



AGENDA

CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, July 12, 2022 at 7:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER The Public may attend the meeting at City Hall, or by Zoom. To participate by Zoom you will need to pre-register with the City by 3PM the day of the meeting. All Council meetings are recorded and live streamed at www.coburgoregon.org (NO registration required). Questions contact City Recorder, Sammy Egbert, sammy.egbert@ci.coburg.or.us or 541-682-7852.

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

AGENDA REVIEW

CITIZEN TESTIMONY (*Sign up prior to meeting. Limit 3 minutes.*)

RESPONSE(S) BY CITY COUNCIL

CONSENT AGENDA (*Councilors may remove an item from the "Consent" agenda for discussion by requesting such action prior to consideration.*)

- [1.](#) Minutes June 14, 2022 City Council

SPECIAL GUEST

Coburg Main Street

ORDINANCES AND RESOLUTIONS

- [2.](#) **Public Hearing | First Reading**
ORDINANCE **A-163-T** AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING CONFLICTING ORDINANCES.
- [3.](#) **Public Hearing | First Reading**
ORDINANCE **A-254** AN ORDINANCE DELCARING **A BAN ON** OR **A TEMPORARY BAN ON** PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS
- [4.](#) RESOLUTION **2022-18** A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATIONS TO THE CENTRAL LANE MPO AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN APPLICATION

COUNCIL ACTION ITEMS

- [5.](#) Auditor Service 2022-2024
- [6.](#) Water Easement Buy Back Options
- [7.](#) Douglas Fast Net Ground Lease Agreement

ADMINISTRATIVE INFORMATION REPORTS

- [8.](#) Public Works Annual Water Reports Total Daily Maximum Load (TMDL) and Consumer Confidence Report (CCR)
- [9.](#) Industrial Noise
- [10.](#) Utility Rates Update
- [11.](#) Finance Monthly Report
- [12.](#) Administration Monthly Update

COUNCIL COMMENTS**UPCOMING AGENDA ITEMS**

1992 Charter Amendment
General Elections
Zoning Code Amendment

FUTURE MEETINGS

July 13, 2022 Heritage Committee
July 19, 2022 Park Tree Committee
July 20, 2022 Planning Commission
July 26, 2022 City Council Special Meeting
July 27, 2022 Finance Audit Committee
August 9, 2022 City Council

ADJOURNMENT

The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or sammy.egbert@ci.coburg.or.us

All Council meetings are recorded and retained as required by ORS 166-200-0235.



MINUTES

Coburg City Council Meeting

June 14th at 6:45 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Ray Smith (via Zoom), Mark Alexander, John Fox, Nancy Bell, Kyle Blain, John Lehmann, Patty McConnell

MEMBERS ABSENT:

STAFF PRESENT: City Administrator Anne Heath, Finance Director Tim Gaines (via Zoom), City Recorder Sammy Egbert, Public Works Director Brian Harmon, Chief of Police Larry Larson, City Attorney Anne Davies, Court Administrator Mandy Balcom

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 pm.

PLEDGE OF ALLEGIANCE

Councilor Bell led the Pledge of Allegiance.

ROLL CALL

Ms. Egbert called roll. A quorum was present.

MAYOR COMMENTS

Mayor Smith apologized for not attending in person and gave a brief health update.

AGENDA REVIEW

Ms. Egbert alerted the Council that they possessed red folders containing an additional staff report for the Roberts Road contract with Wildish Construction. The report would be Agenda Item 9.5 under Council Action Items.

CITIZEN TESTIMONY

None.

RESPONSE(S) BY CITY COUNCIL

None.

CONSENT AGENDA**1. Minutes April 26, 2022 City Council Work Session**

Mayor Smith requested that on page 2 of 4, 'Mr. Fox' be changed to 'Councilor Fox'.

2. Minutes May 10, 2022 City Council

MOTION: Councilor Blain moved, seconded by Councilor Lehmann, to approve the **Consent Agenda** as amended. The motion passed unanimously, 6:0:0

SPECIAL GUEST**3. Park | Tree Quarterly Report to Council**

Park & Tree Committee Vice Chair Tom Beatty updated the council on the committee's achievements, noting that work had been done in all parks. He detailed future goals, which included pursuing funding for the planned rose garden at the Norma Pheiffer Park Veterans' Memorial and the urban forest and fountains at Pavilion Park. Long term goals included adding a Volunteer Coordinator to the committee. He mentioned that the Park & Tree committee would be meeting at Coburg Creek to discuss a future park at that location, noting that community demographics were needed for planning.

Mr. Beatty assured the council that the pickle ball court at Norma Pheiffer Park was moving forward and that soil compaction issues at Johnny Diamond Park were being resolved with coring, sand, and reseeding.

Councilor Fox inquired about the location of the urban forest. Mr. Beatty explained that it would extend from the south end of Pavilion Park to the street on the southwest side and was intended to block traffic noise.

Councilor Fox wondered if the pickle ball court would eliminate the basketball court. Mr. Beatty assured him that the court would be multi-use.

Mayor Smith praised the Park & Tree committee for their hard work and admirable achievements.

ORDINANCES AND RESOLUTIONS

4. Public Hearing

RESOLUTION 2022-12 A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

Mayor Smith opened a public hearing at 7:13 pm and called for a staff report from Finance Director Tim Gaines.

Mr. Gaines reminded the council that, by state law, the Resolution was required to pass in order to receive State Shared Revenue.

Mayor Smith closed the hearing at 7:14 pm.

MOTION: Councilor Fox moved, Councilor Blain seconded the motion to adopt **Resolution 2022-12**. The motion passed unanimously, 6:0:0.

5. RESOLUTION 2022-13 A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE-SHARED REVENUES

Mayor Smith called for a staff report from Mr. Gaines.

Mr. Gaines explained that the council must pass the Resolution declaring the city eligible to receive State Shared Revenue.

MOTION: Councilor Lehmann moved, Councilor Alexander seconded the motion to adopt **Resolution 2022-13**. The motion passed unanimously, 6:0:0.

6. RESOLUTION 2022-14 A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2022-23

Mayor Smith called for a staff report from Mr. Gaines.

Mr. Gaines explained that the Resolution covered the adoption of the salary schedule approved by the Budget Committee on May 31st, 2022, noting that there were significant increases in staff salaries and a 4% Cost of Living Allowance (COLA).

Councilor Lehmann asked about the vacant position of Assistant City Administrator. Ms. Heath explained that there were several vacant positions on the scale as placeholders for future needs. Ms. Heath said that a meeting was planned for late July to discuss the topic with the council.

MOTION: Councilor McConnell moved, Councilor Lehmann seconded the motion to adopt **Resolution 2022-14**. The motion passed unanimously, 6:0:0.

7. Public Hearing

RESOLUTION 2022-15 A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2022-23 CREATING APPROPRIATIONS, SETTING THE TAX, AND CATEGORIZING THE TAX

Mayor Smith opened a public hearing at 7:24 pm and called for a staff report from Mr. Gaines.

Mr. Gaines related that the Resolution covered the adoption of the city budget approved by the Budget Committee on May 31st. Total budget appropriations was \$17,103,837 with a rate of 3.7506 per thousand dollars.

Councilor Lehmann asked what the increase had been for Water. Ms. Heath replied that it was 3%, plus 1 ½% for sewer. Councilor Lehmann wondered if the numbers covered anticipated costs. Ms. Heath indicated that they were placeholders and anticipated being able to present more information in July. Mayor Smith mentioned that a consultant had been hired to do a Water Master Plan and Study.

Mayor Smith closed the hearing at 7:27 pm.

MOTION: Councilor Bell moved, Councilor Blain seconded the motion to adopt **Resolution 2022-15**. The motion passed unanimously, 6:0:0.

8. RESOLUTION 2022-16 APPROVING THE AMENDMENTS TO THE LANE COUNTY DEADLY PHYSICAL FORCE PLAN

Mayor Smith called for a staff report from Chief of Police Larry Larson.

Chief Larson reminded the council that in 2007, Oregon Legislature had passed Senate Bill 1-11 Deadly Force Plan, adopted by the Coburg City Council in 2008. On March 29th of 2022, the Lane County Board of Commissioners made amendments which required the council's approval.

Councilor Lehmann asked what the amendments addressed. Chief Larson pointed out that '...objectively reasonable...' was new terminology, as was '...physical injury to the peace officer or a third person and the use of deadly force was necessary...'.

Councilor Bell wondered if the adoption of the Resolution would require extra training for police. Chief Larson detailed the current training regimen, asserting that it was more than adequate.

MOTION: Councilor Alexander moved, Councilor Fox seconded the motion to adopt **Resolution 2022-16**. The motion passed unanimously, 6:0:0.

9. RESOLUTIONS 2022-17 AUTHORIZING FUNDING THROUGH OREGON TRANSPORTATION INFRASTRUCTURE BANK (OTIB) FOR STREET PROJECT FUNDING IN

THE AMOUNT OF \$999,500 AND APPROVE THE CITY ADMINISTRATOR AND/OR MAYOR TO SIGN THE COMMITMENT LETTER AND LOAN DOCUMENTS TO OTIB

Mayor Smith called for a staff report from City Administrator Anne Heath.

Ms. Heath explained that OTIB's recommendation was that the City borrow only necessary funds, as they could be approved more quickly. She requested that the city approve the Resolution allowing the City to request a loan in the amount of \$999,500 for repairs to Roberts Road and McKenzie Street. She clarified financial details from the packet in detail, noting that the City pledged full faith and credit.

Councilor Bell inquired if Transportation Utility Fees (TUF) were included. Ms. Heath responded in the affirmative. Councilor Bell wondered if the sources listed were sufficient to repay the loan. Ms. Heath said yes.

Councilor Lehmann asked if another loan would be applied for after project completion. Ms. Heath explained the application process in detail and said that Public Works was planning for future projects. She mentioned that if the road repairs came in under bid, funds could be drawn down for other projects.

Councilor Lehmann asked Ms. Heath to clarify that the loan was a drawdown rather than a lump sum, which she confirmed.

Councilor Lehmann wondered if the loan covered staff. Ms. Heath said perhaps engineering staff, but not City staff.

MOTION: Councilor Lehmann moved, Councilor McConnell seconded the motion to adopt **Resolution 2022-17**. The motion passed unanimously, 6:0:0.

COUNCIL ACTION ITEMS

9.5 Roberts Road Repaving Project

Mayor Smith called for a staff report from Public Works Director Brian Harmon.

Mr. Harmon gave some background on the project and explained that of Wildish, Knife River, and Riverbend Construction companies, Wildish Construction came in as the low bid.

Councilor Lehmann inquired how a bid was selected. Mr. Harmon explained the process, concluding that contracts usually went to the lowest bidder.

Councilor Fox asked how deep the base would be. Mr. Harmon said six to eight inches. There was some discussion as to the quality of the current asphalt.

Councilor Bell inquired about traffic management. Mr. Harmon explained that Public Works was collaborating with the contractor to manage traffic via night paving and single lane closures in sections. Ms. Heath assured the Council that businesses along the route would receive three notifications in advance.

Councilor Lehmann asked for a timeline. Mr. Harmon said construction was due to begin in July and substantial completion was expected by October 30th.

Councilor McConnell wondered what 'slight changes' to the contract might entail. Ms. Heath interjected that the phrasing was a legal matter and would be reviewed by City Attorney Anne Davies. Mr. Harmon explained that price fluctuations might also result in a change order.

Councilor Fox wondered what recourse the City might have if there were shoulder failure. Mr. Harmon explained that the work was covered by a one-year warranty. Discussion ensued about warranties, with the conclusion that one year was standard. Mr. Harmon reminded the Council that Public Works provided preventative maintenance.

Councilor Lehmann asked about inspections. Mr. Harmon detailed the inspection process.

Councilor McConnell wondered if local businesses had accountability to help maintain the roads. Mr. Harmon confirmed that, under certain circumstances, they did.

Mayor Smith praised the contractors, citing their positive reputations. He emphasized the need to communicate clearly with business owners. Mr. Harmon agreed and restated that all efforts would be made.

MOTION: Councilor Lehmann moved, Councilor McConnell seconded the motion to adopt the **Roberts Road Paving Project** contract. The motion passed unanimously, 6:0:0.

10. Thomas Street Waterline Replacement Project Contract

Mr. Harmon explained that this was the first of several water main replacement projects. He noted it was one of several asbestos concrete pipes to be replaced as identified by the Water Master Plan Capital List.

Councilor Blain requested location information, which Mr. Harmon provided.

Councilor Bell asked for clarification on the impact to a property owner. Mr. Harmon explained that the contractor would be responsible for decommissioning on Maple Street and tying back in to the house.

Mr. Harmon stated that Delta Construction was the low bidder and that no change orders were anticipated.

Councilor Lehmann asked about saw cutting and paving needs. Mr. Harmon responded that the plan included paving back a wider trench and saw cutting up one side, with an evaluation of the road surface condition following project completion. Councilor Lehmann wondered where the road fell on the Legend of streets. Mr. Harmon and Ms. Heath said they would get him that information.

MOTION: Councilor Blain moved, Councilor Fox seconded the motion to approve the contract. The motion passed unanimously, 6:0:0.

11. Harrisburg Intergovernmental Agreement for Law Enforcement Service

Mayor Smith called for Chief Larson.

Chief Larson shared that Harrisburg's request for expansion of services by 10 hours per month was an opportunity for the Coburg Police Department to increase revenue, which was needed to enhance the vehicle fleet. He detailed the needs of the fleet and the finances involved, stating that the billable rate was \$76.46 per hour.

Councilor Bell asked if there was a fuel cost rider or escalation clause. Chief Larson said no, but noted that 15 minutes of travel time were included.

Councilor Lehmann requested clarification of what the \$76.46 billable rate included. Ms. Heath explained the accounting process. Chief Larson shared scheduling details. Councilor Fox thanked them for the numbers. Ms. Heath offered to provide financials. Councilor Fox asked for a projection of next year's profits, which Ms. Heath said she would deliver. Councilor McConnell asked where the budget for vehicles was located. Chief Larson said it was in the 5-year budget.

Councilor Lehmann requested data detailing how Coburg's total police man-hours were changing year-to-year. Ms. Heath suggested that the information could be found in the quarterly reports and offered to compile a comparison.

Councilor Lehmann noted that the citizens of Coburg were proud of their police force.

MOTION: Councilor Bell moved, Councilor Alexander seconded the motion to approve the Harrisburg Intergovernmental Agreement for Law Enforcement Service. The motion passed unanimously, 6:0:0.

12. Municipal Court Prosecutor Services Contract Addendum

Mayor Smith called for Court Administrator Mandy Balcom.

Ms. Balcom asked the Council to renew the contract with Jesse London of London & Paris, LLP for two fiscal years (expiring in 2024), rather than year-by-year.

MOTION: Councilor McConnell moved, Councilor Blain seconded the motion to approve the addendum. The motion passed unanimously, 6:0:0.

13. Intergovernmental Annual Agreements

Mayor Smith called for Ms. Heath.

Ms. Heath explained that the two agenda items represented three annual contracts, which had been combined into one staff report.

- City of Cottage Grove Building Permit Services

\$17,648 paid quarterly, up \$800

- LCOG Information System Service and Telecommunications System Management

IT and telecommunications, up \$450

MOTION: Councilor Fox moved, Councilor Lehmann seconded the motion to approve the contracts. The motion passed unanimously, 6:0:0.

14. Budget Committee Appointment

Ms. Egbert asked the Council to appoint Budget Committee applicants Todd Waters and Laura Tryon for a three year term expiring June 30th, 2025.

MOTION: Councilor Blain moved, Councilor McConnell seconded the motion to approve the appointment. The motion passed unanimously, 6:0:0.

ADMINISTRATIVE INFORMATION REPORTS

15. Administration Monthly Update

Councilor Lehmann asked Ms. Heath if Douglas Fast Net was the same company implementing fiber optics. Ms. Heath confirmed that it was.

16. Finance Monthly Report

Mayor Smith asked if there were any questions for Mr. Gaines. There were none.

COUNCIL COMMENTS

Councilor Lehmann inquired as to the progress of fiber optics installation. Ms. Heath responded that a lease agreement review was in progress for Douglas Fast Net to place a hub, after which the company would map the city. She said that empty conduit was required in the new neighborhood, but that preexisting new neighborhoods such as Hayden Homes and Hatfield might present a challenge.

Councilor Lehmann voiced that overhead fiber optics lines would be continued where they already existed, but that lines would be placed underground in areas receiving new service, even if trenching were required. Ms. Heath concurred and mentioned that empty conduit allowed for the future addition of infrastructure such as streetlights.

Councilor Bell shared city planning details noted during her trip to Europe, such as plazas. She suggested the Council consider the conversion of empty churches into community centers and low-income housing.

Mayor Smith thanked Councilor Bell for her input and praised Public Works and the Park & Tree Committee. He noted that TUF funds were being used productively and expressed excitement about upcoming projects. He praised the Council for their work, as well.

Councilor Lehmann asked for an update regarding the Odd Fellows building. Mayor Smith reminded the Council that the building was under lease. He said that work was in progress to improve the kitchen, including the upcoming installation of a dish sanitizer. He confirmed that the space was being used for parties and memorials. Councilor Lehman wondered if rental took place through the City. Mayor Smith said yes.

Councilor McConnell asked if there was any news on the Plaza grant. Ms. Heath replied that there was an invitation to participate in a presentation in July and more information would be available in September.

