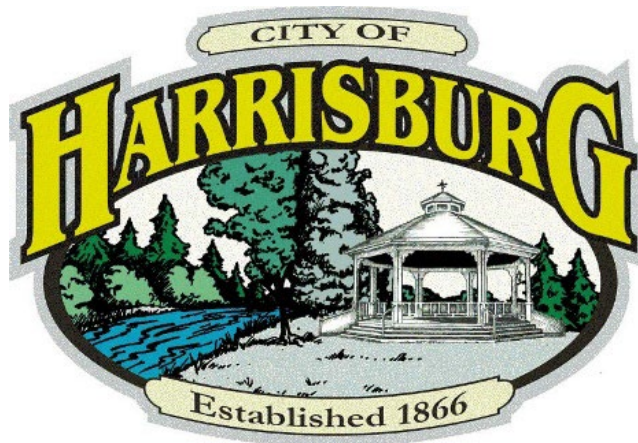
- Undersheriff Duncan commented that is a benefit of having a police department. The Sheriff Department is dependent on the communities they serve to engage them in community events.
- Eldridge asked if anyone felt the value of sending out a survey in the next utility bill? Chairperson Duncan thought it was a good idea. Downey asked if Eldridge could do a poll on Facebook? Eldridge answered yes and Undersheriff Duncan gave Eldridge some examples of questions the Sheriff Department had asked on their Facebook page for the levy. Thomas commented that we should do a paper survey or Survey Monkey along with Facebook as not everyone does social media. Captain Smith also gave some suggestions for the survey as well.
- Chairperson Duncan thanked everyone in attendance and said there was a lot of good information shared. Eldridge stated that a crime forum is very important to get back into to get people involved. She also mentioned getting a budget together for Neighborhood Watch again.
- Undersheriff Duncan stated she would reach out to Michael Mattingly and see where they are with Harrisburg Neighborhood Watch and that it would be great to have some direction or input from the City Council for their meetings.

ADJOURN at the hour of 8:18pm

Mayor

City Recorder

1. Welcome everyone to the second meeting of the Law Enforcement Ad-Hoc Committee! This is an Ad-Hoc Committee created by the City Council to explore what kind of options we have available to strengthen the types of law enforcement services we have in Harrisburg.
2. This Committee charged with recommending options to the City Council which will strengthen the law enforcement services we desire.
3. We want to make it clear that we deeply appreciate our agency partners; this process doesn't reflect on the services that they provide. It is an exploration that we owe to our Citizens, to determine how to pro-actively increase or strengthen the law enforcement services we have available.
4. **We are limiting the meeting to 8:00 tonight, if possible. The order of proceeding is to first have staff present the report for this evening, and then to allow discussion between committee members, as well as input from LCSO and the City of Coburg. The final fifteen minutes of the meeting will allow for public input. We ask that you please limit your comments to three to five minutes, as well as asking that you don't repeat information that another person has already provided.**
5. **Please bear in mind that only the City Council is authorized to make any changes in relation to the law enforcement services that the City has available.**
6. **Thank you for coming. If a recommendation is not provided this evening, the next meeting will be held on January 6th, 2022. The City Council will be meeting to hear the recommendation on January 25, 2022.**



Law Enforcement Ad-Hoc Committee Meeting Minutes January 13, 2022

Council Members Present: Mike Caughey and Kim Downey
 Citizen Members: Don Messick
 Members Absent: Chairperson Mayor Robert Duncan, Councilor Charlotte Thomas and Citizen Travis Crosman
 Staff Present: City Administrator, Michele Eldridge and City Recorder, Lori Ross
 Law Enforcement Present: Sheriff Duncan, Chief Larson, and Undersheriff Smith
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Caughey, sitting in for Chairperson, Mayor Robert Duncan at the hour of 6:30pm.

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

MOTION TO APPROVE THE MINUTES FOR THE DECEMBER 2, 2021 LAW ENFORCEMENT AD-HOC COMMITTEE MEETING

- Downey motioned to approve the minutes for the December 2, 2021 Law Enforcement Ad-Hoc Committee meeting and was seconded by Messick. The Ad-Hoc Committee then voted unanimously to approve the minutes for December 2, 2021.

THE MATTER OF THE CONTINUANCE OF A DISCUSSION IN RELATION TO LAW ENFORCEMENT OPTIONS FOR THE CITY OF HARRISBURG

STAFF REPORT: Eldridge read a statement from Chairperson, Mayor Robert Duncan who was not able to attend (**Addendum 1**). She stated that this would most likely be our last meeting. We have learned how much it would cost to have a police department and we were able to learn more about our current law enforcement contracts. The committee learned that a police department would be cost prohibitive and would require additional funding from the City and tax revenue.

- Eldridge stated that during the last meeting, the committee decided to send out a survey to the residents. She then reviewed the results from the 75 surveys received as shown in **Addendum 2**. Written comments were discussed as shown in **Addendum 3**.
- Eldridge reviewed the 4th quarter crime comparison as shown on page 17 and the crime statistics shown on page 18. She stated that between 2018 and 2021 there

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was only a difference of about five crimes. In 2018 there were 190, in 2020 there were 185 and in 2021 there was 187. Property crimes increased and drug and alcohol, traffic and the “other” crimes were about the same. In person crimes were cut in half, and when compared to other contracted counties, we have a lower crime level. There was an increase in property crimes that occurred in the fourth quarter due to “porch pirates” during the holidays.

- Eldridge reminded the committee that it was assembled to provide direction to Council in how the City would budget for law enforcement services. Over the years, the City has been steadily dropping hours for law enforcement services. After reviewing the response of the citizens, she asked if we feel that we need more services added back into the schedule or leave it as is. If we add more hours, we are making an adjustment from somewhere else in the budget. City Council will take any committee recommendations into advisement, but it will be City Council who decide if and what kind of changes are to be made.
- Downey commented that citizens feel crimes are getting worse and she thinks if the City would have quarterly crime prevention seminars, in which LCSO would attend, it would help residents be advised of what they need to do to prevent these crimes from happening. Downey also commented that when the previous substation was here, it was staffed by S.A.L.T Volunteers so it appeared that there was always someone at the station. She was also concerned that some residents don't know we have a substation and thought we could communicate more about it and have more signage. Ross commented that there use to be a sign out front at the old City Hall, were residents could see it from the road. At the new City Hall, unless you pull into the parking lot, you can't see the sign on the Substation door.
- Sheriff Duncan commented that a lot of the volunteers LCSO has are elderly and most have chosen not to work during the pandemic. She stated that Michael Mattingly, with Neighborhood Watch, sent out a Facebook post asking about restarting or if there was any interest in Neighborhood Watch and received no responses. She stated the next step would be to have a Neighborhood Watch Council, where area programs get together and speak about it in a county forum. She stated that in the past, we would have a local representative attend those meetings.
- Downey thinks crime forum meetings are very important and when we had them before, we didn't have complaints, and now we do. Sheriff Duncan responded that she would have Michael Mattingly reach out to Councilor Downey.
- Undersheriff Smith commented that it has been discussed with City Staff, that LCSO may not have been providing the City with the information they needed for the community and the City didn't have a dedicated place to provide it. He suggested letting the residents get to know the deputies that are assigned to Harrisburg, by mentioning them on Facebook or the City Newsletter. Downey thought it was a great idea and suggested they could appear at the quarterly forums so people could meet them.
- Undersheriff Smith also stated that LCSO is here at night, and to show that, they could breakdown the statistics in the crime reports to reflect hourly activity.
- Caughey commented that we have had problems with effective communication. The City has Facebook, a webpage, and utility bills and unfortunately people don't turn over the bill to read it. Sheriff Duncan replied that the best communication is face to face and the more engagements the City has, will get the community involved and give them the opportunity to ask questions.
- Caughey commented that he likes to see reports that show the interaction between deputies and the community, especially the children. Sheriff Duncan commented that

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LCSO has always had that but never reported it in the past until recently when they saw the positive reactions. She also said they weren't indicating the extra patrols until recently.

- Eldridge stated that all LCSO reports are available online and the statistic reports will be soon. There are some events this year, with local business, that she would like to have officers present at. One of the goals for the Strategic Plan, is making more information available for the residents and to try to get more people involved.
- Resident Bob Bronson, of Sommerville Lp and Board Chairman of Directors for Harrisburg Fire Department, commented that HFRD has had a long relationship with LCSO as they assist with calls. One thing he thinks can help with crime, is motion sensor lights. He has never had anything taken except for once when he forgot to lock his car. He also commented that when driving through Harrisburg, there is no direction as to where City Hall or the Substation are located, and that people need to be reminded we are here. He suggested mentioning video cameras in the newsletters as they are effective and suggested having a lucky number on the page of the utility bill to get people to read it.
- Undersheriff Smith stated that providing crime prevention tips is part of the quarterly meetings. He liked the lucky number address idea and suggested to have a prize of a LED motion light and joked about having Sergeant Frambes deliver it.
- Bob Bronson stated that yard lights just say that you are home, they don't do anything to scare people away. The motion lights will alert and make them go somewhere else.
- Caughey commented that on the survey, it was mentioned that nobody is patrolling at night, when most thefts happen, and he knows that both LCSO and Coburg are patrolling at night. He stated if you have something of value, don't leave it out or leave it unlocked. All citizens need to do their part not to make things look so attractive.
- Downey stated that as a City Council member, she is here to represent the citizens and she thinks LCSO, and Coburg are doing a great job.
- Messick stated that there are always people who think we should have our own police department and if we did, we would still not have people happy with the department. Residents will always have a sense that we can do more, especially when someone's been victimized. The question is, do we add hours and what would that look like. If we do, where would that money come from and how many hours? If we were to add hours, would LCSO be able to fill those hours with their staff shortages. Looking at the numbers from 2018-2021, it doesn't appear that we need more law enforcement as that slight increase of five crimes, could happen in one night. Messick also stated that this was one of the first communities to have Neighborhood Watch as he was involved, and people need to understand that it is something that a community does, not necessarily law enforcement. The City could help form their own. It doesn't have to be people driving around the neighborhood anymore as Neighborhood Watch now is about phone trees, connecting neighbors with neighbors and getting the community to know each other. These are steps the City could take and he thought LCSO would be happy to give guidance if needed.
- Downey stated that she doesn't want to add hours unless it's going to be productive. Messick replied that he doesn't want to add hours if there is not a need and if there is going to struggle to meet those hours.
- Downey also stated that with her camera she is also alerted as to what is going on across the street. She feels this is the type of thing that she wants to talk about as a community as to how we can help each other from becoming a victim. Messick stated this is how Neighborhood Watch has provided that strength over the years. It's

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neighbors knowing neighbors. Downey asked Chief Larson if Coburg PD had Neighborhood Watch and he replied they did not.

- Bart Griffith, of Red Clover Ct and the Harrisburg Fire Department Chief, commented that as a resident he doesn't want to see the City go backwards and to keep the level that we have or increase if it's sustainable. As a professional, he feels things have improved three Sheriffs later, and he wants to see that relationship to continue with LCSO. He would also like to have Coburg PD stop into the Fire Department so they can get to know each other.
- Eldridge stated that we are looking for a recommendation to the City Council. She will be providing Council with the latest results from the survey as well as what is in the agenda tonight. We can make a recommendation to not make any changes, or we can make recommendation to add more hours if it's affordable to the budget. Downey stated that if adding more hours, keeps our community safer than she would but she doesn't feel that has been established at this meeting. She feels that's the question that should be taken to Council.
- Downey asked Sheriff Duncan if adding hours would mean having deputies here more and she replied yes, however, LCSO is currently almost nine deputies down on the patrol side. She would need to know what those hours looked like and what their projected staffing looks like as well. She thought having it as a topic at the time of contract negotiations this year would be best as she will have a better idea what their staffing situation is. She doesn't want to make any false promises if they are not able to provide more services.
- Downey asked Chief Larson about Coburg PD staffing and Chief Larson answered if it was a slight increase, it would be easier, but more would require hiring more personnel and training.
- Eldridge said she wanted to thank everyone for being a part of this committee and how much she appreciated them. It's been very constructive, and she feels she has good information to take to Council.
- Sheriff Duncan thanked Eldridge for all the information.
- Downey commented that this is a topic that comes up over and over and she now feels, after looking at the data, that as a City Councilor, she can talk to the community about it.
- Caughey stated that we have learned a lot at these meetings and especially the information we received from LCSO. He thanked everyone for participating.

ADJOURN at the hour of 7:30pm

Chairperson

City Recorder

Michele Eldridge

From: Robert Duncan
Sent: Thursday, January 13, 2022 4:02 PM
To: Michele Eldridge
Subject: Law enforcement

Hi Michele,

Of course wishing I could be there tonight but wanted to, as I should, speak into the issue at hand.

So we've had three very informative meetings. As citizens and as civic leaders our admiration and respect for all of our law enforcement agencies has at the least not changed and in fact as we have spent time listening and learning from them my guess would be those feelings have grown as we hear and see them as caring dedicated people seeing beyond the uniforms and I could drone on tirelessly my admiration.

Having said that, there is and probably always will be the ubiquitous financial issues that plague our civic institutions. It's those obvious financial issues coupled with the fundamental need to make sure we have not only been good stewards of the funds allotted to us by our citizens but to make sure those funds are utilized to the fullest extent possible to bare the best possible outcomes.

During the last meetings we heard and shared quite a bit about Harrisburg and LCSO finances. We asked and answered a lot of questions of each other, however one of the questions I asked was never really answered to my satisfaction, when was the last time Linn County increased a significant amount of funds to LCSO.

Every few years we as citizens of Linn County dutifully vote yes on the LCSO levy and then the cities that have asked for enhanced services have dutifully paid ever increasing amounts for those services I would mention our property taxes here as well. Looking forward that trend is not sustainable or could even remotely be considered good stewardship of said funds.

While I can't see into fiscal workings of Linn County and my statements hear-in are based on that lack of understanding I however do understand that small cities in Linn County like ours are wedged between being good stewards of our citizens funds, good citizens of Linn County and keeping the citizens of Harrisburg and the surrounding areas safe, secure and keeping the Mayberry that Harrisburg has become these many years.

So council again I wish I could be there and not sure yet if my wife and I have a cold or Covid but the info is before you and I will stand beside your decision and I will always and honorably so stand beside, if they would allow me our amazing men and women who chose each day to stand between us and broken windows or anarchy.

Respectfully submitted
Mayor Robert (Bobby) Duncan.

Sent from my iPhone

Addendum 2 & 3 were removed to reduce the size of this packet. They can be found in the on-line minutes for 1.13.22

Harrisburg Law Enforcement Survey

Survey Results

Survey Notes: The city received 4 more survey’s after the deadline, therefore, as of January 19, 2022, 79 survey’s were received; three respondents did not answer any questions, and provided comments only.

1. Are you pleased with the level of law enforcement services that the City currently provides?

76 Total Answers:
51 Yes 67%
25 No 33%

2. Do you want more or fewer law enforcement services in Harrisburg?

76 Total Answers:
37 More 49%
4 Fewer 5%
35 No Changes 46%

3. Are you willing to pay more for enhanced law enforcement services?

71 Total Answers:
40 Yes 56%
31 No 44%

4. Over the last 12 months, do you feel safer in your community?

62 Total Answers:
25 Yes 40%
37 No 60%

5. What do you feel are the types of services most needed in the City of Harrisburg?

Comments are provided below:

Harrisburg Law Enforcement Survey 2022: All Comments received as of 01.19.22

Question 5 Answers -

“We called for help twice this year for true emergencies. One was an angry man in domestic dispute with a woman in front of our home. When she left, he became erratic, got what appeared to be a gun out of car, & blocked rode with his car. Multiple calls to dispatch. An hour later deputy called saying he was in another town; would be another hour. NOT SAFE!!!”

“Law enforcement, Public Works, City Hall.”

“Traffic enforcement, visible patrol.”

"City used to have Sheriff substation here. Would like to see Sheriff substation again with permanent staffing."

"Road repair and maintenance. Traffic light at LaSalle and Hwy 99E."

"Harrisburg needs more nighttime patrols. It appears that we as residents have to protect ourselves, property and neighbors (which we should) but the criminals seem to have figured out the law enforcement patrol cycles (if there is one)."

"Better water!! Focus on what you are already failing at..."

"24 hour patrol"

"I would like to see more hours be given to LCSO and not renew the Coburg PD contract. I feel Coburg isn't fulfilling their obligation especially with code enforcement."

"Street repair, broken pavement, sunken manhole covers, pot holes."

"We have had an uptick of stolen property and vehicles in the last year – we need more patrol time around the city and not in their office."

"I think we are paying too much money for the limited services that Coburg PD is providing. They do not seem to be fulfilling their contract. Is there accountability for the time they are supposed to be in Harrisburg patrolling? I would rather give more money to LCSO to increase their presence in Harrisburg, than give the money to Coburg."

"Street improvements. Overlay Hwy 99 from LaSalle to Peoria Rd, not just patch it. Upgrade the RR crossings on Territorial St. Thank you for the improvements the last couple of years!!"

"Animal control – stop the barking dogs!"

"Higher priority to public safety. Reassign Coburg funds to public safety."

"Increased petty theft, car break ins, people on video looking around the exterior of homes are very alarming. Nighttime patrol would be reassuring."

"More frequent patrols through neighborhoods especially at night. Thieves seem particularly effective during early morning hours."

"We don't know. The current services seem to be fine. We have noticed an occasional problem with people passing on the yellow lines leading up to the bridge."

"Response to calls for service, crime investigation and follow-up, traffic control at peak times, general presence in the community. We have real concerns about having a local Harrisburg city police force. Expense aside, we believe that such police departments are fraught with problems including, but not limited to: potential for inadequately trained and skilled supervision and oversight; questionable ability to attract high quality and highly qualified officers (will we be able to attract officers who are capable of split-second, well balanced, and appropriate potentially life-threatening decision making in the face of a quickly deteriorating situation?); adequacy of ongoing training, including criminal investigation, interventions, and follow-up; in a small force, the tendency toward a level of familiarity with residents that can reduce impartiality and promote favoritism. We appreciate this important discussion and do see via posts on the NextDoor App

that there are somewhat regular reports of suspicious activities that take place in and around our community. However we don't know whether or not this represents an increase in crime rate. At this juncture, we are tending towards modifying the existing services as necessary to cover the growing population in Harrisburg based on statistical data and with consideration to how other members of the community feel. Based on our personal experiences, we believe that the Linn County Sheriff deputies provide very adequate services. We have had several interactions with different deputies over the years that we have been in Harrisburg and have been impressed."

"Night patrols and crime enforcement instead of traffic stops."

"Enforce the laws we have now."

"Speed enforcement on Territorial specifically. It's a freaking racetrack!"

"Driving Hwy 99 thru town is ugly, not inviting or showing love."

"Stay with Linn County. Don't see a need for Coburg."

"Speed limit slowed. A pedestrian light on Smith St."

"Drop the Coburg coverage and increase LCSO. There are 720 hours in a month, we are getting coverage only 43% of the time and usually not during the hours of high crime. We don't need rent-a-cops."

"More patrolling – visible."

"Stop the constant speeders on 3rd St. They can't even do that one small thing."

"More speed control on 7th street."

"Feel just as safe as ever. Less traffic duty from Coburg. Less taxes. Better and drinkable, healthy water! That costs less! It's water, not gold!"

"Voter just passed in Nov Linn County law enforcement levy to maintain current services. Increased prop tax each time. Don't feel safer in this state as a whole. Homeless camps formed on river in Harrisburg and with it crime/car break-ins. Feel there is a connection. It's a small community. You think it wouldn't be hard to determine those making trouble. Maybe Sheriffs that live locally know or have an idea whom but can't do nothing unless criminals are caught firsthand. But then our courts would just let them go w/pandemic and jail space limitations. It's a no win situation for law enforcement and the public. Paying more for enhanced law enforcement service is not going to fix the catch and release policy of courts which policies are handed down by the state."

"Amenities, entertainment, restaurants, better grocery."

"Keep Lane County (Coburg) thugs out of Harrisburg."

"Bigger government (not Harrisburg) needs to give more of our money back to our community, not waste it on their own agendas/wallets. Outreach, activities/businesses for children/teens."

"Theft is a big problem, not violent crimes and not drugs (yay!). Programs could be added to support youth to make them community supporters and give them purpose. Support welcome for neighborhood crime groups."

"I hear about a lot of theft from my neighbors. Also I am concerned about long response times from LCSO. I would like more neighborhood patrols and traffic enforcement, especially when my children are walking to/from school."

"We feel the same amount of safeness, but we do feel safe."

"More police presence is needed. Not just for traffic violations."

"Patrol, a constant visual of law enforcement. My taxes are almost \$4000 a year living in Harrisburg! We just passed a Linn Co. bond for law enforcement! Where is my money going?!"

"More patrol at night – river area."

"Officer available 24 hours if needed."

"I would like law enforcement to give training for neighborhood watch. Let us help them improve out town. This should be everyone's responsibility. I would like information on who to contact when you encounter abandon cars, trash, suspicious people on your street or in your neighborhood. They just passed the bond so why are you asking for more money?"

(City Administrator notes that she answered the questions for this person; there were no replies.)

"Enforcement of speed limit. We live at 1015 Territorial Street. Speeders entering the city limits on Territorial St (from Powerline) do not slow until after 10th and near stop sign at 9th. Those heading out of town accelerate hard prior to 10th. When police have monitored area they stay minutes, never enough to do any good. I'm afraid to cross my street when I see cars a block or more away because of the rate of speed they may be traveling or getting ready to accelerate."

"More officers everywhere. Defunding police belongs nowhere in our U.S. I don't know what else to say – support your local police!"

"Concerned about property crimes; like the sign that says lock it or lost it; also like the signs displaying cars' speeds. Sheriff parked in school zones before and after school. Presentation to school children about predators on social media/internet, and water safety."

"I think city services have a good balance. Not so concerned about parks, but we don't have kids anymore. Street maintenance is a concern."

"Fire and rescue not hindered by vaccine mandates. Law enforcement not hindered by vaccine mandates."

