



Harrisburg City Council Agenda
March 12, 2024
6:30 PM

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

PUBLIC NOTICES:

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

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

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

NEW BUSINESS

1. THE MATTER OF A DISCUSSION IN RELATION TO THE PROPOSED MUDDY CREEK SOLAR PARK/FARM OUTSIDE OF HARRISBURG

STAFF REPORT:

Exhibit A: None

ACTION: TBD

2. THE MATTER OF APPROVING A SIGNS FOR THE HARRISBURG PARKS SYSTEM

STAFF REPORT:

Exhibit A: Current Harrisburg & City Facility Signs

Exhibit B: Example of Park Sign Styles

Exhibit C: Draft Harrisburg Parks Sign

ACTION: TBD

3. THE MATTER OF REVIEWING THE 2ND DRAFT OF THE 2024-2029 STRATEGIC PLAN

STAFF REPORT:

Exhibit A: Red-lined Strategic Plan

ACTION: TBD

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

4. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for February 13, 2024

Exhibit B: Payment Approval Report for February 2024

Exhibit C: Municipal Court Collections Report February 2024

Exhibit D: Municipal Court Citation Report February 2024

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

Minutes from the February 13, 2024 City Council Meeting

The Payment Approval Report for February 2024

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

- March 26, 2024 City Council Meeting
- RTP Presentation
- Capital Request and Advocacy
- Administrative Assistant Position

**AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(h) WILL NOW BE
OPENED TO DISCUSS A FRANCHISE AGREEMENT**

**5. THE MATTER OF HOLDING AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(h)
TO DISCUSS A FRANCHISE AGREEMENT**

ACTION: TBD

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF A DISCUSSION IN RELATION TO THE PROPOSED MUDDY CREEK SOLAR PARK/FARM OUTSIDE OF HARRISBURG

STAFF REPORT:

Exhibit A: None

ACTION: TBD

THIS AGENDA BILL IS DESTINED FOR: Agenda – March 12, 2024

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

STAFF RECOMMENDATION:

Staff recommends the City Council discuss this issue and determine if they wish to maintain the neutrality of the City in relation to the proposed solar park.

BACKGROUND INFORMATION:

The City has been visited twice by Troy Jones and the Friends of Gap Road group, who are in opposition to the proposed solar park. The Mayor, and some of our Councilors might be attending the Q-Cells meeting being held on March 5, 2024 in order to learn more about the proposal.

Staff have maintained a neutral standpoint of the City, due to the following factors:

1. The proposal is outside of the City limits and does not technically affect the City.
2. The City is applying for grants, and loans through Business Oregon, who is supportive of the Q-Cells solar panel project. Opposing the project could be seen as negative by grant funders.
3. The City would like to have a better relationship with our local farmers, however, it's also important to remember that local farmers own some of the property being used for this project, some of whom are also local business owners.

The City Council understands how important it is to maintain relationships in the community, and that after obtaining more information, may therefore be more receptive to one opinion or another. More discussion in relation to this issue is therefore warranted by City Council members.

REVIEW AND APPROVAL:



03.05.24

Michele Eldridge Date
City Administrator

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING A SIGNS FOR THE HARRISBURG PARKS SYSTEM

STAFF REPORT:

- Exhibit A: Current Harrisburg & City Facility Signs
- Exhibit B: Example of Park Sign Styles
- Exhibit C: Draft Harrisburg Parks Sign

ACTION: TBD

THIS AGENDA BILL IS DESTINED FOR: Agenda – March 12, 2024

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$10,000	Yes	Parks SDC's

STAFF RECOMMENDATION:

Staff recommends Council review and determine if the proposed Sign design is acceptable

BACKGROUND INFORMATION:

One of the Parks Master Plan recommendations was that the City provide for signs for our Parks system. At the present time, none of the Harrisburg Parks have any signs. As such, Staff have looked at several different types of signs that could be used by the City. One of the key considerations that Staff has in relation to signs is providing something that is distinctive and is cohesive throughout most of our parks. Eagle Park, as a large regional park, is an exception to this.

Exhibit A shows pictures of the current Welcome Sign, and City Facility Signs at the Municipal Center. Councilors may remember that Brian had recommended that we try to have that cohesive style sign for the same types of uses. **Exhibit B** shows just two examples of some signs, one is a post style sign, the other is an expensive type of monument sign. The style of the sign itself is what's important; otherwise, a monument sign is expensive, at likely \$3,000 ea. If not more.

There are other important considerations for parks signs. The City doesn't have a large budget for signs, and therefore, we need to keep the costs down. As such, Staff is recommending a design like that shown in **Exhibit C**. This is a simple sign, approximately 6' wide, and would be fairly low to the ground. The 'City of Harrisburg' repeated under the park name is slightly redundant, but looking at other types of signs used as examples, most cities include both their logo, and that it is a City Park.


Using a standard fence post, the style of the sign is similar to the Welcome to Harrisburg sign on the north entry point of the City. There will be post caps on top of each of the posts that are on the side, and only 2 posts per side are needed. Solar lights can be installed to light each of the signs if they are needed. Some landscaping should be planted with each sign as well, which can also be cohesive between most of our parks. Harrisburg is the grass seed capital of the world, so tall grasses with each sign would certainly be appropriate.

The sign itself does need to be high quality, to stand up to the stresses of a public park. This requires not only being extremely sturdy to withstand a child who might decide to climb on it, to being well sealed, and therefore easy to clean up if it is subject to graffiti. Another reason for having an affordable sign is to make sure it can be easily replaced.

Staff recommends that if Council likes this design, that we obtain formal sign quotes, and can return with that information at a future meeting. We believe that signs being added to Riverfront Park, Arrow Leaf Park, Tadpole Park, and Priceboro Park will cost approximately \$10,000. This will be funded through Parks SDC's. We could also put a sign in BNSF Park, as it has been leased for 100 years.

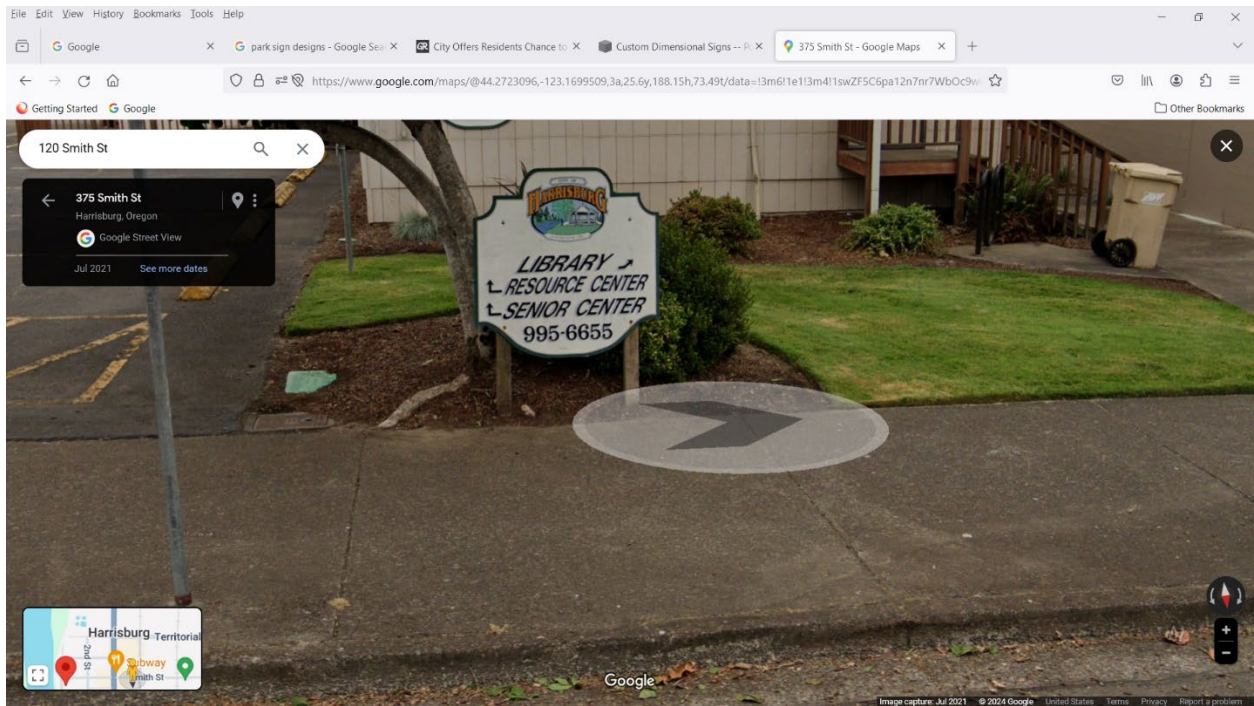
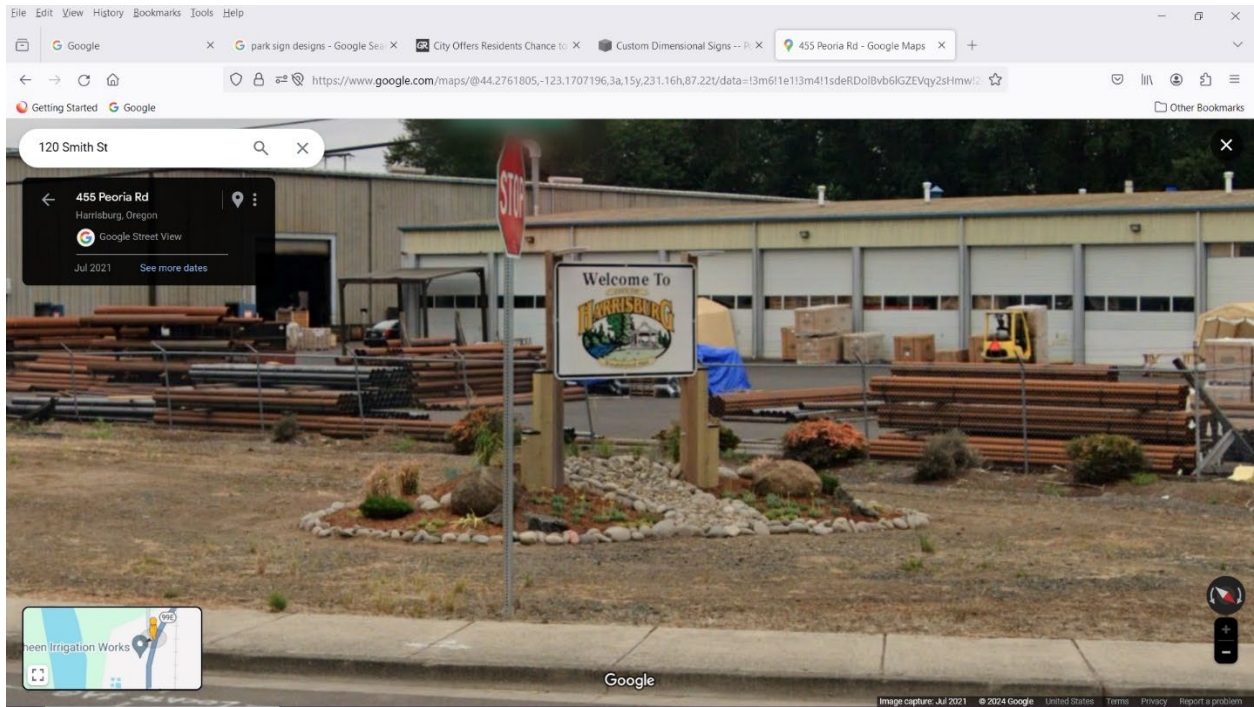
The City Council can, of course, decide on a completely different type of sign in the City's parks systems. If any Councilor would like to consider a different style of sign, please bring your ideas to this meeting.