UPCOMING AGENDA ITEMS

- **Mainstreet Update**
- **Ordinance A-163-T Oregon Criminal Code | Public Hearing**
- **1992 Charter Amendment**

FUTURE MEETINGS

- **June 15, 2022 Planning Commission**
- **June 21, 2022 Park Tree Committee**

- July 4, 2022 City Hall Closed - Independence Day
- July 12, 2022 City Council

ADJOURNMENT

Mayor Smith adjourned at 8:57 pm.

APPROVED by the City Council of the City of Coburg on this 12th day of July, 2022.

Ray Smith, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Ordinance A-163-T Adoption of State Statutes as Coburg Violations

Meeting Date: July 12th, 2022
 Staff Contact: Larry Larson, Chief of Police
 Contact: 541-682-7855, larry.larson@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

First Reading of Ordinance A-163-T.

Suggested Motion: None at this time

The Second Reading of Ordinance A-163-T will be at the August City Council Meeting

CITY COUNCIL GOAL

None. This item is operational.

BACKGROUND

Coburg Police can only issue summons to appear in Coburg's Municipal Court for violations of a Coburg Ordinance. By adopting certain state statutes as also being violations of Coburg's ordinances, the Coburg Police are able to issue summons for these violations into the Coburg Municipal Court. The alternative would be that all summons for these violations would be to the Lane County Circuit Court.

Ordinance A-163-S is the latest in a regular series of ordinances accomplishing this purpose. It makes violations of the traffic laws, similar violations and minor criminal offenses violations of the City ordinance.

BUDGET / FINANCIAL IMPACT

There is no immediate budget impact if the Ordinance is adopted. Failure to act would mean an increasing number of offenses for which summons to Coburg Municipal Court could not be issued.

RECOMMENDATION AND ALTERNATIVES

The adoption of Ordinance A-163-T is recommended.

The alternative is to not adopt the updated Ordinance. This would mean that changes in the law since 2021 would not be included and it would be improper to issue summons for those offenses.

PUBLIC INVOLVEMENT

Public Hearing and First Reading July 12th 2022 City Council Meeting.

NEXT STEPS

Second reading of Ordinance A-163-T at the August City Council Meeting

Ordinance A-163-T would become effective 30 days after adoption.

ATTACHMENTS

A. Draft Ordinance A-163-T.

REVIEWED THROUGH:

Anne Davies, City Attorney

Anne Heath, City Administrator

Sammy Egbert, City Recorder

**ATTACHMENT A
DRAFT
A-163-T**

AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING CONFLICTING ORDINANCES.

THE CITY OF COBURG ORDAINS AS FOLLOWS:

Section 1. Oregon Criminal Code Adopted. Violation of any provision of Oregon Revised Statutes chapters 161 through 167, as now constituted, is an offense against this city.

Section 2. Oregon Uniform Controlled Substances Act Adopted. Violation of any provision of Oregon Revised Statutes chapter 475, as now constituted, is an offense against this city.

Section 3. Oregon Liquor Control Act Adopted. Violation of any provision of Oregon Revised Statutes chapter 471 and 472, as now constituted, is an offense against this city.

Section 4. Oregon Motor Vehicle Code Adopted. Except for Oregon Revised Statute 813.170, violation of provisions of Oregon Revised Statutes chapter 153 and chapters 801 through 822, as now constituted, is an offense against this city.

Section 5. Jurisdiction. In the above Acts, Codes, and laws of the State of Oregon which are adopted hereby, the City shall have jurisdiction over infractions, violations, offenses, and misdemeanors only.

Section 6. Severability. Should any section or provision of this ordinance or the laws adopted hereby be declared unconstitutional or invalid, such decision shall not affect the validity of this ordinance as a whole, or any part hereof, except that part so declared to be unconstitutional or invalid.

Section 7. Repeal. Ordinance No. A-163-S of the City of Coburg is hereby repealed in its entirety. All other ordinances in conflict herewith are hereby repealed to the extent of such conflicts.

This ordinance was read as required by the City of Coburg Charter at the July 12th, 2022 regular meeting of the City Council, and, at the August 9th, 2022 City Council. It was put to a vote.

ADOPTED by the City Council of the City of Coburg this ____ day of _____, 2022, by a vote of ____ for and ____ against.

APPROVED by Mayor of City of Coburg this ___ day of _____, 2022.

Ray Smith, Mayor

ATTEST:

Sammy Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Ordinance A-254, Options for the Licensing of Psilocybin Facilities, and Referral to the Electors of the City of Coburg

Meeting Date: July 12, 2022

Staff Contact: Anne Heath

Contact: 541-682-7871, Anne.Heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION

First Reading of Ordinance A-245.

Council has the option of two different declarations for this ordinance including:

- 1. An Ordinance Declaring a Ban on Psilocybin Service Centers and Manufacture of Psilocybin Products. (ATTACHMENT A)**
 - 2. An Ordinance Declaring a Temporary Ban on Psilocybin Service Centers and Manufacture of Psilocybin Products. (ATTACHMENT B).**
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BACKGROUND

Oregon Measure 109, the Psilocybin Program Initiative, was on the ballot in Oregon on November 3, 2020. It was approved by 56% of the voters. The program becomes operational on January 1, 2023. Psilocybin mushrooms are wild or cultivated mushrooms that contain psilocybin, a naturally occurring psychoactive and hallucinogenic compound.

As of 2020, the manufacturing and consumption of psilocybin was illegal under both federal and state law. Measure 109 created a program for administering psilocybin products to individuals aged 21 and older. The new law allows for the manufacture, delivery, and administration of psilocybin at supervised, licensed facilities. It does not allow for the sale or delivery of psilocybin products outside the tightly controlled confines of the program.

Measure 109 allows cities and counties to place referendums on local ballots to prohibit or allow psilocybin-product manufacturers or psilocybin service centers within their jurisdiction by opting out of allowing psilocybin licensees within their borders entirely. This “opt out” requires a council ordinance to place on the ballot a local initiative petition for the state wide

general election on November 8, 2022.

Alternatively, the Council may also pass an ordinance that places a two-year moratorium on the licensing of these facilities. This allows the City time to facilitate changes to the zoning code for “Time, Place and Manner” regulations of these facilities.

PUBLIC INVOLVEMENT

A Public Hearing is required to be held on July 12 when the first reading is held. Information has been placed in the City newsletter, and on social media to provide the public notice of the hearing.

COUNCIL CHOICES

1. **Do nothing.** The City would be required to grant requested psilocybin licenses in Coburg beginning on January 1 within the requirements of City Code and pursuant to the new state law.
2. **Consider Ordinance A-254 (Attachment A) which** will declare a ban on Psilocybin service centers and the manufacturing of Psilocybin products in the City of Coburg.
3. **Consider Ordinance A-254 (Attachment B)** to place a two-year moratorium on the licensing of Psilocybin. This will allow for code updates of reasonable “Time, Place and Manner” restrictions on licensing facilities.

Both choices two and three include a referral to the Electors of the City for the November 8 elections.

REQUIREMENTS FOR PLACING ON THE BALLOT

If Council wishes to refer this to the voters, then an adoption of the desired ordinance needs to take place no later than the August 9 City Council meeting. This requires the first reading and hearing on July 12, and the second reading and vote on August 9th.

Council adoption of Ordinance will start the process with the City Elections Official who will publish receipt of ballot title for minimum of seven days as required. If there are NO challenges during this time the final ballot title and explanatory, statement will be filed with Lane County elections no later than September 8.

RECOMMENDATIONS:

Staff recommendation is that the Council take the time they need to make this decision and encourage public comment on the topic prior to voting on the ordinance.

BUDGET

There would be no budget consideration for this item except, if either ordinance is passed; it could impact business and development fees.

NEXT STEPS

Depending on Council decision, staff will:

1. Bring back the final ordinance for second reading at their August 9, 2022 meeting.
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ATTACHMENTS

- A. Draft Ordinance options (Attachments A & B)
 - B. Exhibit A.1 – Ballot Title & Explanatory Statement
 - C. Exhibit B.1 – Ballot Title & Explanatory Statement
 - D. Psilocybin Product Information Sheet
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Reviewed by:

Anne Davies, City Attorney
Henry Hearley, Contract Planner
Sammy Egbert, City Recorder

ATTACHMENT A
ORDINANCE NO. A-254
AN ORDINANCE DECLARING A BAN ON PSILOCYBIN SERVICE
CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of July 12, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state's psilocybin regulatory program, and the City of Coburg is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the Coburg City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries to enable the adoption of the state's psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety and welfare of the people of {city}; and

WHEREAS, the City Council seeks to refer to the voters of Coburg the question of whether to establish a ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COBURG ORDAINS AS FOLLOWS:

Section 1. Prohibition.

The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the City of {city}.

Section 2. Referral.

This ordinance is referred to the electors of the city of Coburg for approval at the next statewide general election on November 8, 2022.

Section 3. Effective Date.

This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

ADOPTED by the **City Council** of the **City of Coburg** this 9th day of August, 2022 by a vote of _____ and _____ against.

Mayor, Ray Smith

ATTEST

Sammy Egbert, City Recorder

ATTACHMENT A.1

BALLOT TITLE

Prohibits psilocybin-related businesses within the City of Coburg

QUESTION

Shall the City of Coburg prohibit psilocybin-related businesses in the City of Coburg?

SUMMARY

State law allows operation manufacturer, distribution and possession of psilocybin and psilocin.

State law provides that a city council may adopt an ordinance to be referred to the voters to prohibit the establishment of any of those registered or licensed activities.

Approval of this measure would prohibit the establishment of psilocybin project manufacturers and/or psilocybin service center operators within the area within the city limits of the City of Coburg

EXPLANATORY STATEMENT

Approval of this measure would prohibit the establishment and operation of psilocybin-related businesses within the City of Coburg. A city council may adopt an ordinance prohibiting the establishment of psilocybin related businesses within the city but the council must refer the ordinance to the voters at a statewide general election.

The City of Coburg council has adopted an ordinance prohibiting the establishment of psilocybin-related businesses within the city} and, as a result, has referred this measure to the voters.

If approved, this measure would prohibit psilocybin-related businesses within the City of Coburg.

ATTACHMENT B**ORDINANCE ~~NO.~~A-254****AN ORDINANCE DECLARING A TEMPORARY BAN ON PSILOCYBIN
SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS**

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of July 12, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state's psilocybin regulatory program, and the City of Coburg is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the Coburg City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries to enable the adoption of the state's psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety and welfare of the people of Coburg; and

WHEREAS, the City Council seeks to refer to the voters of {city} the question of whether to establish a two-year temporary ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries.

NOW THEREFORE, THE CITY OF ~~{CITY}~~ COBURG ORDAINS AS FOLLOWS:

Section 1. Prohibition.

The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the City of Coburg.

Section 2. Referral.

This ordinance is referred to the electors of the city of Coburg for approval at the next statewide general election on November 8, 2022.

Section 3. Effective Date.

This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

Section 4. Sunset.

This ordinance is repealed on December 31, 2024.

ADOPTED by the **City Council** of the **City of Coburg** this 9th day of August, 2022 by a vote of _____ and _____ against.

Mayor, Ray Smith

ATTEST

Sammy Egbert, City Recorder

ATTACHMENT B.1

BALLOT TITLE

Prohibits psilocybin-related businesses within the City of Coburg. Prohibition sunsets after two years.

QUESTION

Shall the City of Coburg prohibit psilocybin-related businesses in the City of Coburg?

SUMMARY

State law allows operation manufacturer, distribution and possession of psilocybin and psilocin. State law provides that a city council may adopt an ordinance to be referred to the voters to prohibit the establishment of any of those registered or licensed activities. Approval of this measure would prohibit the establishment of psilocybin project manufacturers and/or psilocybin service center operators within the city limits of the City of Coburg. Prohibition would sunset after two years.

EXPLANATORY STATEMENT

Approval of this measure would prohibit the establishment and operation of psilocybin-related businesses within the City of Coburg.

A city council may adopt an ordinance prohibiting the establishment of psilocybin-related businesses within the city, but the council must refer the ordinance to the voters at a statewide general election. The Coburg City Council has adopted an ordinance prohibiting the establishment of psilocybin-related businesses

within the {city or county} and, as a result, has referred this measure to the voters.

If approved, this measure would prohibit psilocybin-related businesses within the City of Coburg until December 31, 2024.



Model Psilocybin Ordinance & Ballot Measure

JUNE 2022

Cities and counties that desire to prohibit the establishment of psilocybin-related businesses may do so by referral at a statewide general election, meaning an election in November of an even-numbered year. Cities and counties should consult the secretary of state’s referral manual and work with the city recorder, elections official, or similar official to determine the procedures necessary to refer an ordinance to the voters.

Once the governing body of a city or county adopts an ordinance, its city or county must submit the ordinance to the Oregon Health Authority (OHA). The OHA will then stop registering and licensing the prohibited businesses until the next statewide general election, when the voters will decide whether to approve or reject the ordinance. In other words, the governing body’s adoption of an ordinance acts as a moratorium on new psilocybin-related businesses until the election.

In addition, it is important to note that once election officials file the referral with the county election office, the ballot measure is certified to the ballot. At that point, the restrictions on public employees engaging in political activity will apply. Consequently, cities should consult the secretary of state’s manual *Restrictions on Political Campaigning by Public Employees* and their city attorney to ensure that public employees are complying with state elections law in their communications about the pending measure. The model ordinances and ballot measures below contain two versions. The first is a permanent ban of psilocybin-related businesses until the ordinance is repealed and the second acts as a two-year moratorium.



This document is not a substitute for legal advice. City and county councils considering prohibiting psilocybin-related activities should not rely solely on this sample. Any city or county council considering any form of regulation of psilocybin should consult with its city or county attorney regarding the advantages, disadvantages, risks and limitations of any given approach.

Legal counsel can also assist a city or county in preparing an ordinance that is consistent with local procedures, existing ordinances and charter, and advise on what process is needed to adopt the ordinance. The sample provided is intended to be a starting point, not an end point, for any jurisdiction considering prohibiting psilocybin-related activities.

.....
PERMANENT BAN
.....

ORDINANCE NO. _____

AN ORDINANCE DECLARING A BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state’s psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of June {date}, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state’s psilocybin regulatory program, and the City of {city} is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the {city} City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city’s jurisdictional boundaries to enable the adoption of the state’s psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety and welfare of the people of {city}; and

WHEREAS, the City Council seeks to refer to the voters of {city} the question of whether to establish a ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city’s jurisdictional boundaries.

Now, therefore,

THE CITY OF {CITY} ORDAINS AS FOLLOWS:

Section 1. Prohibition.

The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the City of {city}.

Section 2. Referral.

This ordinance is referred to the electors of the city of {city} for approval at the next statewide general election on November 8, 2022.

Section 3. Effective Date.

This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

First reading this ____ day of _____, 2022.

Second reading and passage by this Council this ____ day of _____, 2022.

Signed by the Mayor this ____ day of _____, 2022.

ATTEST:

SIGNED:

{NAME}, City Recorder

{NAME}, Mayor

BALLOT TITLE

A caption which reasonably identifies the subject of the measure.
10-word limit under ORS 250.035(1)(a)

Prohibits psilocybin-related businesses within {city}. [Prohibition sunsets after two years.]

QUESTION

A question which plainly phrases the chief purpose of the measure so that an affirmative response to the question corresponds to an affirmative vote on the measure.
20-word limit under ORS 250.035(1)(b)

Shall {city or county} prohibit {psilocybin-related businesses} in {city or county}?

SUMMARY

A concise and impartial statement summarizing the measure and its major effect.
17-word limit under ORS 250.035(1)(c)

State law allows operation manufacturer, distribution and possession of psilocybin and psilocin. State law provides that a {city or county} council may adopt an ordinance to be referred to the voters to prohibit the establishment of any of those registered or licensed activities.

Approval of this measure would prohibit the establishment of {psilocybin project manufacturers} and/or {psilocybin service center operators} within the area {subject to the jurisdiction of the city} or {in the unincorporated area subject to the jurisdiction of the county.}

EXPLANATORY STATEMENT

An impartial, simple and understandable statement explaining the measure and its effect for use in the county voters' pamphlet.

500-word limit under ORS 251.345 and OAR 165-022-0040(3)

Approval of this measure would prohibit the establishment {and operation} of psilocybin-related businesses within the {city or county}.

A {city or county} council may adopt an ordinance prohibiting the establishment of psilocybin related businesses within the {city or county}, but the council must refer the ordinance to the voters at a statewide general election. The {CITY or COUNTY} OF {NAME} {city or county} council has adopted an ordinance prohibiting the establishment of psilocybin-related businesses within the {city or county} and, as a result, has referred this measure to the voters.

If approved, this measure would prohibit psilocybin-related businesses within the {city or county}.

TWO-YEAR MORATORIUM



ORDINANCE NO. _____

AN ORDINANCE DECLARING A TEMPORARY BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state’s psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of June {date}, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state’s psilocybin regulatory program, and the City of {city} is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the {city} City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city’s jurisdictional boundaries to enable the adoption of the state’s psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety and welfare of the people of {city}; and

WHEREAS, the City Council seeks to refer to the voters of {city} the question of whether to establish a two-year temporary ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city’s jurisdictional boundaries.

Now, therefore,

THE CITY OF {CITY} ORDAINS AS FOLLOWS:

Section 1. Prohibition.

The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the city of {city}.

Section 2. Referral.

This ordinance is referred to the electors of the city of {city} for approval at the next statewide general election on November 8, 2022.

Section 3. Effective Date.

This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

Section 4. Sunset.

This ordinance is repealed on December 31, 2024.

First reading this ____ day of _____, 2022.

Second reading and passage by this Council this ____ day of _____, 2022.