"Night patrols to prevent tweakers from steal from cars, driveways, etc."

"More patrols at night."

"We're good. Don't need to waste our money."

"More regular patrols. Working neighborhood watch. Encourage better lighting."

"Patrolling the neighborhood. Not sitting at the base of the bridge or parked between buildings and alleys to catch someone speeding. Actively drive the streets to prevent possible situations – not speeding vehicles."

"People roaming and going onto people's property and getting in cars/garbage at night."

“Patrols at night, not just traffic citations.”

“Current level provided is adequate.”

“If the city had its own police dept it would be much more effective than contracted services. I don’t believe that throwing more money at an ineffective system is the answer. We need change.”

“Diamond Hill speeding, and Powerline Rd as well”

“Full-time presence of Law Enforcement. With auto theft and the legalization of many drug users in our area, I do not feel safe. I feel that my property is not safe either.

Annual Crime Comparison Statistics for Harrisburg

Total Crimes

Year	Total Crimes	Property	Drug/Alcohol	Person	Traffic	Other
2021	187	100	7	18	13	49
2020	185	76	6	41	10	52
2019	188	77	5	34	16	56
2018	190	78	6	17	18	71

Table 1: Incidents by Crime Group

Year	Property Crimes	All Other Offenses	Person/Crimes	Traffic	Drug/Alcohol
2020	76	52	41	10	6
2021	100	49	18	13	7

Table 2: Arrest Count by Crime Group

Year	Person Crimes	Property Crimes	Drug/Alcohol	Traffic Offenses	All Other Offenses
2020	17	11	13	4	52
2021	10	11	5	10	43

Table 3: Citation County by Traffic Group

Year	Citations	Violations	Non-Injury Crashes	Injury Crashes	Lic/Ins. Violations	Speeding	Moving Violation	Equipment Violation	Traffic Crime
2020	120	173	11	3	66	36	29	28	1
2021	112	146	11	3	62	34	39	23	0

Harrisburg Crime Comparison by Quarter – 4th Qtr

Table 1: Crime Comparison Report

Quarter	Person Crimes	Property Crimes	Drug/Alcohol Crimes	Traffic Offenses	'All Other Offenses'
4th Qtr.	6	30	0	3	14
3 rd Qtr.	4	14	2	3	13
2 nd Qtr.	3	29	0	3	8
1 st Qtr.	4	18	4	3	10
Total	17	91	6	12	33

Table 2: Arrests by Crime Group

Quarter	Person	Property	Drug/Alcohol	Traffic	All Other
4th Qtr.	1	3	0	2	11
3 rd Qtr.	3	2	2	4	18
2 nd Qtr.	4	4	0	3	9
1 st Qtr.	3	2	3	1	5
	11	11	5	10	43

Table 3: Citation Count by Traffic Group

Quarter	Total Citations	Total Violations	Non-Injury Crashes	Injury Crashes	Moving violations	Speeding	License/Ins	Equip Violation
4th Qtr.	28	35	2	1	11	6	19	6
3 rd Qtr.	20	31	4	0	4	5	14	6
2 nd Qtr.	31	31	3	1	15	12	9	3
1 st Qtr.	31	45	2	1	19	11	8	7
Total	110	142	11	3	49	34	50	22

12/31/2021

4

Page 31

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BEAT

BRWN

HALS

HBRG

LYON

MILB

MILC

SCIO

1

10/5/2021

12/31/2021

PERSON CRIMES

1

PROPERTY CRIMES

3

DRUG/ALCOHOL

(Blank)

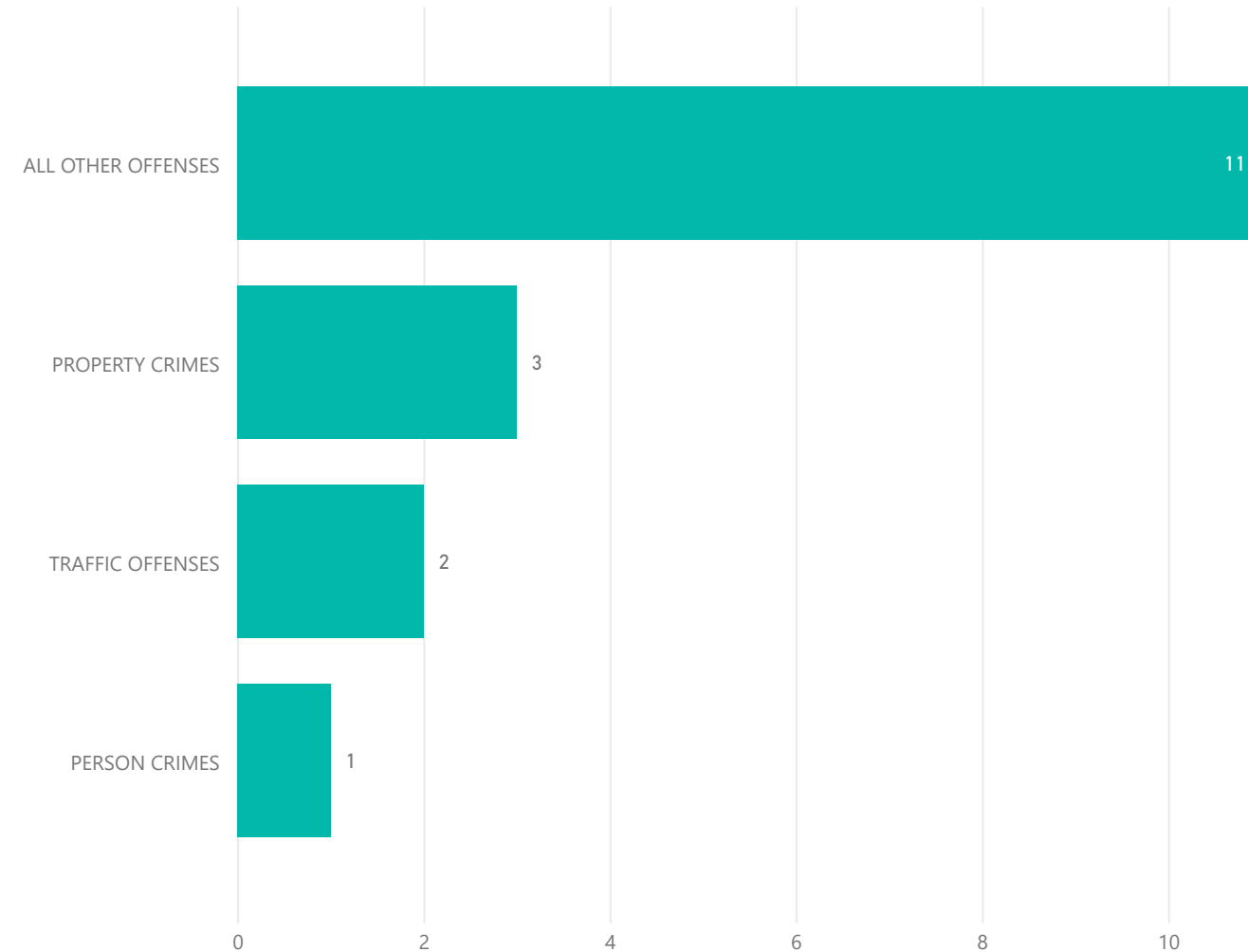
TRAFFIC OFFENSES

2

ALL OTHER OFF

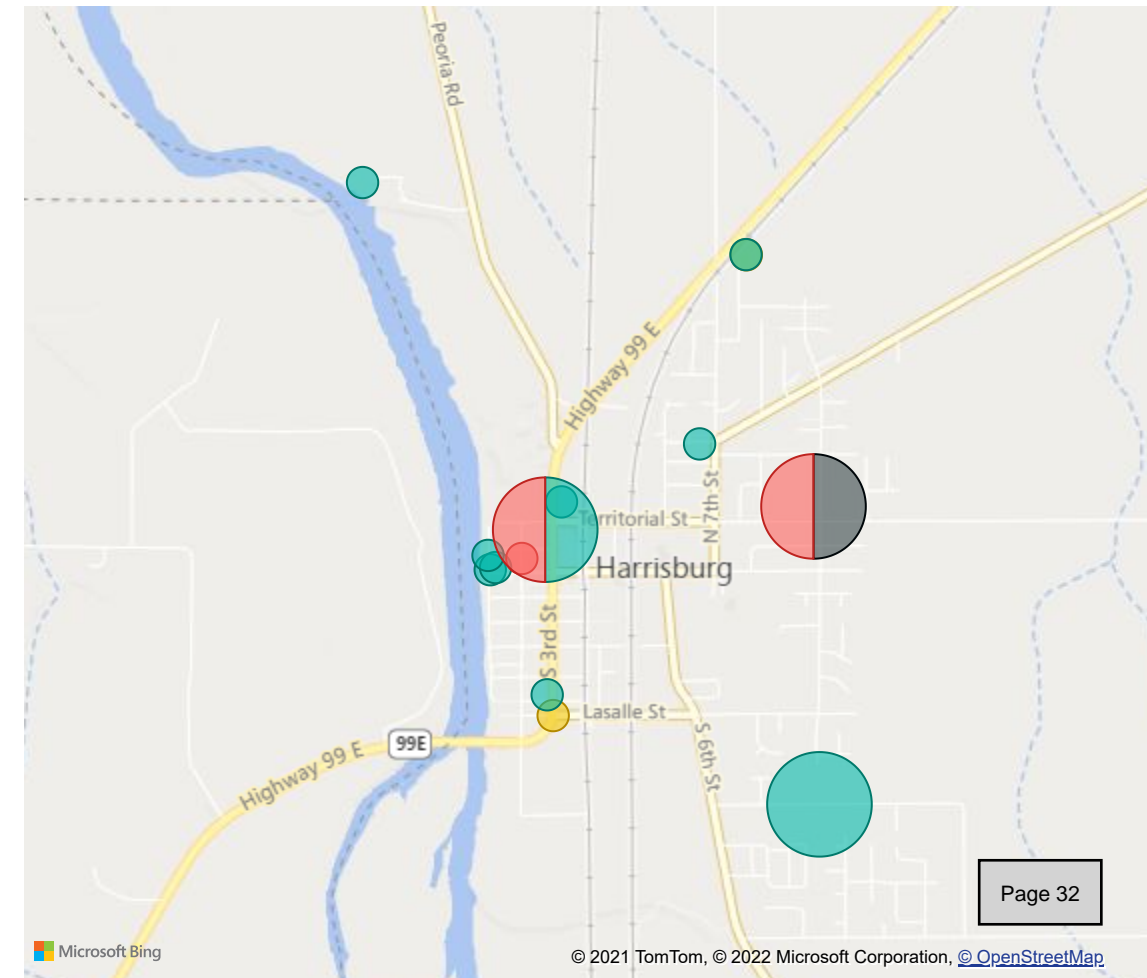
11

ArrestCnt by Crime Group



ArrestCnt, Count of armainid, First IBR Group, First AddressArrest, First case_id and First PubNar by Crime ...

Crime Group ● ALL OTHER OFFENSES ● PERSON CRIMES ● PROPERTY CRIMES ● TRAFFIC OFFENSES



10/5/2021

12/31/2021

CITATIONS

28

VIOLATIONS

35

Non-Injury Crashes

2

Injury Crashes

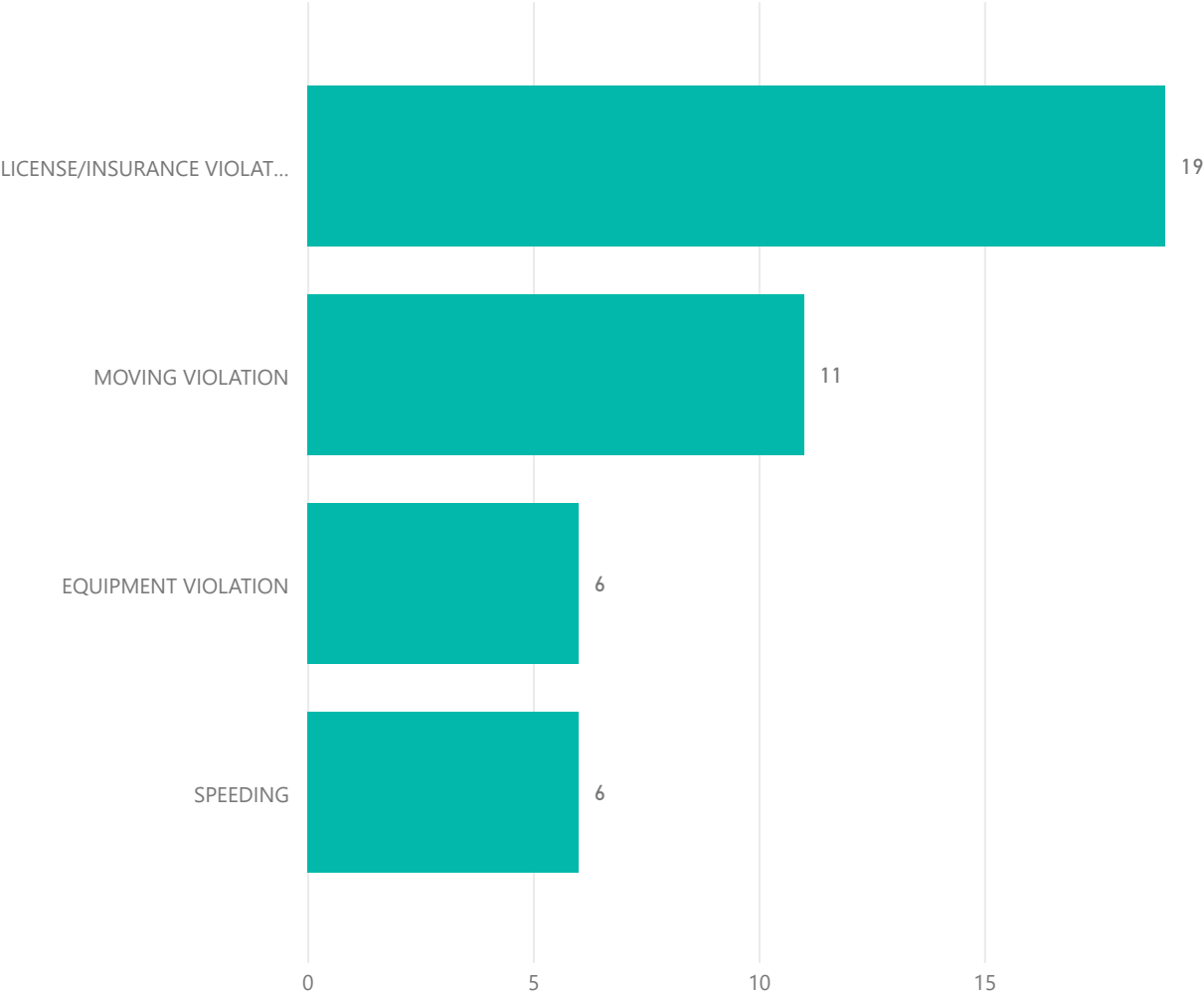
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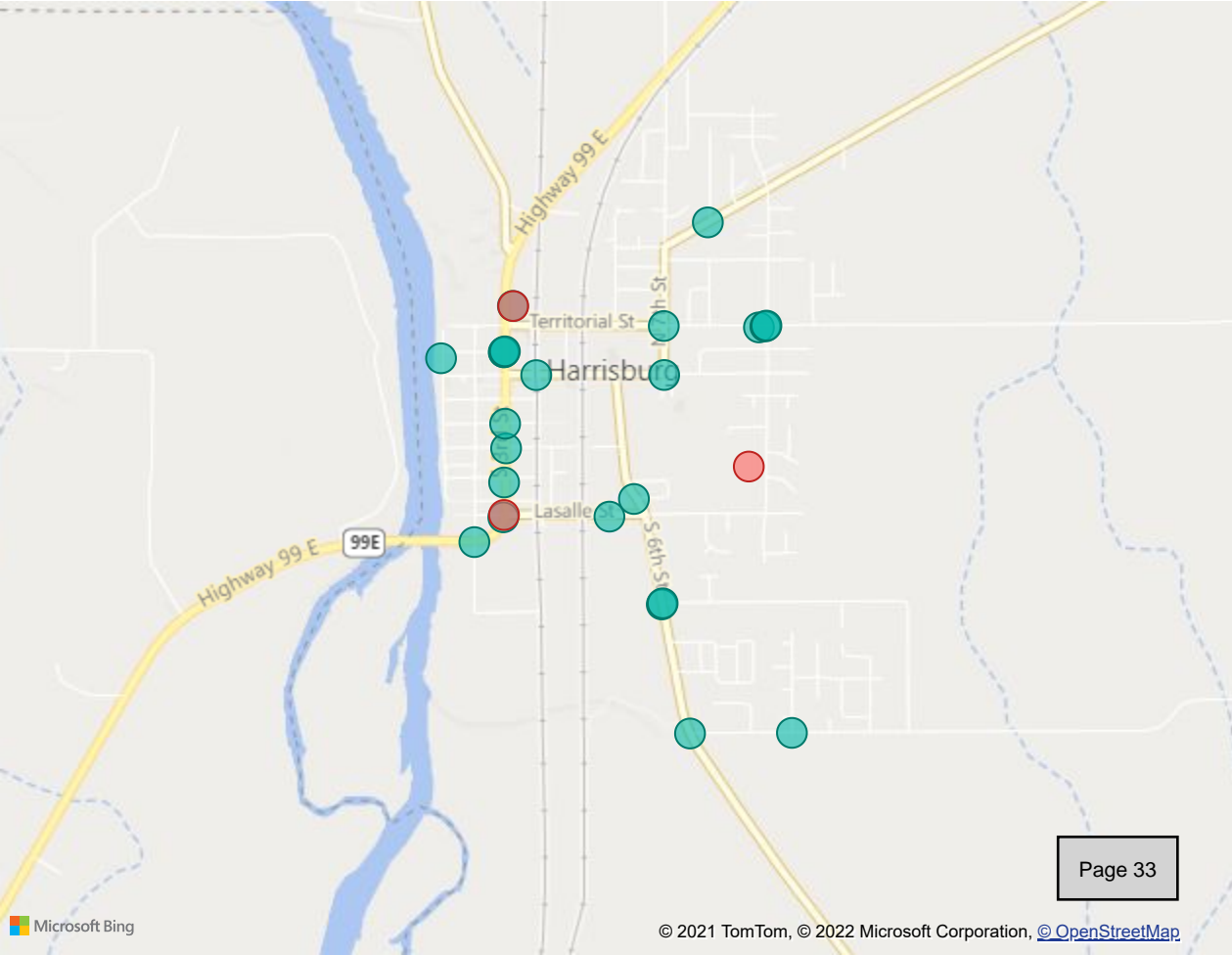
252450

CitationCnt by Traffic Group



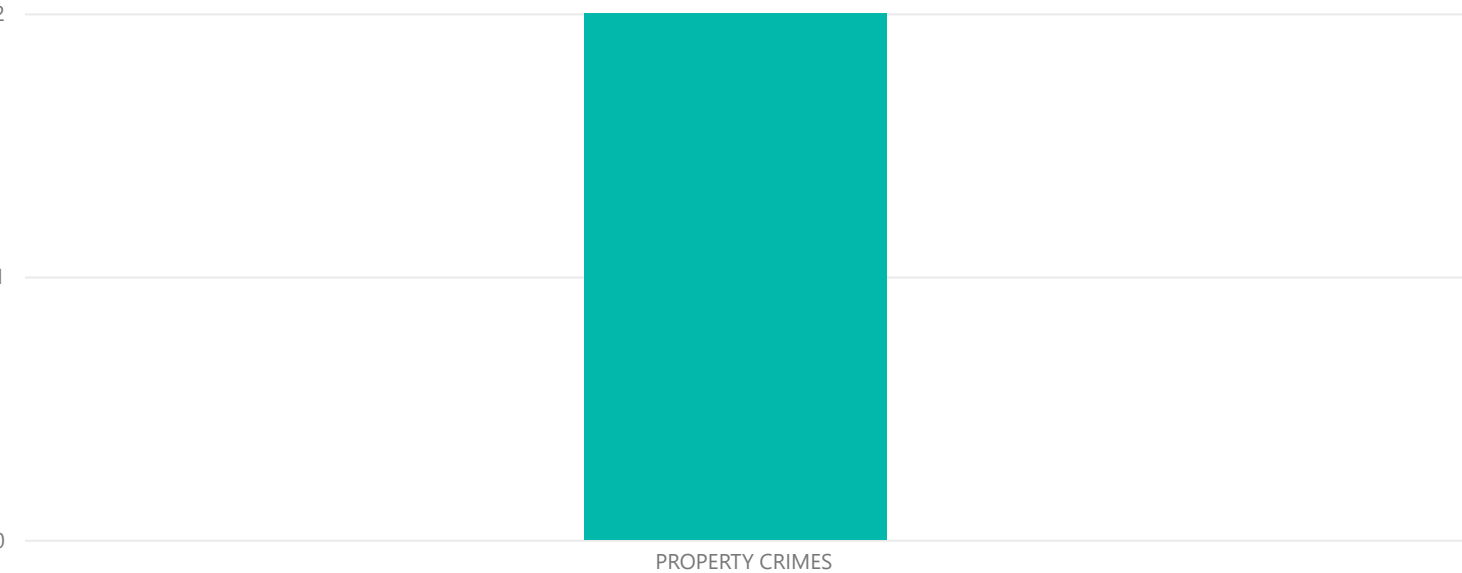
First trci_id, First chrgdesc, First closecode, First ViolationAddress, First Crash Address, Earliest calldate and First PubN...