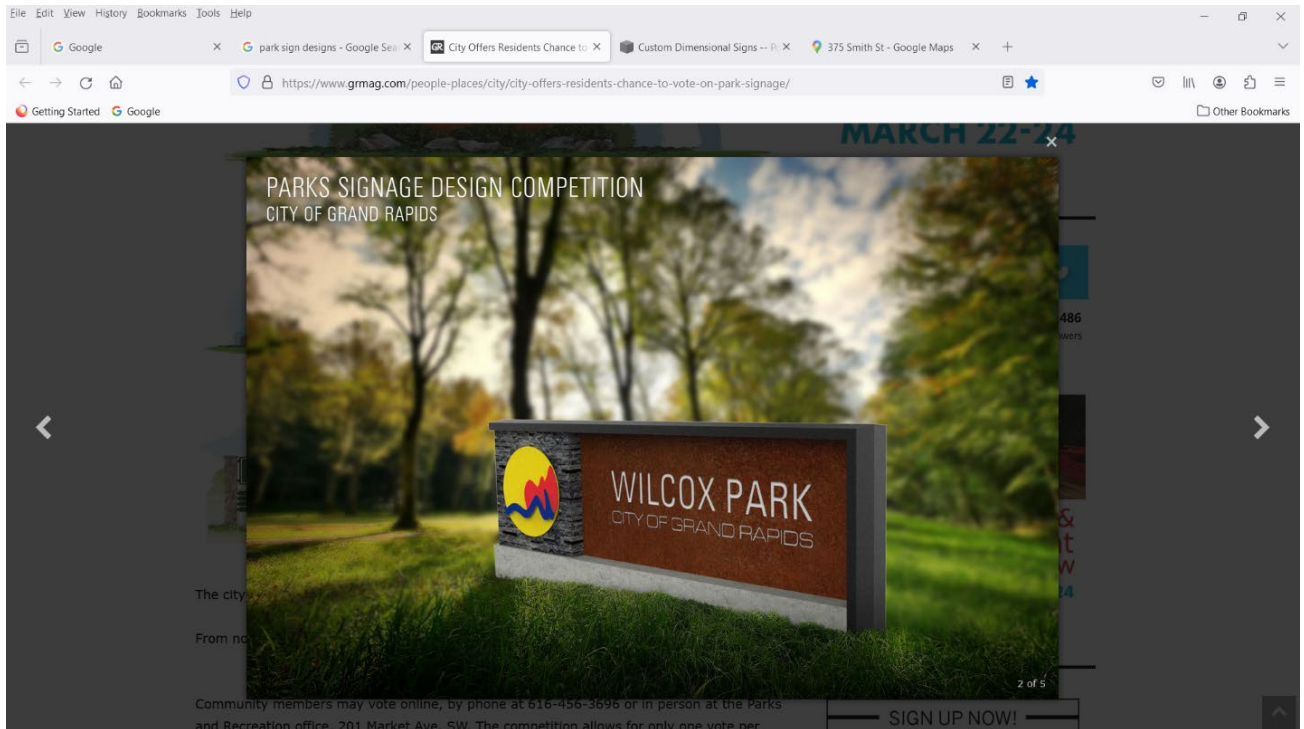
REVIEW AND APPROVAL:



03.05.24

Michele Eldridge Date
City Administrator







Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF REVIEWING THE 2ND DRAFT OF THE 2024-2029 STRATEGIC PLAN

STAFF REPORT:

Exhibit A: Redlined Strategic Plan

ACTION: TBD

THIS AGENDA BILL IS DESTINED FOR: Agenda – March 12, 2024

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

STAFF RECOMMENDATION:

Staff recommends Council review the suggested changes, and direct staff on whether additional changes are needed or warranted, as well as to determine priorities.

BACKGROUND INFORMATION:

The City Council is asked to review the Strategic Plan on an annual basis, in order to make sure that goals are in-line with our values and citizens’ expectations of the City. As requested at the last meeting, a few updates have been made to the strategic plan, including a note on objective 5.a.

Council should review and determine if these objectives and actions are in-line with their expectations; they are encouraged to suggest actions and objectives that they’d prefer to see in place or have added to the current plan.

After reviewing the priorities this year, Staff feels that they are still valid, but Council might want to discuss whether objective 20 in relation to SDC’s and the CIP are still worthy of being a high priority for the City. The TSP will be completed by early fall, and some serious conversations about Transportation SDC’s will be involved. Water, Street and Parks will have all been completed, but the Storm and Sewer Master Plans must be completed to work on those remaining SDC categories. Master plans are all very expensive plans that typically need grants to complete or require reserves to be set aside over a series of years. Both subjects warrant engineers input, and of course, our main priority at this time is the water bond project.

REVIEW AND APPROVAL:



03.05.24

Michele Eldridge Date
City Administrator

Harrisburg Strategic Plan

FY20243 – FY20289



Prepared by City Staff
~~March-February 20234~~



City Administrator Message

Mayor and City Council,

I am pleased to present the City of Harrisburg's FY2023~~4~~ - 2028~~9~~ five-year Strategic Plan. This plan will serve as a guide to fulfill Harrisburg's mission and vision through several goals, objectives, and actions. ~~As we discussed and then adopted our five-year plans in 2022, everyone had hoped that COVID would be under more control by the end of 2022. We are happy that face masks are no longer required in medical offices!~~

We realize that starting out in 2024, that it's less likely that we will return to anything close to what was the normal in 2020, pre-pandemic period; therefore we adjust, and move onwards with expectations to the future. ~~We also continue to hope that the State of Oregon will keep a balanced outlook that won't affect small city's as much as it has in previous years, but recognize that there are many challenges ahead.~~

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

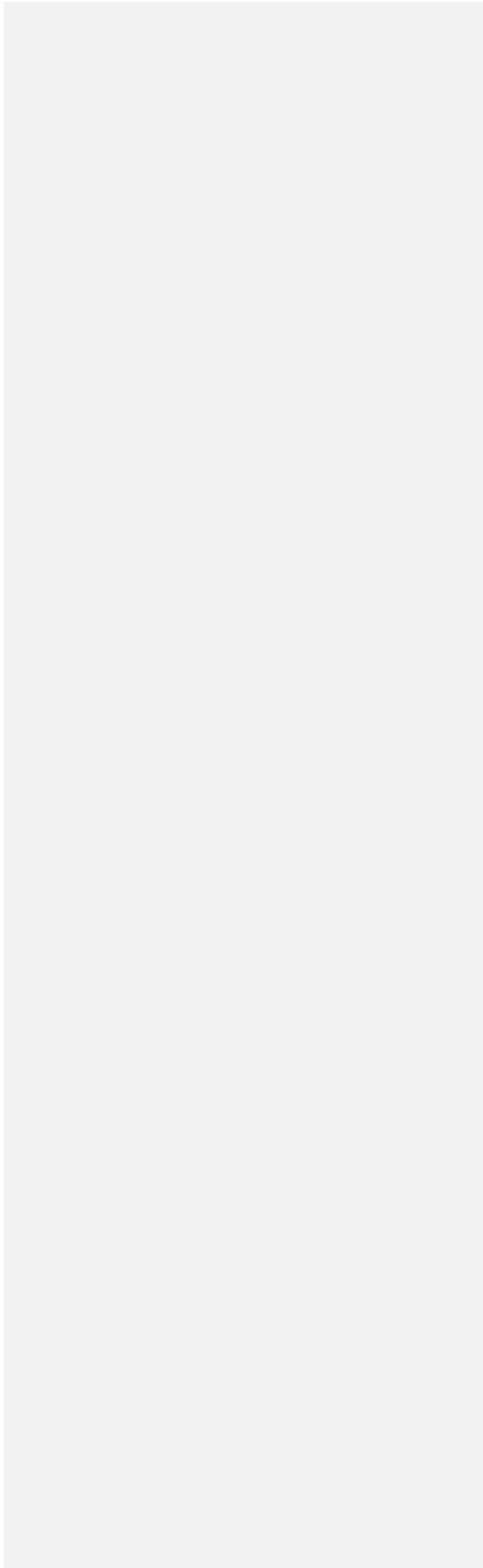
1. Great Neighborhoods
2. Public Safety
3. Economic Development
4. Efficient Governance

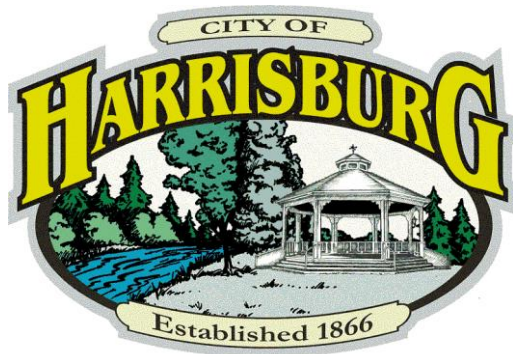
Within each theme are goals, objectives, and actions. Most of the goals are intended to last for many years and should only change with shifting community values or new city opportunities or needs. The objectives and actions, however, are dynamic and should be modified to ensure the goals, vision, and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

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

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

Michele Eldridge
City Administrator





OUR MISSION

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

OUR VISION

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

OUR VALUES

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

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

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

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

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

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

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

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

Strategic Plan Themes

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

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

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

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

Council Priorities

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

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

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I. Great Neighborhoods

Goals:

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

Great Neighborhood Objectives:

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

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



Arrow Leaf Park

Actions: Review and update the ordinance biennially starting in ~~2025~~2026.