Signed by the Mayor this ____ day of _____, 2022.

ATTEST:

SIGNED:

{NAME}, City Recorder

{NAME}, Mayor

BALLOT TITLE

A caption which reasonably identifies the subject of the measure.
10-word limit under ORS 250.035(1)(a)

Prohibits psilocybin-related businesses within {city}. [Prohibition sunsets after two years.]

QUESTION

A question which plainly phrases the chief purpose of the measure so that an affirmative response to the question corresponds to an affirmative vote on the measure.
20-word limit under ORS 250.035(1)(b)

Shall {city or county} prohibit {psilocybin-related businesses} in {city or county}?

SUMMARY

A concise and impartial statement summarizing the measure and its major effect.
17-word limit under ORS 250.035(1)(c)

State law allows operation manufacturer, distribution and possession of psilocybin and psilocin. State law provides that a {city or county} council may adopt an ordinance to be referred to the voters to prohibit the establishment of any of those registered or licensed activities.

Approval of this measure would prohibit the establishment of {psilocybin project manufacturers} and/or {psilocybin service center operators} within the area {subject to the jurisdiction of the city} or {in the unincorporated area subject to the jurisdiction of the county.}

EXPLANATORY STATEMENT

An impartial, simple and understandable statement explaining the measure and its effect for use in the county voters' pamphlet.

500-word limit under ORS 251.345 and OAR 165-022-0040(3)

Approval of this measure would prohibit the establishment {and operation} of psilocybin-related businesses within the {city or county}.

A {city or county} council may adopt an ordinance prohibiting the establishment of psilocybin related businesses within the {city or county}, but the council must refer the ordinance to the voters at a statewide general election. The {CITY or COUNTY} OF {NAME} {city or county} council has adopted an ordinance prohibiting the establishment of psilocybin-related businesses within the {city or county} and, as a result, has referred this measure to the voters.

If approved, this measure would prohibit psilocybin-related businesses within the {city or county} until December 31, 2024.



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution 2022-18: Authorizing Grant Funding Applications to the Central Lane MPO and Delegating Authority to the City Administrator to Sign the Applications

Meeting Date: July 12th, 2022

Staff Contact: Megan Winner, Planner

Contact: 541-682-7862 or megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approval of Resolution 2022-18, a resolution authorizing the applications to the Central Lane Metropolitan Planning Organization (CLMPO) for three transportation projects: N. Coburg Industrial Way pavement preservation (\$489,871), additional funding to complete phase four of the Coburg Loop Path (\$229,159), and a feasibility study for an east/west freight/commuter connector (\$358,920).

Suggested motion:

I move to approve Resolution 2022-18, a resolution authorizing the applications to the Central Lane MPO for an amount of \$1,077,950.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal #1: Livability, Health, and Vitality

City Council Goal #2: Utilities and Infrastructure Capacity

City Council Goal #4: Responsible Fiscal Stewardship

City Council Goal #5: Strategic Planning

BACKGROUND

Central Lane MPO will be accepting applications for projects to utilize the MPO's 2025 - 2027 discretionary Surface Transportation Block Grant (STBG), Transportation Alternatives (TA), Congestion Mitigation & Air Quality Improvement (CMAQ), Highway Infrastructure Program (HIP), and Carbon Reduction Program (CRP) funding as well as new CRP funding for 2022 - 2024. There are roughly \$24M in federal funding potentially available through this solicitation.

The applications will be reviewed by a staff committee and then the Transportation Planning Committee (TPC) which will ultimately recommend projects for funding pending a 30-day public comment period (July 28 - August 28), public hearing at August 4 Metropolitan Policy Committee (MPC) meeting, and final MPC action September 1, 2022.

The federal government is the primary funding source for the Central Lane MPO. Other funding may come from a variety of sources including the state, transit districts, and local governments. A 10.27% match is required.

BUDGET

If funds are awarded, grant revenues and expenditures will be included in 2024/2025 fiscal year budget.

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

Await award determination

ATTACHMENTS

- A. Resolution 2022-18: Authorizing Grant Funding Applications to the Central Lane MPO and Delegating Authority to the City Administrator to Sign the Application

REVIEWED BY:

RESOLUTION 2022-18

A Resolution Authorizing Grant Funding Applications to the Central Lane MPO and Delegating Authority to the City Administrator to Sign the Application

WHEREAS, the Central Lane MPO is accepting applications for projects to utilize 2025 - 2027 discretionary Surface Transportation Block Grant (STBG), Transportation Alternatives (TA), Congestion Mitigation & Air Quality Improvement (CMAQ), Highway Infrastructure Program (HIP), and Carbon Reduction Program (CRP) funding as well as new CRP funding for 2022 – 2024; and

WHEREAS, the City of Coburg desires to participate in this grant program to the greatest extent possible to improve and enhance the transportation system; and

WHEREAS, Staff have identified three eligible projects ready for funding; and

WHEREAS, the City of Coburg has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg as follows:

1. The City Council demonstrates its support for the submittal of a grant application to the Central Lane Metropolitan Planning Organization.
2. The City Council authorizes the City Administrator to sign the application.
3. This Resolution shall be effective following its adoption by the Coburg City Council.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of X for and X against, this 12th day of July 2022.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: FINANCE/AUDIT COMMITTEE RECOMMENDATION FOR AUDITOR

Meeting Date: July 12, 2022
 Staff Contact: Tim Gaines
 Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

REQUESTED COUNCIL ACTION

- Information only
-

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

2021-22 City Council Goals:

- Fiscal Stewardship
-

ANALYSIS

As part of the contract and Request for Proposal (RFP) process the Council directed staff to prepare an RFP for Audit Services. This was prepared on March 18th of this year and sent out to five (5) perspective audit firms as well as posted in the newspaper and on significant Oregon websites.

We received only one response to the RFP from Umpqua Valley Financial, CPA, P.C., who is our current auditor. Staff reviewed the proposal.

Staff then submitted the proposal to the Finance/Audit Committee to review at their meeting held on April 27, 2022. Steve Tuchscherer, the owner of Umpqua Valley Financial, CPA, P.C., joined the committee meeting via Zoom. The committee felt that the proposal was well done and provided quality information about the firm. They also concluded the firm was well suited for Coburg based on our past experience with them and the firm's proven knowledge and professionalism that they have shown. The committee also noted that they were not recommending the firm because only one proposal had been received, but that the firm's overall track record, demeanor, and response to questions and issues posed were answered thoroughly and professionally.

BUDGET

The proposed fee is under our present audit budget for the City (\$30,680), and the proposed fee is under our present audit budget for the URA (\$8,700).

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

- Contact Umpqua Valley Financial

ATTACHMENTS

- **Audit Proposal**

REVIEWED BY:

Anne Heath, City Administrator

UMPQUA VALLEY FINANCIAL

MUNICIPAL AUDITING SERVICES PROPOSAL

For



**CITY OF COBURG, OREGON
and
CITY OF COBURG URA**

Proposal date: April 5, 2022

**For the Fiscal Years Ending
June 30, 2022 through June 30, 2024**

Contact Person:
Steve Tuchscherer, President
171 NE Exchange Avenue
Roseburg, OR 97470
(541) 677-8100
FAX (541) 464-8560
E-mail: steve@oregoncpas.com

AUDIT PROPOSAL

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April 5, 2022

City of Coburg
PO Box 8316
91136 N. Willamette Street
Coburg, OR 97408

Thank you for the opportunity to present this proposal for providing audit services to the City of Coburg and City of Coburg URA for fiscal years ended June 30, 2022 through June 30, 2024.

We continue to be committed to providing exceptional auditing and financial services to local governments. With 50+ years of combined governmental auditing and consulting experience, we are very aware of what helps local governments function best, and what challenges them most. Our audit team members are a solid, well-trained group with the skills, knowledge, experience to work for the benefit of the City.

As in the past, there have been numerous changes to auditing requirements and governmental financial reporting standards. To keep up with all those changes, we spend more than 80 hours per person per year in training programs and in the development of new and refined audit processes. You can again expect to work with a quality audit team who will provide you with current, accurate guidance any time you need, and whenever we find it useful or necessary to keep you up-to-date on matters relevant to the City of Coburg and the City of Coburg URA.

As part of our audit approach, we will continue to provide for the City managers, directors, and staff who are responsible for providing audit documents an online portal to securely send us audit-related files and documents throughout the year, at your convenience. COVID-19 has certainly made it necessary to go paperless as much as possible and otherwise work remotely. Although we hope we are all on the other side of that nightmare, we still plan to keep our onsite fieldwork to a minimum, but assure you that we anticipate spending at least three days at the City each of these next several years.

While we will spend the above-noted time on-site at the City, we will still, of course, dedicate the necessary amounts of time during the audit and throughout the year:

- Discussing with management improvements to policies and procedures for all activities of the City.
- Developing suggestions to improve the efficiency and effectiveness of the accounting systems.
- Promoting internal controls to minimize the risk of material misstatements due to errors, omissions or fraud, and
- Encouraging effective controls for compliance with rules and regulations related to accounting, budgeting, grant administration, and contracting.

We are excited about continuing to provide auditing service for The City of Coburg and the City's URA. We continue to serve fourteen other cities across Oregon, who have also engaged us to perform their annual audit for an average of eight years. We also now serve as the financial services provider to a local school district, we believe adds substantial value as an outside partner and advisor to other local governments that seek our advice, and adds value to the quality and effectiveness of the audit services we provide.

Our firm is committed to providing local governments with auditing and other professional services. Our staff's dedication to that work, elevates our qualifications to an extremely high level of professional expertise. Sadly, we have not been immune to the challenges that COVID-19 has presented each of us these last two years. To the degree that our past audit efforts are considered in measuring our qualifications for selecting the audit firm for 2022-24, I do hope you will take into account these extreme circumstances.

Please contact us if you have any questions or concerns about our audit capabilities, our audit approach, or any other details of this proposal.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Steve Tuchscherer', written over a faint horizontal line.

Steve Tuchscherer, CPA

CONTACT INFORMATION

Umpqua Valley Financial, LLC

171 NE Exchange Avenue

Roseburg, OR 97470

Phone 541.677.8100

Fax 541.464.8560

www.oregoncpas.com

email steve@oregoncpas.com

Federal EIN: 82-5425527

The firm is an equal opportunity Oregon professional corporation registered with the Oregon Secretary of State Corporation Division.

HISTORY AND AUTHORITY OF THE FIRM

Umpqua Valley Financial (formerly Steve Tuchscherer, CPA, PC) is a local CPA firm founded in 1993 by Steve Tuchscherer, CPA.

The firm employs nine professional staff, and two administrative staff.

The firm is currently licensed by the Oregon State Board of Accountancy to practice in the State of Oregon through December 31, 2021. The Firm license number is 2777.

Steve Tuchscherer, CPA holds Oregon CPA license #7097 and Oregon Municipal Auditor license #1114. Both licenses are current and valid through June 30, 2023.

Steve Tuchscherer, CPA is a member of the Governmental Audit Quality Center.

INDEPENDENCE

All members of the firm are independent of the City of Coburg as defined by generally accepted auditing standards and US General Accounting Office's *Government Auditing Standards*, as required by the AICPA Code of Professional Conduct. All staff members are required to make annual independence representations, which are kept on file in our office.

INSURANCE

Umpqua Valley Financial has professional liability insurance coverage of \$2,000,000.

PERSONNEL

<u>Positions</u>	<u>Number of Staff</u>
Managers & Senior Associates	5
Professional Staff	7
Support Staff	2
Total	<u>14</u>

RANGE OF SERVICES

We specialize in providing auditing, accounting, and CAFR services to municipalities, special districts and not-for-profit entities. We also provide a full range of tax planning and preparation services for individuals and businesses, payroll services, as well as management advisory and consulting services, budgeting and financial projections, and investment, financial and retirement planning, and consulting. In January 2021, we began providing full financial services for a local school district.

PEER REVIEW

Steve Tuchscherer is a member of the American Institute of Certified Public Accountants (AICPA), which manages a Peer Review Program that is designed to assure the public that CPA firms provide services of the highest quality.

The firm had its most recent peer review in August of 2021. The firm received a peer review rating of pass with deficiencies. A copy of the report is included at the end of this proposal.

JUDGMENTS

Umpqua Valley Financial has no pending or expected litigation. Nor does Umpqua Valley Financial or its owner, Steve Tuchscherer have any financial reversals or other matters that would or will affect their viability and/or stability in any way.

AUDIT TEAM MEMBERS

The following individuals will be assigned to the audits of the City of Coburg:

Name	Position
Steve Tuchscherer	Engagement Manager
Jean Larson	Senior Manager
Josh Huffman	Senior Associate
Savannah Crawford	Senior Associate
Kassi Upright	Junior Associate
Desiree Gheer	Junior Associate
Savannah Hansen	Communications Manager

STAFF RESUMES**STEVE TUCHSCHERER**

Steve graduated in 1990 from the University of Oregon, College of Business Administration with a Bachelor of Science degree. In 1993, shortly after earning his CPA and Oregon Municipal Auditors license, he founded the accounting firm in hopes of fulfilling his strong desire to provide quality, affordable accounting services to the local community. He has managed the practice since then, now employing more than a dozen people and serving more than 1000 clients each year. Among his clients are 44 cities, school Districts, and other special Districts in Oregon for whom the firm provides audit and advisory services.

Steve delivers significant governmental expertise. He has dedicated the last 28 years planning and performing audits for small and mid-sized governments, accumulating more than 20,000 hours of dedicated audit and advisory services during his career. His understanding and appreciation of governmental functions have been further enhanced through serving as a Roseburg City Councilor for five years and through participating on numerous government and non-profit Boards and Committees.

In addition to spending more than 80 hours each year in continuing education classes dedicated to honing his municipal audit skills, knowledge and experience, Steve also spends hundreds of hours each year with his staff in professional development training sessions. Furthermore, a significant amount of time throughout each year is spent with staff and clients researching and discussing GASB standards, analyzing complex reporting matters, and developing tools for government management and audit. Steve takes great pride in translating and summarizing complex information for clients, helping others appreciate and understand what is most often confusing and overwhelming.

Steve is a member of the following professional organizations:

- American Institute of Certified Public Accountants
- Government Audit Quality Center
- Oregon Society of Certified Public Accountants
- Government Finance Officers Association

JEAN LARSON

Jean came to Umpqua Valley Financial with over 30 years in Healthcare Financial Management. Here in Oregon, she served at Mercy Medical Center, as Controller for 17 years, and for their Physician Clinics for another 5 years. Before moving to Oregon, she worked in high level Financial Management for Hospitals in Massachusetts, Maryland, Ohio and as an Auditor in Kansas, where she completed the CPA exam.

While at UVF, Jean has assisted organizations with financial transition coverage, prepared Ground Emergency Medical Transportation (GEMT) cost reports, and with her experience in not-for-profit organizations, is providing financial and accounting guidance and assistance to Governmental entities.

JOSH HUFFMAN

Josh recently joined Umpqua Valley Financial, coming from an 20 year career in high level management in private industry. Josh has a Master's degree in Business Administration which he earned more than 10 years ago from Portland State University. Throughout his career he has worked with a wide array of managers in developing successful business enterprises. His knowledge and understanding of financial reporting and the value of internal controls provides skills that are sure to be valuable as both an auditor and advisor to each of our audit clients.

Josh's interpersonal skills are extraordinary. While attending Oregon State University, where he earned his Bachelor's Degree in Business Administration, he was president of his fraternity, and was honored with being Bennie the Beaver for two years! His dedication to serving others is extraordinary. We are very excited to have Josh as the newest member of our team.

SAVANNAH CRAWFORD

Savannah earned her Bachelor of Science degree from Oregon State University and her early career includes several years of upper management-level experience in Human Resources and financial administration prior to joining Umpqua Valley Financial. This professional foundation created a strong attention to detail, thorough organization management, careful documentation, and strategic problem solving - among many other skills. Furthermore, these core skills have helped her transition seamlessly into the accounting and auditing world in which she strives to continually provide consistent, efficient, and quality work.

Since joining Umpqua Valley Financial, Savannah has participated in the majority of municipal and not-for-profit audits completed by the firm. Throughout the audit process, she assists in preparing documentation, analyzing data, and finalizing the audit report. She is committed to offering all audit clients excellence and consistency while working closely with the audit team to meet and exceed client goals and expectations. We are pleased to have her join the audit team and have found her skills and expertise to be immensely valuable.

KASSI UPRIGHT

Kassi joined Umpqua Valley Financial after gaining financial experience in the banking industry, ultimately reaching the level of branch manager. She spends a roughly half of her time working on municipal audit work and providing support staff efforts for our financial and investments division. Her ability to organize information and process it quickly and carefully wins her high regards.

DESIREE GHEER

Desiree comes to Umpqua Valley Financial from a position previously held where she was responsible for medical billing, including government agency billing. That experience, the year she spent working on municipal audits last year, along with her ability and desire to learn has provided her with a valuable skill set. She has proven very reliable and earned her the position of Communication Manager, filling the seat of our most senior staff member who retired last year.