Citation or Crash?? CITE CRASH



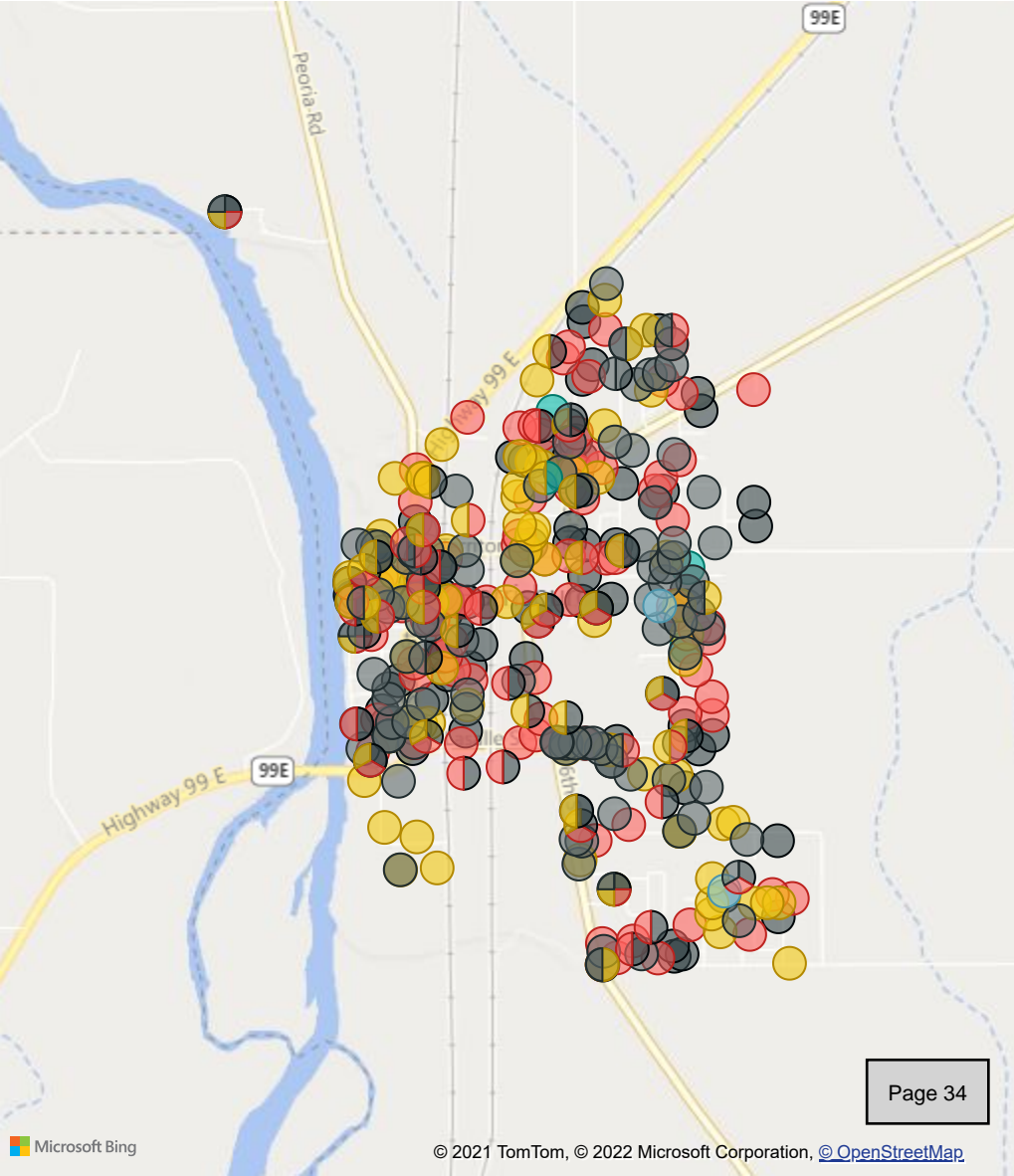
Crime Group	YTD	LYTD	YTD2	YTD3	YTD4	YTD5	YPC	5YRAVG	5YRPC
<div><div></div>PROPERTY CRIMES</div>	2		6	1	2			1.80	11.11%
ALL OTHER THEFT/LARCENY	1				1			0.20	400.00%
VANDALISM	1		3					0.60	66.67%
BURGLARY - RESIDENCE				1				0.20	-100.00%
IDENTITY THEFT					1			0.20	-100.00%
THEFT FROM A VEHICLE			3					0.60	-100.00%
<div><div></div>ALL OTHER OFFENSES</div>		1	3	1	1		-100.0%	1.20	-100.00%
ALL OTHER CRIMES				1				0.20	-100.00%
DISORDERLY CONDUCT			1					0.20	-100.00%
FUGITIVE/WARRANT					1			0.20	-100.00%
OTHER WEAPONS CRIMES		1	1				-100.0%	0.40	-100.00%
SIMPLE TRESPASS			1					0.20	-100.00%
<div><div></div>DRUG/ALCOHOL OFFENSES</div>		1					-100.0%	0.20	-100.00%
<div><div></div>PERSON CRIMES</div>		3					-100.0%	0.60	-100.00%
Total	2	6	9	2	4		-66.7%	4.20	-52.38%

YTD by Crime Group

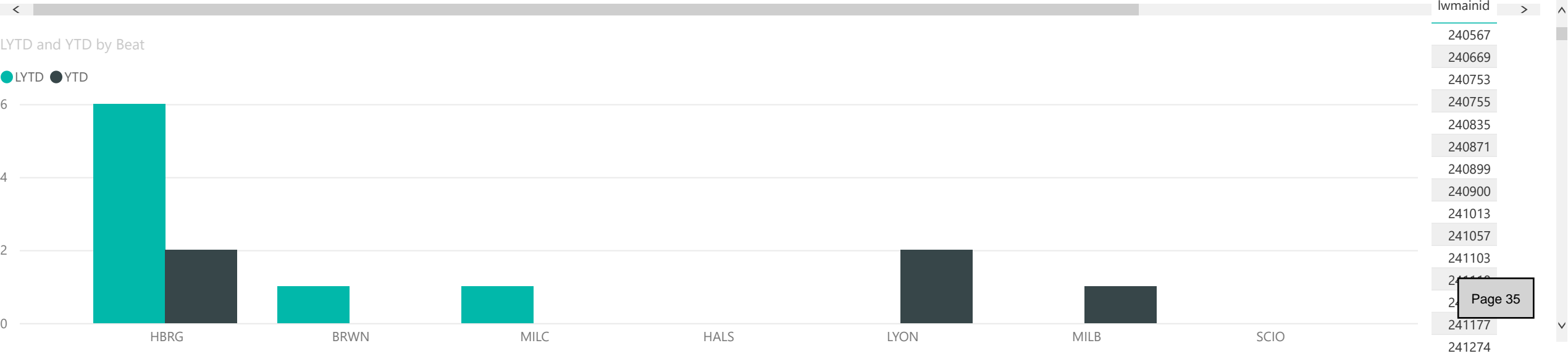


First IBR Group, First ibrcode, First street, First Incident # and Last systab2.Case Status by Year, ...

Year 2017 2018 2019 2020 2021 2022



Year Crime Group	LYTD	2017 Count of I...	YPC	LYTD	2018 Count of lw...	YPC	LYTD	2019 Count of I...	YPC	LYTD	2020 Count of...	YPC	LYTD	2021 Count of lwchrgid	YPC	LYTD	Cour
+ ALL OTHER OFFENSES		128		128	270	110.9%	270	241	-10.7%	241	194	-19.5%	194	222	14.4%	2	
+ DRUG/ALCOHOL OFFENSES		15		15	29	93.3%	29	24	-17.2%	24	23	-4.2%	23	14	-39.1%	1	
+ PERSON CRIMES		33		33	97	193.9%	97	89	-8.2%	89	100	12.4%	100	69	-31.0%	3	
+ PROPERTY CRIMES		192		192	329	71.4%	329	303	-7.9%	303	306	1.0%	306	352	15.0%	1	
- TRAFFIC OFFENSES		44		44	55	25.0%	55	63	14.5%	63	39	-38.1%	39	55	41.0%	1	
+ DUUI		17		17	18	5.9%	18	19	5.6%	19	13	-31.6%	13	13	0.0%		
+ TRAFFIC-CRIMINAL DRIVING SUSP/REVOKED		19		19	21	10.5%	21	31	47.6%	31	15	-51.6%	15	24	60.0%		
+ TRAFFIC-HIT AND RUN		8		8	16	100.0%	16	13	-18.8%	13	11	-15.4%	11	18	63.6%	1	
Total		412		412	780	89.3%	780	720	-7.7%	720	662	-8.1%	662	712	7.6%	8	



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

PARTIES TO THE AGREEMENT

This agreement is made and entered into this 1st day of July, 2019, by and between the City of Harrisburg, a municipal corporation of the State of Oregon, hereinafter called CITY, and Linn County, Oregon, a political subdivision, of the State of Oregon, and the Sheriff of Linn County, hereinafter called COUNTY.

PURPOSE

The CITY is desirous of contracting with COUNTY for the performance of the hereinafter described law enforcement functions within its boundaries by the COUNTY, through the Sheriff thereof. The COUNTY is agreeable, with approval of the Sheriff, to rendering such services on the terms and conditions hereinafter set forth herein. This agreement is authorized and provided for by the provisions of ORS 190.010 and ORS 206.345.

IN CONSIDERATION OF THE MUTUAL CONVENANTS CONTAINED HEREIN, THE PARTIES AGREE TO THE FOLLOWING TERMS, PROVISIONS AND CONDITIONS:

1. **Payment by CITY.** CITY shall pay COUNTY in cash equivalent the annual sum set forth below (other cities listed for information only):

CITY	HRS	CONTRACT AMOUNT		
		2019-2020	2020-2021	2021-2022
Brownsville	2400	\$170,040	\$175,176	\$181,224
Halsey	864	\$61,214	\$63,063	\$65,241
Harrisburg	3300	\$233,805	\$240,867	\$249,183
Millersburg	1836	\$130,081	\$134,010	\$138,636
Scio	864	\$61,214	\$63,063	\$65,241

Said amounts shall be paid in quarterly installments during the course of each fiscal year, July 1st through June 30th.

2. **Service to be Performed by COUNTY.** COUNTY shall perform the services described on EXHIBIT A, which by this reference is incorporated into this agreement herein.
3. **Term.** The term of this agreement shall run concurrent to the term of the COUNTY Collective Bargaining Agreement and shall be from July 1, 2019 through and including June 30, 2022. However, the service of the COUNTY shall continue

to be performed and the authority granted to the COUNTY to enforce the ordinances of the CITY shall continue until thirty days after notice is given by either party that such services or authority is discontinued. By December 31st of each year, the CITY and COUNTY shall review the terms of the agreement and determine if any amendments are desired. In order for any modification to be effective, any amendment, modification or otherwise shall be in writing and approved by all parties.

4. Indemnification. To the fullest extent permitted by law, and in accordance with the Oregon Constitution and the Oregon Tort Claims Act, each party to this Agreement shall indemnify, defend, save, and hold harmless the other party and its officers, employees and agents from and against all claims, actions, liabilities, damages, losses, or expenses, arising from:

- I. Injury to any person or damage to property caused by the negligence or other wrongful acts or omissions of the party, its officers, employees or agents; or
- II. Failure or refusal of one party to perform or fulfill its responsibilities under this Contract or any law, through no fault of the other party. The obligations or rights under this section may not be delegated or assigned without the express consent of the other party.

The terms of this provision are neither intended to nor shall they create a right for any third party. The obligations contained in this section shall survive the termination of this Agreement.

5. COUNTY shall be exclusively responsible for all its employees, for providing their wages, benefits, insurance, taxes and all the like whether required by federal, state or local law or any Collective Bargaining Agreement, including but not limited to workers compensation and contributions to Public Employees Retirement system.

6. Entire Agreement. This Agreement signed by all parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agent and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.

7. Venue. Resolution of any disputes arising out of the performance of this contract shall be maintained in the Circuit Court of Linn County.

IN WITNESS WHEREOF, the CITY by resolution duly adopted by its respective City Council cause this agreement to be signed by its Mayor and attested by the City Recorder, and the COUNTY by order of its County Commission and attested by the Clerk and the said COUNTY, and subscribed by the Sheriff of Linn County, all on the day and year first above written.

CITY OF HANKSBURY

By: Robert Quinn 2/11/2020
Mayor Date

ATTEST:

Melinda Eldridge
City Recorder

APPROVED AS TO FORM:

Emily Kendrick
Linn County Legal Counsel
[Signature]
City Legal Counsel

LINN COUNTY, a political
subdivision of the State of Oregon

By: Regen Ferguson 2-28-2020
Chairman Date

[Signature] 1-28-2020
Commissioner Date

[Signature] 1-28-2020
Commissioner Date

[Signature] 1.13.20
Sheriff Date

ATTEST:

[Signature]
Linn County Clerk

EXHIBIT A

1. The COUNTY agrees to provide law enforcement services within the corporate limits of the CITY, to the extent and in the manner hereinafter set forth. The law enforcement services shall encompass duties and functions of the type within the jurisdiction of and customarily rendered by the COUNTY, pursuant to the statutes of the State of Oregon, and those duties associated with the enforcement and compliance with the Ordinances duly authorized and enacted by the CITY. Such services shall include the enforcement of State statutes and municipal Ordinances of the CITY.
2. CITY grants to COUNTY full municipal police authority.
3. The rendition of such service, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of the personnel so employed, shall remain with the COUNTY.
4. For the purpose of performing all functions of this agreement, COUNTY shall furnish and supply all necessary labor, supervision, equipment, radio communication facilities and supplies necessary to render said services.
5. COUNTY shall set the rate for services, per the table below:

Hourly Rate		
2019-2020	2020-2021	2021-2022
\$70.85 / hour	\$72.99 / hour	\$75.51 / hour

6. COUNTY shall provide a minimum amount of hours per month to be dedicated in the CITY as listed below:

CITY	MONTHLY CONTRACTED HOURS		
	2019-2020	2020-2021	2021-2022
Harrisburg	275	275	275

7. Annual contract increases to the CITY shall be directly related to the COUNTY Collective Bargaining Agreement and related to the percentage of increase in the total cost of COUNTY personnel, to include COLA's, fringe benefits, payroll costs and other COUNTY related expenses. CITY agrees to the hourly rate increases in paragraph five (5) of Exhibit A, based on the minimum hours provided by COUNTY in paragraph six (6) of Exhibit A for each fiscal year.
8. CITY shall have the ability to request and receive targeted services and enhanced patrol, e.g. traffic, and municipal code enforcement.

9. COUNTY acknowledges and agrees that all municipal and criminal offenses within the CITY'S corporate limits, whether initiated by citation, complaint, affidavit, warrant, order, or other instrument shall be prosecuted in the Linn County Circuit Court, Justice Court, or applicable CITY court, as directed by the CITY. Offenses include but are not limited to, CITY Municipal Code Offenses, Violations, and Crimes, and all applicable provisions of the Oregon Criminal Code.
10. COUNTY acknowledges and agrees that all traffic offenses within the CITY'S corporate limits, whether initiated by citation, complaints, affidavit, warrant, order, or other instrument, with the exception of felonies, shall be prosecuted in the Linn County Circuit Court, Justice Court, or applicable CITY court, as directed by the CITY. Offenses include, but are not limited to, all applicable provisions of the Oregon Motor Vehicle Code.
11. The COUNTY agrees to assign deputies to work the following CITY events during the organized festivities as requested by the CITY:

CITY	SPECIAL EVENT	# DEPUTIES	# TOTAL HOURS
Harrisburg	Old Fashioned 4th of July	4	36
Harrisburg	Christmas Light Parade	2	4

The COUNTY and CITY agree the cost of the special events is incorporated into the Annual Contract Cost in paragraph 1 of this agreement.

12. The COUNTY agrees to provide a monthly report of all law enforcement activities within the corporate limits of the CITY. The monthly report shall demonstrate compliance with paragraphs 6-9. COUNTY will make a reasonable attempt to assign a liaison with the rank of Sergeant or higher to attend designated individual CITY Council meetings.
13. COUNTY and CITY, including all contracted cities, shall implement a quarterly joint meeting with the Sheriff or Undersheriff to ensure relationships are adequate to jointly achieve the goals of each party. Meetings will be attended by CITY designee including but not limited to the Mayor, Councilor or high-ranking CITY official such as a City Administrator/Manager/Recorder. All joint meetings shall be held at the COUNTY. The location of such meeting will be determined by the COUNTY, with a time and date agreed upon by the contracted cities.
14. CITY, where applicable, will provide the COUNTY with a substation as an in-kind contribution.

INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES**CITY OF HARRISBURG/CITY OF COBURG**

THIS AGREEMENT is made and entered by and between the CITY OF HARRISBURG hereinafter called HARRISBURG, a municipal corporation of the State of Oregon, and the CITY OF COBURG, hereinafter called COBURG, a municipal corporation of the State of Oregon.

WITNESSETH

WHEREAS; Harrisburg is desirous of contracting with Coburg for the performance of the hereinafter described law enforcement traffic enforcement functions within the boundaries of Harrisburg by Coburg thereof, and;

WHEREAS; Both cities desire to provide mutual support and assistance in furnishing quality and cost-effective municipal services to our respective residents, as well as an enhanced emergency response, and;

WHEREAS; Representatives of both cities shall meet during the month of December 2021, or at other mutually agreed time(s), to measure the success and mutual benefit of this IGA with due consideration of all necessary amendments to this agreement as well as possible expansion of this agreement to encompass additional, joint municipal services on June 30, 2022 and beyond, and;

WHEREAS; Coburg has agreed to tender such services on the terms and conditions hereinafter set forth; and

WHEREAS; such contracts are authorized and provided for by the provisions of ORS 190.010.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **TERM:** The term of this agreement shall be 18 months, commencing January 1, 2021 and terminating June 30, 2022, except as may be extended and amended as mutually agreed or terminated in accordance with Section 8 of this agreement.
2. **COMPENSATION:** Harrisburg shall pay to Coburg for such law enforcement services as provided herein as follows:

a. Costs for this period. Payments shall be made in equal quarterly installments.

<u>ANNUAL CONTRACT</u>	<u>BASE HRS/MONTH</u>	<u>HOURS/</u>	<u>HOURLY RATE</u>
Jan 1,2021 - June 30,2022	35	<u>YEAR</u>	\$64.00
		420	

b. In the event an incident within Harrisburg requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Harrisburg to exceed the 35-hour month average, Harrisburg shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrators shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.

3. **ADDITIONAL HOURS:** Additional hours may be requested by Harrisburg to cover special events or patrols. Such requests shall be made in writing to Coburg no less than 30 days prior to the event or patrol. Coburg shall make reasonable accommodations to cover these additional hours. Unless prior arrangements are made and agreed to by both parties in writing, Harrisburg shall pay for such services at the average hourly rate listed above. Additional hours available for special events will be based solely on the availability of Coburg officers to cover such event.

4. **POLICE RESPONSIBILITIES:** The Linn County Sheriff's Department still provides police services to Harrisburg. Coburg agrees to provide police traffic and code enforcement services within the corporate limits of Harrisburg to the extent and in the manner herein set forth below. The police services shall encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a city police department. Such services shall include enforcement and investigations involved in the field of public safety, criminal law enforcement, or related fields within the legal power of the Chief of Police to so provide and shall be provided in conformance with the standards generally accepted within the policing profession. The law enforcement services provided by Coburg shall include the following:

a. **Traffic Patrols.** Police patrols with a minimum of 25 hours dedicated to traffic enforcement per month and up to a maximum of 10 hours per month of crime prevention and code enforcement patrol. Patrols shall be conducted on both a regular and irregular basis or as specifically requested by Harrisburg. The 25 hours dedicated to traffic enforcement will be in marked police vehicles.

b. **Code Enforcement.** Coburg officers shall perform miscellaneous code enforcement functions for the City of Harrisburg, as described in HMC Titles 6, 8, 9, and 10, in coordination with the Harrisburg Code Enforcement Officer. City code enforcement functions shall include, among others:

1. Reporting possible code violations,
 2. Delivering written violation notices and citations to responsible party(ies),
 3. Make initial contact and investigate possible code violations as requested by the Code Enforcement Officer,
 4. All code enforcement-related activities and functions shall be at the direction of the Harrisburg Code Enforcement Officer who shall coordinate with the Coburg Chief of police if it should prove necessary to reduce, revise, or eliminate Coburg Police code enforcement functions in Harrisburg.
- c. Travel time shall be charged at a rate of 15 minutes total per roundtrip to Harrisburg.
- d. Immediate and appropriate response to calls, subject only to necessary priorities caused by concurrent matters. Priority non-traffic enforcement calls should go to Linn County Sheriff. Coburg will respond to these calls when requested by the Linn County Sheriff or Harrisburg staff and as priorities allow. Harrisburg will need to make the decision as to whether they wish to count the time spent on a priority non-traffic call as part of the 25 hours per this agreement, or if they wish to pay the City of Coburg for the officer time spent per the 'Average' hourly rate as established in Section 2 (a) of this agreement.
- e. Provide a written report to Harrisburg on or before the 10th day of each month following the end of the quarter setting forth the actual number of calls for service and number of citations and arrests for the previous quarter. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as may be necessary and as requested by Harrisburg or Coburg.
- f. Conduct spot radar enforcement as necessary to alert drivers of speed limits during normal duty hours. In addition, Coburg shall furnish Harrisburg a summary traffic survey, not later than June 30, 2021, documenting the type, frequency and severity of traffic violations noted by Coburg officers and/or traffic survey equipment. The Coburg Police Chief will work with the Harrisburg staff to define the scope and delivery of a traffic survey. If the traffic survey scope and delivery is outside of the allocated 35 hours then the City of Coburg will be reimbursed for the additional hours at the standard hourly charge established in Section 2 (a) of this agreement.
- g. Prosecution of misdemeanors and infractions in Harrisburg Municipal Court as set forth in Section 6 of this Agreement. The Harrisburg Municipal Court normally convenes on the second Wednesday of every

month. Citations issued in the prior month shall be delivered to, or otherwise made available, to the Harrisburg Court Clerk not later than last day of that month.