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

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

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

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

Commented [ME1]: The City has been updating and analyzing the new development code as we start applying it to land use requests. Therefore, it's better to start two years from now in reviewing it all again.

I. Great Neighborhoods

	Measure	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
1	Biennial Review of Zoning/Subdivision Ordinances		X	X	X	X	X
2	Initiate water conservation practices and public education	X	X	X	X	X	X
3a	Work with contractors and developers to allow for flexibility, and to expedite processes wherever possible.	X	Direct Mail X	Direct Mail X	X	X	X
3b	Start marketing our developable residential properties when the water system is closer to completion, with direct mailing to builders' associations, and contractors who are located in our regional area.	X	1 st Draft	Annual Marketing	Annual Marketing	Annual Marketing	Annual Marketing

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



Cultural Diversity Day
Library Sponsored

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

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

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

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

	Measure	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
4	New Library Programs	4	1	1	1	1	1
5.a	Apply for and acquire grants to develop existing and future parklands.	OPRD	OPRD/LG GP Large Grant	OPRD		OPRD	
5.b	Develop and Update Existing Parks, making them more accessible as per the Parks Master Plan	25%	25%	25%	25%	As Needed 25%	As Needed
5.c	Update & create low-cost updates to Eagle Park and Continue to work with partners to develop each phase.	Trail & Dog Park	Trails & Field	Boat Docks & Continued Trail Project	Update	Update	Update

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Commented [ME2]: The City had planned on applying for this in 2024, but based on the timeline, and amount of engineering and design work needed for this, Staff have decided to move this to apply in 2025. Development in Eagle Park will continue this summer based on the funds from the LGGP small grant, and the RTP grant.

I. Great Neighborhoods

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

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

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



4th Street Railroad Project

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

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

Actions: Plan and schedule future town halls and outreach to inform citizens about how the 4th St. Rail/Street Improvement Project will impact the homes abutting the BNSF tracks.

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

Actions: Apply for SRTS Grant until successful.



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

I. Great Neighborhoods

	Measure	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
6.a	Work with Consultant on a new Transportation System Plan.	Finish TSP	Begin Project Complete	N/A	N/A	N/A	N/A
6.b	Complete a prioritized project list of needed transportation improvements that address the UGB Expansion and other changing conditions; and update Transportation SDC's.	(Contingent on 6.a.)	Update SDC's	Ongoing	N/A	N/A	N/A
7.a	Repair/Upgrade City Streets to at least a 'C' standard; IAW Cities "Street Assessment Report 2016".	X	X	X	X	X	X
7.b	Design and Construct a long-term rail/roadway solution with BNSF	Seek Grants if necessary	Seek Grants if necessary	Project Near Completion	Project Complete	N/A	N/A
7.c	<u>Plan and schedule future town halls and outreach to inform citizens about how the 4th St. Rail/Street Improvement Project will impact the homes abutting the BNSF tracks.</u>		Fall 2024 – early 2025	As Needed	Project Complete	N/A	N/A
8	Apply for SRTS Grant until successful	Apply	Apply	Apply	Apply	Apply	Apply

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II. Public Safety

Goals:

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

Public Safety Objectives:

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

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

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

	Measure	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
9.a	Schedule Community Crime Prevention Forums when needed; Encourage citizens to do create new Neighborhood Watch programs.	4	42	24	42	42	2
9.b	Work on Improving/Enhancing Communication, Relations & Accessibility to Law Enforcement Agencies & Programs, Schedule National Night Out on an annual basis	Update Program	x	Update Program	x	Update Program	x

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

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

Actions: Detailed engineering plans to be updated. Rebid Project and determine additional funding. Over 9,450 feet of waterline have been replaced by the end of 2023.



City crew repairing sewer system

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

II. Public Safety

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

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

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

	Measure	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
10	Re-bid/Construct and Operate Water Treatment Facilities	Rebid	40%	Complete	N/A	N/A	N/A
11.a	Finish construction of a temporary bypass to complete the secondary sanitary sewer line	Complete	n/a Complete	N/A	N/A	N/A	N/A
11.b	Add Slipline to Existing Sewer Line under the RR Tracks, businesses, and N. 3 rd St.	20%	30%	50%	10% Complete	N/A Complete	N/A
12	Design and replace the existing sewer pressure line from City's Main Lift Station to WW Treatment Facility.	40%	10%	10%	10%	10%	10%

III. Economic Development

Goals:

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

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

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

Economic Development Objectives:

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



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

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

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

	Measure	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
13.a	Coordinate closely with Biz Oregon, OCWCOG, OEDA, AMEDEC, REAL and other economic development groups to reduce development impediments and attract new, desired development	x	x	x	x	x	x
13.b	Develop marketing program and review/update as needed	Establish		Update		Update	
13.c	Strengthen Main Street Program by holding Quarterly Meetings, Establishing a Strategic Plan Workshop and Developing Innovative Programs and Promotions to attract new customers.	Establish Strategic Plan Workshop Qtrly Meetings & Develop Programs	Develop Promotions Programs & Quarterly Meetings	Increase Meetings	Update	Update	Update as needed

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III. Economic Development

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

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

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

Commented [ME3]: This includes the old Quonset Hut on the north side of Smith St., adjacent to one of the few vacant commercial properties in the traditional downtown core.

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

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

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

	Measure	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
14.a	Advocate the URD program to outside taxing districts through marketing materials	X	X	X	X	X	X
14.b	Incorporate funds from ARPA to catalyze Community & Economic Development in the historical downtown and commercial corridor	\$ Remaining	\$ Remaining				
14.c	Review Next Steps, including possible new Community Center/Library next to City Hall	Complete Amendment #6	Review Next Steps	Conceptual Design	Seek Grants/Funding		
15.	Continue to Preserve Willamette River Water Rights and utilize for possible Economic Development opportunities.			Review & Discuss Requirements	Implementation		

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

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

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

III. Economic Development

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

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

Action: Develop a Business Resources Webpage & new Business Packets

	Measure	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
16	Meet with RAIN & Chamber of Commerce to Establish Networking Sessions in Harrisburg on a Quarterly Basis	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
17.a	Send Annual Survey, and Contact Businesses on an annual basis to Actively Collaborate on measures to evaluate business needs	x	x	x	x	x	x
17.b	Develop Business Resources Webpage, & New Business Packets	Establish	Establish	Update		Update	

IV. Efficient Governance

Goals:

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

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

Efficient Governance Objectives:

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

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



Harrisburg City Hall

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

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

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

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

	Measure	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
18.	Reportable audit findings of noncompliance, increase transparency in operations	None	None	None	None	None	None
19.	Continue to reduce service delivery costs, and improve effectiveness of current services	Maintain	Maintain	Maintain	Maintain	Maintain	Maintain
20.	Update Capital Improvement Program and Verify SDC’s and other Fee Structures are still competitive in our regional area	Review SDC’s & Fees		Review SDC’s & Fees		Review CIP/SDC’s & Fees	

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

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

A

IV. Efficient Governance

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

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

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

	Measure	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
21.	Maintain certifications for employees	20	20	20	20	<u>20</u>	<u>20</u>
22.a	RFP/IGA with an agency for Compensation/Wage Analysis Services	100% for FY 24/25	n/a	n/a	100% for FY 27/28	<u>n/a</u>	<u>n/a</u>
22.b	Determine a cost-of-living figure to apply to wages in years without a compensation analysis		<u>Apply New Wage/Scale</u>	Configure COLI	<u>Configure COLI</u>	<u>Configure COLI</u> <u>Apply New Wage/Scale</u>	<u>Configure COLI</u>

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Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

- Exhibit A: City Council Minutes for February 13, 2024
- Exhibit B: Payment Approval Report for February 2024
- Exhibit C: Municipal Court Collections Report February 2024
- Exhibit D: Municipal Court Citation Report February 2024

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

- 1. Minutes from the February 13, 2024 City Council Meeting**
- 2. The Payment Approval Report for February 2024**

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda –March 12, 2024

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

Building Permits:

February 2024:	Submitted: 7
	Issued: 7
New Homes:	0

Residential Valuation: \$0.00

Commercial Valuation: \$0.00

2024 YTD Valuation: \$0.00

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

Business Licenses Issued:

- There were no new business licenses issued in the month of February 2024

Harrisburg Municipal Court:

- Collection Report (**EXHIBIT C**) for the month of February 2024 is \$7,513.93 which includes \$1,240.36 from collections.
- There were 24 citations issued in the month of February 2024 for a total of 28 offenses (**EXHIBIT D**). Citations included three charges for Failure to Appear, three misdemeanor charges including Fail to Perform Duties of Driver, Disorderly Conduct II and Criminal Trespass II.