CURRENT MUNICIPAL AUDIT CLIENTS

A sample of municipal audits currently performed by Umpqua Valley Financial are:

Governmental Entity	Contact Person	Phone	since
Bandon, City of	Paula Burris	541-347-2437	2021
Elkton, City of	Gary Trout	541-584-2547	1996
Gold Hill, City of	Jessica Simpson	541-855-1525	2005
Harrisburg, City of, and HRA	Cathy Nelson	541-995-2211	2009
La Pine, City of, and La Pine URA	Brenda Bartlett	541-388-7888	2014
Lake County	Ann Crumrine	541-947-6030	2018
Lake County Education Service District	Sara Sarensen	541-947-3371	2018
Lakeside Rural Fire Protection District	Stephanie Stroud	541-269-1358	2013
Lakeview, Town of	Michele Parry	541-947-2029	2018
Myrtle Creek, City of	Sean Negherbon	541-863-3171	2017
Paisley School District #11	Mollie O'Leary	541-943-3111	2018
Paisley, City of	Melissa Walton	541-943-3173	2019
Port Orford-Langlois School District 2CJ	Don Staehely	541-348-2455	2018
Powers, City of	Stephanie Patterson	541-439-3331	2008
Scappoose, City of	Jill Herr	503-543-7146	2015
Sutherlin School District	Della Mock	541-459-2228	2002
Tangent, City of	Bev Manfredo	541-928-1020	2008
Turner, City of	Pamela Ray	503-743-2155	2010
Willamina School District	Lisa Anderson	503-876-4525	2003
Winston, City of	Ann Munson	541-679-6739	2014

A copy of any of the audit reports prepared by our firm for the above entities are available for review upon request, or you may view them at the Oregon Secretary of States website at <https://secure.sos.state.or.us/muni/public.do>.

FIRM QUALIFICATIONS

Each staff member that will be assigned to the City of Coburg audit will have participated in a minimum of 40 hours of continuing education each of the last two years. We employ a wide range of continuing professional education resources and methods to ensure that every staff member has the required knowledge to fulfill their assignments optimally, and meet professional standards established by AICPA and GOA.

In order to provide professional services at the highest level, the firm maintains quality control (QC) policies and procedures. The ones that will most directly impact the City of COBURG audit include the following:

- Leadership that emphasizes ethics and integrity
- Engagement performance and documentation inspection and review by monitoring team
- Peer review of QC system and its results by external, licensed peer reviewer
- Communication and remediation of any noted deficiencies.

APPROACH - OVERVIEW

Steve Tuchscherer will act as the Engagement Manager and be directly involved in managing and performing critical aspects of the audit, including:

- Communications with the City's management and representatives of the City Council
- Supervising the audit team

Our commitment to the City of Coburg is to develop and maintain a healthy working relationship with the City's management team, as well as to establish a solid line of communication with the City Council members.

Our overall goal, as indicated earlier is to:

- Discuss with management improvements to policies and procedures for all activities of the City.
- Develop suggestions to improve the efficiency and effectiveness of the accounting systems.
- Promote internal controls to minimize the risk of material misstatements due to errors, omissions, or fraud, and
- Encourage effective controls for compliance with rules and regulations related to accounting, budgeting, grant administration, and contracting.

AUDIT APPROACH – WORK PLAN SUMMARY

The basic elements of our audit procedures are **non-sequential** since many of the audit steps within them will be performed and re-performed as information and circumstances change. Risk-based auditing, as currently mandated, is a continuum of risk assessments developed to determine where material misstatement in the financial statements may lie. As an example of our assessment, we ask ourselves, "Have internal controls been effective in preventing, or detecting and correcting significant errors or irregularities in the Meal-Time system?" Documenting this and many similar subjective assessments, and the information on which they are based, generates a considerable amount of our audit workload. The basic elements of risk-based auditing are to:

- Gain an Understanding of the Entity to be Audited
- Communicate with Audit Client Management and Governing Body
- Assess the Risks Related to the Audit
- Analyze Financial Information
- Perform Substantive Procedures
- Perform Test of Controls
- Review Audit Documentation
- Make Conclusory Judgements
- Issue Reports

AUDIT APPROACH – WORK PLAN DETAILS

The remainder of this Audit Approach section of our proposal describes in greater detail what we do as we work through each of these basic elements.

UNDERSTANDING THE ENTITY

During our preliminary work, we will visit the City’s website and gather as much information relevant to the audit as possible. Including:

- The structure and members of the City Council and administrative staff
- City Council meeting minutes
- Current and prior year budgets
- Resolutions
- Adopted budget

COMMUNICATING WITH THE AUDIT CLIENT

Having learned as much as possible before hand, we will meet with management, staff and Council representatives in order to:

- Give you a chance to get familiar with who we are and how we work.
- Discuss how we can best serve the City.
- Solidify our understanding of the City and its internal controls.
- Allow each of you to express concerns about the City’s control policies and procedures.

Our meetings may be in person, over the phone, or via the internet. During our field work, we will walk through many of the financial processes at the City with the staff members who normally perform those tasks to gain a thorough understanding of the internal controls. Any deficiencies encountered, along with our recommendations, will be discussed with the appropriate management so that corrective action can be taken, documented, and, when necessary, reported. During the current pandemic, the fashion of our meeting will be guided by State and Federal mandates.

Some of our communications are required to be in writing, and some require a written response from staff, management, and City Council representatives. Whenever possible, we use email to ask additional questions or request additional information. When the information is requested, we encourage the use of our electronic portal.

ASSESSING RISK

Throughout our audit work, we assess and document risk. As our understanding of the City’s people, policies and procedures expand and evolve, our risk assessments change, and we modify our audit plans and procedures accordingly. This is a subjective, qualitative process, which we must then use to make objective, quantitative decisions. For each account balance in the financial statements, for each group of transactions (like revenues or expenditures), and for each disclosure in the notes to the financial statement, we will consider whether the risk of material misstatement is high enough to warrant further inquiries, testing, or verification.

ANALYTICAL PROCEDURES

One of the most efficient ways to find errors or irregularities is by analyzing relevant information. We compare account balances with the current budget and prior year financial information. When applicable, we also evaluate a variety of ratios. We perform specific analytical procedures and document those results at both the preliminary and final review stages of the audit. Any time we discover unexpected results, we adjust our risk assessment(s) and pursue other audit procedures to validate the accuracy of an amount.

A great auditor, never stops asking the question, “Does that ‘look’ right?” We train our staff to think that way. We want each member of our team to constantly be looking at information with an eye for unusual amounts and circumstances, not just at specified points along the way, but at every step of the audit. We also encourage managers of our audit clients to develop and use the same skills as an important part of the internal controls.

SUBSTANTIVE PROCEDURES – THE FIELD WORK

A wide range of steps that we perform are considered substantive. They all equate to gathering information to provide us with assurances that amounts on the financial statements are not materially misstated.

These steps include sampling of accounting details, for example: verifying that a random selection of the utility billing accounts receivable are accurate, to demonstrate the likelihood that the total of utility billing receivables is accurate. Examining accounting records and source documents to support transactions recorded in the general ledger is also a common substantive procedure, as is examining reconciliations of various account balances with supporting documentation.

In the last 20 years, audit requirements have continued to compel auditors to perform risk-based auditing, which should have changed the number of substantive procedures substantially. Still, this is an audit area where we spend a significant portion of our field work time. As indicated before, however, we have trimmed the typical number days we spend at clients’ offices to just one, if any, by focusing our efforts on areas we identify as higher risk, and by encouraging the use technology whenever it is more efficient for all.

Many auditors continue to consume large amounts of their clients’ time retrieving, copying, generating, or printing documents and reports that have little or no audit value because they are still using older methods of auditing. This should be unacceptable and is something we work very hard to avoid. The multitude of seemingly insignificant boxes full of information that you may have been asked to assemble for audits in the past may not be so seemingly insignificant. In fact, it can be an enormous effort. If we determine during our planning and subsequent adjustments to our audit procedures that a box full of information does not provide us with substantial, relevant information, we do not ask for it, and we will be clear about what it is that we do need.

TESTS OF CONTROLS

The reasons for testing controls are twofold. One is specific to Single Audits, in which significantly weak controls must be reported. The other more common reason for testing

controls is to be able to reduce the amount of substantive testing necessary to complete the audit.

If we will be performing a Single Audit, we will do tests of controls, and will perform those types of tests for the City of Coburg audit.

REVIEW, CONCLUDE, REPORT

As audit procedures are completed, we will technically review them for completeness, accuracy, and compliance with generally accepted auditing standards and with GAO's *Governmental Auditing Standards*, if a Single Audit is required. We will compare final trial balance amounts with the financial statements and evaluate the format and presentation of financial statements to ensure that they conform with generally accepted accounting principles.

We will meet with City Manager to discuss any matters we have determined to be significant. We will present a draft management letter at that time to guide our discussion. We will seek feedback about our comments and recommendations from the City Council. We are always open to revising our comments to make them more useful.

Finally, we will issue an Independent Auditors Report as required by generally accepted auditing standards, an Auditors Comments Report as required by Oregon Minimum Standards, and any other applicable or required reports.

AUDIT APPROACH – COMPUTERS AND TECHNOLOGY

We use computers to assist us in auditing at nearly every level. Getting electronic data from accounting systems like Springbrook not only saves the client time by limiting the number of reports that need to be generated to just a few, but also saves resources, and provides us with a far superior examination.

AUDIT APPROACH – USE OF CITY STAFF

We will ask for City assistance in gathering only documents necessary to complete the audit. Estimated time for such assistance is ten to thirty hours for the entire year. As noted, we will work closely with management to provide effective and efficient means for the City's staff to perform those procedures. We encourage the use of our portal throughout the year to save management time by not having to retrieve and handle documents a second time for the audit.

AUDIT APPROACH – PRESENTATION

We will make a presentation to the City Council of the audited financial statements no later than the December or January meeting.

SCHEDULE OF ESTIMATED AUDIT HOURS

The proposed schedule for audit services for the City of Coburg for the fiscal year ending June 30, 2022 is as follows:

Proposed Audit Schedule	
Engagement Letter & Contract	August 20 - September 10
Pre-audit Conference, Planning Engagement	September 20 - September 30
Preliminary and General Procedures	September 25 - October 15
Prepare Draft Audit Report	October 25 - November 30
Technical Review	October 20 - November 20
Exit Conference	November 1 - December 10
Prepare, Sign & Review Final Audit Report	December 1 - December 20
Present Audit Report to City Council	December or January Meeting

City of Coburg						
Name	Position	Hourly Rate	Estimated Hours			Estimated Fees
			On-site	Off-site	Total	
Steve Tuchscherer	Engagement Manager	\$ 200	16	16	32	\$ 6,400
Jean Larson	Senior Manager	170	16	18	34	5,780
Josh Huffman	Senior Associate	140	16	18	34	4,760
Savannah Crawford	Senior Associate	140	16	16	32	4,480
Kassi Upright	Junior Associate	90	24	16	40	3,600
Desiree Gheer	Junior Associate	90	24	16	40	3,600
Savannah Hansen	Comm. Mgr/Support Staff	\$ 75	0	10	10	\$ 750
Total Estimated Audit Fee			112	110	222	\$ 29,370

City of Coburg URA						
Name	Position	Hourly Rate	Estimated Hours			Estimated Fees
			On-site	Off-site	Total	
Steve Tuchscherer	Engagement Manager	\$ 200	4	8	12	\$ 2,400
Jean Larson	Senior Manager	170	0	8	8	1,360
Josh Huffman	Senior Associate	140	4	8	12	1,680
Savannah Crawford	Senior Associate	140	0	8	8	1,120
Kassi Upright	Junior Associate	90	0	8	8	720
Desiree Gheer	Communications Manager	90	0	8	8	720
Savannah Hansen	Comm. Mgr/Support Staff	\$ 75	0	6	6	\$ 450
Total Estimated Audit Fee			8	54	62	\$ 8,450

PROPOSED FEES - SUMMARY

The hours listed above for the 2021-22 audit are expected to be very similar for the 2022-23 and 2023-24 audits.

City of Coburg	
Fiscal Year	Audit Fee
2021-22	\$ 29,340
2022-23	30,500
2023-24	\$ 31,750

City of Coburg URA	
Fiscal Year	Estimated Audit Fee
2021-22	\$ 8,450
2022-23	8,700
2023-24	\$ 9,000

The proposed fees for the above fiscal year **do not include** amounts for Single Audit work. Should a Single Audit be necessary, the fee will increase between **\$3,500 and \$4,500**. If other unanticipated complications or changes to auditing standards and GASB requirements occur during any audit period, we will inform the City Manager of the estimated additional fees and the reason for the changes prior to beginning such additional work.

As part of the audit process, we look forward to providing a variety of assistance by phone and emails throughout the year. We do not charge additional fees for those conversations and communications as they are most often mutually beneficial.

PROPOSED FEES – ADDITION SERVICES RATES

Any unusual conditions encountered during the course of the audits where services of the auditing firm must be extended beyond normative work anticipated will be performed only after written notification and acceptance by the City Manager. Fees for such additional work will be charged at hourly rates as follows:

Engagement Manager	\$ 200
Senior Manager	170
Senior Associate	140
Communications Manager	90
Junior Associate	90
Support Staff	\$ 75

References		
Amity School District No. 4J 807 Trade St., Amity, OR 97101	Ann Adams 541-835-2171	ann.adams@amity.k12.or.us
Lake County Education Service District 357 North L Street, Lakeview, OR 97630	Sara Sarensen 541-947-3371	ssarensen@lakeesd.k12.or.us
City of Harrisburg PO Box 378, Harrisburg, OR 97446	Cathy Nelson 541-995-6655	cnelson@ci.harrisburg.or.us
Sutherlin School District #130 531 E. Central Ave., Sutherlin, OR 97479	Della Mock 541-469-2228	della.mock@sutherlin.k12.or.us
City of Tangent PO Box 251, Tangent, OR 97389	Bev Manfredo 541-928-1020	bev@cityoftangent.org
City of Turner PO Box 456, Turner, OR 97392	Pamela Ray 503-743-2155	pray@cityofturner.org
City of Scappoose 33568 E Columbia Ave, Scappoose, OR 97056	Jill Herr 503-543-7146	jherr@cityofscappoose.org
City of Myrtle Creek PO Box 940, Myrtle Creek, OR 97457	Eadie Calkins 541-863-3171	ecalkins@ci.myrtle-creek.or.us

Emerald CPA Group, LLP

450 Country Club Road, Suite 155
Eugene OR 97401

Report on the Firm's System of Quality Control

August 6, 2021

To the Member of
Umpqua Valley Financial, LLC
and the Peer Review Committee of the Oregon Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Umpqua Valley Financial, LLC (the firm) in effect for the year ended March 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Phone 541 255 2888 Fax 541 345 3358
www.emeraldcpa.com

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Deficiencies Identified in the Firm's System of Quality Control

We noted the following deficiencies during our review:

1. Quality control standards and the firm's quality control policies and procedures addressing engagement acceptance and continuance were not fully complied with during the review year. The firm's quality control policies and procedures state that the firm will only accept specific engagements when it has determined that it has the requisite competence and capabilities (including adequate time) to perform the engagement. The firm accepted eleven new audit engagements and lost a key staff member, resulting in significant strain on the firm's personnel and the owner's ability to effectively supervise the engagements. As a result, we noted documentation and performance matters as follows. On an initial audit, there was no documentation of the required inquiries of the predecessor auditor or review of their workpapers as a basis for reliance on the beginning balances, and adequate procedures were not performed on the beginning balances. On the same audit, there were no confirmations obtained on accounts and contract receivables other than property taxes, no justification for not obtaining was them documented and only analytical procedures were performed. On all three audits reviewed there was little documentation of procedures performed on the pension and OPEB liabilities, other than copies of the actuarial valuations and the audited schedules of the individual employer amounts. Although the firm was clearly relying on the plan's actuary and auditor, there was no documentation that the firm evaluated their competency. We also noted that the representation letters on all three audits reviewed were dated and signed prior to the report dates.
2. Quality control standards and the firm's quality control policies and procedures require adequate continuing professional education (CPE) in the areas of the firm's practice. Although the owner and staff were in compliance with all applicable regulatory requirements, CPE was inadequate or ineffective in the areas of risk assessment, single audits and nonprofit accounting. On all three audits, we noted that while internal controls were adequately documented, there was no documentation of walkthroughs or procedures other than inquiry to assess whether the controls were implemented. In the risk assessment documentation, we noted incorrect identification of relevant assertions in some areas, certain significant audit areas assessed at the audit area level rather than the assertion level, and the identified audit approach was not always consistent with the assessed risk. Extended procedures were performed in some areas, but were not added to the audit programs. As the result there was poor linkage between the risk assessment and the audit programs used. On the single audit, we noted that the direct and material

compliance elements were not correctly identified. The documentation of risk assessment for these elements indicated moderate control risk, but Uniform Guidance requires the auditor to plan to achieve low control risk. This resulted in failure to test cash management (reimbursement requests) and some of the special tests and provisions. Additionally, there was no sampling documentation for the eligibility test. On a review engagement of a nonprofit organization, the new standards for financial statement presentation were not adopted, other than changing the caption on net assets. The new disclosure on liquidity and availability of financial resources was missing and a statement of functional expenses or similar information in the notes was not presented. Expenses were presented only by natural classification and not by function. All three audits were considered nonconforming due to the risk assessment deficiencies and the single audit of a school district was also considered nonconforming due to the single audit deficiencies.

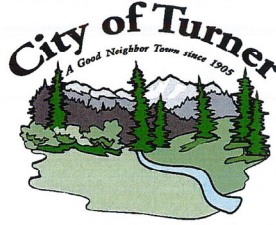
3. Quality control standards and the firm's quality control policies and procedures addressing monitoring have not been complied with to provide reasonable assurance that the engagements are being performed in accordance with professional standards. The firm's quality control policies and procedures require that monitoring procedures, including post-issuance engagement reviews be performed and documented annually. Although the firm did prepare such documentation, no significant matters were noted in the most recent monitoring report, although it did note the need to hire an additional CPA with municipal audit experience, and the need for more thorough use of risk assessment practice aids. However, based on the issues noted in the peer review, it appears that the procedures performed were not adequate to identify noncompliance with professional standards, particularly at the engagement level. In our opinion, the lack of adequate monitoring contributed to the engagements previously noted that did not conform with professional standards in all material respects.