- h. Advise City officials of situations encountered by patrolling officers that may affect the health, safety and welfare of residents and visitors, including inadequate, missing or broken traffic or safety signs;
- i. Advise City officials of the need for new ordinances or revisions to existing ordinances to address changes in state legislation and/or law enforcement concerns;
- j. Assist the City Administrator in preparing responses to queries from County, State and other jurisdictions in matters relating to law enforcement needs and activities, jail facilities, reports and similar matters;
- k. Maintain close liaison with City officials concerning law enforcement matters;
- l. Upon request, attend Harrisburg City Council meetings in April, July, October, and December of 2021, and April of 2022, and such other meetings as may be appropriate, and as may be mutually agreed.
- m. Assist victims and witnesses at the crime scene;
- n. Preserve crime scenes;
- o. Retain evidence;
- p. All original reports shall be maintained by the Coburg police department and made available upon request in accordance with state law;
- q. Administration. The Coburg Chief of Police shall be under the administrative direction of the City Administrator of the City of Coburg and shall exercise all authority vested in that office.
- r. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder. Harrisburg shall supply support for Coburg when able including but not limited to a 'Ready Room', emergency vehicle towing and repair, and other miscellaneous support of Coburg officers while within Harrisburg city limits or in transit to or from Coburg.

s. Coburg and Harrisburg shall cooperate and coordinate with the preparation and dissemination of public information to help citizens of both communities better understand the role, benefits, and limitations of this agreement.

5. **ADDITIONAL ASSOCIATED PUBLIC SAFETY SERVICES:** As noted in Section 4.c. of this Agreement, Harrisburg may at times request associated public safety services typically performed by a city police department but not directly related to traffic enforcement. Coburg will reasonably endeavor to provide these services to the best of its ability, subject to availability of personnel and other limiting factors. These services will not be counted towards the 25 monthly hours and Coburg shall be reimbursed at the average hourly rate established in Section 2 (a) of this agreement.
6. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Coburg.
 - a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Coburg employees and all persons employed hereunder shall have City pensions, salary, workers compensation and any status or rights under the provisions of City employment paid for by Coburg.
 - b. Harrisburg shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Coburg personnel performing services hereunder for Harrisburg or any liability other than that provided for in this agreement. Except as otherwise herein specified, Harrisburg shall not be liable for compensation or indemnity to any Coburg employee for any injury, or sickness arising out of his or her employment.
7. **COURT:** Upon request of the Harrisburg Municipal Court Judge or Clerk, Coburg may provide a bailiff for the Harrisburg Municipal Court who shall be present whenever the Court is in session. An Officer scheduled to testify at Court may serve as Bailiff. If Harrisburg elects to have an officer at Court then Harrisburg shall pay for such services at the average hourly rate listed above. Hours served as Court Bailiff shall be in addition to the 35 hours of traffic patrol described in Section 4.
8. **DISPUTE RESOLUTION:** Specifically, the Administrators shall attempt to resolve any disputes between the cities concerning the terms of this agreement and the performance thereof and may recommend that the cities enter into mediation or arbitration if the Administrators are unable to resolve a dispute matter. The type and quality of service shall be reviewed annually by the respective councils.
9. **TERMINATION:** This agreement may be terminated by either city at any time upon giving 30 days written notice of their intent to do so. Termination of this agreement may also be made by emergency email notice by Coburg City Administrator to the Harrisburg City Administrator and/or Asst. City Administrator, or notice by Harrisburg to the Coburg City

Agenda Bill

Harrisburg City Council

Harrisburg, Oregon

THE MATTER OF THE RENEWAL OF THE HARRISBURG BUILDING AND ELECTRICAL PERMIT PROGRAMS AND APPROVING RESOLUTION NO. 1261

STAFF REPORT:

- Exhibit A: Notice of Renewal
- Exhibit B: Program Administration Renewal Form
- Exhibit C: Revised Operating Plan Changes
- Exhibit D: 2021/2022 Fee Schedule with Changes
- Exhibit E: Resolution No. 1261

ACTION: MOTION TO APPROVE THE RENEWAL OF THE HARRISBURG BUILDING AND ELECTRICAL PERMIT PROGRAM, THE UPDATED OPERATING PLAN, AND RESOLUTION NO. 1261, “A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE”

THIS AGENDA BILL IS DESTINED FOR: Work Session – January 25, 2022

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

STAFF RECOMMENDATION:

Staff recommends the City Council Approve the Renewal of the Harrisburg Building and Electrical Permit Program, the updated operating plan, and Resolution No. 1261

BACKGROUND INFORMATION:

State of Oregon Administrative rules were affected this last year by legislative changes. In particular, SB 866 changed OAR 918-020-0105 and OAR 918-020-0095. These OAR determine the processes of the Building Code Division, and ultimately define all of the program requirements. This last year, they set up a renewal program that affects all municipalities, including the City of Harrisburg, even though we have a newly assumed program. This information is also shared with the program administrator, who needs it to verify that our assumption of the building and electrical permit program is still working as planned.

The notice of renewal is shown in **Exhibit A**, and the actual Program Administration Form is shown in **Exhibit B**. This updates contact information as well as verifying which programs inspectors are responsible for in both plan review and inspection services.

The operating plan (**Exhibit C**) is also required to be updated. In our case, the changes are mostly updating the City Administrator information, with a few other tweaks. Our fees structure was also updated, specifically in Manufactured Dwellings. When our Building Official and I started reviewing and updating all of the permits and forms last summer, he realized that Linn County charged higher manufactured dwelling fees. He then endeavored to make those changes in the Junction City Fee Schedule, to match what Harrisburg and Linn County had been charging for many years. **Exhibit D** shows the draft version of the fee schedule. The manufactured dwelling wording was updated (Page 9), and the last page of the draft document has the new fees listed. The amounts that the City Council can see on page 31 of this document, are still a little lower than those of Linn County.

Finally, the adoption of Resolution No. 1261 will formerly change and update the manufactured dwelling fees and workbook. These are required to be included with the operating plan and notice of renewal. This staff report will serve as the narrative describing any changes to the operation plan. The City of Harrisburg is part of Building Program Renewal Group No. 3, which has a reporting period of July 1, 2022, to June 30, 2025. Our next Renewal will be due on Jan 1, 2025.

Staff is pleased to share that the new program is working as planned. Our citizens have seen faster times for plan review and inspection services. Our Building Official has incredible experience and is very devoted to his job. With the cost of supplies going through the roof (pun intended), construction has slowed in Harrisburg. In the building permit fund, we've met 21% of our budgeted revenue, and 8.2% of our total fund expenditures, for a 'profit' thus far of \$10,526. In the electrical permit fund, we have 46.1% of our revenues met, and 14.1% of expenditures, for a bottom line of \$3,290.

REVIEW AND APPROVAL:

	<u>1/21/2022</u>
Michele Eldridge	Date
City Administrator	



Oregon

Kate Brown, Governor

EXHIBIT A

Department of Consumer and Business Service

Building Codes Division

1535 Edgewater Street NW

P.O. Box 14470

Salem, OR 97309-0404

503-378-4133

Fax: 503-378-2322

oregon.gov/bcd

2.

November 22, 2021

TO: Building Officials

FROM: Julia Hier, Sr. Policy Advisor

SUBJECT: Program Renewal –**RENEWAL INFORMATION**

On January 1, 2022, an updated OAR 918-020-0105 will take effect. Under this new rule, **all** municipalities that administer an existing program must **submit a renewal** to the division **by January 31, 2022**. In addition, a city that intends to continue to procure services from a contract building official must **notify the division of its intent** and must comply with 2021 Oregon Laws Ch. 599, Sec. 2 (Enrolled SB 866) **by January 1, 2022¹**.

Please include the following information in the renewal for each jurisdiction you provide services for:

1. A complete Program Administration Form (Form 2510), which includes a list of current staff, including contract providers, and their applicable certifications. A fillable version of this form is attached.
2. An updated copy of the municipality's operating plan as described in OAR 918-020-0090.
3. A narrative describing any changes to the operating plan.
4. A copy of your current fee schedule.

You can mail the information to the address above, preferably to the attention of Julia Hier, or you may email Julia at RulesCoordinator.BCD@dcbs.oregon.gov. Thank you in advance for your timely response.

Form 2510 and additional information about future renewals can be found on our website: <https://www.oregon.gov/bcd/jurisdictions/Pages/renewals.aspx>

A copy of Form 2510 is also attached to this notice.

¹ The notification due by January 1, 2021, can be a brief email or letter.



Program Administration Form

Department of Consumer & Business Services

Building Codes Division

1535 Edgewater St. NW, Salem, OR

Mailing address: P.O. Box 14470, Salem, OR 97309-0404

Phone: 503-373-4133 • Fax: 503-378-2322 • Web: Oregon.gov/bcd

EXHIBIT B

Department Use 2.

☐ New request

☐ Renewal

Municipality: Harrisburg	Building official: Russell Young
Address: PO Box 378	
City: Harrisburg	State: OR ZIP: 97446
Office location: 120 Smith St.	
Phone: 541-995-6655	Fax: 541-995-9244 Email: meldridge@ci.harrisburg.or.us

Mark program choice by indicating level:

X – Performed by the municipality applying for the renewal

A – Performed by a different municipality through an intergovernmental agreement with Junction City

C – Performed by county; X and A do not apply

S – Performed by state

Please see the key at the bottom of Page 2 for definitions.

Plans				Structural				Mechanical				Electrical				Plumbing					Manufactured Structures (MSI)	Park & Camp (PCI)	Master Builder Program (optional)
A	B	C	F	A	B	C	M	A	B	C	M	A	B	C	M	A	B	C	S	M			
x				x				x				x				x					x	x	x

Note: Assumption of a structural A-level program includes the requirements for accessibility [ORS 447.220]. MSI includes manufactured dwelling installations; alterations, accessory structures, buildings, and cabana installations; plan review; and inspections. Park and camp includes mobile home and manufactured dwelling parks, recreation parks, organizational camps, and picnic parks plan review and inspection.

Respond to the following if your municipality uses a third-party building official:

Which services are provided by the third party?: _____

Name of third party building official: _____

Names of all designated qualified employees: _____

Attach the following:

- ☒ Completed copy of municipality's operating plan (OAR 918-020-0090)
- ☒ Electrical program requests (See requirements in OAR Chapter 918, Div. 308)
- ☒ Changes of service areas (Include map or description if applicable)
- ☒ Current fee schedules for all programs
- ☒ Name of a contact person for surcharge report of assumed programs

Name: Michele Eldridge	Phone: 541-995-2200
Address: PO Box 378	
City: Harrisburg	State: OR ZIP: 97446

List inspectors and others, as requested, on the back of this sheet. Attach additional pages as necessary.

Official delegation or assumption of the programs above is requested or being renewed for the period beginning July 1, 20__.

The undersigned agrees this form and all accompanying attachments comply with the applicable statutes and rules outlined in OAR 918, Division 020, and ORS Chapter 455. The undersigned further agrees this municipality's program will, at all times, be administered to operate in compliance with its operating plan and all applicable statutes and rules.

Authorized signature: _____ Title: **City Administrator** Date: **01.16.22**

This form will not be accepted without signature.
Electronic signatures are accepted if the form is sent via email from the signor.

Cities covered by county program: Junction City and Harrisburg												
Cities with complete or partial program: Junction City												
Emergency manager: Gary Kaping		Phone: 541-998-3125										
Address: 1171 Elm St. Junction City, OR 97448												
State fire marshal official/designee: Bart Griffith <i>(See OAR 918-020-0020)</i>		Phone: 541-995-6412										
Address: 440 Smith St., Harrisburg, OR 97446												
Health department contact: Todd Noble		Phone: 541-704-3400										
Address: 315 SW. 4th Ave, Albany, OR 97321												
Permit issuance phone: 541-998-4793/541-995-6655												
Planning/zoning phone: 541-995-6655												
Key: <table border="0"> <tr> <td>A A Level – All buildings or structures, except dwelling code</td> <td>C One- and two-family dwelling</td> <td>MSI Manufactured structures installation inspector: electrical, plumbing, hook-up and setup</td> </tr> <tr> <td>B B Level – Any building or structure not required to be designed by an Oregon-registered architect or engineer, except H or I occupancies over 1,500 sq. ft. and one- or two-family dwelling</td> <td>F Fire and life safety</td> <td>PCI Park and camp inspector</td> </tr> <tr> <td></td> <td>M Master permit program</td> <td>S Limited plumbing inspector: sewer</td> </tr> </table>				A A Level – All buildings or structures, except dwelling code	C One- and two-family dwelling	MSI Manufactured structures installation inspector: electrical, plumbing, hook-up and setup	B B Level – Any building or structure not required to be designed by an Oregon-registered architect or engineer, except H or I occupancies over 1,500 sq. ft. and one- or two-family dwelling	F Fire and life safety	PCI Park and camp inspector		M Master permit program	S Limited plumbing inspector: sewer
A A Level – All buildings or structures, except dwelling code	C One- and two-family dwelling	MSI Manufactured structures installation inspector: electrical, plumbing, hook-up and setup										
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	M Master permit program	S Limited plumbing inspector: sewer										

City of Harrisburg

Building & Electrical Programs

Operating Plan

Effective Date: July 1, 2021

Revised January 25, 2022

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Introduction

OAR 918-020-0090 requires that, “....every municipality...that desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan....”

This operating plan is submitted to comply with OAR 918-020-0090 as well as OAR 918-308-0040. This plan is on file with the State of Oregon Building Codes Division and City of Harrisburg City Hall and is available upon request.

This plan reflects the standards, policies, procedures and services administered and offered through the City of Harrisburg. Harrisburg provides a Plan Review and Inspection program under the terms of an Intergovernmental Agreement (IGA) (attached) between Harrisburg and the City of Junction City. This plan will be updated as necessary to reflect changes in service or IGA and as required by OAR 918-020-0105 & OAR 918-020-0370

Any questions related to this plan should be directed to:

Building Official
Russell Young
City of Junction City
Junction City, OR 97448
541-998-4763 Phone
541-998-2773 Fax

Location

The City of Harrisburg is in Linn County at 120 Smith Street, Harrisburg, OR 97446. The City can be reached at 541-995-6655 for permit questions or information.

Service Description

In and through our IGA with Junction City, the City of Harrisburg has a full-service Building Department offering Plan Review, Permits, and Inspections in all building code disciplines. The City of Harrisburg has been delegated these Building Inspection Programs by the State of Oregon, Department of Consumer and Business Services, Building Codes Division and are authorized under OAR 918-020-0080.

Contract Services

The City of Harrisburg will conform to these rules, as well as the rules pursuant to plan reviewers licensed under OAR 918-090-0219. Inspection program services are provided by Junction City as defined in the attached IGA. Any questions of the Junction City Building Official, or as to the operation of the IGA, should be directed to ~~John Hitt~~ Michele Eldridge, City Administrator, PO Box 378, Harrisburg, OR 97446. Phone: 541-995-2200.

Surcharge Report Contact

The Harrisburg contact for surcharge reports of the assumed program is:

Cathy Nelson
Finance Officer
City of Harrisburg
PO Box 378
Harrisburg, OR 97446
541-995-6655

Administrative Standards

(OAR 918-020-0090)

Building Official Program Administration: Overall program administration is under the direction of the City appointed official as outlined in the Harrisburg/Junction City IGA. The appointed building official has complete City authority to attend to all aspects of the administration and enforcement, including building/electrical inspections, issuance of permits of all relevant state and city building codes. Complaints concerning the Building Official in his role of administering or enforcing the City's building code and related matters shall be referred to the Harrisburg City Administrator. The City Administrator shall have the power to suspend the Building Official and recommend to the City Council the appointment of a new Building Official.

Program Funds and Fund Accounting: The City's building program operates in and through two dedicated funds: 1. The Electrical Inspection Fund and 2. The Building Fund. All plan review and permit revenues and fees are deposited into each respective fund. Only City building program related expenses are withdrawn (expensed) from these funds. All direct building and electrical program related expenses are budgeted within these dedicated funds. Any surplus Electrical or Building Fund is carried forward, in the same fund, for the following fiscal year.

Program Fund Reserves: Current General Fund unallocated reserves of over \$200,000 is enough to assure fund viability, for at least three years, even apart from any permit revenues. City staff is trained in the procedures for properly receiving and accounting for program fees, revenues and expenses. In addition, the financial status, revenues, and expenditures will be audited annually during the city's regular audit.

Fee Calculations: Harrisburg, through the IGA, will be using the same fee structure as Junction City. Junction City uses only the state methodology to calculate fees, including the ICC valuation table in effect as of April 1st of each year. This includes the Oregon Modifier to determine the appropriate permit fees. Junction City also adopts the fees authorized under OARs 918-050-0130 – 0180. Electrical permit fees are also adopted by the City of Junction City Municipal Code and by Harrisburg City Council Resolution. Harrisburg shall not raise or increase the electrical permit fee schedule attached herein until at least June 30, 2022.

Equipment: All Inspectors will be provided work and storage space at Harrisburg City Hall, including computer and printer access, a vehicle if necessary, business cards and miscellaneous supplies and equipment as may be necessary to administer and enforce all relevant building and electrical codes.

Reserves: Reserves are more than adequate. Please see ‘Program Funds’ and ‘Fund Accounting’, above.

Refunds: Necessary refunds are calculated by the Building Official based on hours worked and then paid by the Harrisburg Finance Officer.

Authority and responsibilities of the Building Official, Plan Reviewers and Inspectors: This authority and responsibilities are granted by HMC Chapter 15.05 (**Exhibit GA**), City Resolution No. ~~1245-1261~~ (**Exhibit FB**), and the Harrisburg/Junction City IGA (**Exhibit AC**).

Code Appeals: Harrisburg will establish a Contractor’s Review Board to hear local appeals. The Board will consist of two area contractors, a local citizen, and one elected public official.

Appeals directly to the Building Codes Division, IAW OARs 918-251-0040 and 918-001-0139 are also authorized and City staff will be trained to provide information about building/electrical code appeal rights

Retention of Records: The City of Harrisburg follows all records retention requirements of the State Archives Division. The City Administrator has over 20 years of experience and has received extensive training in records management and retention. She supervises the City Recorder, who will be the City official tasked with the responsibility of coordinating records retention with the Building Official and Inspectors. Paper records requiring retention over time will be kept in the City’s archives room, a secure facility with no public access.

Public Access to records, information, and ability to make inquiries, lodge complaints, make comments and otherwise interface with the City’s building program and officials: All Building Department records, including this operating plan are available to any member of the public in accordance with the State of Oregon Public Records Law. In addition, Harrisburg City Staff are available 8:30 – 12:00 and 1:00 to 5:00 at 120 Smith Street, Harrisburg, to answer questions, take messages for the Building Official and Inspectors or otherwise assist any member of the public with questions, concerns, complaints, or needing information. Our City phone system takes and records voice mails continuously, every day of the year. Any message we receive either via email, over the counter, or by telephone will usually be responded to the same day, but never more than two business days.

Complaints about employee behavior or performance will be forwarded to the employee’s supervisor. The Building Official and the respective City Managers of Junction City and Harrisburg will also be notified. The complaint will be investigated, and action taken, as governed by the employing City’s Personnel Policies.

Program Jurisdiction: The Jurisdiction of the City’s Building Program will include all properties and actions within the current city limits as per the City’s Comprehensive Plan Map (**Exhibit ED**) or as it may be amended by future City Council action.

Building Program Additional Responsible Officials and Contract Information:

Gary L. Kaping, Public Works Director
 City of Junction City
 680 Greenwood
 Junction City, Oregon 97448
 541-998-3125, Cell 541-228-0277

~~John Hitt~~ Michele Eldridge, City Administrator
 City of Harrisburg
 120 Smith Street
 Harrisburg, OR 97446
 541-995-2200, Cell ~~541-405-3962~~ 541-554-5435

Building Permit Official
~~Michele Eldridge, CMC~~ Carol Canham-Terrill
 120 Smith St.
 Harrisburg, OR 97446
~~541-995-2239, Cell 541-554-5435~~ 541-995-6655

Building Permit Assistant
 Jamie Knox
 120 Smith Street
 541-995-6655

Back-up Plan Review
 City of Eugene
 99W. 10th Ave.
 Eugene, OR 97401
 541-682-5086

Permitting Standards

OAR 918-020-0090

Purchase of Permits: Permits may be purchased at Harrisburg City Hall, 120 Smith Street any business day, from the hours of 8:30 am – 12:00 pm and 1:00 pm – 5:00 pm.

Permit Purchasing Procedure/Policy: All permit applications are through the state's on-line electronic system – 'e-Permitting'. A computer terminal and monitor will be available to the public at Harrisburg City Hall, for those who might not have their own access. In addition, 'e-Permitting' written instructions will be available and the City's Building Permit Specialist will normally be available to help. Permits may also be submitted via over-the-counter paper submittals. Minor permits, or minor permit follow-ups may also be submitted via FAX at 541-995-9244.

Permit applications that do not require plan or city zoning code review may be issued over-the-counter the same day or the next day if all information is complete and the fee paid.

If additional information is needed the applicant will be so informed and invited to reapply.

Licensing Verification: Persons other than homeowners applying for permits will need to demonstrate proof of valid licensing registration prior to issuance of a permit and that applicants are authorized to do the work they are applying for.

Permit Issuance Time Frames:

- A. Notification of Completeness – Application defects or incompleteness will be given to the applicant when discovered. Within three to seven business days of submittal, the applicant will be informed if the application is complete or missing information.
- B. One and two family dwelling plans, as well as plumbing and mechanical: As per our IGA with Junction City, these must be received back at Harrisburg City Hall, ready to issue, within seven business days of delivery of a complete application to Junction City, or submittal on the 'e-Permitting' system.
- C. Manufactured Dwelling Permit: Once the city accepts and reviews a complete application for work regulated by Oregon Manufactured and Park Dwelling Code, the

permit is issued. If the permit requires more in-depth plan review the applicant will be notified within three – seven business days of any application deficiencies and upon correction, will issue the permit within seven business days.