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

Harrisburg and HRA Budget Committee Chairperson: Randy Klemm

The Harrisburg and HRA Budget Committee did not meet in the month of February.
Next Scheduled Meeting: May 13, 2024

Library Board: Chairperson: Currently Vacant

The Library Board last met on March 5, 2024. Those minutes are attached.
Next Scheduled Meeting: May 7, 2024

Personnel Committee: Chairperson; Kimberly Downey

The Personnel Committee met on February 6, 2024. Those minutes are not yet available.
Next Scheduled Meeting: TBD

Planning Commission: Chairperson; Todd Culver

The Planning Commission met on February 20, 2024. Those minutes are not yet available.
Next Scheduled Meeting: The Planning Commission met March 19, 2024

REVIEW AND APPROVAL:

Lori Ross

03/05/2024

Lori Ross

Date

City Recorder

This document is supplemented by agenda packet materials, meeting materials distributed and audio recordings of the meeting and may be reviewed upon request to the City Recorder.



Harrisburg City Council Minutes February 13, 2024

Mayor: Robert Duncan, Presiding
 Council President: Mike Caughey, Present
 Councilors Present: Kimberly Downey, Randy Klemm, and Charlotte Thomas (via phone)
 Councilors Absent: Robert Boese (Excused) and Cindy Knox (Excused)
 Staff Present: City Administrator Michele Eldridge, Finance Officer/Deputy City Recorder Cathy Nelson, and City Recorder/Municipal Court Clerk Lori Ross
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

The Pledge of Allegiance was led by Mayor Robert Duncan.

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

CONCERNED CITIZEN(S) IN THE AUDIENCE:

- Harrisburg resident, Troy Jones of 22335 Gap Rd, is a representative of Friends of Gap Rd (FOGR) and approached Council asking for their support in opposition of the Muddy Creek Energy Park located on Gap Rd. Eldridge commented that the City would need to remain neutral but individual Council members can always show support for the cause. Jones provided Council with **Addendum 1** and stated that another meeting will be held in March.
- Downey voiced her support for the FOGR and Mayor Duncan commented that he would be attending the March meeting at Life Bible.
- Klemm asked if FOGR has contacted any Linn County Commissioner's. Jones replied they have been in contact with Commissioner's Springer and Nyquist.
- Harrisburg resident, Yvonne Scott of 33864 Mt. Tom Dr commented that she was concerned about the water source becoming contaminated with this type of facility.

February 13, 2024

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

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

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

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

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

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

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

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

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

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

February 13, 2024

Thomas would like to offer a \$5,000 bonus and would like to make certain it will fit into the upcoming budget. Nelson stated that she would look into it.

- Downey likes the 3.5% increase to keep up with the economy and feels the City has the room right now to offer it.
- Klemm is leaning towards 3% due to trying to put funds away for the Water Bond Project. Nelson noted the difference between 3% and 3.5% is \$30,911.
- Caughey feels employee retention is important and competitive wages is the key in doing so.
- Thomas asked if the difference between percentages included everything. Nelson replied to Thomas it does, including PERS as well.
 - Downey **motioned to approve the annual COLI increase of 3.5% and was seconded by Caughey. The motion passed by a vote of 3-1.** (Yes: Caughey, Downey and Thomas. No: Klemm.)

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

Downey commented on the low turnout this year for the City Administrator Evaluation which included only one Planning Commissioner and one employee. She noted her overall rating was 3.6 out of a possible 4 and it was suggested at the Personnel Committee Meeting to give her a \$5,000 wage increase.

- Nelson noted the City Budget can afford to offer her a \$5,000 wage increase and the COLI if the budget allows one.
- Eldridge reviewed her advocacy for the City as shown in Exhibit B.
- Caughey commented on the amount of awarded grants due to Eldridge.
- Klemm stated that Eldridge has exceeded his expectations.
- Thomas appreciates all Eldridge has been doing for the City.
- Mayor Duncan stated that Eldridge has a love for this City which was something other candidates didn't have.
 - Klemm **motioned to approve; (1) the Annual Evaluation for the City Administrator Michele Eldridge at a score of 3.6 out of 4; (2) approve a \$5,000 wage increase to the City Administrator with an effective date of March 1, 2024, plus the approved COLI if the budget allows and (3); approve the changes made to section 4.1 of the City Administrator Employment Agreement reflecting salary and was seconded by Downey. The motion passed unanimously by a vote of 4-0.** (Yes: Caughey, Downey, Klemm and Thomas. No: None.)

Eldridge commented that it is an honor to serve as the City Administrator for Harrisburg and she is grateful for the support of the City Council and her wonderful team members.

THE MATTER OF APPROVING THE CONSENT LIST: No comments or concerns.

- Downey **motioned to approve the consent list and was seconded by Thomas. The motion passed unanimously by a vote of 4-0.** (Yes: Caughey, Downey, Klemm and Thomas. No: None.) Motion to approve the consent list approved the following:
 - **Minutes from the December 19, 2023 City Council Meeting**
 - **The Payment Approval Report for December 2023**

CITY ADMINISTRATOR VERBAL REPORT:

- Administrative Assistant Position: Eldridge informed Council we have not hired a new Administrative Assistant yet. City staff will be re-opening the position again next month.

February 13, 2024

- City Attorney Update: Eldridge announced that the City has a new City Attorney, Sean Kidd beginning March 1st. Kidd will also be offering City Prosecuting services as well.
- Eldridge informed Council of a letter she received from the Senior Center (**Addendum 3**) in appreciation of the work Public Works recently completed on the building including repairing the railings and the door locks.
- BNSF Update: City Attorney, Jim Brewer believes we are making progress with BNSF. Scholz and the City Engineers will be meeting soon to discuss an agreement that will outline what responsibilities each railroad will have for completing the work.

The City Council Business Meeting recessed at the hour of 7:50pm to prepare for the Executive Session.

The City Council began the Executive Session at the hour of 7:59pm.

THE MATTER OF HOLDING AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(H) "TO CONSULT WITH COUNSEL CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED"

The City Council exited the Executive Session and reopened the City Council Business Meeting at the hour of 8:44pm.

With no further business, the City Council Business Meeting adjourned at the hour of 8:45pm.

Mayor

City Recorder

SAVE OUR FARMLANDS!

4.

The Muddy Creek 'Energy Park' is NOT a park. It is an Industrial Solar Photovoltaic Facility.

The compound would cover over 1,500 acres of highly valued private land zoned for Exclusive Farm Use (EFU), located on Gap Road, 8 miles south of Brownsville in Linn County, Oregon. Along with the solar panels the complex would include a battery storage system, a collector substation, power collection system, 1/2 mile of overhead transmission lines, perimeter fencing, access roads, staging areas and more. **NOT A PARK!**

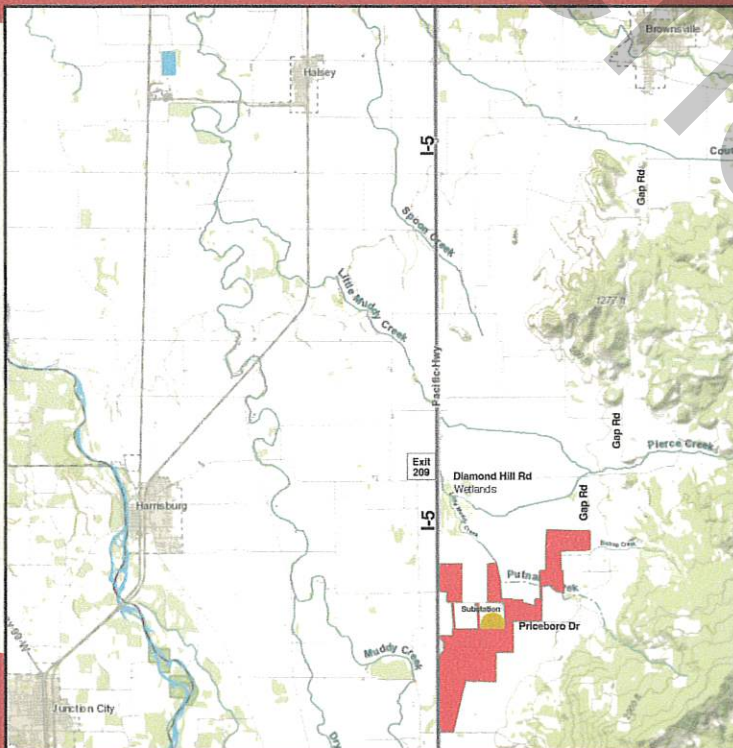
The applicants are a company called Hanwha (South Korea) and Qcells (California).

Their intent is to lease the land for 40 years. On July 25, 2023, a **Public Information Meeting and Notice of Intent** was held in Brownsville City Hall. They started the meeting an hour earlier than scheduled, and many people were unable to attend due to the lack of space in the small city council room. A video of that meeting and comments can be found on **YouTube** at: www.youtube.com/watch?v=bXACXeipTjg

There is more information about the 'Energy Park', a project timeline and comments on the ODOE website at: www.oregon.gov/energy/facilities-safety/facilities/Pages/MCEP.aspx

MORE MEETINGS WILL BE COMING!

We need your attendance and support to STOP this project and oppose the destruction of our local farmlands! Your presence is crucial to our farmers, families and community. We encourage you to ask respectful and challenging questions at meetings. - Friends of Gap Road



Points to consider:

- Hanwha & Qcells chose to bypass the land use process in Linn County, by going through the ODOE, showing a lack of understanding or caring about the impact to the local community.
- The site they have chosen is next to wetlands fed by several creeks that run through the property.
- It is a flyway resting place for ducks and geese.
- Agrivoltaic facilities are experimental. Research is still being done on their long term impact/value.
- These solar panels will decrease agricultural productivity on the land.
- It will devalue the farmland and homes in the surrounding communities.
- There is evidence that solar panels have negative consequences to the soil and are a fire hazard.



DON'T LET OUR VALUABLE FARMLAND BECOME THIS!

Please help us stop this experiment now, before it comes to your neighborhood!