Opinion

In our opinion, except for the deficiencies previously described, the system of quality control for the accounting and auditing practice of Umpqua Valley Financial, LLC in effect for the year ended March 31, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Umpqua Valley Financial, LLC has received a peer review rating of *pass with deficiencies*.

Emerald CPA Group, LLP

5255 Chicago Street SE
Post Office Box 456
Turner, OR 97392-0456



Phone: (503) 743-2155
Fax: 503 743-4010
www.cityofturner.org

Over the last seven years The City of Turner has utilized the services and expertise of Umpqua Valley Financial (formerly Steve Tuchscherer, CPA, PC) for our annual audit. The audit process can be a daunting task, however, Umpqua Valley Financial has made this process virtually painless. Upon receiving an audit prep sheet, we begin uploading these items to their secure audit portal, allowing the auditors time to look over the data prior to their site visit. Their questions we receive during the interim, while thorough, are always concise with respect for our time and busy schedules. The audit report we receive at the end of the process is accurately and professionally presented.

Having worked in the accounting field for more than twenty years, I must say that Umpqua Valley Financials' audit process is the most streamlined I've experienced. The professional and friendly replies I receive to questions and concerns make it a pleasure to deal with their staff. They have been patient with our office as we've experienced growing pains with new personnel and with my own questions regarding the unique accounting and budget laws regarding municipalities. In short, they are a pleasure to work with and are highly recommended by The City of Turner for accounting and audit services.


Pamela Ray
City of Turner Finance

ADA Accommodations Provided Upon Request
The City of Turner is an Equal Opportunity Employer and Provider



Jeff Clark, Superintendent Phone: 503-835-2171
jeff.clark@amity.k12.or.us Fax: 503-835-5050

May 15, 2018

To Whom It May Concern:

It is my privilege to write a letter of recommendation for our auditing firm, Umpqua Valley Financial, LLC. Umpqua Valley Financial, LLC (formerly Steve Tuchscherer, CPA, PC) has served as the auditor for our district for fifteen years. Even after all of these years, Amity School District has no plans to seek the services of another auditing firm, which is a testament to a positive working relationship.

As you can imagine, dealing with the auditors may create some anxiety for the business office and program managers. That is not the case in working with Umpqua Valley Financial, LLC, and there are several things that stand out to me as I consider the services they provide to us. They are professionals in every way, measuring our work by the highest auditing standards, and yet, they are easy to work with. If there are minor issues that surface during the audit, they don't make the issue bigger than it needs to be, but rather ensure that we address the situation and move forward. Throughout the year, the auditors are readily available to answer questions as they arise which enables us to stay on top of our work. There have been times when it became necessary for us to reschedule the audit, and Umpqua Valley Financial has been very willing to accommodate our request for a change.

Amity School District is a small district with only a few individuals who have direct contact with the auditors. However, we receive the time and attention that we need from them. Because of the service they provide to us each year, we have confidence in Umpqua Valley Financial, LLC, and we know that we are a valued client regardless of our size. This speaks well of them as an auditing firm.

If you have further questions, please feel free to contact me at (503) 835-2171.

Sincerely,

A handwritten signature in cursive script that reads 'Ann Adams'.

Ann Adams
Deputy Clerk/Business Manager

An Equal Opportunity Employer



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Buy Back Options for Water Easements

Meeting Date: July 12, 2022

Staff Contact: Anne Heath

Contact: 541-682-7871, anne.heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approve Motion to sell back water easements purchased by the City for the Water Project, and allow the City Administrator and City Attorney to negotiate sell price with individual property owners.

Suggestion Motion: "I move that the City Council approve the sell back of water easements purchased by the City for the Water Project, and allow the City Administrator and City Attorney to negotiate sell price with individual property owners."

BACKGROUND

In 2007, in anticipation of the Water Master Planned Project of constructing a reservoir, the City purchased easements to run a pipeline to the reservoir and for the placement of the reservoir. There were seven easements purchased. In 2019, an additional easement was purchased.

In the spring of 2022, the City learned that the planned reservoir project was not viable and would have to be moved to another area of the City. This leaves the ownership of the easements unnecessary and the City should consider selling them back to the current property owners.

In May 2022, the City Administrator sent letters to the property owners of the easements letting them know that the City was abandoning the reservoir project and asking about the interest in purchasing back the easements on their properties. We received several responses from property owners that they did have an interest in purchasing back their easement.

PURCHASE PRICE

In 2007, the City Council approved the staff to negotiate the purchase price. While it seems that the price was based on a percentage of value of the property of .0023%, some properties

that were negotiated at a higher rate with the highest rate being 13%. The purchase price of the easements ranged from \$1000 up to \$57,000. An additional easement purchased in 2019 was for \$2,000. The total purchase price for all easements was \$89,150.

The values utilized in 2007 were based on the total land value of each lot. Any value of residential dwellings or buildings were not considered in the value.

A list of the properties and easement values is included as Attachment A.

BUYBACK OPTIONS

The City has three options for selling back the easements including:

1. Have an appraisal on each easement and sell back at the appraised value
2. Use the same percentage of value when purchased in 2007 to figure the current value based on the County assessor's current market value.
3. Sell back the easement for the same price for which they were purchased.

The challenge with choosing #1 is that the cost of appraisals in the current market would far exceed the value of the easement itself, which would be a waste of resources.

The challenge with choosing #3 is that the easements are actually owned by the taxpayers, and therefore the City has the fiduciary responsibility of utilizing market values in property transactions.

Choosing #2, allows for a current value be applied by using the same matrix that was utilized to buy the easements in 2007.

As in 2007, there may be a need to negotiate the buyback prices with some of the property owners.

A sample Buyback agreement is included as Attachment B.

STAFF RECOMMENDATIONS

Staff recommends that the Council give direction to utilize option #2, and allow for negotiations with the property owners.

ALTERNATIVES

1. Contract an appraisal for each of the properties, which will be of significant cost to the City.
 2. Sell back the easements using the current assessed market value.
 3. Sell back the easements for the same price for which they were purchased.
 4. Do nothing. The easements will remain recorded as is.
-

PUBLIC INVOLVEMENT

N/A

BUDGET

If sold back utilizing the same percentage of value calculation, the City would receive \$107,508 in revenue

NEXT STEPS

1. If Council approves selling of the easements, staff will work with the City Attorney to draw up correspondence and draft agreements for the sell and purchase of the easements.
-

ATTACHMENTS

- A. List of current easements
 - B. Draft Buyback agreement
-

Reviewed by:

Anne Davies, City Attorney

Water Line Easement Records - City of Coburg, Water Capital Project

Lane County Deed & Record #	Deed/map/Lot	Amount Paid	RLID		RLID		Easement
			2007 Market land Value	Percentage of Value	Current Market Value	Value	
2007-080189	17 90761 Diamond Ridge Loop, Eugene, Oregon 97408	\$57,000	\$422,227	13.0000%	\$508,317	66,081	
2007-080190	17 90761 Diamond Ridge Loop, Eugene, Oregon 97408	\$1,000	\$422,227	0.0023%	\$508,317	1,169	
2007-080186	12 90797 Marquise Way, Eugene, Oregon 97408	\$1,000	\$431,624	0.0023%	\$504,893	1,161	
2007-021080	13 90795 Marquise Way, Eugene, Oregon 97408	\$3,000	\$391,966	0.0076%	\$540,097	4,105	
2007-080187	14 90870 Marquise Way, Eugene, Oregon 97408	\$1,000	\$370,418	0.0026%	\$506,313	1,316	
2007-080188	14 90870 Marquise Way, Eugene, Oregon 97408	\$23,000	\$370,418	6.0000%	\$506,313	30,379	
	2019 P.O. Box 8278, Coburg, Oregon 97408	\$2,000	\$417,627	0.4700%	\$455,388	2,140	
2007-021078	16 P.O. Box 42161, Eugene, Oregon 97404	\$1,150	\$479,572	0.0023%	\$482,239	1,156	
		\$89,150				107,508	

ATTACHMENT B**GRANTOR:**

City of Coburg
 91136 N. Willamette St.
 PO Box 8316
 Coburg, OR 97408

GRANTEES:

Ryan and Jennifer Pape
 90797 Marquise Way
 Eugene, OR 97408

AFTER RECORDING RETURN TO:

City Recorder
 City of Coburg
 PO Box 8316
 Coburg, OR 97408

NO CHANGE IN TAX STATEMENTS

TERMINATION AND RELEASE OF PUBLIC EASEMENT RIGHTS

THIS TERMINATION AND RELEASE OF PUBLIC EASEMENT RIGHTS (the "Release") is executed this ___ day of _____, 2022, by the City of Coburg (the "City").

RECITALS:

- A. The City is the beneficiary of certain easements for the benefit of the public granted pursuant to a "Permanent Water Line Easement" dated November 16, 2007, and recorded with Lane County Deeds and Records on December 3, 2007 as Document No. 2007-080186, a copy of which is attached hereto as Exhibit A (the "2007 Easement Document").
- B. The easement granted pursuant to the 2007 Easement Document is a 14-foot wide strip of land along the south boundary line of Lot 12 of Diamond Ridge Subdivision for use by the City to construct, reconstruct, operate, inspect, maintain and repair underground water lines (the "2007 Easement"). The consideration for the granting of the 2007 Easement was \$1,000.
- C. The 2007 Easement Document and 2007 Easement encumber Lot 12 of Diamond Ridge Subdivision (the "Property"), as depicted on Exhibit B, attached to the 2007 Easement Document.
- D. The City, as of the date hereof, is no longer in need of its rights and benefits under the 2007 Easement Document and 2007 Easement.

- E. The City desires to release its rights under the 2007 Easement Document and 2007 Easement and terminate the 2007 Easement Document and 2007 Easement with respect to the Property.
- F. The value of the Property has increased significantly since 2007, and the parties agree that the consideration provided for this release is a fair estimation of the value of the easement being terminated.

NOW, THEREFORE, the parties agree as follows:

- 1. For good and valuable consideration, the City hereby terminates and releases all of its and the public's rights, titles, interests, and benefits in and to the 2007 Easement Document and the 2007 Easement and agrees that the 2007 Easement Document and the 2007 Easement shall no longer encumber the Property in any respect whatsoever.
- 2. As the value of the Property has increased in the nearly fifteen years since the 2007 Easement was created, the parties agree that fair consideration for this release is \$2,000.

IN WITNESS whereof, this document was executed by the undersigned as of the date first above written.

**CITY (GRANTOR):
CITY OF COBURG**

By: _____
Ray Smith, Mayor

By: _____
Sammy , City Recorder

STATE OF OREGON)
) ss.
County of Lane)

Personally appeared before me this ____ day of _____, 2022, by the above-named Ray Smith, Mayor of the City of Coburg.

Notary Public for Oregon

Ryan and Jennifer Pape (GRANTEE):

By: _____
Ryan Pape

By: _____
Jennifer Pape

STATE OF OREGON)
) ss.
County of Lane)

Personally appeared before me this ____ day of _____, 2022, by the above-named Ryan Pape.

Notary Public for Oregon

STATE OF OREGON)
) ss.
County of Lane)

Personally appeared before me this ____ day of _____, 2022, by the above-named Jennifer Pape.

Notary Public for Oregon



COBURG CITY COUNCIL ISSUE ITEM

TOPIC: Douglas Fast Net Ground Lease Agreement

Meeting Date: July 12, 2022
Staff Contact: Anne Heath, City Administrator
Contact: 541-682-7871, anne.heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approve ground lease agreement between Douglas Fast Net (DFN) and the City of Coburg

Suggested Motion: *I move that the City Council approve the City Administrator to sign a ground lease agreement with DFN to place their fiber hut at the location of the Sarah Lane Water Booster Station.*

BACKGROUND

Douglas Fast-Net (DFN) has leased broadband fiber optic lines from the Fiber Consortium to the City of Coburg. In order to begin providing service in Coburg they must construct a hut, which will provide a central location for the management of their systems.

The Staff worked with DFN to identify properties within the city limits to locate the hut. The Sarah Lane Water Booster station was the most secure and central location that the City could offer them.

The proposed hut will be approximately 10 x 12. See attached drawing for a similar hut.

The intent is to start construction in September and complete by November. Their intention is to be providing service to City Hall in November.

Service to the community will be provided to neighborhoods with overhead lines first. They will then move to other neighborhoods as is possible.

It is anticipated that the cost of service will be \$50 for 250 MB as an introductory pricing and then it will move to \$65 after 12 months. The price of one gig will be \$6.

LEASE OVERVIEW

The lease will grant DFN the ability to place a hut at the location of the Sarah Lane Water Tower Booster Station. In exchange for this ground lease, the City of Coburg will receive free broadband services to City Hall. DFN will provide all equipment needed to hook up to their service. DFN will hook up to the electricity of the Sarah Lane location, and will use approximately 1000 kilowatts of power per month, which will increase the cost of electricity at the booster station by about \$125. The hut will be placed inside the perimeter fence of the Water Booster Station, in addition to an additional fence to be constructed by DFN around their hut. This will provide a secure location for their operations.

The lease agreement with DFN will provide free service for the City in exchange for the ground lease and electricity to run the hut. The value of the exchange is approximately \$250.00 per month or \$3000 per year.

This agreement is similar to a lease the City holds with Hunter Communications which has a similar hut located at City Hall at this time. The city was paid a one-time nominal fee for the placement of the hut. The City currently pays up to \$300 per month to Hunter Communications for a similar service and covers the cost of the electricity.

The City will have no responsibility in maintaining the equipment or space in which the hut will be placed.

FRANCHISE FEES

In addition to free service, the City will also receive revenues to the General Fund as Franchise Fees. It is standard for utilities to pay franchise fees to municipalities for operating within their boundaries. Coburg has a requirement for these franchise fees. The City Council passed Ordinance A-253 on September 14, 2021 to grant DFN use of the right-of-way in Coburg to place Fiber Optic Telecommunication Systems in Coburg. DFN will pay the City of Coburg Five percent (5%) of the annual gross revenue that will be paid on a quarterly basis.

RECOMMENDATION AND ALTERNATIVES

Staff recommends that the Council approve the lease with DFN

The alternative would be to not approve. In that case, there would need to be a further search for a placement of the hut, which will delay services coming to the City of Coburg and its residents.

BUDGET / FINANCIAL IMPACT

This will reduce the cost of service to the City by up to \$3600 annually. It will have a minimal impact on the utility bills to support the hut.

PUBLIC INVOLVEMENT

N/A

Public may make comment at the City Council meeting under general comments

NEXT STEPS

- The City Administrator will execute the agreement with DFN
 - DFN will begin construction on their hut
 - City Hall will be hooked up in approximately November, 2022
 - Public Information campaign will be administered by DFN
-

ATTACHMENTS

- Draft Ground Lease Agreement
 - Drawing of Hut with specifications
-

REVIEWED

Anne Davies, City Attorney
Brian Harmon, Public Works Director

LEASE AGREEMENT

This Lease Agreement ("Lease"), is made by and between the City of Coburg ("City") and Douglas Fast Net, Douglas Services, Inc. ("DFN").

RECITALS

- A. WHEREAS, City owns property located at 91201 Shane Street, in Coburg, Oregon, the current site of the Coburg Water Booster Station ("the Property").
- B. WHEREAS, DFN currently maintains a telecommunications hut on the premises of the Property at the location of the City's Water Booster Station. The hut serves as a Point of Presence (POP) for telecommunications services within the City.
- C. WHEREAS, the parties wish to memorialize the lease by DFN of that space.

Commented [DAC1]: You should distinguish between Property and Premises, with Premises maybe being the leased property. There is some ambiguity down below, Section 4, whether the fence being referred to is the fence around the property, or the fence around the cabinet.

Commented [AH2]: DFN Should identify correct description of equipment

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

- 1. **PREMISES.** The Premises leased includes an area approximately 20' x 20', immediately south of the water towers within the Waster Booster Station fenced area. See Exhibit A.
- 2. **AGREEMENT TO LEASE.** City agrees to lease the premises to DFN according to the terms and conditions set forth herein.
- 3. **TERM.** This Agreement will be for a term beginning on August 1, 2022 and ending on July 31, 2032, unless terminated earlier as provided in this Agreement. **This Agreement** shall be renewed automatically for a term of ten (10) years each unless either party gives written notice to the other at least ninety (90) days prior to the expiration of the original term.
- 4.
- 5. **CONSIDERATION.** The estimated monetary value of this lease is approximately \$3000 annually. In consideration for City allowing DFN to use the Premises, DFN will provide necessary equipment in order for City Hall to connect to the POP at no charge.
- 6. **USE OF PREMISES.** At its own expense, DFN may install, maintain, repair, upgrade, and replace equipment necessary to operate and manage a fiber based POP for the purpose of providing telecommunications services to City. DFN may also construct and maintain a fence around the Premises. DFN may not otherwise alter or modify the

Commented [AH3]: DFN Should confirm size of area in use

Commented [DAC4]: Is this an estimation of annual rate? If so, say "annually."

Commented [DAC5]: Are they only providing equipment? Are they providing any services? That would be \$3000 a year for ten years. We need to make sure we're not giving away the farm.

Premises without prior written consent of the City, which consent shall not be unreasonably withheld.