- D. Commercial & Multi-Family Permits: Once the City approves the application, permits for work regulated by the Structural, Mechanical, Plumbing, and Specialty Codes may be issued. If the permit application requires some in-depth review, the applicant will be informed within three – seven business days (as Per ‘A’, above) if the application is complete. For new construction and major additions, (As per our IGA with Junction City), the permit will be issued within 20 business days of being deemed complete. Plumbing plan review is only required for complex structures, (see OAR 918-780-0040 for definition of complex structures). Electrical Plan Review is required pursuant to the Electrical Operating Plan and is included with this document.

Other Permits:

- A. -Non-Plan Review Permits: Permits not requiring a plan review will normally be issued over-the-counter by either Harrisburg or Junction City Staff. The City participates in a minor label program through the State Building Codes Division (BCD) as well as Plumbing and Electrical master permit programs.
- B. Emergency and Temporary Permits: May be approved over-the-counter by the designated Building Official at either Harrisburg City Hall, 120 Smith Street, Harrisburg, or Junction City, 1171 Elm Street, Junction City, or via other reasonable means.
- C. Plumbing – BCD Minor Label Program: Licensed plumbing contractors may apply for commercial and residential minor plumbing labels through the BCD minor label program.
- D. Plumbing Master Permit Program: This program allows operators of commercial facilities to perform basic maintenance and repairs, under certain guidelines, without the need for individual permits or inspections. Owners, operators, or contractors may apply to the City for participation in this program. Requests to participate will be reviewed by the Building Official to assure applicability. For more information please contact the Building Official.
- E. Electrical Master Permit Program: The electrical master permit program allows operators of commercial or industrial facilities to perform basic maintenance and/or repair of electrical work under certain guidelines without the need for individual permits or inspections. Owners, operators, or electrical contractors can apply to the BCD for participation in this program which contains certain restrictions and limitations.
- F. Required proof of licensing, registration or certification: Prior to the issuance of any permit, City staff will verify that the applicant meets the licensing and registration requirements of ORS Chapters 446, 447, 455, 479, 693 and 701. All City permit applications require the submission of contractor/registration/certification numbers. Issues arising out of verification of these numbers will be resolved by the Building Official. Also, building inspector staff also verifies and spot checks the required registrations.

Plan Review Standards

(OAR 918-020-0090)

Plan Review Policies: All plan review staff are certified by the State of Oregon and the International Code Council (as per OAR 918-098-1010) in those codes administered under this Operating Plan. These staff keep themselves current in and assure compliance with all applicable specialty codes and interpretive rulings adopted the Building Codes Division.

Permit Application Checklists: As described elsewhere in this plan, City staff will maintain a variety of permit applications checklists and make these available to the public at the Building Codes Counter and the City's website. They will also be emailed upon request.

Notification of Application Completeness: As noted elsewhere, and under the terms of the City's IGA with Junction City, applicants will be informed in three to seven business days or less, after submission of an application, whether the application is deemed complete or deficient (and if so, how to correct the deficiency.) Once the application is deemed complete, and whether it is a simple or complex residential permit, will be issued not more than seven business days after a determination of a complete application.

Permit Applications requiring plan review: Applications, such as structural, fire and life safety, commercial plumbing and commercial mechanical, will not be reviewed/issued until at least (3) sets of plans have been received. These plans may be submitted in person, by fax, email, via 'e-Permitting' or mail. If plans are deemed incomplete notice to the applicant will go out in (3) business days via the

same method, they were received. Such incomplete submissions are held 'in abeyance' for 90 days or until the additional information is received.

Non-Compliant Plans: Plan applications deemed non-compliant to any relevant specialty code will result in the applicant being notified, in the most expedient method possible, as soon as possible, but not more than (3-7) business days from submission.

Complete and Compliant Plans: When the Building Official makes such a determination, he/she will stamp the plans and return them to the Harrisburg City Building Permit Official who will then immediately notify the applicant. Upon payment of the Plan Check and Building/electrical permit fees, they will be issued to the applicant by the most expedient means.

Phased and Deferred Permits: The City permits phased and deferred permitting as consistent with OSSC 107.3.3 and OSSC 107.3.4.2. All applicants for these permits will be notified upon submission of the timelines for the phased plan and permit reviews as well as notifying him/her that there is no assurance that a final permit approval and/or Certificate of Occupancy will be granted upon reaching the final permit phase or deferral.

Stamping of Plans: No plan will be accepted that requires professional review without an official stamp, from an architect or engineer, certified in the State of Oregon. Nor will a permit be issued without the required Building Officials Stamp of plan approval.

Alternative Dwelling Plan Process: The City of Harrisburg uses the Junction City policy and process for architects and engineers using an alternative one- and two-family plan review under ORS 455.6228. This policy outlines steps for verification that the design professional is also a residential plans examiner, waives the building inspection plan review and establishes an appropriate fee for processing plans under this rule.

Contracting with Licensed and Certified Personnel and Personnel Backup: The City of Harrisburg is contracting with Russell Young, an employee of the City of Junction City, in and through the terms of the attached IGA to handle all necessary plan reviews and Building Official functions. The City of Junction City maintains a roster of more than three (3) primary and back-up certified plan

reviewers and inspectors. In addition, the City will accept any licensed Plan Reviewer (IAW OAR 918-090-0210), pre-approved by the Building Official, in order to meet the time requirements for Plan Review as outlined in this plan.

Inspection Standards

(OAR 918- 020-0090)

Inspection Schedule: Inspection staff for the City of Harrisburg will provide inspection services Monday through Friday on all days but official Federal or State Holidays.

Inspection Request Responses: Persons with a valid, issued permit may request a permit inspection 24 hours per day, 365 days per year by calling the Building Permit Inspection line at 541-998-4763 or through the state 'e-Permitting' system or via an email or in-person request. Such requests must include permit number, site address, name and contact info for persons making the request and type of inspection desired. Normally, the inspection will be made the next business day. If it is anticipated that more than 48 business hours will elapse from the time of inspection request, to the physical inspection, then the permit holder shall be notified by phone or email.

Inspection Policies and Procedures: Upon arrival at the job site, and after making contact with anyone who is present at the job site, the Inspector will use an inspection checklist to: determine that permit numbers match, that an approved permit is posted, and that approved plans are available at the job site or City Hall. Upon completion of the inspection, the Inspector shall update the 'e-Permitting' system, if used, and leave a paper comment at the work site as to approval, conditional approval or failure of the inspection. An additional copy shall be included with the permit file at City Hall. All conditional approvals or failure of an inspection shall be noted on the record and the steps necessary for correction along with code citations.

Inspector Personnel, Education and Certifications: The City of Junction City will provide the City of Harrisburg an updated list of Building and Electrical Inspection Staff including their certifications and continuing education. This list will be made available for public viewing at the City of Harrisburg Permit Counter and Harrisburg website.

Vesting of Building Official Authority: The City of Harrisburg has vested the Building Official with the authority to issue 'Stop Work' orders for any specialty code program governed by this plan, as well as overall enforcement of code violations

Investigations and Enforcement Procedures for Electrical and Plumbing Code violations under ORS 455.156: Inspectors will verify compliance with all applicable structural, plumbing, electrical and contractor licensing and registration requirements. Persons found to be performing work without the required licenses will be notified to immediately cease all work and will be issued a notice of proposed assessment of civil penalty. In addition, the Building Official will be immediately notified. Where violations have been observed first-hand the Inspector shall note the violation by completing a Preliminary Investigation Report and file it with the Enforcement section of the Building Codes Division.

Compliance Program

(OAR 918-020-0090)

Responding to public complaints regarding Non-Permitted Work or other Building/Electrical Code Violations: Reports of any permit, code, or licensing violations that may violate the state or City building code requirements, are accepted by the City in-person, and via phone, email, or Fax. The City's Building Inspectors are authorized to investigate any and all such reports either as part of their routine inspections, or a special trip to the work site.

Procedures for Requiring Proof of Licensing Compliance and Enforcement: As noted in the "Permitting Standards" of this plan, City staff will require proof of all required certifications and licensing prior to issuing a permit. If the applicant fails to present clear and compelling evidence of having all of the necessary licenses and certifications, then the Harrisburg Building Permit staff support shall hold the permit in abeyance until or unless such evidence is provided. No formal local licensing compliance program, beyond this, has been adopted by the City of Harrisburg. Due to the small size of the City and often personal knowledge Inspectors and staff have of local contractors, developers, and architects, we do not feel such a formal program is necessary. However, notifications of proposed civil assessments for licensing violations shall be entered into the Municipal Court docket by the City's Court Clerk.

Electrical Program

(OAR 918-020-0090)

Delegation of Authority for Administration of Electrical Program: The City of Harrisburg has assumed administration and enforcement of the electrical safety program under the authority of ORS 479.730 and 479.855. As a municipal corporation, the electrical safety program encompasses all areas within Harrisburg City limits. The Building Official and 'A' level electrical inspector is Russell Young, who is on the staff of the City of Junction City and will be utilized by the City of Harrisburg under the terms of the Harrisburg/Junction City IGA (**Exhibit A**).

Adopting Ordinances: Harrisburg Municipal Code sections 15.05.010 and 15.05.020 are the authority for the local adoption of the State of Oregon One and Two Dwelling Specialty Code (Oregon Residential Specialty Code) and the Oregon Electrical Specialty Code, (along with others). These local code provisions are reviewed annually to assure compliance with OAR 918-308-0190.

Public Contact Procedures to Obtain an Electrical Permit: The city Building and Electrical Permit Counter is open every business day from 8:30 – 12:00 and 1:00 – 5:00. Questions related to technical electrical requirements can be submitted directly to the Electrical Inspector by phone, email or written message submitted at Harrisburg City Hall. The Electrical Inspector will respond directly to such inquiries, normally through the same channel they are received.

Code Interpretations and Dispute Resolution: The certified Electrical Inspector is responsible for all initial interpretations of the Oregon Specialty Code and the electrical portions of the Oregon Residential Specialty Code. Any appeal of the Electrical Inspectors decisions (whether verbal or in writing) is automatically reviewed by the Building Official. There is no charge for such an appeal and a decision is normally rendered with 3 business days of receipt.

Persons aggrieved by the Building Official's disposition of an administrative matter may submit a written appeal to the City Administrator. Appeals of decisions related to technical matters in the electrical code may file such appeals with the local Contractor's Board of Appeals or directly to the specialty code chief at the State Building Codes Division.

Permit Sales Office: The Building and Electrical Permit Counter at the City of Harrisburg is available any business day from 8:30 – 12:00 and 1:00 -5:00. Permit applications on forms provided by the City, are available here or on-line. Completed applications can be delivered in-person, or via mail/email or may be entered into the state 'e-Permitting' system on the applicant's own computer or the one available at the City Permit Counter.

Permit Application Review Procedures: Permit applications received in-person at the City Permit Counter will be reviewed for completeness before the applicant leaves, when possible, but in not more than 48 business hours. Applications received via other means will be checked for completeness within 48 business hours and the applicant notified of any deficiencies within another 24 business hours. Payment for Electrical Permits must be made either when submitted (regardless of means), or within 48 business hours, prior to further processing. If no permit fee is received the applicant will be notified and if the fee is not paid within five business days, and/or any application deficiencies aren't corrected, then permit staff will discard the application.

A complete and paid for application will be reviewed by the Electrical Inspector ~~IAW~~in accordance with OAR 918-311-000 through -0060 and approved, conditionally approved, or denied within (7) business days.

Other Electrical Programs: The City also participates in a Minor Installation Label program, through the State Building Codes Division, which complies with OAR 918-309-0200 through -0260 and the Electrical Master Permit Program IAW OAR 918-309-0100.

Electrical Inspection Standards and Procedures: Inspection services are available all regular business days. Persons with valid permits may request an inspection through the State e-Permitting system, in person at the City Permit Counter, or by phone at: 541-998-4763 or email to: ryoung@co.junction-city.or.us.

Inspection request must include, either orally or in writing: 1. Permit Number, 2. Site address, 3. Name and contact information for person making request, 4. Type of inspection requested. Inspection requests made after 7:00 am on business days or during non-business hours, will normally occur the next business day. In any event, complete and accurate inspection requests will take place not later than 72 business hours from the day and time of the request. Inspection requests submitted without the required information, as noted herein, will not be acted upon.

Electrical Safety Program Compliance: The electrical inspector and City Permit Counter Staff will perform periodic as well as spot checks for required licensing and certification for the person(s) performing the work. Detected violations will be reviewed by the Building Official and, as appropriate processed as per the established state compliance program.

Electrical Program Fund Accounting and Establishing Fees: All revenues, and program interest, collected under the electrical program, and all expenses necessary to operate the program, will be accounted for in a separate dedicated fund. All financial records related to the Electrical Program, including records from prior years, if available to the city, as well as future projections, are available upon request during all business hours at Harrisburg City Hall.

Fees: Electrical permit and plan review fees are reviewed annually and assessed to provide the City of Harrisburg cost recovery for administration and operation of the Electrical program. Any fee changes proposed by the City of Harrisburg are sent to the State Building Codes Division for review and notice at least 45 days in advance of consideration by the Harrisburg City Council at a public meeting. Generally, the Harrisburg electrical and building permit fees will be the same as Junction City's. The fee schedule is provided at City Hall, and on the City website, and is attached as shown in Exhibit 1B.



City of Harrisburg Standard Fee Schedule (Land Use, Standard Fees & Utilities)

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General Fees and Licenses in the City of Harrisburg

The fee schedule and resolution for City fees is located at the back of this document.

Enterprise Zone Pre-Authorization:

The City of Harrisburg co-manages and operates the Harrisburg Enterprise Zone. This includes acreage located in the City of Harrisburg, the City of Junction City, and property located abutting North Coburg Road, adjacent to I-5. The Zone Manager position in Harrisburg is held by the City of Harrisburg Administrator while the Zone Manager for Junction City is their City Administrator. Enterprise Zones are great resources for business in Oregon, allowing for an exemption from property taxes for new plant and equipment costs, if a business is able to meet the criteria.

Garage Sales:

Fees are not charged for garage sales. However, garage sales are limited to no more than six days in any one-year period. The City of Harrisburg holds a City Wide Garage Sale in the summer, typically in the month of August. Citizens are encouraged to take advantage of having their sale posted on the City website. Watch the website and social media for the time of this year’s City wide sale.

Land Use & Development Fees:

Land Use and Development Fees are charged for land use projects in the City of Harrisburg. The fee is for the approximate amount of time for staff to process a Land Use Application, as well as for the time it takes for a land use application to be reviewed, and heard by the Planning Commission, and in the case of more complex land use applications, the City Council. Public Hearing Fees are included in the Land Use & Development Fee’s.

Library Patron Fines and Fees:

There is no fee for a family resident card in the City of Harrisburg, and a very low fee for cards held by those that are outside of Harrisburg. Effective July 1, 2021, and continuing through June 30, 2022, the Library will be implementing a one year fine free trial period. Patrons will still be charged for the replacement cost for lost or damaged materials. Violators will lose their right to borrow future materials from the library until their account balance is below \$20.00

Licenses

Business Licenses:

Business Licenses are required for all businesses in Harrisburg, whether it's Commercial, Industrial, a Rental, or a Home Occupation, for example. The City does advertise all businesses in Harrisburg, and keeps a directory on the City website. Business License fees are charged annually, and are billed in December. Licenses are pro-rated for ½ year, if the application is received after July 1st. Temporary Business Licenses are required for seasonal businesses, such as Christmas Tree stands, or Fireworks stands. A transfer of a business license to a different owner, or to a different business name, is also charged a small fee.

Apartment Buildings and Landlords of Rental Homes will be charged for each unit offered for rent. A scaled fee is available; 1-10 Rentals will be charged \$10 a rental unit, while 11 or more Rentals will be charged \$110.

Home Occupations, are businesses that are ran from a citizens home. These are typically sales of some sort, such as Avon, Mary Kay, or other types of businesses that operate through parties held in citizen's homes. It can also apply to professional types of businesses, such as Internet sales, like Amazon or E-Bay, accountants, IT businesses, etc. A Home Occupation is secondary to the main use of the home, which is your primary residence. Your home has to maintain the same character as the other homes around it; meaning that you can't store outside materials from the business, and the home should still look like a home. Commercial uses, such as a small café, or anything with a lot of foot traffic, belong only in a commercial zone.

There are other types of licenses, which are explained later in this document. Those include a commercial truck permit, solicitor licenses, a social games license, secondhand dealer license, and street & sidewalk vendor licenses.

Liquor License:

A liquor license and fee is required as per OLCC for all premises selling liquor in the City of Harrisburg. In addition, citizens in town holding a special event which includes something such as a Beer Garden are required to obtain a temporary liquor license, which is approved by the City Administrator. Commercial Businesses wishing to have a beer garden or wine terrace outside of their establishment are required to obtain a public event permit.

Public Dance License:

A public dance is any dance not held in a private home or residence, which is open to the general public. Some dances are part of a Public Event, but businesses can sometimes hold a public dance by utilizing a parking lot, or obtaining permission to hold a street dance.

Secondhand Dealer License:

The applicant for this license will be subject to a criminal background check. In addition, there are specific City forms and processes that are required for purchases of pawned or secondhand goods; and specifically for precious metals, jewelry, coins, firearms, hand and power tools, or any article with a manufacturer's serial number.

Please contact City Administrative Staff for questions in relation to a Secondhand Dealer Permit.

Social Games Licenses:

The City of Harrisburg requires that anyone dealing cards at a restaurant, bar, tavern, or lounge must be approved by the City of Harrisburg to have a Social Games license. A common and popular type of game right now are poker tournaments, but this also covers blackjack games, or any other type of game held outside of a residence. The person holding the tournament or holding regular games must complete a background check, and must supply a current picture. The license also specifies which location in town that the operator will be holding the games at.

Solicitation License:

Door to door sales are not allowed in the City limits of Harrisburg, without first obtaining a solicitation license from the City. This license requires a background check; some of the things the City checks for are past arrests, and/or convictions of crimes of violence, sex offenses, narcotics, alcoholic beverage laws and fraud. **Each individual** selling for a company is required to have a solicitation license. Selling door to door without a valid solicitation license is prohibited and can be punishable as a civil infraction or criminal trespass in the second degree in the Harrisburg Municipal Court. Solicitors must also abide by posted no solicitation signs and can only operate only between the hours of 9:00am and 8:00pm. Solicitors are required to carry their City approved license with them, and should display them when they come to a residence.

Harrisburg residents have the right to ask to see the solicitor's license, and are welcome to contact the City, to verify if a solicitor has a license to operate in town. If a resident is approached by a person who is soliciting, but they can offer no evidence of a solicitation license, then the resident can contact the City, or dispatch for the Linn County Sheriff's Office.

Street & Sidewalk Vendor License:

Licenses are required for businesses that are located on any City street, parking lot, sidewalk, or other public property. This includes vendors that have mobile carts that move to different areas during the time they are in town, such as an ice cream cart. Special Events, such as the 4th of July, are administered by an association other than the City. The process for obtaining a

license is complex, and there are specific criteria that apply to it. Please call administrative staff if you are interested in this license.

Please note that if you plan on operating a business on the property of another business, such as a temporary business kiosk, or mobile cart in a business parking lot, that along with the permission of that business owner, you'll also need to obtain a temporary business license from the City of Harrisburg. A business kiosk that is permanent in nature, such as a coffee kiosk, will likely require a land use application.

Lien Search Fees:

Lien Search Fees are charged for lien searches that are for properties located in the City of Harrisburg. The City utilizes a company called Net Assets, which runs a website called Conduits. Title companies are required to obtain authorization through Net Assets to obtain lien search data for the City on the Conduits website. Information on existing liens can only be released to the owner of the property, or to a company that is going through Conduits for the Lien Search.

Marijuana Related Businesses:

The City of Harrisburg submitted Measure 22-164 to the voters in November, 2016. That measure passed, and prohibits establishment of recreational and medical marijuana facilities of all kinds within the City limits of Harrisburg.

Marijuana Tax Rate:

The City of Harrisburg does have a marijuana tax rate of 0% at this current time that would apply to both medical and recreational marijuana sales, if the prohibition of recreational and medical marijuana facilities were to be changed in the future.

For information in relation to Marijuana facilities, or tax rate, please contact the City Administrator.

Municipal Court Fees:

The Harrisburg Municipal Court has fees in relation to the normal processes for a municipal court. The fees reimburse the City for staff costs involved in processing violations. For more information in relation to these fees, please contact the Municipal Court Clerk.

Nuisance Vegetation Removal:

The City responds to complaints in regards to nuisance vegetation, and also monitors vegetation periodically from spring through fall. City crews will remove nuisance vegetation, after obtaining a court warrant.

Public Works crew rates for removal of nuisances will include labor, plus additional charges for equipment and tools.

Notary Fees:

The City of Harrisburg does employ a notary public. Hours for the notary public can vary from day to day, and this service may not be available on specific days. Notary Fees are charged per Signature/Stamp Required.

NSF Checks:

The City of Harrisburg as a public entity does charge a fee for checks that are returned to the City for non-sufficient funds.

PERMITS

Building Permits:

- All Building permits in Harrisburg ***are submitted to and issued by Harrisburg City Hall.*** The City contracts with the City of Junction City to provide a Building Official, who is responsible for plan review and inspection services.
- Fees are set by the City of Junction City, based on types of construction. Residential permits are generally 1% of the construction costs, and commercial/industrial permits are generally 1.5% of the construction costs.
- Building Permits are available at City Hall, or are located on the City's website, at www.ci.harrisburg.or.us under the Land Use/Planning tab.
- Sign Permits are considered a structural permit, applicable to all commercial and industrial businesses in Harrisburg.

Demolition Permit:

- Removal of any structure within the City of Harrisburg requires a demolition permit to be issued. The fee is \$60.00 for the City permit. If you are not replacing the demolished structure with another, then water meters must be removed and sewer service must be capped.
- An asbestos survey is required for all demolitions, and must be performed by an accredited inspector. Any asbestos on the premise must be removed prior to destruction, and a certification by a licensed asbestos contractor must be provided to the City.
- The City must inspect the property after everything has been demolished.

Electrical Permits:

- Fees are set by the State of Oregon. Electrical Permits are reviewed and issued through the City's partnership with Junction City.