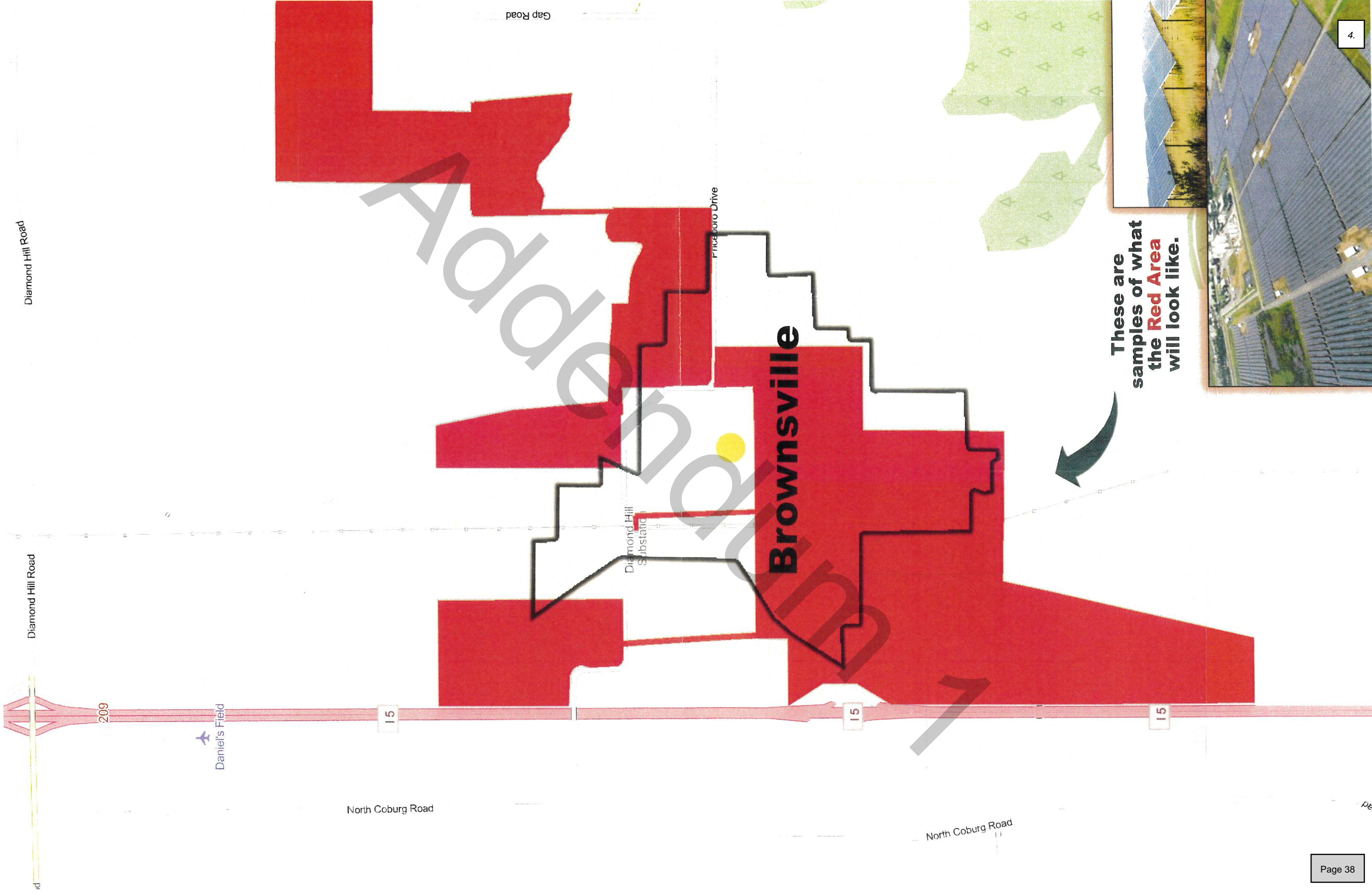
For more information on how you can help or to make a donation, go to our website:

FriendsOfGapRoad.com



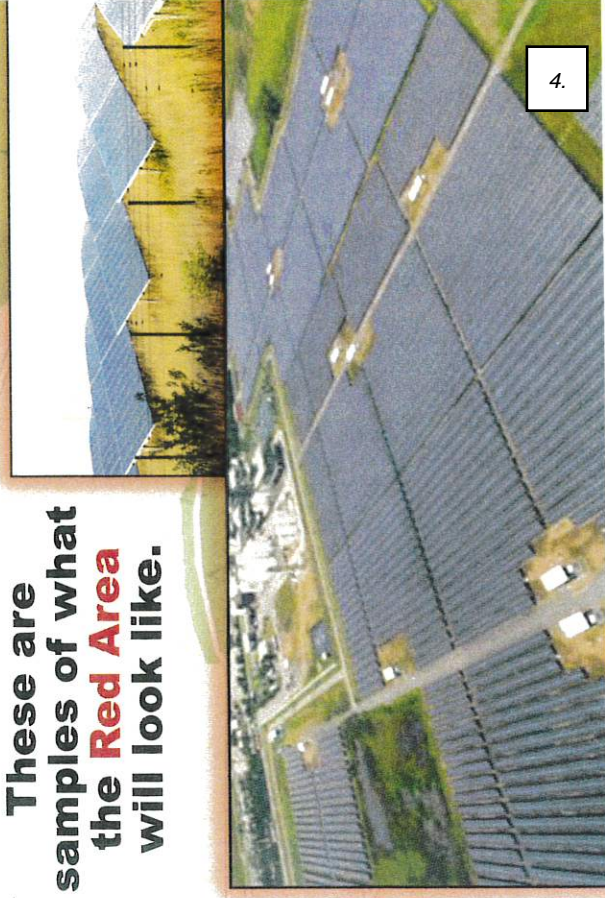
You can also stay up to date on events by following us on Facebook and Instagram

[Friends Of Gap Road](#)



Approved Brownsville

These are samples of what the Red Area will look like.



CITY OF HARRISBURG

WAGE SCALE

2024/2025

This shows 3.5% COLI								
	1	2	3	4	5	6	7	8
PUBLIC WORKS DIRECTOR	\$82,694.72	\$86,002.51	\$89,442.61	\$93,020.31	\$96,741.13	\$100,610.77	\$104,635.20	108,820.61
								Chuck
CITY RECORDER/COURT CLERK	\$53,630.16	\$55,775.37	\$58,006.38	\$60,326.64	\$62,739.70	\$65,249.29	\$67,859.26	70,573.63
								Lori
FINANCE OFFICER/DEPUTY CR	\$74,445.75	\$77,423.58	\$80,520.52	\$83,741.34	\$87,091.00	\$90,574.64	\$94,197.62	97,965.53
								Cathy
PUBLIC WORKS FOREMAN	\$66,318.13	\$68,970.86	\$71,729.69	\$74,598.88	\$77,582.83	\$80,686.15	\$83,913.59	87,270.14
								Rick
Admin Asst	\$23.54	\$24.48	\$25.46	\$26.47	\$27.53	\$28.64	\$29.78	30.97
		Unknown						
UTILITY III	\$25.36	\$26.37	\$27.43	\$28.52	\$29.66	\$30.85	\$32.09	33.37
						Unknown		
UTILITY II	\$23.31	\$24.24	\$25.21	\$26.22	\$27.27	\$28.36	\$29.49	30.67
								Steve & Sal
UTILITY I	\$21.07	\$21.92	\$22.79	\$23.70	\$24.65	\$25.64	\$26.66	27.73
		Clayton (7/24)	Carson/Jeremy	Carson/Jeremy (2/25)				
UTILITY BILLING II	\$21.09	\$21.94	\$22.81	\$23.73	\$24.68	\$25.66	\$26.69	27.76
								Jamie
UTILITY BILLING I	\$18.18	\$18.91	\$19.67	\$20.46	\$21.27	\$22.12	\$23.01	23.93
PLANNING CLERK	\$18.18	\$18.91	\$19.67	\$20.46	\$21.27	\$22.12	\$23.01	23.93
				Unknown				
OFFICE ASSISTANT II	\$15.56	\$16.18	\$16.83	\$17.50	\$18.20	\$18.93	\$19.68	20.47
OFFICE ASSISTANT I	\$14.88	\$15.48	\$16.10	\$16.74	\$17.41	\$18.11	\$18.83	19.59
				Unknown				
LIBRARIAN	\$19.78	\$20.57	\$21.39	\$22.25	\$23.14	\$24.06	\$25.03	26.03
				Edith (2/24)	Edith (2/25)		Amanda (7/24)	

*Amended 07/01/2024

2024/2025 3.5% COLI

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	318,070.43	\$33,415.68	\$47,974.12	\$317,455.12	\$317,455.12	\$1,034,370.47
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages		\$1,050.00		\$9,975.00	\$9,975.00	\$21,000.00
FICA	\$ 23,318.26	\$2,737.21	\$3,670.02	\$26,003.93	\$26,003.93	\$81,733.35
PERS	94,363.84	\$9,961.49	\$9,103.04	\$94,635.90	\$94,635.90	\$302,700.16
Health Insurance	94,980.00	\$13,749.00		\$136,285.50	\$136,285.50	\$381,300.00
Disability, Life & ADD	792.50	\$88.25		\$874.63	\$874.63	\$2,630.00
Comp & Longevity	5,460.41	\$213.55		\$2,028.71	\$2,028.71	\$9,731.38
SUTA	304.51	\$76.39	\$47.97	\$725.69	\$725.69	\$1,880.26
OFPLA	2,990.53	\$315.70	\$469.73	\$2,999.16	\$2,999.16	9,774.29
W/C Monthly	144.44	\$58.20	\$46.67	\$558.60	\$558.60	\$1,366.51
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
Cell Phones	\$300.00	\$135.00		\$1,282.50	\$1,282.50	\$3,000.00
Clothing				1,350.00	\$1,350.00	\$2,700.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$6,000.00	\$17,000.00	\$23,000.00

2024/2025 Totals	\$558,824.92	\$63,800.47	\$61,636.55	\$609,187.24	\$620,187.24	\$1,913,636.43
2023/2024 Totals	\$562,575.43	\$53,517.56	\$54,906.33	\$529,670.75	\$539,670.75	\$1,740,340.83
Increase	(\$3,750.51)	\$10,282.91	\$6,730.22	\$79,516.49	\$80,516.49	\$173,295.60



Feb, 2, 2024

City of Harrisburg
Council Members and
City Maintenance Employees

The members of the Harrisburg Senior Center wishes to express our appreciation To the City of Harrisburg for the work done on the Senior Center Building for fixing up of the ramp at the south end of the building and repairing the railings as well fixing the door locks at both ends of the building also for putting the the casings around the south door. We appreciate the trim around the west wall airconditioner and fixing the ceiling above the south door.