7. MAINTENANCE OBLIGATIONS.

- A. City shall maintain the fencing for the Water Booster Station and the surrounding area, including the Premises, at the current existing level.
- B. DFN shall keep the Premises, including its equipment and fencing in good repair, operating condition, working order, and appearance. This includes insuring that the battery in the cabinet is operational. All equipment and fencing shall be clearly labelled with emergency contact numbers for DFN.
- C. Following the initial installation of its equipment, including telecommunications wiring, cables and conduit, buildings and fencing, DFN will not make any improvements or alterations (including, but not limited to, installation of computer and telecommunications wiring, cables, and conduit) on the Premises without first obtaining City’s prior written consent. All alterations shall be made in a good and workmanlike manner, and in compliance with applicable laws and building codes.
- D. At termination of the Agreement, the Premises will be returned to City in a condition adequate for City to use for other purposes.

Commented [DAC6]: Not sure what this means? Is the City supposed to maintain landscaping? Or what?

7. ELECTRICITY. City will provide electrical power to the cabinet, provided DFN’s total electrical usage will not exceed 22 KW per month, and only as long as DFN is providing services within the City to City’s anchor institutions (City Hall, IOOF (City Leased Building), charter school, and fire station) as well as local businesses and private residences. In the event either party requires additional electrical power, necessitating additional electrical wiring, fixtures, or equipment, the party needing additional power shall cover the costs of such construction and/or improvements. City shall not be responsible for any loss or damage resulting from an outage.

Commented [AH7]: DFN should confirm KW needed for equipment on a monthly basis

8. RIGHT OF ENTRY. City has the right to enter property, at any time, and for any Reason. Lessor will make reasonable attempt to notify DFN of entry.

9. ASSIGNMENT & SUBLETTING. DFN may not assign this Agreement as to any portion or all of the Premises or make or permit any total or partial sublease or other transfer of any portion or all of the Premises.

10. INSURANCE. At all times during the term of this Agreement, DFN shall, at its own expense, keep in effect and deliver to City liability insurance policies, satisfactory to City, for the Premises.

11. INDEMNITY REGARDING USE OF PREMISES. To the extent permitted by law, DFN agrees to indemnify, hold harmless, and defend City from and against any and all

losses, claims, liabilities, and expenses, including reasonable attorney fees, if any, which City may suffer or incur in connection with DFN's possession, use or misuse of the Premises, except City's act or negligence.

12. COMPLIANCE WITH REGULATIONS. DFN shall obtain all certificates, permits, zoning, and other approvals that may be required by any federal, state, or local authority. DFN shall also comply with all laws, rules, and regulations.

13. TERMINATION

- A. This Agreement will terminate on its expiration date, July 31, 2032, unless terminated earlier under this Agreement.
- B. If the Premises or any portion thereof is destroyed or damaged so as to materially hinder effective use of DFN's equipment, through no fault or negligence of DFN, DFN may elect to terminate this Agreement upon thirty (30) days' written notice to the City. In such event, all rights and obligations of the parties shall cease as of the date of the damage or destruction.
- C. Either party may terminate this Agreement for any reason upon ninety (90) days' written notice to the other party. Upon such termination, Hunter shall surrender possession of the Premises and shall remove all fixtures and equipment at its own expense. If Hunter fails to remove such equipment within thirty (30) days, the equipment shall become the property of the City.
- D. Either party may, by written notice specifying the nature and extent of the breach, terminate this Agreement in the event of a material breach by the other party, provided that the terminating party is not also in material breach, and provided that the breaching party shall have a right to cure any such breach, if curable, within 30 days of receipt of such notice. This Agreement will terminate upon the breaching party's receipt of notice, if breach is curable, or upon the expiration of the 30-day cure period, if breach is curable but has not been cured within the required time period.
- E. Upon termination, DFN shall surrender possession of the Premises and shall remove all fixtures and equipment at its own expense. If DFN fails to remove such equipment within thirty (30) days, the equipment shall become the property of the City.

14. DEFAULT; REMEDIES.

- A. The following shall be events of default:
 - 1. Dissolution, termination of existence, insolvency, business failure, discontinuance as a going business, appointment of a receiver of any of the

Premises, assignment of the benefit of creditors, or commencement of any proceedings under any bankruptcy or insolvency laws by or against DFN.

2. Failure of either party to comply with any term or condition, or fulfill any other obligation of the Agreement within 30 days after written notice by the other party specifying the default with reasonable particularity.
3. Use of electricity by DFN in excess of the maximum limit set forth in Section 7.
4. Abandonment of the Premises by DFN.

B. Upon default by DFN, City may immediately terminate the Agreement, take possession of the Premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages. Lessee shall be responsible for any reasonable costs associated with any clean up or repair to the Premises following termination.

C. City's remedies upon default are cumulative and in addition to all other remedies available to Lessor under applicable law.

15. NOTICES. All notices, requests, demands, and other communications hereunder, except for notices regarding entry to the Premises, will be in writing and will be deemed given by personally delivered or mailed, certified mail, return receipt requested, to the following address:

If to the City: City of Coburg
 PO Box 8316
 Coburg, OR 97408

If to DFN : Todd Way
 2350 NW Aviation Drive
 Roseburg, Oregon 97470

16. GOVERNING LAW. This Agreement will be governed by and construed in accordance with Oregon law, including choice of law provisions. Jurisdiction and venue for all legal disputes, including arbitration, will be in Lane County, Oregon.

17. ATTORNEY FEES. In the event either party institutes a suit to enforce any rights hereunder, the prevailing party will be entitled to recover at trial or on appeal court costs and reasonable attorney's fees incurred as a result thereof.

18. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, and other agreements of any kind.

19. MODIFICATION. Any modification of or amendment to this Agreement must be in writing and executed by both parties.

20. SEVERABILITY. If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

21. WAIVER. The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

City of Coburg:

Printed Name _____
Date

Signature

**Douglas Fast Net
Douglas Services, Inc. :**

Printed Name _____
Date

Signature

Printed Name _____
Date

Signature

City of Coburg 2021 Annual Drinking Water Quality Report

We're very pleased to provide you with this year's Annual Water Quality Report. We want to keep you informed about the excellent water and services we have delivered to you over the past year. Our goal is and always has been, to provide to you a safe and dependable supply of drinking water. Our water source is 100% ground water provided by two wells owned and operated by The City of Coburg. The two wells draw from the Older Alluvium and Younger Alluvium. At the well head chlorine is added as a precaution to protect against microbial contaminants.

The city has on file, in the Public Works Office a Source Water Protection Plan that provides more information such as potential sources of contamination. **You can also find the sampling results and information on your drinking water system at “Oregon Drinking Water DATA Online under the City of Coburg.**

I'm pleased to report that our drinking water is safe and meets federal and state requirements.

The City of Coburg is the owner and operator of the water system. The city has designated Brian Harmon as the Certified System Operator. For information about the water system please contact him at 541 682 7857. The City Council meets on the second Tuesday of every month at Coburg City Office at 7:00 pm. The office is located at 91136 North Willamette Coburg, OR. 97408

Coburg Public Works Department routinely monitors for constituents in your drinking water according to Federal and State laws. This table shows the results of our monitoring for the period of January 1 to December 31, 2021. As water travels over the land or underground, it can pick up substances or contaminants such as microbes, inorganic and organic chemicals, and radioactive substances. All drinking water, including bottled drinking water, may be reasonably expected to contain at least small amounts of some constituents. It's important to remember that the presence of these constituents does not necessarily pose a health risk.

In this table you will find many terms and abbreviations you might not be familiar with. To help you better understand these terms we've provided the following definitions:

Non-Detects (ND) - laboratory analysis indicates that the constituent is not present.

Parts per million (ppm) or Milligrams per liter (mg/l) - one part per million corresponds to one minute in two years or a single penny in \$10,000.

Action Level (AL) – the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Treatment Technique (TT) - A treatment technique is a required process intended to reduce the level of a contaminant in drinking water.

Maximum Contaminant Level (MCL) - The “Maximum Allowed” (MCL) is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum Contaminant Level Goal (MCLG) - The “Goal” (MCLG) is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Maximum Residual Disinfectant Level (MRDL) – The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG) – The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Parts per billion (ppb) or Micrograms per liter - one part per billion corresponds to one minute in 2,000 years, or a single penny in \$10,000,000.

TEST RESULTS

Item 8.

Contaminant	Violation Y/N	level Detected	unit Measured	MCLG	MCL	Likely source of Contamination
-------------	---------------	----------------	---------------	------	-----	--------------------------------

Microbiological Contaminants

Total Coliform Bacteria 2 monthly	N	Present twice	Absent or Present	0	0	Natural present in the environment
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Inorganic Contaminants

Nitrate as Nitrogen(well #1)	N	1.59	ppm	10	10	Runoff from fertilizer use; erosion from nature deposits.
Nitrate as Nitrogen(well #2)	N	6.47	ppm	10	10	

Disinfection Byproducts

TTHM (site 1)	N	.004120	Mg/l		.080	Byproducts of drinking water chlorination
HAA5(site 1)	N	ND	Mg/l		.060	Byproducts of drinking water chlorination

TTHM (site 2)	N	ND	Mg/l		.080	Byproducts of drinking water chlorination
HAA5(site 2)	N	ND	Mg/l		.060	Byproducts of drinking water chlorination

As you can see by the table, our system had no violations. We're proud that your drinking water meets or exceeds all Federal and State requirements. We have learned through our monitoring and testing that some constituents have been detected. The EPA has determined that your water IS SAFE at these levels.

We constantly monitor for various constituents in the water supply to meet all regulatory requirements.

All sources of drinking water are subject to potential contamination by substances that are naturally occurring or man-made. These substances can be microbes, inorganic or organic chemicals and radioactive substances. All drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

Nitrates: As a precaution we always notify physicians and health care providers in this area if there is ever a higher than normal level of nitrates in the water supply. Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant you should ask advice from your health care provider.

Lead: Lead in drinking water is rarely the sole cause of lead poisoning, but it can add to a person's total lead exposure. All potential sources of lead in the household should be identified and removed, replaced or reduced. Infants and children who drink water containing lead in excess of the action level could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immune-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers.

EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

Please call Coburg Public Works if you have questions. 541-682-7857

Coburg Public Works, work hard around the clock to provide top quality water to every tap. We ask that all our customers help us protect our water sources, which are the heart of our community, our way of life and our children's future.



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Industrial Noise Solution

Meeting Date: July 12, 2022

Staff Contact: Brian Harmon

Contact: 541-682-7857, brian.harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Staff Direction for Industrial Noise Solutions Policy

BACKGROUND

The City frequently gets complaints regarding the industrial noise in Coburg. The City processes these complaints and we do contact the industrial businesses, educate them regarding the noise ordinance, and remind them of required compliance. If needed the City sends a formal letter and the Police deliver it and talk to the business managers.

Businesses such as Carry-on Trailers have done extensive work, shift changes, and set internal policies in order to address the complaints. However, there is still industrial noise that is necessary, happens during the regular shifts, and annoys the neighborhood around it.

One area that is consistently an issue is in and around the Sarah Lane Water Booster Station. Staff have contemplated that the metal reservoirs are acting as sound reflectors and the residual echo might be actually increasing the noise into the neighborhoods

Staff asked a professional sound expert to come and look at the area, investigate how sound is traveling and make a recommendation as to whether there was anything the City could do to reduce the sound carrying to the neighborhood in the Sarah Lane Area. Acoustic Science Corporation (ASC) has provided a recommendation for how sound could be reduced. Their quote and recommendation is attached.

This solution would not be an inexpensive solution and would involve attaching a sound wall to the existing fence that surrounds the booster station and location of the water towers.

PUBLIC INVOLVEMENT

There have been several complaints from the public on this matter over the last several years. Most of those complaints are in the area of the water towers.

POLICY CONSIDERATION

The City has a residential neighborhood that abuts an industrial zone. There is the recommended buffer present, and the industrial businesses have built their businesses to the specifications of the City. Therefore, this becomes a policy discussion for the City Council of whether or not the City has a responsibility to buffer the sound coming from the industrial area that is largely operating within the Noise Ordinance.

Other areas of town have industrial areas that also abut residential neighborhoods nearby. Additional industrial properties will be built within the industrial zones, and those properties will have noise associated with the industrial business.

Council must decide if allowing for a buffer in this area will set precedence that the City will be responsible for buffering noise between industrial and residential areas.

Council should consider and give staff direction as to whether they want to move forward to provide buffering in this instance, and consider other issues in the future. The Council may also decide that the City will not fund and install additional measures for buffering sound outside of the normal requirements through the zoning code.

RECOMMENDATIONS:

Staff does not have a recommendation on this. This is a Council policy decision.

BUDGET

There is no budget currently for this type of a project. If Council would like to consider placing the sound wall, then staff would seek to find funds within the existing budget and/or consider whether it could be included in the scheduled updates to the water booster station and water reservoirs 1 and 2. An estimate for a phased in project is attached to this staff report.

NEXT STEPS

1. Staff will take Council direction to either move or not move the project forward
-

ATTACHMENTS

- A. ASC Quote
-

Reviewed by:

Anne Heath, City Administrator

ASC ACOUSTIC SCIENCES CORPORATION

4275 W. 5th Ave, Eugene, OR 97402

Tel: 541-343-9727 email: info@acousticsscience.com

Item 9.

QUOTE

Number ASCQ22062

Date Apr 28, 2022

Quote for:	
City of Coburg Anne Heath 91136 N. Willamette St Eugene, OR 97408	
Email	anne.heath@ci.coburg.or.us
Phone	(541)682-7871

Shipping To:	
City of Coburg Anne Heath 91136 N. Willamette St Eugene, OR 97408	
Email	anne.heath@ci.coburg.or.us
Phone	(541)682-7871

Prepared By:
Jordan Goulette

Qty	Item Description	Color	Size	Unit Price	Ext. Price
	PHASE I INDUSTRIAL NOISE CONTROL				
16	Soundfence Panel - 5' W x 10' T	grn/blk	5' W x 10' T	\$975.00	\$15,600.00
	PHASE II INDUSTRIAL NOISE CONTROL				
14	Soundfence Panel - 5' W x 10' T	grn/blk	5' W x 10' T	\$975.00	\$13,650.00
	PHASE III INDUSTRIAL NOISE CONTROL				
4	Soundfence Panel - 5' W x 10' T	grn/blk	5' W x 10' T	\$975.00	\$3,900.00

Notes:

4-8 week expected turnaround time.

*ACTUAL PANEL SECTION SIZES TO BE VERIFIED PRIOR TO CONSTRUCTION VIA FIELD MEASUREMENT

SubTotal	\$33,150.00
Tax	\$0.00
Shipping	\$0.00
Total	\$33,150.00

Payment Terms
50% Deposit / Bal. Due on Ship-Out

QUOTE VALID FOR 30 DAYS. PRICES SUBJECT TO CHANGE THEREAFTER - PRICES BASED UPON TOTAL PURCHASE. GENERALLY ALL ITEMS QUOTED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS & LABOR FOR DEFECTIVE MATERIAL OR WORKMANSHIP. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, OR DAMAGES RELATED TO THIS TRANSACTION. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

NEWS

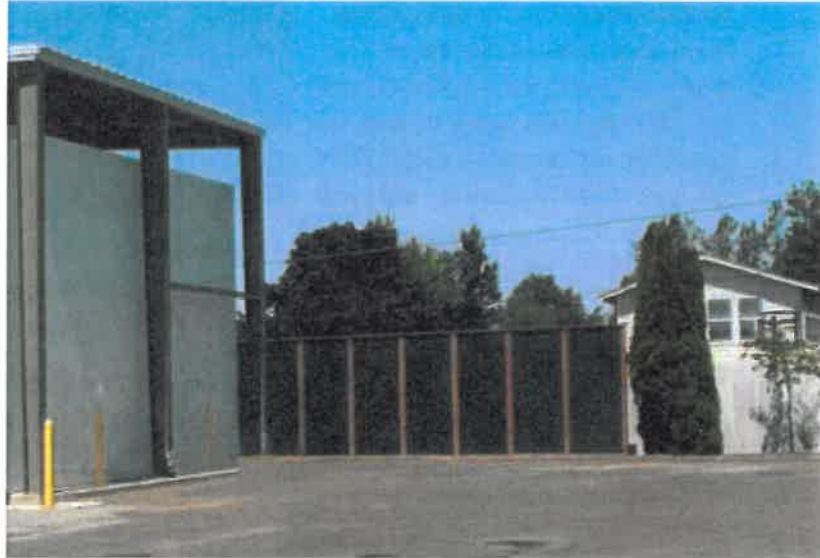
SERVICES

COMPANY

PRICING

PRODUCTS

ASC's SoundFence FOR INDUSTRIAL NOISE ABATEMENT



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ASC SoundFence is a cost effective outdoor noise barrier and absorber ideally suited for surrounding noisy equipment. If you have outdoor compressors, transformers or HVAC equipment in close proximity to residential areas, odds are good that you need an ASC SoundFence. There are many types of noise barriers available, but none of them absorb noise like the SoundFence. They also share a common theme: high cost. The SoundFence gets the job done better while costing a fraction of comparable barrier systems.



This Noise Stopper Works 24-7

The pictures shown here are a cell phone repeater station, located next to a residential neighborhood. Without any noise control, the noise generated by the outdoor mechanicals is deafening, extending out many hundreds of feet in each direction.

The only sure-fire way to deal with noise is to eradicate it permanently whenever it shows up, 24-7, 365 days a year, year in and year out. This what the ASC SoundFence does so well, making it one of the only solutions of its

kind. And the basic design is extremely adaptable to fit your specific needs.