Fence Permit:

- Residential fence plans and permits are required for all fences, up to 7' tall. The fence permit is available at City Hall, or on-line at www.ci.harrisburg.or.us under the Land Use/Planning tab.
- Residential Fence Permits are free, if the fence is less than 7' tall and doesn't require a building permit.
- Fences over 7' tall require a building permit and must be inspected to meet building code requirements. Fences of any height for commercial and industrial properties require a building permit.

Fill Permit:

Fill permits are required if:

- Your project is more than 20 cubic yards of fill;
- The fill will be more than one foot in depth on a buildable lot; or
- Fill will impact drainage on another lot.

Fill projects for 100 or more cubic yards will be required to pay actual costs for the review of the plans. The plans shall be submitted by an Oregon licensed engineer for review and stamp, before being submitted to the City.

~~Mobile Home~~ Manufactured Dwelling Siting Placement Permits:

~~Mobile Manufactured Home Dwelling~~ Placement Permits are required whether the ~~mobile manufactured home dwelling~~ is being placed in a mobile home park, or on a standard City lot. The City does allow ~~mobile homes~~ manufactured dwellings on standard lots, as long as the standards of HMC 18.75 are met. Placement Permits are issued by the City of Harrisburg, over the counter. On a standard city lot, the placement permit will be issued with the garage/carport building permit. -Garages/carports must meet City design and minimum size standards. All garages or carports must be completed prior to occupancy being allowed in the manufactured dwelling.

Parade Permit:

All Parades using the local streets are required to obtain a permit, which must be approved by the City Council. There is currently no fee charged for a Parade Permit. Any parade crossing Hwy 99E will also require an ODOT permit to be filed. Contact the City Administrative Staff for more information.

Plumbing, Mechanical and Specialty Code Permits:

Fees are set by the City of Junction City, through an agreement with the City of Harrisburg.

- All plumbing, mechanical, and specialty code work within the City of Harrisburg requires a permit to be issued prior to proceeding with plumbing or mechanical improvements.
- All residential permits are issued by the City of Harrisburg, over the counter. Inspections are provided via contract with Junction City.
- Fireplace and Woodstove permits are considered a mechanical permit.

Public Event Permit:

Public Event Permits are required in order to meet minimum standards in order to protect the peace, health, safety and welfare of individuals attending an event, and to ensure that they don't create unreasonable problems for neighbors or the community at large.

A public event is any activity where:

- People are permitted, or invited to attend and where a fee is charged; or
- A voluntary contribution is solicited or paid for the privilege of attending; or
- Any money is raised or items are sold to defray the expenses of such events, unless exempted by City ordinance standards; or
- Is an event which is required to obtain a permit from Linn County pursuant to the Linn County Outdoor Assembly Peace, Health, Safety, and Welfare Code, found in Linn County Code Chapter 580.

Exemptions for a public event permit are applicable to the following:

- Any assembly or event likely involving less than 100 attendees, concluding on the same day that it begins and ends.
- Any public school or school district, or educational or training event sponsored or directed by a state sanctioned educational institution.
- An event located primarily in or occupies a permanent structure and facilities when they have been designed for that activity, accommodates the number of people reasonably expected to attend the activity, or has been approved for such activities through a land use process with the City.
- Any assembly under the auspices or approved by any local, state, or federal governmental entity or agency, or allowed under free speech provisions of the Oregon Constitution, or United States Constitution
- Any assembly regulated by Linn County as an outdoor assembly under Chapter 580 of the Linn County Code.

Right-of-Way Permit:

It is unlawful for any person to perform work affecting the public right-of-way without first obtaining a Right-of-way Permit from the City. Work affecting the public right-of-way includes, but is not limited to; excavation, construction, reconstruction, repair, grading, oiling, or placing or erecting structures or signs. It includes but is not limited to; work relating to a street, sidewalk, curb, gutter, driveway, culvert, ditch, or underground utility lines.

- Permit Fee and Application must be received by the City prior to any work commencing on your property.
- Application submittals to the City will include plans and drawings of the proposed work. City specifications for curbs, gutters, sidewalks, driveways, and other infrastructure must be followed. Contact the Public Works Director for City Specifications.
- Please allow a three-day period from the time of submittal until approval of the permit.

- Complicated right-of-way permits require engineering review and accompanying actual costs for the review. The time frame for these reviews can be substantial.

Sound Amplification Permit:

This fee is charged for sound amplification events, such as a private band at a party located at a residential home.

- If a fee has been charged for a related activity or event, such as a Special Event permit fee or land use fee, no additional fee shall be charged for a Sound Amplification Permit.
- Government and Non-Profit Organizations are exempt from the fee, but not from the application process.

Public Improvement Requirements:

Any kind of improvement or development on your property could trigger the requirement to bring the rest of your property up to City Code requirements. If your property currently lacks curbs, gutters, or sidewalks, or does not have a required garage or carport with a paved driveway, you may be required to install any of these at the time of development.

When the improvements are located in a public right-of-way, a right-of-way permit is required to be obtained prior to beginning the work. To determine if your development project will trigger a public improvement requirement, please contact administrative staff at the City of Harrisburg. If the City determines that your development requires improvement, but the elevations or conditions of the street don't allow it to be installed, then you will be required to fill out a Waiver of Remonstrance with the City. There is a recording fee required to be submitted with a Waiver of Remonstrance.

Photo Copies:

City Hall does not allow public use of the copy or fax machine. The Harrisburg Public Library does allow public use of the copy machine. There are set fees for the use of this equipment.

The H.A.R.T. Community Center also has both a copier as well as a fax machine. The H.A.R.T. Community Center is a separate organization from the City of Harrisburg, and charges their own fees.

Public Record Request:

There is a form on-line for requesting a public record. Many records are available online, and a request that can be processed within a half hour, and that is transmitted electronically, could potentially not result in a charge. Public Disclosure Requests that exceed \$25 in value will require pre-payment before they are processed. Applicants are contacted if the actual research

time will extend beyond the original estimation of time. More information and the form itself is located here: <http://www.ci.harrisburg.or.us/administration/page/public-records-requests>

Rentals

Gazebo:

The Harrisburg Gazebo is a beautiful structure that as part of Riverfront Park can be used by anyone (except when reserved) at any time for no fee. Food and Drink are not allowed in the gazebo, but it's a great place to be married! If you'd like to reserve the gazebo for your special event, please contact City Hall for availability. There is an application, plus cleaning deposit, and rental fee for reserving the gazebo. Reserving the gazebo includes power.

Harrisburg Municipal Center:

The Harrisburg Municipal Center is available for rent. It can hold up to 185 people, and has a small kitchen available, as well as general restrooms. There is an application, plus a cleaning deposit and rental fee for reserving the Municipal Center Hall. The auditorium area will be evaluated after your event with a checklist; your deposit will be returned to you if the room is sufficiently clean, and all chairs are replaced.

Heritage Park Picnic Pavilion:

Contact the Museum Board for Rental of the Picnic Pavilion. There is a fee for using the Picnic Pavilion.

Skate Park Reservation:

The Harrisburg Skate Park can be reserved for a Special Event for a minimum of two hours.

Small or Miniature Animal Livestock Fee:

Livestock is allowed in the City, but only on lots that are large enough to accommodate them. (Minimum 30,000 square feet (Approximately three-fourths of an acre)). The property must be fenced, and there is a limit of livestock based on the total square footage. In addition, being located inside of the City has other requirements, especially in relation to sanitation, and location of animal shelters. No barns, stables, or roofed structures for shelter of livestock can be located closer than 60 feet to any adjacent dwelling, or 25 feet to your own.

A miniature farm animal is allowed on property less than 30,000 square feet, as long as your property is at least one-half acre in size. There are permit requirements, and notice must be sent to neighboring property owners. This permit does have a fee that is charged to cover staff time in processing.

Street Trees Fees:

Street Trees are required by subdivision standards and can be required as part of a development agreement. A property owner is responsible for sidewalks and planting strips (including those with street trees) that are abutting their property.

Systems Development Charges:

System Development Charges (SDC's) are charged per dwelling unit or are based on new commercial & industrial construction. SDC's are typically charged by cities to have new developments in the City help to pay for increased demand on a City's infrastructure. SDC's are typically charged for development, which includes construction or placement of a structure or addition, connection to the City sewer or water system, or on non-residential property, creating more than 500 square feet of non-permeable surface. SDC's are due in their entirety when the building permit is picked up, when an annexation occurs, or connection to City services is completed.

- Standard Residential SDC: Charges are currently \$13,107 per dwelling unit.
- Commercial/Industrial SDC's: Are based upon current adopted methodology. Please see Resolution No. 1250.

Utility Fees, Rates and Information

Sewer Connections Required

When a City sanitary line does become available to property which has not previously been connected to City sanitary sewer or property which has been declared a health hazard, the property owner shall be given 180 days to connect to the City sanitary sewer line.

- All connections shall be made by a licensed sewer installer, who has been approved by the City.
- The Public Works Director or Foreman must approve all permits before work is started and must inspect all sewer connections before work is covered.

Sewer Fees

Actual costs apply if the sewer service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

Monthly Sewer Rates:

SEWER RATES	FEE
Minimum Charge	\$21.18
Sewer User Fee	\$7.68 per EUU*
Discontinued Service Minimum Charge	\$21.18
Sewer only accounts, only if the City has installed a water meter on the well.	\$3.58

Sewer only accounts without City water, or a water meter installed on the well.	The sewer service shall be based upon 5 units of water, per person, per household, per month
---	--

*An EUU is equal to 748 gallons of metered water

Determination of Sewer Rates

Residential Customers: Billing is based upon the amount of water used during the months of November through April. Residential customers shall be billed based upon the lesser of (1) the amount of water used during the month or (2) their wintertime average. Sewer rates are adjusted effective May 1st of each year based upon the wintertime average.

RESIDENTIAL CUSTOMERS WITHOUT A SIX MONTH WINTERTIME AVERAGE ARE BILLED ON THE LESSER OF:

- The amount of water used during the month, or
- A wintertime average based upon the length of time the customer has been at the residence if it is less than 6 months, but not less than two months, or
- A presumed water usage of 2.81 EUU's* per household resident 6 years and older.

Non Residential Customers: Charges are for sanitary sewer service based upon the number of EUU's of water usage each month. However, if the customer provides information to the satisfaction of the City that more than 50 percent of the water consumed is not going into the sanitary sewer system, then the City can charge for sanitary sewer services based upon one of these alternative billing methods.

NONRESIDENTIAL CUSTOMERS THAT HAVE PROVIDED SATISFACTORY PROOF OF WATER CONSUMPTION OUTSIDE OF THE SANITARY SEWER SYSTEM CAN BE CHARGED AS FOLLOWS:

- A secondary meter can be installed at the customers expense, or another method that can more accurately measure the number of EUU's of water going into the sanitary system, as determined by the City, or
- The City has determined that it's reasonable and appropriate to use the wintertime average that is typically used for residential customers.

Sewer Only Rates: Shall be billed as follows:

- At the rate of 5.0 EUU's per household resident six years old or older; or
- Based upon the actual numbers of EUU's if a meter can be installed that can accurately reflect the number of EUU's that can be charged.

Payment Security:

All customers are required to pay a security deposit at the time of application for sewer service in the following amounts:

- For single family residential sewer service, the applicant shall pay a \$50.00 deposit.
- For other sewer service, the applicant will pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar customer, as calculated during the previous three months and rounded to the higher even dollar amount.

Refund of Deposit

- At termination of sewer service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs
- After two (2) years, if all sewer charges have been paid in a regular and timely basis, the deposit will be applied to applicant's utility account.
- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

Septic Systems:

- It is unlawful to construct or maintain a private sanitary sewer system within the corporate limits of the City or in an area under the jurisdiction of the City. If a residence is on a septic system and is able to connect to the City's sewer system, then all other existing sewage facilities must be abandoned and filled with suitable material.
- If existing structures are too low to be served by an available sewer, then a resident is required to contact the Public Works Director for direction.

Service outside the City limits

The charge to customers outside the City shall be double the regular Harrisburg sewer rate.

Temporary Service

- The charge for temporary service shall be at the established rate for other customers. The actual cost is charged for installation of a meter, and a deposit will be charged.

Miscellaneous Sewer Fees

There are fees charged for miscellaneous sewer services, including the following:

- Capping of the sewer line
- Restoration of service after capping
- Discontinuance of Service
- Sewer Service Restoration
- Repair of damaged sewer lines
- Damage to sewer mains & facilities
- Tag Fee
- Turn on Fee
- Service Deposits

Storm Drainage Rates:

TYPE OF CUSTOMER	RATES
Residential Customers	\$3.60 per month - per dwelling unit
Non-Residential Customers	7% of previous month's sanitary sewer fee per month subject to a minimum fee of \$3.60 and a maximum fee of \$95.15

Water Connection Requirements:

- All property with new construction shall be required to have or make connections to the City water system, if it is available, and if not covered by another ordinance.
- When City water is available to the property and the property is on an existing well, the property owner is required to connect to City water within six months when there is:
 - Change in Ownership; or
 - Change in Occupancy; or
 - A Declared health hazard
- Water meters are installed by the City Public Works Department.

Water Fees:

Actual costs apply if the water service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

Monthly Water Rates:

Residential Customers

*EUU's are equal to 748 gallons of metered water

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$21.30
Plus per EUU *	\$1.74 per EUU*

Mobile Park/Apartment Customers:

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$21.30 x the number of spaces in Occupied Mobile Park or number of Apartments
Plus per EUU *	\$1.74 per EUU*

Commercial Customers:

TYPE OF CHARGE	FEE
5/8" meter	Base Rate of \$26.13 per month plus \$2.10 per EUU
3/4" meter	Base Rate of \$27.74 per month plus \$2.10 per EUU
1" meter	Base Rate of \$34.14 per month plus \$2.10 per EUU
1 1/2" meter	Base Rate of \$42.17 per month plus \$2.10 per EUU
2" meter	Base Rate of \$50.20 per month plus \$2.10 per EUU
3" meter	Base Rate of \$66.29 per month plus \$2.10 per EUU
4" meter	Base Rate of \$82.33 per month plus \$2.10 per EUU

6" meter	Base Rate of \$106.41 per month plus \$2.10 per EUU
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Government Customers:

Rates are charged as follows:

TYPE OF CHARGE	FEE
1" TO 2" Base Fee	\$34.14 per month plus \$1.75 per EUU
3" Base Fee	\$50.20 per month plus \$2.10 per EUU
4" Base Fee	\$66.29 per month plus \$2.10 per EUU
6" Base Fee	\$82.33 per month plus \$2.10 per EUU

Service Outside of Harrisburg City Limits:

The charge to customers outside of the City shall be double the regular Harrisburg rate

Bulk Water Purchases:

\$4.86 per 1,000 gallons

Unmetered Service:

It shall be the policy of the City that all water service be metered. However, at its discretion, the City may furnish unmetered water to a user until a meter is provided; in such cases, the water service fee shall be set in the application portion of the resolution establishing fees and rates.

Payment Security:

All customers are required to pay a security deposit at the time of application for water service in the following amounts:

- For single family residential water service, the applicant shall pay a \$50.00 deposit.
- For Other water service, the applicant shall pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar water customer, as calculated during the previous three months and rounded to the higher even dollar amount.

Refund of Deposit

- At termination of water service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs have been deducted.
- After two (2) years, if all water charges have been paid in a regular and timely basis, the deposit will be applied to applicant's utility account.
- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

Miscellaneous Water Fees

There are fees charged for miscellaneous sewer services, including the following:

- Service Installation
- Meter Drop-In
- Service Deposit

- Tag Fee
- Turn on Fee
- Testing water meters at the users request.
- Restoration, reconnection charge for delinquent monthly payments
- Moving or altering meter.
- Repair of damage to water meter or City lines
- Installation of a meter on a well.

Wells:

Wells are allowed within the City limits, but a residence will remain attached to the City water service and will be charged a monthly base fee plus usage if applicable. All wells (including those used only for irrigation purposes) are required by state law to have a backflow device, which must be installed and certified on an annual basis by a certified and licensed well digger. Backflow devices require a plumbing permit for installation.

Standard Fee Schedule for City Services

Ordinance	Subject	Fee		
2.20.100	Library <ul style="list-style-type: none"> Card – Nonresident Card – Nonresident Senior Citizen Card – Additional Card – Replacement for lost or damaged Lost or Damaged Materials 	\$25.00		
		\$12.50		
		\$1.00		
		\$1.00		
		Actual Cost		
2.25.050	Photocopies	Size	B/W	Color
		8.5X11	\$0.15	\$0.25
		8.5X14	\$0.25	\$0.50
		11X17	\$0.50	\$0.75
2.25.050	Public records <ul style="list-style-type: none"> Records Request Searches City Charter PW standard drawing Comp Plan, Volume 1 Comp Plan, Volume 2 Zoning Map, Comp Plan Map, or LWI Map (11X17) Buildable Land Needs Analysis Certified copies Detailed Bid Tabulation for Non-bidding Company or Individual 	\$30 / hour – Minimum ½ hour increments		
		\$2.50		
		\$5.00		
		\$10.00		
		\$10.00		
		\$3.00		
		\$20.00		
		\$5.00		
		\$40.00		
3.07.030	Marijuana Sales Tax Rates <ul style="list-style-type: none"> Medical (% of gross sales) Recreational (% of gross sales) 	0%		
		0%		
3.15.030	Lien Search Fees	\$28.00 / search		
5.05.050	Business License <ul style="list-style-type: none"> One Employee 2-10 Employees 11-30 Employees 31+ Employees Rental License <ul style="list-style-type: none"> 1-10 Rentals 11+ Rentals Late Fee	\$30.00		
		\$55.00		
		\$90.00		
		\$105.00		
		\$10.00 / rental		
		\$110.00		
		\$20% / month		
5.05.060	Transfer of Business License	\$30.00		
5.07.020	Home Occupation	\$30.00		
5.09.030	Commercial Truck Permit	\$30.00		
5.10.050	Solicitor License	\$100.00		
5.15.030	Social Games	\$75.00		
5.20.030	Secondhand Dealer License	\$75.00		
5.25.030	Street & Sidewalk Vendor License	\$75.00		

Ordinance	Subject	Fee
6.05.110.2	Small or Miniature Livestock Fee	\$50.00
9.20.030 9.55.110	Sound Amplification Permit	\$30.00
9.50.040	Public Dance License <ul style="list-style-type: none"> • Annual fee • Amount refunded if no dance held • Fee per public dance 	\$325.00 \$250.00 \$50.00
9.52.050	Public Event Application Fee <ul style="list-style-type: none"> • 500 or less people • More than 500 people 	\$165.00 \$250.00
12.10.010 13.05.050 17.35.070 18.15.020 18.20.010 18.22.020	Waiver of Remonstrance recording fee	\$105 First Page, \$5 per additional page, \$5 Administrative Fee
12.15.040	Right-of-Way Permit	\$50.00 + actual costs
12.20.010	Street Trees Purchase and Planting per Tree	\$300.00
13.10.030	Sewer System Fees <ul style="list-style-type: none"> • Sewer Connection • Service Deposit • Delinquent Accounts Tag Fee Turn on Fee 	\$225.00 \$50.00 \$20.00 / tag \$30.00
13.15.030	Water System Fees <ul style="list-style-type: none"> • Service Installation • Meter Drop-in <ul style="list-style-type: none"> ¾" inch 1" inch • Meter on Well • Service Deposit • Delinquent Accounts Tag Fee Turn on Fee • Testing Water Meter (user request) • Moving or altering meter • Repair or damage to water meter or city lines 	\$1,335.00 or actual costs whichever is greater \$360.00 \$415.00 \$450.00 \$50.00 \$20.00 / tag \$30.00 Actual Cost (\$50 min.) Actual Cost Actual Cost
15.05.140	Fill permit <ul style="list-style-type: none"> • 50 – 99 cubic yards • 100 – 4,999 cubic yards 5,000 or more cubic yards 	\$60.00 \$425.00 + actual costs \$425.00 + actual costs
15.20.110	Flood Hazard Development Permit	\$275.00
18.125.110	Land use <ul style="list-style-type: none"> • Annexation • Appeal to Planning Commission or City Council 	\$1,800.00 \$750.00

Ordinance	Subject	Fee
	<ul style="list-style-type: none"> Comprehensive Plan Map Amendment Conditional Use Permit Historic Permits <ul style="list-style-type: none"> Resource Alteration Resource Demolition Historic Review – District Legal Lot Determination Measure 37 Claim Property Line Adjustment Partition (Minor/Major) / Replat ≤3 lots Site Plan Site Plan – Parking lot only Subdivision / Replat >3 Lots Vacation of street, alley or easement Variance (minor) Variance (major) Zone Map Change Zoning Ordinance Text Amendment 	\$2,000.00 \$1,500.00 \$100.00 \$550.00 \$25.00 \$150.00 \$1,250.00 \$500.00 \$1,500.00 \$950.00 \$250.00 \$2,500.00 + \$35.00/lot \$975.00 \$425.00 \$1,000.00 \$1,750.00 \$1,125.00
<i>Miscellaneous Fees:</i>		
	Public Works Crew Rates <ul style="list-style-type: none"> Labor Administrative Fee Drivable Equipment Other Power Equipment Contracted Services Grass Cutting 	\$65.00 / hr 20% of Labor \$25.00 / hr \$10.00 / hr \$ actual costs + 20% \$75.00 / hr
	Gazebo Rental – 4 hours <ul style="list-style-type: none"> Refundable deposit 	\$125.00 \$300.00
	Municipal Center Meeting Room rental – 4 hours <ul style="list-style-type: none"> Refundable deposit 	\$125.00 \$300.00
	Skate Park Reservation – two hours	\$100.00
	Notary fees <ul style="list-style-type: none"> Acknowledgement Verification or affirmation Certifying copy or witnessing signing Administer oath or affirmation Depositions per page	\$10.00 \$10.00 \$10.00 \$10.00 \$1.00
	NSF check	\$25.00
	Enterprise Zone Pre-authorization	\$250.00
<i>Municipal Court Fees</i>		
2.05.080	Payment Arrangement Fee	\$25.00
	Suspension Fee	\$15.00
	Dismissal Fee	Subject to Violation Class
	Show Cause Fee	\$50.00
	Warrant Fee	\$100.00
	Collection Fee	\$25.00