We are thankful for the City for providing us a building where we can gather and socialize.

Sincerely,
Members of the
Senior Center of
Harrisburg, Oregon,

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3901						
3901	Amanda Pelkey	2.22.24	Reimbursement	02/22/2024	57.00	24-60-2800
Total 3901:					57.00	
1206						
1206	Analytical Lab & Consultants	163729	Water Testing	01/03/2024	387.00	52-65-4200
1206	Analytical Lab & Consultants	163796	Water Testing	01/08/2024	344.00	52-65-4200
1206	Analytical Lab & Consultants	163843	Water Testing	01/08/2024	386.00	52-65-4200
1206	Analytical Lab & Consultants	163891	Water Testing	01/12/2024	316.00	52-65-4200
1206	Analytical Lab & Consultants	164011	Water Testing	01/19/2024	688.00	52-65-4200
1206	Analytical Lab & Consultants	164149	Water Testing	01/24/2024	252.00	51-65-4200
1206	Analytical Lab & Consultants	164150	Water Testing	01/24/2024	316.00	52-65-4200
1206	Analytical Lab & Consultants	164193	Water Testing	01/25/2024	344.00	52-65-4200
1206	Analytical Lab & Consultants	164314	Water Testing	01/30/2024	316.00	52-65-4200
1206	Analytical Lab & Consultants	164315	Water Testing	01/30/2024	316.00	52-65-4200
Total 1206:					3,665.00	
2225						
2225	B & I Hardware & Rental	658224	P/W Misc Supplies.	01/11/2024	14.05	51-65-2400
2225	B & I Hardware & Rental	661474	P/W Misc Supplies.	01/30/2024	25.97	51-65-2400
2225	B & I Hardware & Rental	662767	P/W Misc Supplies.	02/06/2024	35.94	51-65-2400
Total 2225:					75.96	
2926						
2926	BioLynceus Biological Solution	10246	Misc P/W Supplies	02/10/2024	3,841.36	52-65-5400
Total 2926:					3,841.36	
3693						
3693	Branch Engineering Inc	21138	Engineering Services	01/30/2024	2,718.75	51-71-2100
3693	Branch Engineering Inc	21147	Engineering Services	01/30/2024	343.75	51-71-2100
3693	Branch Engineering Inc	21148	Engineering Services	01/30/2024	9,593.90	11-42-2100
Total 3693:					12,656.40	
3697						
3697	Brewer and Coulombe, PC	503327	Attorney Fees	01/31/2024	864.00	10-42-2500
Total 3697:					864.00	
2549						
2549	Cascade Columbia Distribution	885609	Misc. P/W Expense	01/10/2024	1,765.80	52-65-4000
2549	Cascade Columbia Distribution	886705	Misc. P/W Expense	01/26/2024	2,165.80	52-65-4000
2549	Cascade Columbia Distribution	887764	Misc. P/W Expense	02/07/2024	2,965.80	52-65-4000
2549	Cascade Columbia Distribution	888375	Misc. P/W Expense	02/14/2024	2,565.80	52-65-4000
Total 2549:					9,463.20	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3407						
3407	Cascade Health Solutions	57459	CDL Consortium Requirements	01/04/2024	180.00	51-65-4600
3407	Cascade Health Solutions	57459	CDL Consortium Requirements	01/04/2024	180.00	52-65-4600
3407	Cascade Health Solutions	60738	CDL Consortium Requirements	02/05/2024	185.00	51-65-4150
3407	Cascade Health Solutions	60738	CDL Consortium Requirements	02/05/2024	185.00	52-65-4150
Total 3407:					730.00	
3920						
3920	Cathy Nelson	3.10.24	Per Diem	02/29/2024	110.00	10-63-2200
Total 3920:					110.00	
3773						
3773	CenturyLink	676277409	Phone Bill	02/04/2024	.11	10-69-3500
3773	CenturyLink	JAN 2024	Phone Bill	01/26/2024	44.41	52-65-3500
3773	CenturyLink	JAN 2024	Phone Bill	01/26/2024	53.88	52-65-3500
3773	CenturyLink	JAN 2024	Phone Bill	01/26/2024	46.51	51-65-3500
3773	CenturyLink	JAN 2024	Phone Bill	01/26/2024	42.33	51-65-3500
3773	CenturyLink	JAN 2024	Phone Bill	01/26/2024	48.06	51-65-3500
3773	CenturyLink	JAN 2024	Phone Bill	01/26/2024	42.86	52-65-3500
3773	CenturyLink	JAN 2024	Phone Bill	01/26/2024	48.06	52-65-3500
3773	CenturyLink	JAN 2024	Phone Bill	01/26/2024	42.33	10-69-3500
3773	CenturyLink	JAN 2024	Phone Bill	01/26/2024	44.41	52-65-3500
Total 3773:					412.96	
3914						
3914	City of Coburg	2023 QRT 4	Law Enforcement Services	02/05/2024	8,372.37	10-66-3050
Total 3914:					8,372.37	
2939						
2939	Cobalt Computer Services, Inc.	27727	Computer Service	01/31/2024	805.00	40-65-8015
2939	Cobalt Computer Services, Inc.	27823	Computer Service	01/31/2024	242.20	40-65-8015
2939	Cobalt Computer Services, Inc.	27984	Computer Service	02/29/2024	294.20	40-65-8015
2939	Cobalt Computer Services, Inc.	28085	Computer Service	02/29/2024	1,957.50	40-65-8015
Total 2939:					3,298.90	
2720						
2720	Comcast	FEB 2024	Internet Service	02/02/2024	339.61	10-60-2000
2720	Comcast	FEB 2024 LIB	Internet Service	01/23/2024	286.85	24-60-2525
2720	Comcast	FEB 2024 PW	Internet Service	02/01/2024	153.93	51-65-3550
2720	Comcast	FEB 2024 PW	Internet Service	02/01/2024	153.92	52-65-3550
Total 2720:					934.31	
3913						
3913	DataBar Inc	261719	W/S Utility Statements	05/18/2023	337.65	51-74-2200
3913	DataBar Inc	261719	W/S Utility Statements	05/18/2023	337.64	52-74-2200
3913	DataBar Inc	265339	W/S Utility Statements	02/05/2024	399.03	51-74-2200
3913	DataBar Inc	265339	W/S Utility Statements	02/05/2024	399.03	52-74-2200
3913	DataBar Inc	265361	W/S Utility Statements	02/07/2024	139.00	51-74-2200
3913	DataBar Inc	265361	W/S Utility Statements	02/07/2024	139.00	52-74-2200
3913	DataBar Inc	265363	W/S Utility Statements	02/07/2024	139.00	51-74-2200
3913	DataBar Inc	265363	W/S Utility Statements	02/07/2024	139.00	52-74-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3913	DataBar Inc	265460	W/S Utility Statements	02/16/2024	199.85	51-74-2200
3913	DataBar Inc	265460	W/S Utility Statements	02/16/2024	199.85	52-74-2200
3913	DataBar Inc	265461	W/S Utility Statements	02/16/2024	167.20	51-74-2200
3913	DataBar Inc	265461	W/S Utility Statements	02/16/2024	167.20	52-74-2200
Total 3913:					2,763.45	
3966						
3966	DCBS Fiscal Services	JANUARY 202	State Surcharge - Building/Electric	01/31/2024	119.97	26-70-1050
3966	DCBS Fiscal Services	JANUARY 202	State Surcharge - Building/Electric	01/31/2024	45.24	27-70-1050
Total 3966:					165.21	
4031						
4031	Dollar General	12.28.23	Restitution - Court	02/16/2024	80.00	10-42-2200
Total 4031:					80.00	
4053						
4053	Ennis-Flint Inc.	280615	PW Misc	02/13/2024	1,113.48	11-43-2000
Total 4053:					1,113.48	
4032						
4032	Excel Electric LLC	4188	Electrician	01/22/2024	475.00	52-65-4600
Total 4032:					475.00	
1946						
1946	Ferguson Waterworks	1239198	P/W Misc. Expense	01/05/2024	545.00	51-65-4600
1946	Ferguson Waterworks	1241694	P/W Misc. Expense	01/03/2024	48.36	11-43-2100
Total 1946:					593.36	
1218						
1218	Grainger	9950838152	Misc. P/W Supplies	01/03/2024	189.80	41-78-8170
1218	Grainger	9950838152	Misc. P/W Supplies	01/03/2024	1,088.42	10-72-4000
1218	Grainger	9952406107	Misc. P/W Supplies	01/04/2024	430.64	51-65-4600
1218	Grainger	9955762886	Misc. P/W Supplies	01/08/2024	189.08	10-72-4000
1218	Grainger	9956374817	Misc. P/W Supplies	01/09/2024	167.08	51-65-4150
1218	Grainger	9956374817	Misc. P/W Supplies	01/09/2024	167.08	52-65-4150
1218	Grainger	9957303705	Misc. P/W Supplies	01/09/2024	466.16	41-78-8170
Total 1218:					2,698.26	
3784						
3784	Harrisburg Area Museum Trust	FY 2023-2024	Museum Operating Agreement	02/29/2024	4,000.00	10-53-2900
Total 3784:					4,000.00	
4051						
4051	Holly Jones	2.2.24	Reimbursement	02/02/2024	12.55	24-60-2800
Total 4051:					12.55	
1220						
1220	Hurd's Custom Machinery, Inc.	40706	Public Works Supplies	12/29/2023	46.33	10-72-4000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1220	Hurd's Custom Machinery, Inc.	40734	Public Works Supplies	01/02/2024	140.54	10-72-4000
1220	Hurd's Custom Machinery, Inc.	40802	Public Works Supplies	01/09/2024	70.80	10-72-4000
1220	Hurd's Custom Machinery, Inc.	40868	Public Works Supplies	01/19/2024	27.95	10-72-4000
Total 1220:					285.62	
4052						
4052	Integrated Underwater Services L	2157	Inspections	02/22/2024	2,975.00	51-65-4600
4052	Integrated Underwater Services L	2157	Inspections	02/22/2024	2,975.00	52-65-4600
Total 4052:					5,950.00	
2651						
2651	Island Fence, Inc.	3580	Misc. P/W Expense	01/22/2024	175.00	10-72-6700
2651	Island Fence, Inc.	3595	Misc. P/W Expense	02/15/2024	225.00	52-65-2400
Total 2651:					400.00	
1221						
1221	Jerry's Home Improvement	232845	Misc Public Works Supplies	01/04/2024	50.71	51-65-2400
1221	Jerry's Home Improvement	233580	Misc Public Works Supplies	01/10/2024	53.76	10-72-4000
1221	Jerry's Home Improvement	233580	Misc Public Works Supplies	01/10/2024	39.98	41-78-8170
1221	Jerry's Home Improvement	235784	Misc Public Works Supplies	01/30/2024	170.58	51-65-2400
Total 1221:					315.03	
4046						
4046	Joshua Colwell Company	003	Attorney Fee	02/15/2024	216.00	10-42-2700
Total 4046:					216.00	
3968						
3968	Junction City	JAN 2024	Building/Electrical Permit Fees	01/31/2024	639.26	26-70-1000
3968	Junction City	JAN 2024	Building/Electrical Permit Fees	01/31/2024	323.70	27-70-1000
Total 3968:					962.96	
3990						
3990	Junction City Point S	1014604	Repairs	02/12/2024	71.39	11-45-2100
3990	Junction City Point S	1014604	Repairs	02/12/2024	83.28	51-73-2100
3990	Junction City Point S	1014604	Repairs	02/12/2024	83.28	52-73-2100
Total 3990:					237.95	
4048						
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2024	6.44	10-60-2400
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2024	450.00	10-63-2000
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2024	65.22	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2024	36.94	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2024	49.77	10-72-4000
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2024	33.00	10-53-2200
Total 4048:					641.37	
3683						
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	19.99	24-60-2800
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	24.95	24-60-2000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	14.99	24-60-2000
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	11.85	24-60-3050
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	25.00	10-53-2000
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	25.00	10-53-2000
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	1,116.42	52-65-4600
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	4.28	51-65-4600
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	4.29	51-65-4600
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	239.08	10-63-2100
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	897.94	52-65-4600
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	121.00	41-78-8170
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	238.00	41-78-8170
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	121.69	10-72-4000
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	57.77	11-45-3000
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	112.23	10-72-4000
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	63.00	10-72-6700
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	85.12	51-76-2000
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	85.11	52-76-2000
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	253.98	11-44-6000
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	9.32	52-65-4600
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	603.59	52-65-4600
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	66.00	10-60-2400
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	809.40	10-60-2400
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	164.97	51-65-4600
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	179.98	41-78-8170
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	124.59	10-53-2200
3683	Keybank N.A.	JANUARY 202	Misc Credit Card Charges	01/20/2024	124.90	10-72-6700
Total 3683:					5,355.26	
3883						
3883	Knox Ag Irrigaion, Inc	5072	Misc P/W Exp	01/19/2024	155.21	25-65-2000
Total 3883:					155.21	
4054						
4054	Laura Clemens	2.22.24	Reimbursement	02/22/2024	18.25	24-60-3050
Total 4054:					18.25	
3957						
3957	Library Ideas LLC	110237	Books	02/02/2024	218.11	24-60-2000
Total 3957:					218.11	
1442						
1442	Linn County Clerk	FEB 2024	Recording Fee	02/13/2024	115.00	10-50-2000
Total 1442:					115.00	
4050						
4050	Linn County Property Managemen	102	Recording Fees	02/21/2024	110.00	10-50-2000
Total 4050:					110.00	
1253						
1253	Linn County Sheriff's Office	FEB 2024	Law Enforcement Contract	02/07/2024	68,029.50	10-66-3000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1253:					68,029.50	
3819						
3819	Linn County Treasurer	DECEMBER 2	Court Revenue Payout	12/31/2023	130.60	10-42-2200
3819	Linn County Treasurer	JANUARY 202	Court Revenue Payout	01/31/2024	169.18	10-42-2200
Total 3819:					299.78	
2489						
2489	Lori Ross	02.28.24 PER	Per Diem	02/22/2024	54.00	10-63-2200
Total 2489:					54.00	
1077						
1077	Michele Eldrdige	02.28.24 PERD	Per Diem	02/22/2024	54.00	10-63-2200
Total 1077:					54.00	
2644						
2644	Net Assets	54-202401	Lien Searches	02/01/2024	108.00	10-53-2250
Total 2644:					108.00	
4049						
4049	Northwest Electric and Excavation	2554	Electrical	01/21/2024	482.88	52-65-4600
4049	Northwest Electric and Excavation	2718	Electrical	01/21/2024	241.44	52-65-4600
4049	Northwest Electric and Excavation	2762	Electrical	02/15/2024	878.74	52-65-4600
Total 4049:					1,603.06	
1102						
1102	NW Natural Gas Co.	FEB 2024	Utilities	02/09/2024	197.80	10-69-2000
1102	NW Natural Gas Co.	FEB 2024 PUM	Utilities	02/13/2024	51.13	52-65-2700
1102	NW Natural Gas Co.	FEB 2024 PW	Utilities	02/09/2024	458.15	51-65-2700
Total 1102:					707.08	
2201						
2201	Occidental Chemical Corporation	1204290033	PW Misc. Expense	01/12/2024	44,315.40	51-65-4000
Total 2201:					44,315.40	
1582						
1582	Oregon Cascades West COG	2.22.24	Senior Meals	02/29/2024	500.00	10-66-2100
Total 1582:					500.00	
1033						
1033	Oregon Department of Revenue	DECEMBER 2	Court Revenue Payout	12/31/2023	607.32	10-42-2200
Total 1033:					607.32	
1862						
1862	Oregon DMV	L0052672814	Record Inquiry	01/31/2024	6.15	10-42-2800