Turns Noise into Heat Energy

A typical block wall will bounce sound upward where it can recurve back to ground level a short distance away. The block wall can also tend to amplify the sound as well. The SoundFence is different. As noise hits the SoundFence absorption panels, it enters the medium density fiberglass mesh where it is permanently dissipated in the form of heat. Instead of bouncing off the surface, it goes away and is not heard from again.

ASC manufactures the patented 3" thick, panelized noise stopping unit that typically has a fiber-cement barrier on one side and 2" of sound absorption on the other side. The weatherproof panels can also be mounted to an existing cement block wall as long as the top is protected from direct exposure.

SoundFence panels can be used as a standalone fence, with posts only. A 2 x 6 header across the top

NEWS

SERVICES

COMPANY

PRICING

PRODUCTS

ASC's SoundFence FOR INDUSTRIAL NOISE ABATEMENT



Search

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ASC SoundFence

INSTALLATION

Required Tools:

- Safety Equipment as required
- Cordless Drill or Driver
- Drill bits and Phillips bit
- Level and String line
- Circular Saw

Products Covered Here:

- SoundFence

Install Overview

1. Lay out fence line
2. Then install fence with integral SoundFence Panels

Recommended Fence Preparation

1. Do not attempt to DIY this project unless you have previous fence building experience. Be sure to hire an experienced fencing contractor.
2. Lay out fence line, pull string, and mark post spacing 6-8 feet apart, depending on the SoundFence panel size ordered.
3. Take extra time to set posts properly, leaving a bit of extra space to account for warping in the posts or Panels.
4. When lifting, be sure to follow proper safety precautions to avoid serious physical injury.

Build Your Fence

1. Install 4' x 4' fence posts cut and spaced to fit the SoundFence Panel. Typical ACQ pressure treated posts tend to warp badly, so consider more stable alternatives such as TimberSIL™ or Copper Azole. If using concrete, be sure to leave the top several inches below grade to allow proper installation of the ground seal.

2. Connect the posts with 2 x 4 rails. Start by placing a 2 x 10 on or slightly below grade. Attach these ground seals using proper hardware between each post. Top rails are attached to post tops as shown. Bottom rails attach to the ground seal as shown.

Note: The SoundFence works best when the ground seal is installed with no gaps or daylight along the bottom of the fence. Noise can exploit even the smallest gaps!

3. Now install the SoundFence Panels as shown, centered between posts. Again, best results are achieved when there are no gaps. Use exterior caulk to seal any openings. Use shims if the gaps exceed 1/8".

4. Install slats as shown. If using 1 x 4 slats, separate them by 3". For 1 x 6 slats, use 4" separation. Slats go on both sides, with the gap pattern alternating. Slats must attach to the rails, not the SoundFence Panels.

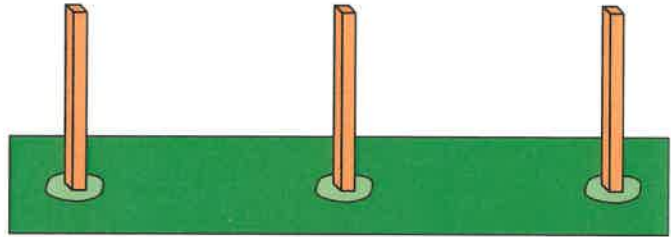
Alternative Method

1. Pre-attach rails and ground seal to the SoundFence Panels.
2. Then install posts as above, **except we install the "prefab" panels to the posts while the concrete is fresh and molten.** The key benefit here is that each Panel will be perfectly fit against each post. The main drawback is that you must work quickly before the concrete sets up.

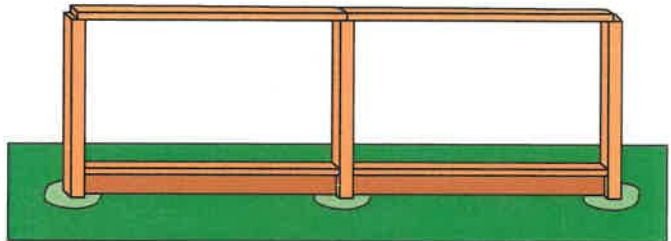
Not Sure?

If these instructions appear unclear or beyond your skill level, we highly recommend you hire a skilled professional contractor. You've ordered the best noise elimination products available, we think you should hire the best for the installation too.

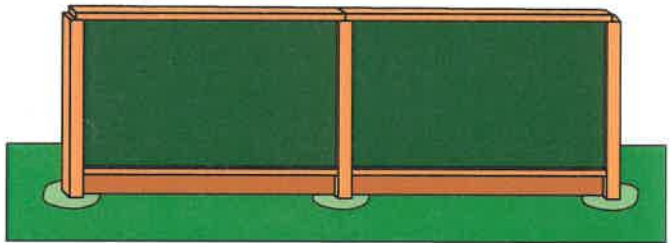
Install Posts



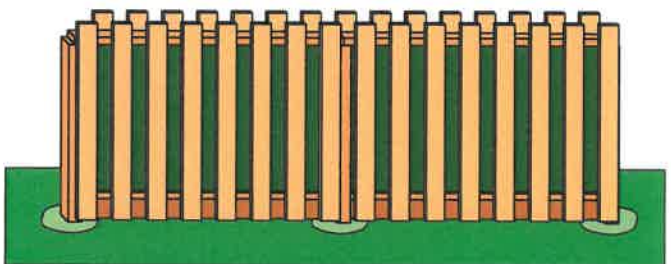
Install Rails and Ground Seal



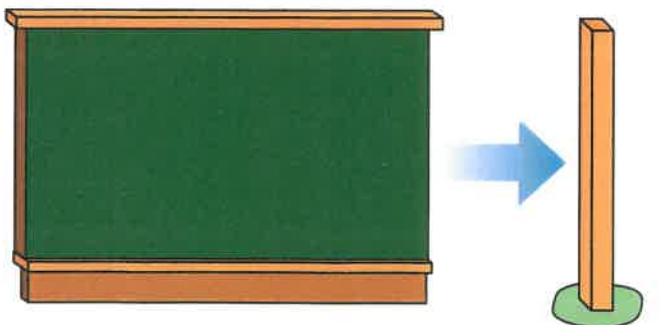
Place SoundFence Panels



Install Slats



Alternative "Prefab" Panel

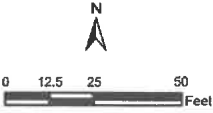






Maxar, Microsoft, Lane County GIS

The information on this map was derived from digital databases on the Lane County regional geographic information system. Care was taken in the creation of this map, but is provided "as is". Lane County cannot accept any responsibility for errors, omissions or positional accuracy in the digital data or the underlying records. Current plan designation, zoning, etc., for specific parcels should be confirmed with the appropriate agency. There are no warranties, expressed or implied, accompanying this product. However, notification of any errors will be appreciated.



Booster station fence

Lane County, Oregon



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Utility Rate Update

Meeting Date: July 12, 2022

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, Anne.Heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Information Only

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal - Utilities, Equipment and Infrastructure, Fiscal Stewardship

BACKGROUND

At the April 26, 2022 work session, staff and City Engineering presented information regarding the reservoir portion of the Water Project as well as updated models for utility fees.

Following the presentation on the reservoir project, the City Administrator, shared with the Council the platform models for utility fees and the recommendation coming out of the models. That recommendation reflected conservative growth and development, coupled with the increase in the costs of materials and services, as well as rising personnel costs, would require an increase in water and sewer fees.

After discussion, the Council gave staff direction to add a 1.5% Sewer increase, and a 3% water increase to the budget for analysis. However, there was not an intention to implement the fee increase at this time. Implementation would take place after the Council had the opportunity to take a closer look at the impact of the increases once the full budget is completed, as well as a conclusion to the feasibility study that would take place regarding the planned reservoir project. The Council would then make a decision on whether or not to adjust fees in mid-year in fiscal year 2023, or to receive the information and then be prepared to make a decision that would affect fiscal year 2024 utility fees.

The timeline presented reflected utility rate fee scenarios be presented in July to the City Council. Staff is presenting projected budgets with the increase in fees over the next ten years as attachments to this document. However, Council need to be mindful that there are many

moving parts to the water project at this time, and many questions that must be answered before final information can be presented.

While consulting with engineering, staff have made the decision to review the entire project list and projected budget and prioritize the projects. We can then move forward to identify projects that while may be important, can wait to a later date, and perhaps wait until the economy has returned to a normalcy.

The following priorities have been identified:

1. Developing the 3rd well, and providing a waterline and hook up to the water system
2. Replacing aging mainlines throughout the City that continue to fail
3. Water projects within the Collector Street System prior to the street improvement project next summer as the City does not want to replace the streets and then dig them up to do water repairs.

Given the increase in construction costs, these projects alone will spend out the current available funding with Business Oregon, which is 5.5 million.

Other projects such as the reservoir and the second east-west bore may have to wait until additional funding is available.

BUDGET SCENERIOS

Staff is providing budget for a 3% water fee increase, and a 1.5% sewer fee increase over a 10-year period. At this time, the staff has no new information to suggest that this will not be a continued recommendation, and until we can prioritize and apply a new budget to each project, we are not able to provide a different set of scenarios to the City Council. This will come when the feasibility study is completed, and we know what the facts are for the future of the water system.

PUBLIC INFORMATION AND ENGAGEMENT

A newsletter article was placed in the Our Town newsletter, and a newsletter was placed in the utility bills in June 2022.

The Mayor's letter to the community, which includes this topic, is included in the community newsletter.

NEXT STEPS

- Staff are working to prioritize projects that need to be completed and apply a new projected cost based upon current construction prices
- The feasibility study is in process and will be completed by September
- Staff are working with Business Oregon to adjust the budget for our water loan to reflect the priority projects

ATTACHMENTS

- A. Budget Scenarios for Water and Sewer Department**
 - B. Newsletter provided to Community in Utility billing**
-

REVIEWED BY:

Brian Harmon, Public Works Director
Damien Gilbert, City Engineer

WASTEWATER 10 YEAR OUTLOOK

3% Growth and 1.5% Sewer Fee Increase Annually

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Beginning Fund Balance	2,164,000	2,055,642	1,493,966	1,471,815	605,573	584,578	541,623	571,410	232,174	318,213
Revenues										
Wastewater User Fees	865,389	904,332	945,026	987,553	1,031,992	1,078,432	1,126,962	1,177,675	1,230,670	1,286,050
Wastewater SDC Fees	268,647	228,292	184,615	99,525	112,612	114,865	117,162	119,505	121,895	124,333
LID Assessment	53,517	53,517	53,517	-	-	-	-	-	-	-
URA Funding	375,000	375,000	375,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Grants	95,000	-	-	-	-	-	-	-	-	-
Other	6,662	6,662	6,662	6,662	6,662	6,662	6,662	6,662	6,662	6,662
Total Revenues	1,664,215	1,567,803	1,564,821	1,493,740	1,551,267	1,599,959	1,650,786	1,703,842	1,759,228	1,817,046
Expenses										
Materials and Services	249,134	253,206	257,290	260,778	263,377	273,912	284,869	296,263	308,114	320,438
Personal Services	208,883	217,238	225,928	234,965	244,363	254,138	264,303	274,875	285,870	297,305
Overhead Allocation	137,292	142,784	148,295	154,435	160,613	165,431	170,394	175,506	180,771	186,194
Capital	263,980	603,369	48,152	803,098	2,976	50,000	3,500	400,000	3,500	3,500
Debt	913,284	912,882	907,306	906,706	900,933	899,433	897,933	896,433	894,933	893,433
Total Expenses	1,772,573	2,129,479	1,586,971	2,359,982	1,572,262	1,642,914	1,620,999	2,043,078	1,673,188	1,700,871
Ending Fund Balance	2,055,642	1,493,966	1,471,815	605,573	584,578	541,623	571,410	232,174	318,213	434,388

URA Funding is limited to \$9,000,000 which will be paid out in approximately 2034

WATER 10 YEAR OUTLOOK

3% Growth and 3.0% Water Fee Increase Annually

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Beginning Fund Balance	1,567,000	793,705	1,460,279	138,588	289,113	389,903	232,239	565,885	945,723	1,276,762
Revenues										
Water User Fees	928,288	974,702	1,023,438	1,074,609	1,128,340	1,184,757	1,243,995	1,306,194	1,371,504	1,440,079
Water SDC Fees	164,694	146,270	124,560	57,427	62,067	63,929	65,847	67,822	69,857	71,952
Water Project Loan Proceeds	2,902,500	1,323,730	2,000,000	3,500,000	-	-	-	-	-	-
Other	13,782	9,282	9,282	9,282	9,282	9,560	9,847	10,143	10,447	10,760
Total Revenues	4,009,264	2,453,984	3,157,279	4,641,318	1,199,689	1,258,246	1,319,689	1,384,159	1,451,808	1,522,792
Expenses										
Materials and Services	104,988	103,579	108,665	109,468	111,016	115,457	120,075	124,878	129,873	135,068
Personal Services	143,932	149,690	155,677	161,904	168,381	175,116	182,121	189,406	196,982	204,861
Overhead Allocation	166,261	172,912	179,828	187,021	194,502	200,337	206,347	212,538	218,914	225,481
Capital	4,035,228	1,079,179	3,750,000	3,750,000	150,000	450,000	2,500	2,500	100,000	2,500
Debt	332,150	282,050	284,800	282,400	475,000	475,000	475,000	475,000	475,000	475,000
Total Expenses	4,782,559	1,787,410	4,478,970	4,490,793	1,098,899	1,415,910	986,043	1,004,321	1,120,769	1,042,910
Ending Fund Balance	793,705	1,460,279	138,588	289,113	389,903	232,239	565,885	945,723	1,276,762	1,756,644

This will be an additional funding & projects

7,500,000 Reservoir Project Will require additional funding
 550,000 East West Bore - 2nd



COBURG CITY COUNCIL TO BEGIN DISCUSSIONS ON UTILITY RATES

The Coburg City Council began preliminary discussions on critical water projects and the potential impact on utility rates at a work session held on April 26, 2022. There are a couple of important reasons why this discussion is taking place:

1. The cost of goods and services has continued to increase dramatically in 2022. Additionally, the cost of employment has also increased.
2. The elevated storage reservoir in the Water Master Plan has hit some roadblocks that will raise the cost of completing this project.

Water Master Plan

The first Water Master Plan was adopted in Coburg in 1966 and has been amended several times with the last amendment taking place in 2016. This document provides guidelines for managing drinking water and implementing water infrastructure improvements in order to accommodate anticipated growth and address current deficiencies. The City is in the process of implementing this plan for which an elevated reservoir is one project in the plan. In 2007 the City secured easements on properties in the Diamond Ridge Subdivision in anticipation of increased water needs of the community. The plan at that time was to place an elevated reservoir and water line. However, as engineering more recently began on this project it was discovered that the area selected for the reservoir is not ideal due to difficult soils, large boulders, and creek crossings. Additionally, if the reservoir were to be placed on this property, the height would cause undue pressure on the water infrastructure requiring additional equipment be installed on every service in the City.

Reservoirs and elevated reservoirs provide water storage to municipalities for several reasons:

1. To equalize supply and demand for daily flow variations, maximum day, and peak hour requirements.
2. To provide emergency reserve supply during pipeline breaks, mechanical failures, power outages, and emergency incidents.
3. To provide water for fire protection.
4. To provide more stable operating pressure for the system with significantly less energy consumption due to utilizing gravity for pressure rather than constant pumping.

Utility Fees

The Water and Sewer Utility Funds are independent funds. They must operate away from the General Fund as business or proprietary funds. Therefore, they must pay for themselves which means the utility revenues must cover the cost of personal services, materials and services, capital projects and debt. With the increase in the costs of goods and services, personal services, and construction costs, the Council must make decisions that ensure the fiscal health of the utility funds now and in the future. This is not a decision that the City Council will take lightly, and will provide ample opportunity for public engagement and input. Staff are preparing financial scenarios to be reviewed during the summer with the anticipation that a decision will be made in the late fall. If the Council seeks to raise fees, those increases could be implemented mid-year (January 1, 2023), or wait until the beginning of the fiscal year 2023, which begins July 1, 2023.

Feasibility Study

The City Council has approved a feasibility study which will propose alternative locations to place a 750,000 gallon elevated water reservoir, as well as investigate the health and useful lives of the two reservoirs currently located at the Sarah Lane water site. Also included in the study will be alternative designs for a third reservoir which will include an elevated water tower much as you might see in many small towns across America. Some property owners in the I-5 area have volunteered their properties to be part of the feasibility study which will give options for the best location of the elevated water storage. Lastly, the feasibility study will consider planned and future development in Coburg to anticipate the current and future need for emergency water storage. Costs associated with the change in the reservoir project will be part of this feasibility study as well. It is anticipated that this study will not be completed until September, 2022, and soon after, the Council will hold discussions and ultimately make a decision regarding recommended changes to the reservoir project.

As more facts become available regarding the water project, as well as the utility fee discussion, the City of Coburg intends to make this information available to the public.

Questions and concerns may be addressed to Anne Heath, City Administrator by emailing Anne.Heath@ci.coburg.or.us, or by calling 541-682-7871.

Additionally, the public is always invited to the City Council meetings and may attend in person or by zoom. City Council meetings are held on the 2nd Tuesday of the month at 7:00 p.m. Citizens who would like to provide comment should contact City Recorder Sammy Egbert at Sammy.Egbert@ci.coburg.or.us, or by calling 541-682-7852 by 3:00 p.m. on the day of any scheduled meeting.