Ordinance	Subject	Fee
	3 rd Party Collection Agency Fee	Subject to ORS 137.118 & Agency's Commission

Building Permits Fee Schedule

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

Electrical Permit

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

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

Medical	\$27.50	JCMC 15.05/Res
Item	Fee	Set By
Outdoor Landscape Lighting	\$27.50	JCMC 15.05/Res
Protective Signaling	\$27.50	JCMC 15.05/Res
State surcharge of 12% added to the total		

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

Mechanical Permits

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

Wood Fireplace/Insert	\$11	JCMC 15.05/Res 1171
Item	Fee	Set By
Environmental Exhaust and Ventilation		
Range Hood/Other Kitchen Equipment	\$11	JCMC 15.05/Res
Clothes Dryer Exhaust	\$11	JCMC 15.05/Res
Single-Duct Exhaust	\$7.40	JCMC 15.05/Res
Attic/Crawl Space Fans	\$7.40	JCMC 15.05/Res
Other	\$6.30	JCMC 15.05/Res
Fuel Piping		
First Four	\$5.90	JCMC 15.05/Res
Each Additional	\$1.10	JCMC 15.05/Res
Furnace, etc.	\$15.40	JCMC 15.05/Res
Gas Heat Pump	\$15.40	JCMC 15.05/Res
Wall/Suspended/Unit Heater	\$15.40	JCMC 15.05/Res
Water Heater	\$11	JCMC 15.05/Res
Fireplace	\$11	JCMC 15.05/Res
Range	\$11	JCMC 15.05/Res
Barbecue	\$11	JCMC 15.05/Res
Clothes Dryer (gas)	\$11	JCMC 15.05/Res
Commercial Mechanical Permits (Based on total valuation) *		
\$1 to \$5,000	\$79.75 minimum fee	JCMC 15.05/Res
\$5,001 to \$10,000	\$79.75 for the first \$5,000 (plus \$1.67 for each additional \$100 or fraction thereof, up to and including \$10,000)	JCMC 15.05/Res 1171

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

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

Plumbing Permit

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

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

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

Miscellaneous Permits

Item	Fee	Set By
Appeal of a Civil Administrative Penalty	\$250.00	JCMC 15.05/Res

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

[illegible]

Appendix – Sources

Building Permits	Fees are based upon Junction City Municipal Code and Resolutions
Business Licenses	HMC 5.05 & Resolution No. 1254
Social Game Licenses	HMC 5.15 & Resolution No. 1254
Curbs, Gutters and Sidewalk Requirements:	HMC 12.10
Garage Sales:	HMC 5.05
Grass/Vegetation Cutting:	HMC 8.05 & Resolution No. 1254
Gazebo Use & Rental:	Resolution Nos. 542, 1221 & 1254
Harrisburg Municipal Center Rent:	Resolution No. 1254, Council 10.13.99
Heritage Park Rent:	Museum Board is separate from City
Land Use & Development Fees:	Resolution No. 1250
Library Patron Fines and Fees:	HMC 2.20 & Resolution No. 1254
Lien Search Fees:	Resolution No. 1254
Liquor License:	OLCC – ORS 471.313, Resolution No. 1254
Marijuana Tax Rate:	Resolution No. 1092, and 1254
Municipal Court Fees:	Resolution No. 1254

NSF Checks:	Resolution No. 1254
Notary Fees:	Resolution No. 1254
Permits	
Building Permits:	Junction City Code & Fees
Demolition Permit:	HMC 15.05 & Resolution No. 718 & 1254
Electrical Permits:	Junction City Code & Fees
Fence Permit:	HMC 18.80
Fill Permit:	HMC 15.05 & Resolution No. 1254
Mobile Home Placement Permits:	Junction City Code & Fees
Parade Permit:	HMC 10.05, 20.05.270-10.05.300
Plumbing, Mechanical & Specialty Code:	Junction City Code & Fees
Public Event Permit:	HMC 9.52 & Resolution No. 1254
Right-of-Way Permit:	HMC 9.52 & Resolution No. 1254
Secondhand Dealer Permit:	Resolution No. 1254
Sound Amplification Permit:	Resolution No. 1254
Photocopies:	Resolution No. 1254
Public Dance License:	HMC 9.50 & Resolution No. 1254
Public Record Request:	Resolution No. 1254
Public Records Fee Schedule:	HMC 2.25 & Resolution No. 1254
Skatepark Reservation:	Resolution No. 1254
Small or Miniature Animal Livestock Fee:	HMC 6.05.110.2 & Resolution No. 1254
Street Trees Fees:	Resolution No. 1254
Systems Development Fees:	HMC 12.35 & Resolution No. 1018
Utility Fees:	
Sewer Connections Required:	HMC 13.05
Sewer Fees & Rates:	Resolution No. 579, 1174 & 1254

Monthly Sewer Rates:	Resolutions No. 579, 1174 & 1254
Storm Drainage Rates:	Resolution No. 1106, 1174 & 1254
Water Connections Required:	HMC 13.15
Water Fees & Rates:	Resolutions No. 578, 977 & 1254

Resolution No. 1261

A RESOLUTION APPROVING AMENDMENTS TO THE CITY FEE SCHEDULE

WHEREAS, the City of Harrisburg has the authority to charge fees for services it provides; and,

WHEREAS, the City has a current fee schedule which it provides to the public, which should accurately reflect the fees that the City charges; and,

WHEREAS, the City is updating the current Fee Schedule in order to reflect changes to the Manufactured Dwelling Siting Placement Permits.

NOW, THEREFORE, the City Council:

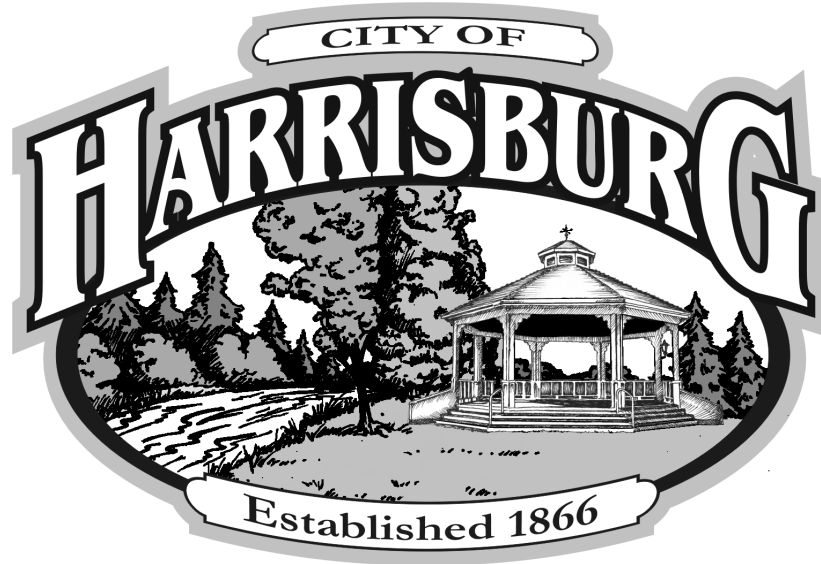
1. Adopts the Amended City Fee Schedule as shown in **Exhibit A**.
2. Repeals Resolution No. 1254.

Adopted by the City Council of the City of Harrisburg, Oregon, the 25th day of January 2022.

Mayor

ATTEST:

City Recorder



City of Harrisburg Standard Fee Schedule (Land Use, Standard Fees & Utilities)

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General Fees and Licenses in the City of Harrisburg

The fee schedule and resolution for City fees is located at the back of this document.

Enterprise Zone Pre-Authorization:

The City of Harrisburg co-manages and operates the Harrisburg Enterprise Zone. This includes acreage located in the City of Harrisburg, the City of Junction City, and property located abutting North Coburg Road, adjacent to I-5. The Zone Manager position in Harrisburg is held by the City of Harrisburg Administrator while the Zone Manager for Junction City is their City Administrator. Enterprise Zones are great resources for business in Oregon, allowing for an exemption from property taxes for new plant and equipment costs, if a business is able to meet the criteria.

Garage Sales:

Fees are not charged for garage sales. However, garage sales are limited to no more than six days in any one-year period. The City of Harrisburg holds a City Wide Garage Sale in the summer, typically in the month of August. Citizens are encouraged to take advantage of having their sale posted on the City website. Watch the website and social media for the time of this year's City wide sale.

Land Use & Development Fees:

Land Use and Development Fees are charged for land use projects in the City of Harrisburg. The fee is for the approximate amount of time for staff to process a Land Use Application, as well as for the time it takes for a land use application to be reviewed, and heard by the Planning Commission, and in the case of more complex land use applications, the City Council. Public Hearing Fees are included in the Land Use & Development Fee's.

Library Patron Fines and Fees:

There is no fee for a family resident card in the City of Harrisburg, and a very low fee for cards held by those that are outside of Harrisburg. Effective July 1, 2021, and continuing through June 30, 2022, the Library will be implementing a one year fine free trial period. Patrons will still be charged for the replacement cost for lost or damaged materials. Violators will lose their right to borrow future materials from the library until their account balance is below \$20.00

Licenses

Business Licenses:

Business Licenses are required for all businesses in Harrisburg, whether it's Commercial, Industrial, a Rental, or a Home Occupation, for example. The City does advertise all businesses in Harrisburg, and keeps a directory on the City website. Business License fees are charged annually, and are billed in December. Licenses are pro-rated for ½ year, if the application is received after July 1st. Temporary Business Licenses are required for seasonal businesses, such as Christmas Tree stands, or Fireworks stands. A transfer of a business license to a different owner, or to a different business name, is also charged a small fee.

Apartment Buildings and Landlords of Rental Homes will be charged for each unit offered for rent. A scaled fee is available; 1-10 Rentals will be charged \$10 a rental unit, while 11 or more Rentals will be charged \$110.

Home Occupations, are businesses that are ran from a citizens home. These are typically sales of some sort, such as Avon, Mary Kay, or other types of businesses that operate through parties held in citizen's homes. It can also apply to professional types of businesses, such as Internet sales, like Amazon or E-Bay, accountants, IT businesses, etc. A Home Occupation is secondary to the main use of the home, which is your primary residence. Your home has to maintain the same character as the other homes around it; meaning that you can't store outside materials from the business, and the home should still look like a home. Commercial uses, such as a small café, or anything with a lot of foot traffic, belong only in a commercial zone.

There are other types of licenses, which are explained later in this document. Those include a commercial truck permit, solicitor licenses, a social games license, secondhand dealer license, and street & sidewalk vendor licenses.

Liquor License:

A liquor license and fee is required as per OLCC for all premises selling liquor in the City of Harrisburg. In addition, citizens in town holding a special event which includes something such as a Beer Garden are required to obtain a temporary liquor license, which is approved by the City Administrator. Commercial Businesses wishing to have a beer garden or wine terrace outside of their establishment are required to obtain a public event permit.

Public Dance License:

A public dance is any dance not held in a private home or residence, which is open to the general public. Some dances are part of a Public Event, but businesses can sometimes hold a public dance by utilizing a parking lot, or obtaining permission to hold a street dance.

Secondhand Dealer License:

The applicant for this license will be subject to a criminal background check. In addition, there are specific City forms and processes that are required for purchases of pawned or secondhand goods; and specifically for precious metals, jewelry, coins, firearms, hand and power tools, or any article with a manufacturer's serial number.

Please contact City Administrative Staff for questions in relation to a Secondhand Dealer Permit.

Social Games Licenses:

The City of Harrisburg requires that anyone dealing cards at a restaurant, bar, tavern, or lounge must be approved by the City of Harrisburg to have a Social Games license. A common and popular type of game right now are poker tournaments, but this also covers blackjack games, or any other type of game held outside of a residence. The person holding the tournament or holding regular games must complete a background check, and must supply a current picture. The license also specifies which location in town that the operator will be holding the games at.

Solicitation License:

Door to door sales are not allowed in the City limits of Harrisburg, without first obtaining a solicitation license from the City. This license requires a background check; some of the things the City checks for are past arrests, and/or convictions of crimes of violence, sex offenses, narcotics, alcoholic beverage laws and fraud. **Each individual** selling for a company is required to have a solicitation license. Selling door to door without a valid solicitation license is prohibited and can be punishable as a civil infraction or criminal trespass in the second degree in the Harrisburg Municipal Court. Solicitors must also abide by posted no solicitation signs and can only operate only between the hours of 9:00am and 8:00pm. Solicitors are required to carry their City approved license with them, and should display them when they come to a residence.

Harrisburg residents have the right to ask to see the solicitor's license, and are welcome to contact the City, to verify if a solicitor has a license to operate in town. If a resident is approached by a person who is soliciting, but they can offer no evidence of a solicitation license, then the resident can contact the City, or dispatch for the Linn County Sheriff's Office.

Street & Sidewalk Vendor License:

Licenses are required for businesses that are located on any City street, parking lot, sidewalk, or other public property. This includes vendors that have mobile carts that move to different areas during the time they are in town, such as an ice cream cart. Special Events, such as the 4th of July, are administered by an association other than the City. The process for obtaining a license is complex, and there are specific criteria that apply to it. Please call administrative staff if you are interested in this license.

Please note that if you plan on operating a business on the property of another business, such as a temporary business kiosk, or mobile cart in a business parking lot, that along with the permission of that business owner, you'll also need to obtain a temporary business license from

the City of Harrisburg. A business kiosk that is permanent in nature, such as a coffee kiosk, will likely require a land use application.

Lien Search Fees:

Lien Search Fees are charged for lien searches that are for properties located in the City of Harrisburg. The City utilizes a company called Net Assets, which runs a website called Conduits. Title companies are required to obtain authorization through Net Assets to obtain lien search data for the City on the Conduits website. Information on existing liens can only be released to the owner of the property, or to a company that is going through Conduits for the Lien Search.

Marijuana Related Businesses:

The City of Harrisburg submitted Measure 22-164 to the voters in November, 2016. That measure passed, and prohibits establishment of recreational and medical marijuana facilities of all kinds within the City limits of Harrisburg.

Marijuana Tax Rate:

The City of Harrisburg does have a marijuana tax rate of 0% at this current time that would apply to both medical and recreational marijuana sales, if the prohibition of recreational and medical marijuana facilities were to be changed in the future.

For information in relation to Marijuana facilities, or tax rate, please contact the City Administrator.

Municipal Court Fees:

The Harrisburg Municipal Court has fees in relation to the normal processes for a municipal court. The fees reimburse the City for staff costs involved in processing violations. For more information in relation to these fees, please contact the Municipal Court Clerk.

Nuisance Vegetation Removal:

The City responds to complaints in regards to nuisance vegetation, and also monitors vegetation periodically from spring through fall. City crews will remove nuisance vegetation, after obtaining a court warrant.

Public Works crew rates for removal of nuisances will include labor, plus additional charges for equipment and tools.

Notary Fees:

The City of Harrisburg does employ a notary public. Hours for the notary public can vary from day to day, and this service may not be available on specific days. Notary Fees are charged per Signature/Stamp Required.

NSF Checks:

The City of Harrisburg as a public entity does charge a fee for checks that are returned to the City for non-sufficient funds.

PERMITS

Building Permits:

- All Building permits in Harrisburg **are submitted to and issued by Harrisburg City Hall**. The City contracts with the City of Junction City to provide a Building Official, who is responsible for plan review and inspection services.
- Fees are set by the City of Junction City, based on types of construction. Residential permits are generally 1% of the construction costs, and commercial/industrial permits are generally 1.5% of the construction costs.
- Building Permits are available at City Hall, or are located on the City's website, at www.ci.harrisburg.or.us under the Land Use/Planning tab.
- Sign Permits are considered a structural permit, applicable to all commercial and industrial businesses in Harrisburg.

Demolition Permit:

- Removal of any structure within the City of Harrisburg requires a demolition permit to be issued. The fee is \$60.00 for the City permit. If you are not replacing the demolished structure with another, then water meters must be removed and sewer service must be capped.
- An asbestos survey is required for all demolitions, and must be performed by an accredited inspector. Any asbestos on the premise must be removed prior to destruction, and a certification by a licensed asbestos contractor must be provided to the City.
- The City must inspect the property after everything has been demolished.

Electrical Permits:

- Fees are set by the State of Oregon. Electrical Permits are reviewed and issued through the City's partnership with Junction City.

Fence Permit:

- Residential fence plans and permits are required for all fences, up to 7' tall. The fence permit is available at City Hall, or on-line at www.ci.harrisburg.or.us under the Land Use/Planning tab.
- Residential Fence Permits are free, if the fence is less than 7' tall and doesn't require a building permit.
- Fences over 7' tall require a building permit and must be inspected to meet building code requirements. Fences of any height for commercial and industrial properties require a building permit.

Fill Permit:

Fill permits are required if:

- Your project is more than 20 cubic yards of fill;
- The fill will be more than one foot in depth on a buildable lot; or
- Fill will impact drainage on another lot.

Fill projects for 100 or more cubic yards will be required to pay actual costs for the review of the plans. The plans shall be submitted by an Oregon licensed engineer for review and stamp, before being submitted to the City.

Manufactured Dwelling Siting Placement Permits:

Manufactured Dwelling Placement Permits are required whether the manufactured dwelling is being placed in a mobile home park, or on a standard City lot. The City does allow manufactured dwellings on standard lots, as long as the standards of HMC 18.75 are met. Placement Permits are issued by the City of Harrisburg, over the counter. On a standard city lot, the placement permit will be issued with the garage/carport building permit. Garages/carports must meet City design and minimum size standards. All garages or carports must be completed prior to occupancy being allowed in the manufactured dwelling.

Parade Permit:

All Parades using the local streets are required to obtain a permit, which must be approved by the City Council. There is currently no fee charged for a Parade Permit. Any parade crossing Hwy 99E will also require an ODOT permit to be filed. Contact the City Administrative Staff for more information.

Plumbing, Mechanical and Specialty Code Permits:

Fees are set by the City of Junction City, through an agreement with the City of Harrisburg.

- All plumbing, mechanical, and specialty code work within the City of Harrisburg requires a permit to be issued prior to proceeding with plumbing or mechanical improvements.
- All residential permits are issued by the City of Harrisburg, over the counter. Inspections are provided via contract with Junction City.
- Fireplace and Woodstove permits are considered a mechanical permit.

Public Event Permit:

Public Event Permits are required in order to meet minimum standards in order to protect the peace, health, safety and welfare of individuals attending an event, and to ensure that they don't create unreasonable problems for neighbors or the community at large.

A public event is any activity where:

- People are permitted, or invited to attend and where a fee is charged; or
- A voluntary contribution is solicited or paid for the privilege of attending; or
- Any money is raised or items are sold to defray the expenses of such events, unless exempted by City ordinance standards; or
- Is an event which is required to obtain a permit from Linn County pursuant to the Linn County Outdoor Assembly Peace, Health, Safety, and Welfare Code, found in Linn County Code Chapter 580.

Exemptions for a public event permit are applicable to the following:

- Any assembly or event likely involving less than 100 attendees, concluding on the same day that it begins and ends.
- Any public school or school district, or educational or training event sponsored or directed by a state sanctioned educational institution.
- An event located primarily in or occupies a permanent structure and facilities when they have been designed for that activity, accommodates the number of people reasonably expected to attend the activity, or has been approved for such activities through a land use process with the City.
- Any assembly under the auspices or approved by any local, state, or federal governmental entity or agency, or allowed under free speech provisions of the Oregon Constitution, or United States Constitution
- Any assembly regulated by Linn County as an outdoor assembly under Chapter 580 of the Linn County Code.

Right-of-Way Permit:

It is unlawful for any person to perform work affecting the public right-of-way without first obtaining a Right-of-way Permit from the City. Work affecting the public right-of-way includes, but is not limited to; excavation, construction, reconstruction, repair, grading, oiling, or placing or erecting structures or signs. It includes but is not limited to; work relating to a street, sidewalk, curb, gutter, driveway, culvert, ditch, or underground utility lines.

- Permit Fee and Application must be received by the City prior to any work commencing on your property.
- Application submittals to the City will include plans and drawings of the proposed work. City specifications for curbs, gutters, sidewalks, driveways, and other infrastructure must be followed. Contact the Public Works Director for City Specifications.
- Please allow a three-day period from the time of submittal until approval of the permit.

- Complicated right-of-way permits require engineering review and accompanying actual costs for the review. The time frame for these reviews can be substantial.

Sound Amplification Permit:

This fee is charged for sound amplification events, such as a private band at a party located at a residential home.

- If a fee has been charged for a related activity or event, such as a Special Event permit fee or land use fee, no additional fee shall be charged for a Sound Amplification Permit.
- Government and Non-Profit Organizations are exempt from the fee, but not from the application process.

Public Improvement Requirements:

Any kind of improvement or development on your property could trigger the requirement to bring the rest of your property up to City Code requirements. If your property currently lacks curbs, gutters, or sidewalks, or does not have a required garage or carport with a paved driveway, you may be required to install any of these at the time of development.

When the improvements are located in a public right-of-way, a right-of-way permit is required to be obtained prior to beginning the work. To determine if your development project will trigger a public improvement requirement, please contact administrative staff at the City of Harrisburg. If the City determines that your development requires improvement, but the elevations or conditions of the street don't allow it to be installed, then you will be required to fill out a Waiver of Remonstrance with the City. There is a recording fee required to be submitted with a Waiver of Remonstrance.

Photo Copies:

City Hall does not allow public use of the copy or fax machine. The Harrisburg Public Library does allow public use of the copy machine. There are set fees for the use of this equipment.

The H.A.R.T. Community Center also has both a copier as well as a fax machine. The H.A.R.T. Community Center is a separate organization from the City of Harrisburg, and charges their own fees.