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1862:					6.15	
3963						
3963	OverDrive, Inc.	01093CO2402	Digital Library	01/26/2024	110.00	24-60-3200
3963	OverDrive, Inc.	0109CO24000	Digital Library	01/02/2024	54.99	24-60-3200
Total 3963:					164.99	
3082						
3082	Overhead Door	0231235-IN	Misc P/W Exp	01/24/2024	120.00	51-65-2400
Total 3082:					120.00	
3096						
3096	Pacific Office Automation	046027	Telephone	02/23/2024	110.78	10-69-3500
3096	Pacific Office Automation	046027	Telephone	02/23/2024	35.21	24-60-2500
3096	Pacific Office Automation	046027	Telephone	02/23/2024	110.79	51-65-3500
3096	Pacific Office Automation	046027	Telephone	02/23/2024	110.79	52-65-3500
3096	Pacific Office Automation	5028667631	Copier Contract	02/12/2024	162.24	52-74-2000
3096	Pacific Office Automation	5028667631	Copier Contract	02/12/2024	162.24	51-74-2000
3096	Pacific Office Automation	5028667631	Copier Contract	02/12/2024	345.01	40-67-8000
3096	Pacific Office Automation	5028667631	Copier Contract	02/12/2024	162.23	10-60-2100
3096	Pacific Office Automation	969784	Telephone	01/24/2024	110.78	10-69-3500
3096	Pacific Office Automation	969784	Telephone	01/24/2024	35.21	24-60-2500
3096	Pacific Office Automation	969784	Telephone	01/24/2024	110.79	51-65-3500
3096	Pacific Office Automation	969784	Telephone	01/24/2024	110.79	52-65-3500
3096	Pacific Office Automation	982064	Copier Contract	01/29/2024	28.69	10-60-2100
3096	Pacific Office Automation	982064	Copier Contract	01/29/2024	28.68	51-74-2000
3096	Pacific Office Automation	982064	Copier Contract	01/29/2024	28.68	52-74-2000
Total 3096:					1,652.91	
1079						
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	54.02	52-65-2600
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	21.20	10-69-2500
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	7.85	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	12.52	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	25.05	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	42.59	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	391.32	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	40.13	11-44-2000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	4,255.08	51-65-2600
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	65.91	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	1,045.52	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	44.96	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	137.74	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	248.60	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	21.74	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	31.30	25-65-2500
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	109.74	25-65-2500
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	78.57	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	54.99	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	20.14	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	412.55	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	1,502.87	52-65-2600
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	211.46	52-65-2600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	26.19	52-65-2600
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	40.15	52-65-2600
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	34.84	10-72-6700
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	722.80	25-65-2500
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	174.55	10-69-2500
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	1,385.07	10-69-2500
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	61.72	52-65-2600
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	157.62	52-65-2600
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	1,912.65	52-65-2600
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	68.24	52-65-2600
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	20.53	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	60.27	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	15.22	10-69-3000
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	451.00	10-69-2500
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	17.96	10-69-2500
1079	Pacific Power & Light Company	JAN 2024	UTILITIES	01/18/2024	38.23	10-69-2500
Total 1079:					14,022.89	
3959						
3959	SAIF Corporation	1001306291	Worker's Compensation	02/01/2024	450.83	10-40-1510
3959	SAIF Corporation	1001306291	Worker's Compensation	02/01/2024	250.46	11-41-1510
3959	SAIF Corporation	1001306291	Worker's Compensation	02/01/2024	50.09	24-41-1510
3959	SAIF Corporation	1001306291	Worker's Compensation	02/01/2024	876.61	51-55-1510
3959	SAIF Corporation	1001306291	Worker's Compensation	02/01/2024	876.61	52-55-1510
Total 3959:					2,504.60	
3582						
3582	Sierra Springs	21792967 0203	Bottled Water	02/03/2024	111.19	10-53-2200
Total 3582:					111.19	
2927						
2927	Staples Business Advantage	3557535175	Office Supplies	01/22/2024	150.03	10-60-2300
2927	Staples Business Advantage	3557535175	Office Supplies	01/22/2024	149.98	51-74-2400
2927	Staples Business Advantage	3557535175	Office Supplies	01/22/2024	149.98	52-74-2400
2927	Staples Business Advantage	3557551379	Office Supplies	01/23/2024	15.21	10-60-2300
2927	Staples Business Advantage	3557551379	Office Supplies	01/23/2024	15.21	51-74-2400
2927	Staples Business Advantage	3557551379	Office Supplies	01/23/2024	15.20	52-74-2400
2927	Staples Business Advantage	3557551380	Office Supplies	01/23/2024	15.00	10-60-2300
2927	Staples Business Advantage	3557551380	Office Supplies	01/23/2024	14.99	51-74-2400
2927	Staples Business Advantage	3557551380	Office Supplies	01/23/2024	14.99	52-74-2400
Total 2927:					540.59	
3976						
3976	TBG Architects + Planners	20240204	Planning Review	02/12/2024	2,182.50	10-50-2100
3976	TBG Architects + Planners	20240220	Planning Review	02/12/2024	992.50	10-50-2100
Total 3976:					3,175.00	
4043						
4043	TWGW, Inc. Napa AUto Parts	696917	Repairs	02/05/2024	14.11	11-45-2100
4043	TWGW, Inc. Napa AUto Parts	696917	Repairs	02/05/2024	16.45	51-73-2100
4043	TWGW, Inc. Napa AUto Parts	696917	Repairs	02/05/2024	16.46	52-73-2100
4043	TWGW, Inc. Napa AUto Parts	819-695084	Repairs	01/08/2024	45.89	11-45-3000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
4043	TWGW, Inc. Napa AUto Parts	819-695108	Repairs	01/08/2024	5.56	11-45-2100
4043	TWGW, Inc. Napa AUto Parts	819-695108	Repairs	01/08/2024	6.48	51-73-2100
4043	TWGW, Inc. Napa AUto Parts	819-695108	Repairs	01/08/2024	6.48	52-73-2100
4043	TWGW, Inc. Napa AUto Parts	819-695133	Repairs	01/09/2024	19.96	11-45-2100
4043	TWGW, Inc. Napa AUto Parts	819-695133	Repairs	01/09/2024	19.96	51-73-2100
4043	TWGW, Inc. Napa AUto Parts	819-695133	Repairs	01/09/2024	19.96	52-73-2100
4043	TWGW, Inc. Napa AUto Parts	819-695383	Repairs	01/12/2024	39.98	11-45-3000
Total 4043:					211.29	
3866						
3866	Umpqua Valley Financial, LLC	7708	Audit Services	01/29/2024	465.00	10-41-2000
3866	Umpqua Valley Financial, LLC	7708	Audit Services	01/29/2024	195.00	11-42-2000
3866	Umpqua Valley Financial, LLC	7708	Audit Services	01/29/2024	405.00	51-60-2000
3866	Umpqua Valley Financial, LLC	7708	Audit Services	01/29/2024	435.00	52-60-2000
Total 3866:					1,500.00	
1937						
1937	Washington State University	80951132 - L.	Professional Development Classe	01/17/2024	1,400.00	10-63-2000
Total 1937:					1,400.00	
3663						
3663	Water Refunds	#11822.01	Utility Billing Overpayment	02/01/2024	100.00	01-1075
3663	Water Refunds	#536.06	Utility Billing Overpayment	02/21/2024	68.11	01-1075
3663	Water Refunds	#571.06	Utility Billing Overpayment	01/26/2024	57.98	01-1075
3663	Water Refunds	5508.14	Utility Billing Overpayment	02/05/2024	1.04	01-1075
Total 3663:					227.13	
1239						
1239	WECO	CP-00258931	PW Gas Exp	01/31/2024	350.32	11-45-2000
1239	WECO	CP-00258931	PW Gas Exp	01/31/2024	408.70	51-73-2000
1239	WECO	CP-00258931	PW Gas Exp	01/31/2024	408.70	52-73-2000
Total 1239:					1,167.72	
Grand Totals:					214,446.13	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
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Dated: _____

Mayor: _____

Payment Approval Report
Expense Account Key

City Council: _____

Fund Number G.L. Number Acct

General Fund 10 10-XX- XXXX

Street Fund 11 11-XX- XXXX

CED Fund 23 23-XX- XXXX

Library Fund 24 24-XX- XXXX

Storm Fund 25 25-XX- XXXX

Building Permit Fund 26 26-XX- XXXX

Electrical Permit Fund 27 27-XX- XXXX

Debt Services Fund 30 30-XX- XXXX

Office Equip. Fund 40 40-XX- XXXX

Equipment Fund 41 41-XX- XXXX

Water Fund 51 51-XX- XXXX

Sewer Fund 52 52-XX- XXXX

Sewer Resv Fund 56 56-XX- XXXX

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Code	Description	Count	Amount	GL Account
Court Costs				
AF	ATTORNEY FEE	4	114.58	
CF	COLLECTION FEE	4	420.07	
COSTS	COURT COSTS	9	845.99	
COURT FEE	CF	1	50.00	
DEF-ADJUD	DEF ADJUDICATION	15	1,879.46	
LPF	LATE PAYMENT FEE	10	50.96	
PA	PAYMENT ARRANGEMENT- FEE	10	58.70	
SCF	SHOW CAUSE FEE	2	50.12	
SUSP	SUSPENSION FEE	7	58.00	
WF	WARRANT FEE	9	119.17	
Total Court Costs:		71	3,647.05	
Fines				
DIV	DIVERSION AGREEMENT	3	234.00	
GBD	GUILTY BY DEFAULT	19	1,569.00	
GUILTY	FOUND GUILTY	16	1,188.44	
Total Fines:		38	2,991.44	
Surcharges				
COUNTY	COUNTY ASSESSMENT	10	145.69	
STATE	STATE ASSESSMENT	15	639.75	
Total Surcharges:		25	785.44	
Third Party				
REST	VICTIM RESTITUTION	2	90.00	
Total Third Party:		2	90.00	
Grand Totals:		136	7,513.93	

Report Criteria:

Case.Violation date = 02/01/2024-02/29/2024

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
LCSO	24-T-0029	125827	02/07/2024	DRIVING WHILE UNINSURED	599 LASALLE ST/S 6TH ST HARRISBURG
LCSO	24-T-0030	224681	02/07/2024	NO OPERATORS LICENSE	100 N 2ND ST/SMITH ST HARRISBURG
LCSO	24-T-0031	224694	02/08/2024	DRIVING WHILE UNINSURED; DWS	568 LASALLE ST HARRISBURG
COBURG PD	24-T-0038	1559	02/10/2024	FAIL TO REGISTER VEHICLE	MONROE ST & 3RD ST
LCSO	24-T-0032	224751	02/13/2024	NO OPERATORS LICENSE	584 LASALLE ST HARRISBURG
COHB	24-M-0016	24-M-0016	02/14/2024	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	24-M-0017	24-M-0017	02/14/2024	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	24-M-0018	24-M-0018	02/14/2024	FAILURE TO APPEAR ON CRIMINAL CITATION	
LCSO	24-T-0033	224785	02/15/2024	EXPIRED VEHICLE REGISTRATION	1199 S 6TH ST/PRICEBORO DR HARRISBURG
LCSO	24-T-0034	224841	02/18/2024	DRIVING WHILE UNINSURED	958 S 6TH ST HARRISBURG
LCSO	24-T-0035	224843	02/18/2024	DRIVING WHILE UNINSURED; DWS	599 LASALLE ST/S 6TH ST HARRISBURG
LCSO	24-T-0036	224853	02/18/2024	DRIVING WHILE UNINSURED	199 SMITH ST/S 2ND ST HARRISBURG
COBURG PD	24-T-0040	190151	02/23/2024	EXPIRED VEHICLE REGISTRATION	6TH ST & PRICEBORO
COBURG PD	24-T-0039	190152	02/23/2024	EXPIRED VEHICLE REGISTRATION	7TH ST & TERRITORIAL ST
COHB	24-C-0001	24-C-0001	02/23/2024	FAILURE TO OBTAIN A BUSINESS LICENSE	1099 S 11TH ST
COHB	24-C-0002	24-C-0002	02/23/2024	FAILURE TO OBTAIN A BUSINESS LICENSE	23733 PEORIA RD
COHB	24-C-0003	24-C-0003	02/23/2024	FAILURE TO OBTAIN A BUSINESS LICENSE	1082 APPLGATE PL
COHB	24-C-0004	24-C-0004	02/23/2024	FAILURE TO OBTAIN A BUSINESS LICENSE	930 S 9TH ST
COHB	24-C-0005	24-C-0005	02/23/2024	FAILURE TO OBTAIN A BUSINESS LICENSE	847 & 849 UMPQUA ST
COHB	24-C-0006	24-C-0006	02/23/2024	FAILURE TO OBTAIN A BUSINESS LICENSE	370 S 6TH ST/ 595 KESLING ST
COBURG PD	24-T-0037	1895	02/24/2024	VDS 11-20 MPH; EXPIRED VEHICLE REG	S 6TH ST NEAR PRICEBORO
LCSO	24-M-0019	224945	02/24/2024	FAILURE TO PERFORM DUTIES OF DRIVER WHEN PROPERTY DA	103 S 3RD ST
LCSO	24-P-0001	225009	02/29/2024	PROHIBITED PARKING OR STANDING	290 LASALLE ST
LCSO	24-M-0021	24-00873	02/29/2024	DISORDERLY CONDUCT II; CRIMINAL TRESPASS II	350 MACY ST/305 SMITH ST

Grand Totals:

24 CITATIONS ISSUED FOR A TOTAL OF 28 OFFENSES