Public Record Request:

There is a form on-line for requesting a public record. Many records are available online, and a request that can be processed within a half hour, and that is transmitted electronically, could potentially not result in a charge. Public Disclosure Requests that exceed \$25 in value will require pre-payment before they are processed. Applicants are contacted if the actual research

time will extend beyond the original estimation of time. More information and the form itself is located here: <http://www.ci.harrisburg.or.us/administration/page/public-records-requests>

Rentals

Gazebo:

The Harrisburg Gazebo is a beautiful structure that as part of Riverfront Park can be used by anyone (except when reserved) at any time for no fee. Food and Drink are not allowed in the gazebo, but it's a great place to be married! If you'd like to reserve the gazebo for your special event, please contact City Hall for availability. There is an application, plus cleaning deposit, and rental fee for reserving the gazebo. Reserving the gazebo includes power.

Harrisburg Municipal Center:

The Harrisburg Municipal Center is available for rent. It can hold up to 185 people, and has a small kitchen available, as well as general restrooms. There is an application, plus a cleaning deposit and rental fee for reserving the Municipal Center Hall. The auditorium area will be evaluated after your event with a checklist; your deposit will be returned to you if the room is sufficiently clean, and all chairs are replaced.

Heritage Park Picnic Pavilion:

Contact the Museum Board for Rental of the Picnic Pavilion. There is a fee for using the Picnic Pavilion.

Skate Park Reservation:

The Harrisburg Skate Park can be reserved for a Special Event for a minimum of two hours.

Small or Miniature Animal Livestock Fee:

Livestock is allowed in the City, but only on lots that are large enough to accommodate them. (Minimum 30,000 square feet (Approximately three-fourths of an acre)). The property must be fenced, and there is a limit of livestock based on the total square footage. In addition, being located inside of the City has other requirements, especially in relation to sanitation, and location of animal shelters. No barns, stables, or roofed structures for shelter of livestock can be located closer than 60 feet to any adjacent dwelling, or 25 feet to your own.

A miniature farm animal is allowed on property less than 30,000 square feet, as long as your property is at least one-half acre in size. There are permit requirements, and notice must be sent to neighboring property owners. This permit does have a fee that is charged to cover staff time in processing.

Street Trees Fees:

Street Trees are required by subdivision standards and can be required as part of a development agreement. A property owner is responsible for sidewalks and planting strips (including those with street trees) that are abutting their property.

Systems Development Charges:

System Development Charges (SDC's) are charged per dwelling unit or are based on new commercial & industrial construction. SDC's are typically charged by cities to have new developments in the City help to pay for increased demand on a City's infrastructure. SDC's are typically charged for development, which includes construction or placement of a structure or addition, connection to the City sewer or water system, or on non-residential property, creating more than 500 square feet of non-permeable surface. SDC's are due in their entirety when the building permit is picked up, when an annexation occurs, or connection to City services is completed.

- Standard Residential SDC: Charges are currently \$13,107 per dwelling unit.
- Commercial/Industrial SDC's: Are based upon current adopted methodology. Please see Resolution No. 1250.

Utility Fees, Rates and Information

Sewer Connections Required

When a City sanitary line does become available to property which has not previously been connected to City sanitary sewer or property which has been declared a health hazard, the property owner shall be given 180 days to connect to the City sanitary sewer line.

- All connections shall be made by a licensed sewer installer, who has been approved by the City.
- The Public Works Director or Foreman must approve all permits before work is started and must inspect all sewer connections before work is covered.

Sewer Fees

Actual costs apply if the sewer service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

Monthly Sewer Rates:

SEWER RATES	FEE
Minimum Charge	\$21.18
Sewer User Fee	\$7.68 per EUU*
Discontinued Service Minimum Charge	\$21.18
Sewer only accounts, only if the City has installed a water meter on the well.	\$3.58

Sewer only accounts without City water, or a water meter installed on the well.	The sewer service shall be based upon 5 units of water, per person, per household, per month
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*An EUU is equal to 748 gallons of metered water

Determination of Sewer Rates

Residential Customers: Billing is based upon the amount of water used during the months of November through April. Residential customers shall be billed based upon the lesser of (1) the amount of water used during the month or (2) their wintertime average. Sewer rates are adjusted effective May 1st of each year based upon the wintertime average.

RESIDENTIAL CUSTOMERS WITHOUT A SIX MONTH WINTERTIME AVERAGE ARE BILLED ON THE LESSER OF:

- The amount of water used during the month, or
- A wintertime average based upon the length of time the customer has been at the residence if it is less than 6 months, but not less than two months, or
- A presumed water usage of 2.81 EUU's* per household resident 6 years and older.

Non Residential Customers: Charges are for sanitary sewer service based upon the number of EUU's of water usage each month. However, if the customer provides information to the satisfaction of the City that more than 50 percent of the water consumed is not going into the sanitary sewer system, then the City can charge for sanitary sewer services based upon one of these alternative billing methods.

NONRESIDENTIAL CUSTOMERS THAT HAVE PROVIDED SATISFACTORY PROOF OF WATER CONSUMPTION OUTSIDE OF THE SANITARY SEWER SYSTEM CAN BE CHARGED AS FOLLOWS:

- A secondary meter can be installed at the customers expense, or another method that can more accurately measure the number of EUU's of water going into the sanitary system, as determined by the City, or
- The City has determined that it's reasonable and appropriate to use the wintertime average that is typically used for residential customers.

Sewer Only Rates: Shall be billed as follows:

- At the rate of 5.0 EUU's per household resident six years old or older; or
- Based upon the actual numbers of EUU's if a meter can be installed that can accurately reflect the number of EUU's that can be charged.

Payment Security:

All customers are required to pay a security deposit at the time of application for sewer service in the following amounts:

- For single family residential sewer service, the applicant shall pay a \$50.00 deposit.
- For other sewer service, the applicant will pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar customer, as calculated during the previous three months and rounded to the higher even dollar amount.

Refund of Deposit

- At termination of sewer service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs
- After two (2) years, if all sewer charges have been paid in a regular and timely basis, the deposit will be applied to applicant's utility account.
- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

Septic Systems:

- It is unlawful to construct or maintain a private sanitary sewer system within the corporate limits of the City or in an area under the jurisdiction of the City. If a residence is on a septic system and is able to connect to the City's sewer system, then all other existing sewage facilities must be abandoned and filled with suitable material.
- If existing structures are too low to be served by an available sewer, then a resident is required to contact the Public Works Director for direction.

Service outside the City limits

The charge to customers outside the City shall be double the regular Harrisburg sewer rate.

Temporary Service

- The charge for temporary service shall be at the established rate for other customers. The actual cost is charged for installation of a meter, and a deposit will be charged.

Miscellaneous Sewer Fees

There are fees charged for miscellaneous sewer services, including the following:

- Capping of the sewer line
- Restoration of service after capping
- Discontinuance of Service
- Sewer Service Restoration
- Repair of damaged sewer lines
- Damage to sewer mains & facilities
- Tag Fee
- Turn on Fee
- Service Deposits

Storm Drainage Rates:

TYPE OF CUSTOMER	RATES
Residential Customers	\$3.60 per month - per dwelling unit
Non-Residential Customers	7% of previous month's sanitary sewer fee per month subject to a minimum fee of \$3.60 and a maximum fee of \$95.15

Water Connection Requirements:

- All property with new construction shall be required to have or make connections to the City water system, if it is available, and if not covered by another ordinance.
- When City water is available to the property and the property is on an existing well, the property owner is required to connect to City water within six months when there is:
 - Change in Ownership; or
 - Change in Occupancy; or
 - A Declared health hazard
- Water meters are installed by the City Public Works Department.

Water Fees:

Actual costs apply if the water service is not already stubbed out to the property. The fee is determined by Council resolution, located at the end of this document.

Monthly Water Rates:

Residential Customers

*EUU's are equal to 748 gallons of metered water

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$21.30
Plus per EUU *	\$1.74 per EUU*

Mobile Park/Apartment Customers:

TYPE OF CHARGE	FEE
Base Rate – minimum charge	\$21.30 x the number of spaces in Occupied Mobile Park or number of Apartments
Plus per EUU *	\$1.74 per EUU*

Commercial Customers:

TYPE OF CHARGE	FEE
5/8" meter	Base Rate of \$26.13 per month plus \$2.10 per EUU
3/4" meter	Base Rate of \$27.74 per month plus \$2.10 per EUU
1" meter	Base Rate of \$34.14 per month plus \$2.10 per EUU
1 1/2" meter	Base Rate of \$42.17 per month plus \$2.10 per EUU
2" meter	Base Rate of \$50.20 per month plus \$2.10 per EUU
3" meter	Base Rate of \$66.29 per month plus \$2.10 per EUU
4" meter	Base Rate of \$82.33 per month plus \$2.10 per EUU

6" meter	Base Rate of \$106.41 per month plus \$2.10 per EUU
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Government Customers:

Rates are charged as follows:

TYPE OF CHARGE	FEE
1" TO 2" Base Fee	\$34.14 per month plus \$1.75 per EUU
3" Base Fee	\$50.20 per month plus \$2.10 per EUU
4" Base Fee	\$66.29 per month plus \$2.10 per EUU
6" Base Fee	\$82.33 per month plus \$2.10 per EUU

Service Outside of Harrisburg City Limits:

The charge to customers outside of the City shall be double the regular Harrisburg rate

Bulk Water Purchases:

\$4.86 per 1,000 gallons

Unmetered Service:

It shall be the policy of the City that all water service be metered. However, at its discretion, the City may furnish unmetered water to a user until a meter is provided; in such cases, the water service fee shall be set in the application portion of the resolution establishing fees and rates.

Payment Security:

All customers are required to pay a security deposit at the time of application for water service in the following amounts:

- For single family residential water service, the applicant shall pay a \$50.00 deposit.
- For Other water service, the applicant shall pay a security deposit equal to the greater of \$50.00, or the monthly average water bill for a similar water customer, as calculated during the previous three months and rounded to the higher even dollar amount.

Refund of Deposit

- At termination of water service, the security deposit will be refunded to the depositor after all outstanding bills and damage costs have been deducted.
- After two (2) years, if all water charges have been paid in a regular and timely basis, the deposit will be applied to applicant's utility account.
- At renter-occupied locations, the deposit shall be refunded after the account has been closed and any outstanding charges have been paid.

Miscellaneous Water Fees

There are fees charged for miscellaneous sewer services, including the following:

- Service Installation
- Meter Drop-In
- Service Deposit

- Tag Fee
- Turn on Fee
- Testing water meters at the users request.
- Restoration, reconnection charge for delinquent monthly payments
- Moving or altering meter.
- Repair of damage to water meter or City lines
- Installation of a meter on a well.

Wells:

Wells are allowed within the City limits, but a residence will remain attached to the City water service and will be charged a monthly base fee plus usage if applicable. All wells (including those used only for irrigation purposes) are required by state law to have a backflow device, which must be installed and certified on an annual basis by a certified and licensed well digger. Backflow devices require a plumbing permit for installation.

Standard Fee Schedule for City Services

Ordinance	Subject	Fee		
2.20.100	Library <ul style="list-style-type: none"> Card – Nonresident Card – Nonresident Senior Citizen Card – Additional Card – Replacement for lost or damaged Lost or Damaged Materials 	\$25.00		
		\$12.50		
		\$1.00		
		\$1.00		
		Actual Cost		
2.25.050	Photocopies	Size	B/W	Color
		8.5X11	\$0.15	\$0.25
		8.5X14	\$0.25	\$0.50
		11X17	\$0.50	\$0.75
2.25.050	Public records <ul style="list-style-type: none"> Records Request Searches City Charter PW standard drawing Comp Plan, Volume 1 Comp Plan, Volume 2 Zoning Map, Comp Plan Map, or LWI Map (11X17) Buildable Land Needs Analysis Certified copies Detailed Bid Tabulation for Non-bidding Company or Individual 	\$30 / hour – Minimum ½ hour increments		
		\$2.50		
		\$5.00		
		\$10.00		
		\$10.00		
		\$3.00		
		\$20.00		
		\$5.00		
		\$40.00		
3.07.030	Marijuana Sales Tax Rates <ul style="list-style-type: none"> Medical (% of gross sales) Recreational (% of gross sales) 	0%		
		0%		
3.15.030	Lien Search Fees	\$28.00 / search		
5.05.050	Business License <ul style="list-style-type: none"> One Employee 2-10 Employees 11-30 Employees 31+ Employees Rental License <ul style="list-style-type: none"> 1-10 Rentals 11+ Rentals Late Fee	\$30.00		
		\$55.00		
		\$90.00		
		\$105.00		
		\$10.00 / rental		
		\$110.00		
		\$20% / month		
5.05.060	Transfer of Business License	\$30.00		
5.07.020	Home Occupation	\$30.00		
5.09.030	Commercial Truck Permit	\$30.00		
5.10.050	Solicitor License	\$100.00		
5.15.030	Social Games	\$75.00		
5.20.030	Secondhand Dealer License	\$75.00		
5.25.030	Street & Sidewalk Vendor License	\$75.00		

Ordinance	Subject	Fee
6.05.110.2	Small or Miniature Livestock Fee	\$50.00
9.20.030 9.55.110	Sound Amplification Permit	\$30.00
9.50.040	Public Dance License <ul style="list-style-type: none"> • Annual fee • Amount refunded if no dance held • Fee per public dance 	\$325.00 \$250.00 \$50.00
9.52.050	Public Event Application Fee <ul style="list-style-type: none"> • 500 or less people • More than 500 people 	\$165.00 \$250.00
12.10.010 13.05.050 17.35.070 18.15.020 18.20.010 18.22.020	Waiver of Remonstrance recording fee	\$105 First Page, \$5 per additional page, \$5 Administrative Fee
12.15.040	Right-of-Way Permit	\$50.00 + actual costs
12.20.010	Street Trees Purchase and Planting per Tree	\$300.00
13.10.030	Sewer System Fees <ul style="list-style-type: none"> • Sewer Connection • Service Deposit • Delinquent Accounts Tag Fee Turn on Fee 	\$225.00 \$50.00 \$20.00 / tag \$30.00
13.15.030	Water System Fees <ul style="list-style-type: none"> • Service Installation • Meter Drop-in <ul style="list-style-type: none"> ¾" inch 1" inch • Meter on Well • Service Deposit • Delinquent Accounts Tag Fee Turn on Fee • Testing Water Meter (user request) • Moving or altering meter • Repair or damage to water meter or city lines 	\$1,335.00 or actual costs whichever is greater \$360.00 \$415.00 \$450.00 \$50.00 \$20.00 / tag \$30.00 Actual Cost (\$50 min.) Actual Cost Actual Cost
15.05.140	Fill permit <ul style="list-style-type: none"> • 50 – 99 cubic yards • 100 – 4,999 cubic yards 5,000 or more cubic yards 	\$60.00 \$425.00 + actual costs \$425.00 + actual costs
15.20.110	Flood Hazard Development Permit	\$275.00
18.125.110	Land use <ul style="list-style-type: none"> • Annexation • Appeal to Planning Commission or City Council 	\$1,800.00 \$750.00

Ordinance	Subject	Fee
	<ul style="list-style-type: none"> Comprehensive Plan Map Amendment Conditional Use Permit Historic Permits <ul style="list-style-type: none"> Resource Alteration Resource Demolition Historic Review – District Legal Lot Determination Measure 37 Claim Property Line Adjustment Partition (Minor/Major) / Replat ≤3 lots Site Plan Site Plan – Parking lot only Subdivision / Replat >3 Lots Vacation of street, alley or easement Variance (minor) Variance (major) Zone Map Change Zoning Ordinance Text Amendment 	\$2,000.00 \$1,500.00 \$100.00 \$550.00 \$25.00 \$150.00 \$1,250.00 \$500.00 \$1,500.00 \$950.00 \$250.00 \$2,500.00 + \$35.00/lot \$975.00 \$425.00 \$1,000.00 \$1,750.00 \$1,125.00
Miscellaneous Fees:		
	Public Works Crew Rates <ul style="list-style-type: none"> Labor Administrative Fee Drivable Equipment Other Power Equipment Contracted Services Grass Cutting 	\$65.00 / hr 20% of Labor \$25.00 / hr \$10.00 / hr \$ actual costs + 20% \$75.00 / hr
	Gazebo Rental – 4 hours <ul style="list-style-type: none"> Refundable deposit 	\$125.00 \$300.00
	Municipal Center Meeting Room rental – 4 hours <ul style="list-style-type: none"> Refundable deposit 	\$125.00 \$300.00
	Skate Park Reservation – two hours	\$100.00
	Notary fees <ul style="list-style-type: none"> Acknowledgement Verification or affirmation Certifying copy or witnessing signing Administer oath or affirmation Depositions per page	\$10.00 \$10.00 \$10.00 \$10.00 \$1.00
	NSF check	\$25.00
	Enterprise Zone Pre-authorization	\$250.00
Municipal Court Fees		
2.05.080	Payment Arrangement Fee	\$25.00
	Suspension Fee	\$15.00
	Dismissal Fee	Subject to Violation Class
	Show Cause Fee	\$50.00
	Warrant Fee	\$100.00
	Collection Fee	\$25.00

Ordinance	Subject	Fee
	3 rd Party Collection Agency Fee	Subject to ORS 137.118 & Agency's Commission

Building Permits Fee Schedule

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

Electrical Permit

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

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

Medical	\$27.50	JCMC 15.05/Res
Item	Fee	Set By
Outdoor Landscape Lighting	\$27.50	JCMC 15.05/Res
Protective Signaling	\$27.50	JCMC 15.05/Res
State surcharge of 12% added to the total		

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

Mechanical Permits

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

Wood Fireplace/Insert	\$11	JCMC 15.05/Res 1171
Item	Fee	Set By
Environmental Exhaust and Ventilation		
Range Hood/Other Kitchen Equipment	\$11	JCMC 15.05/Res
Clothes Dryer Exhaust	\$11	JCMC 15.05/Res
Single-Duct Exhaust	\$7.40	JCMC 15.05/Res
Attic/Crawl Space Fans	\$7.40	JCMC 15.05/Res
Other	\$6.30	JCMC 15.05/Res
Fuel Piping		
First Four	\$5.90	JCMC 15.05/Res
Each Additional	\$1.10	JCMC 15.05/Res
Furnace, etc.	\$15.40	JCMC 15.05/Res
Gas Heat Pump	\$15.40	JCMC 15.05/Res
Wall/Suspended/Unit Heater	\$15.40	JCMC 15.05/Res
Water Heater	\$11	JCMC 15.05/Res
Fireplace	\$11	JCMC 15.05/Res
Range	\$11	JCMC 15.05/Res
Barbecue	\$11	JCMC 15.05/Res
Clothes Dryer (gas)	\$11	JCMC 15.05/Res
Commercial Mechanical Permits (Based on total valuation) *		
\$1 to \$5,000	\$79.75 minimum fee	JCMC 15.05/Res
\$5,001 to \$10,000	\$79.75 for the first \$5,000 (plus \$1.67 for each additional \$100 or fraction thereof, up to and including \$10,000)	JCMC 15.05/Res 1171

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

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

Plumbing Permit

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

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

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

Miscellaneous Permits

Item	Fee	Set By
Appeal of a Civil Administrative Penalty	\$250.00	JCMC 15.05/Res

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

Manufactured Dwelling Siting Placement Permits		
Single Wide	\$618.66	
Double Wide	\$646.88	
Triple Wide	\$675.11	
State MH Fee	\$30.00	

Appendix – Sources

Building Permits	Fees are based upon Junction City Municipal Code and Resolutions
Business Licenses	HMC 5.05 & Resolution No. 1261
Social Game Licenses	HMC 5.15 & Resolution No. 1261
Curbs, Gutters and Sidewalk Requirements:	HMC 12.10
Garage Sales:	HMC 5.05
Grass/Vegetation Cutting:	HMC 8.05 & Resolution No. 1261
Gazebo Use & Rental:	Resolution Nos. 542, 1221 & 1261
Harrisburg Municipal Center Rent:	Resolution No. 1261, Council 10.13.99
Heritage Park Rent:	Museum Board is separate from City
Land Use & Development Fees:	Resolution No. 1250
Library Patron Fines and Fees:	HMC 2.20 & Resolution No. 1261
Lien Search Fees:	Resolution No. 1261
Liquor License:	OLCC – ORS 471.313, Resolution No. 1261
Marijuana Tax Rate:	Resolution No. 1092, and 1261
Municipal Court Fees:	Resolution No. 1261
NSF Checks:	Resolution No. 1261
Notary Fees:	Resolution No. 1261
Permits	
Building Permits:	Junction City Code & Fees
Demolition Permit:	HMC 15.05 & Resolution No. 718 & 1261
Electrical Permits:	Junction City Code & Fees
Fence Permit:	HMC 18.80
Fill Permit:	HMC 15.05 & Resolution No. 1261

Mobile Home Placement Permits:	Junction City Code & Fees
Parade Permit:	HMC 10.05, 20.05.270-10.05.300
Plumbing, Mechanical & Specialty Code:	Junction City Code & Fees
Public Event Permit:	HMC 9.52 & Resolution No. 1261
Right-of-Way Permit:	HMC 9.52 & Resolution No. 1261
Secondhand Dealer Permit:	Resolution No. 1261
Sound Amplification Permit:	Resolution No. 1261
Photocopies:	Resolution No. 1261
Public Dance License:	HMC 9.50& Resolution No. 1261
Public Record Request:	Resolution No. 1261
Public Records Fee Schedule:	HMC 2.25 & Resolution No. 1261
Skatepark Reservation:	Resolution No. 1261
Small or Miniature Animal Livestock Fee:	HMC 6.05.110.2 & Resolution No. 1261
Street Trees Fees:	Resolution No. 1261
Systems Development Fees:	HMC 12.35 & Resolution No. 1018
Utility Fees:	
Sewer Connections Required:	HMC 13.05
Sewer Fees & Rates:	Resolution No. 579, 1174 & 1261
Monthly Sewer Rates:	Resolutions No. 579, 1174 & 1261
Storm Drainage Rates:	Resolution No. 1106, 1174 & 1261
Water Connections Required:	HMC 13.15
Water Fees & Rates:	Resolutions No. 578, 977 & 1261