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: FINANCE DEPARTMENT MONTHLY REPORT

Meeting Date: July 12, 2022
 Staff Contact: Tim Gaines
 Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

REQUESTED COUNCIL ACTION

- Information only
-

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

2021-22 City Council Goals:

- Fiscal Stewardship
-

ANALYSIS

Important notes regarding the month ended May 2022

- May is the 11th month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 92% of budget with each.
 - **Whole City Revenue** received \$4,724,885, which is 47% of budgeted. Compared to \$4,880,192 last year at May month end.
 - **Whole City Expenses** are \$5,173,329, which is 51% of budgeted. Compared to \$5,260,974 last year at May month end.
 - There is a 4% difference between Revenues received and Expenditures.
- As of May 31, 2022, tax receipts were \$867,314, which is 97% of budget for current taxes to be received.
- Revenues budgeted are often time sensitive such as grant funds or reimbursements for projects. Therefore, revenues may seem behind, but in reality, they are fine. Good examples of this would be County Taxes that are mostly received in November and the URA transfer to the Sewer Debt Department will take place in June. That amount is \$375,000.
- The last quarter of revenues received for items such as franchise fees, state shared revenues, gas tax, property tax, and tourism are not always received at year-end. They may not be "in the bank" until July or August.

- Water Fees are exceeding budgeted revenues. Currently Water User Fees collected through May 31, 2022 are \$835,763, which is approximately 96% of budget. We submitted a Water System Improvements Disbursement Request to LCOG for review in March. We should receive approximately \$272,000 for the Water Fund before June 30, 2022.
- Sewer Fees are not reaching budgeted revenues. Currently Sewer User Fees collected through May 31, 2022 are \$769,665, which is approximately 83% of budget.
- All Funds, General, Streets, Water, Sewer are operating within their budgets.

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

- Prepare for Year End
- Prepare for Audit
- Continue work on Water Project

ATTACHMENTS

- A. Budget Performance Analysis – General Fund**
- B. Cash on Hand Spreadsheet**
- C. Full City Revenue and Expense Charts**
- D. Fund Total Sheets – From Springbrook**
- E. Bank Statements – May 2022**
- F. Checks written list for May 2022**
- G. LGIP Statements – May 2022**

REVIEWED BY:

Anne Heath, City Administrator

**CITY OF COBURG
GENERAL FUND BUDGET PERFORMANCE ANALYSIS
May 31, 2022**

CURRENT BUDGET YEAR 2021-2022

Account #	Account Name	HISTORICAL ACTUALS					CURRENT BUDGET YEAR 2021-2022												YTD ACT/PROJ	YTD BUDGET	Variance (In/Over)	YTD %
		2016-17	2017-18	2018-19	2019-20	2020-21	Actual JUL	Actual AUG	Actual SEPT	Actual OCT	Actual NOV	Actual DEC	Actual JAN	Actual FEB	Actual MAR	Actual APR	Actual MAY	Budget JUN				
TOTAL GENERAL FUND REVENUE		1,920,492	2,322,272	2,764,876	2,075,738	2,299,185	70,091	285,476	118,022	109,820	717,867	350,292	117,274	163,361	148,583	132,343	177,033	264,386	2,654,548	3,172,634	518,085.89	84%
PERSONAL SERVICES																						
ADMINISTRATION		305,091	339,253	412,997	448,344	450,154	35,576	37,928	58,129	42,346	42,028	42,988	44,706	45,324	63,775	45,391	48,871	46,800	553,865	574,554	20,689	96%
PLANNING		49,664	60,154	87,192	79,098	39,402	2,784	4,734	5,388	4,172	4,917	4,393	4,459	4,478	6,602	4,676	3,997	4,911	55,512	58,937	3,425	94%
POLICE		284,948	354,383	390,597	401,572	469,242	28,033	40,410	58,692	43,684	45,082	44,404	46,334	45,097	65,097	47,264	50,474	48,761	563,331	611,549	48,218	92%
COURT		86,201	95,160	97,451	104,352	105,729	6,473	9,955	12,027	8,728	8,728	9,215	9,228	8,719	13,003	9,473	9,048	9,764	114,361	122,956	8,595	93%
ECONOMIC DEVELOPMENT		49,664	60,154	87,192	79,098	39,402	0	862	3,097	2,189	2,414	2,342	2,603	2,697	4,631	2,755	3,236	2,198	29,022	30,230	1,208	96%
PUBLIC WORKS		298,864	273,993	330,627	397,303	404,159	24,721	36,413	52,469	41,649	38,465	37,595	40,433	41,856	60,139	41,329	41,702	42,904	499,673	544,954	45,281	92%
TOTAL PERSONAL SERVICES		1,024,768	1,183,097	1,406,056	1,509,767	1,508,088	97,587	130,301	189,801	142,768	141,634	140,938	147,763	148,171	213,247	150,887	157,329	155,339	1,815,764	1,943,180	127,416	93%
MATERIALS AND SERVICES																						
ADMINISTRATION		226,043	248,187	220,817	219,341	252,167	74,479	12,698	27,675	11,001	23,800	9,668	14,530	7,471	16,901	8,905	15,633	21,525	244,288	258,300	14,012	95%
FACILITIES		97,833	170,524	82,624	153,795	99,485	3,928	9,543	1,522	24,516	10,358	12,436	9,100	16,449	17,211	13,672	3,083	12,342	134,158	148,100	13,942	91%
PLANNING		151,662	235,060	258,088	101,478	159,930	17,444	10,514	1,408	29,562	24,127	61,665	34,222	9,961	27,221	23,070	26,754	23,274	289,222	279,290	-9,932	104%
POLICE		115,200	117,469	118,724	142,855	160,800	4,564	2,596	2,071	2,745	25,154	26,390	5,309	3,951	21,269	5,611	3,433	18,849	121,942	226,190	104,248	54%
COURT		19,796	28,606	27,291	38,908	42,050	3,280	2,011	711	2,421	1,196	2,471	2,008	1,222	2,140	2,454	2,751	3,671	26,336	44,050	17,714	60%
ECONOMIC DEVELOPMENT		50,451	23,836	42,939	80,991	21,600	12,996	1,035	6,159	7,866	1,643	3,623	768	1,080	0	16,142	1,144	5,892	58,348	70,700	12,352	83%
PARK & PARK CAPITAL		67,307	90,399	59,280	450,213	97,450	2,030	2,327	3,067	3,184	1,670	3,429	4,284	1,016	20,978	3,832	16,930	8,956	71,702	107,469	35,767	67%
TOTAL MATERIALS AND SERVICES		728,292	914,081	809,763	1,187,581	833,482	118,720	40,724	42,614	81,297	87,947	119,682	70,222	41,150	105,720	73,685	69,728	94,508	945,996	1,134,099	188,103	83%
INTERFUND TRANSFERS-OUT																						
PARK FUND		0	0	0	0	0																
WATER CAPITAL FUND		0	0	0	0	0																
PAYROLL ALLOCATION-PLANNING		19,601	0	0	0	0																
STREET FUND		50,000	0	50,000	50,000	50,000																
SEWER FUND		50,000	0	0	0	0																
TOTAL TRANSFERS OUT		69,601	0	50,000	50,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES		1,822,661	2,097,178	2,265,819	2,747,348	2,391,570	216,307	171,025	232,415	224,065	229,581	260,620	217,984	189,321	318,967	224,571	227,056	249,847	2,761,760	3,077,279	315,519	90%
TOTAL REVENUE/(LOSS)		97,831	225,094	499,057	586,250	-92,385	-146,215	114,450	-114,393	-114,245	488,286	89,672	-100,710	-25,960	-170,384	-92,229	-50,023	14,539	-107,212	250,000	159,936	Contingency
																				514,535	Restricted for Park SDC	
																				4,001,750	Ending Fund Balance	
																						Budget Expenditures

CASH IN BANK BEGINNING		CASH IN BANK ENDING	
Revenue/(loss)	910,837	676,407	718,071
Balance Sheet Adjustments	-146,215	114,450	984,318
	-88,215	-72,786	523,759
			1,005,371
			1,095,066
			997,889
			971,164
			803,545
			712,457
			639,474
			639,474
			654,013
			Projected Ending Cash

IMPORTANT NOTE:
This worksheet has been created for projection purposes only. It should not be read entirely as a year-to-date source. It is important for the purpose of projecting cash on hand at the end of the fiscal year.

General Fund Cash 639,474
Park Reserve
Total Cash on Hand 639,474

CITY OF COBURG

May 31, 2022

Fiscal Year 2022

CASH ON HAND PER FUND

Bank Accounts

Funds	KEY BANK - GEN	SP GEN.	SP SDC	For	SP SAVINGS	For	POLICE EVID.	TOTAL
GEN 001	111,238	227,310			122,142			460,690
PD Drug Educ.								-
Park Cap	123,402		55,382	Park SDC				178,784
STREET 003	162,034	310,221	450,676	Street SDC				922,931
WATER 004	243,536	1,037,032	26,416	Water SDC				1,306,983
SEWER 005	503,808		933,468	Sewer SDC	27,398	Membrane Replace		1,464,674
SEWER DEBT	104,592				122,068	Sewer Debt Reserve		226,660
EVIDENCE		-					100	100
TOTAL	1,248,611	1,574,562	1,465,943		271,607		100	4,560,823

CIP SDCs

Cash Balance 5/31/2022	\$4,560,823
Cash Balance 5/31/2021	\$4,471,686
Difference	89,137

REVENUE GENERATION BY FUND

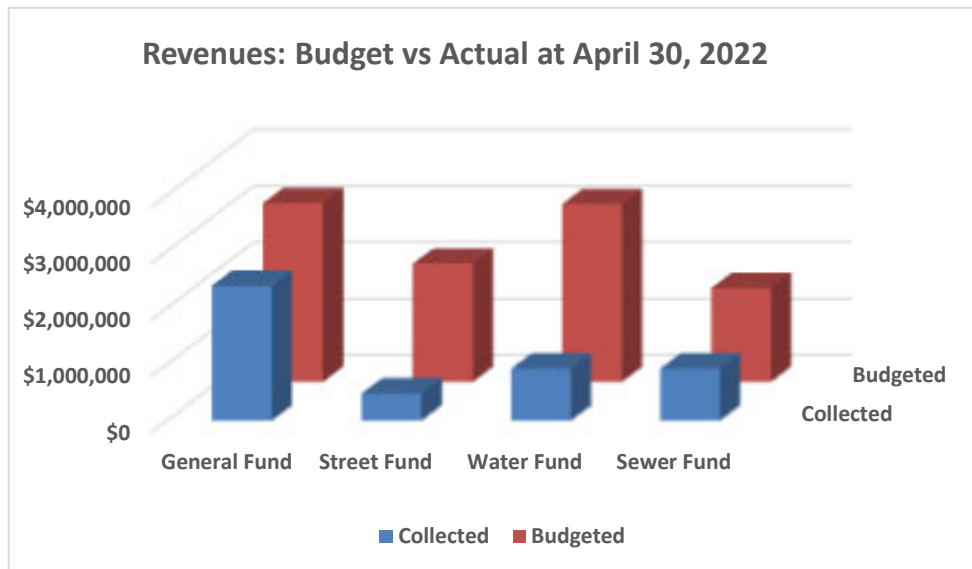
GENERAL FUND	Interest, taxes, State Shared Revenue, Cigarette Taxes, Liquor taxes, Land Use Fees, SDC Admin Fees, Franchise Fee: Tourism, Fines & Bails, Planning , Park user fees Capital and SDC, Park Donations and Grants, Building Dev. Fees
STREET FUND	Street Taxes, User Fees, Grants, CIP Funds, SDC, Grants Loans
WATER FUND	User Fees, Grants, Capital Funds, SDC
SEWER FUND	User Fees, Grants,Capital Funds, SDC, Loans
SEWER DEBT FUND	LID, Loan Proceeds, URA Debt Service
EVIDENCE	Evidence Cash Seized

CITY OF COBURG

REVENUES COLLECTED COMPARED TO BUDGET

Fiscal Year To Date As of May 2022

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$2,392,483	\$3,172,634	\$780,151	75%
Street Fund	\$482,185	\$2,098,569	\$1,616,384	23%
Water Fund	\$924,757	\$3,155,768	\$2,231,011	29%
Sewer Fund	\$925,460	\$1,664,700	\$739,240	56%
TOTAL ALL FUNDS	\$4,724,885	\$10,091,671	\$5,366,786	47%



Important Notes:

Overall revenues should be 92% if spread evenly throughout the year.

Budgeted revenues are net of Beginning Fund balance,

which means the budgeted amounts do not include Beginning Fund Balance

Property tax receipts for the month of April were \$2,849.

Grant Funds and Debt Reimbursement (Water Project) have not been received yet.

City Fuel Taxes received through the month of April were \$151,222, 97% of budget.

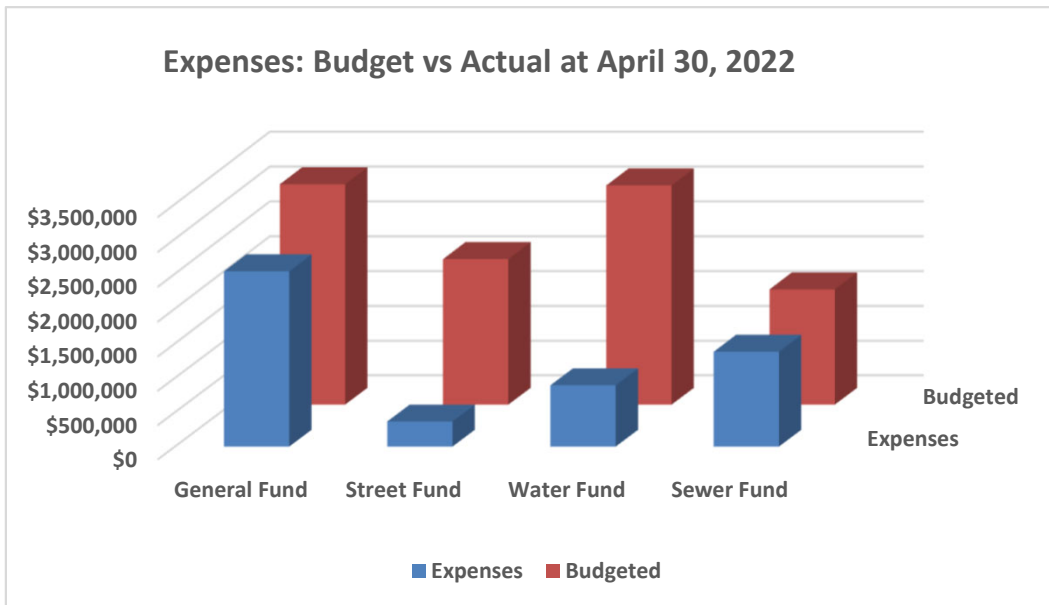
State Fuel Taxes received through the month of April were \$89,358, 88% of budget.

Transportation Utility Fee (TUF) has collected \$99,773 through April.

Total Property tax receipts to date were \$867,314, 97% of Budget.

CITY OF COBURG
EXPENSES INCURRED COMPARED TO BUDGET
Fiscal Year To Date As of May 2022

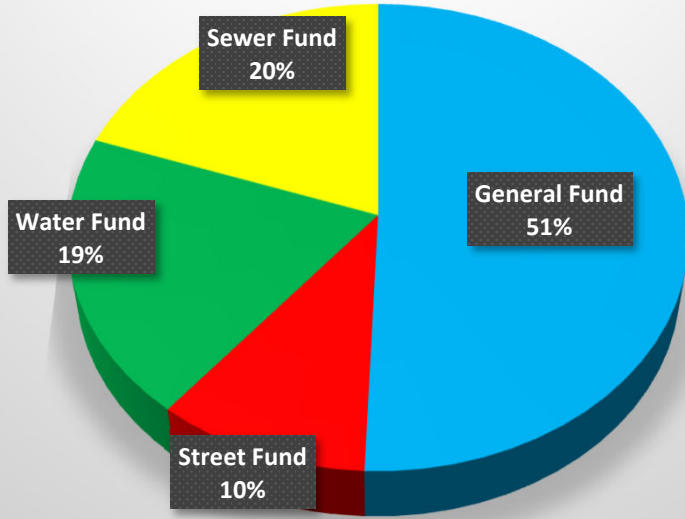
Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$2,534,734	\$3,172,634	\$637,900	80%
Street Fund	\$365,035	\$2,098,569	\$1,733,534	17%
Water Fund	\$893,424	\$3,155,768	\$2,262,344	28%
Sewer Fund	\$1,380,136	\$1,664,700	\$284,564	83%
TOTAL ALL FUNDS	\$5,173,329	\$10,091,671	\$4,918,342	51%



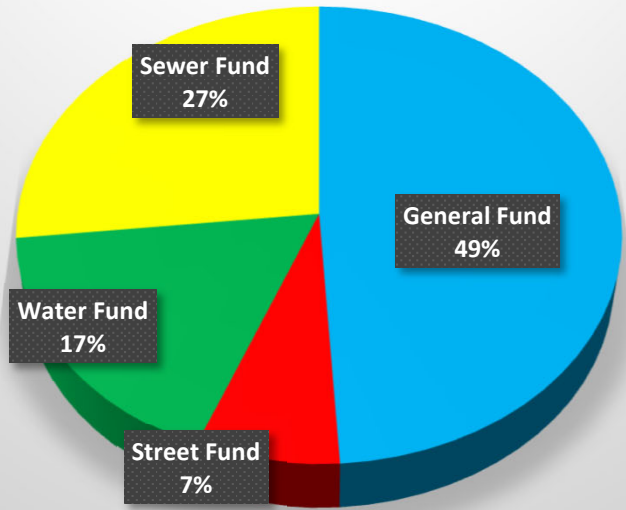
Important Notes

- Overall expenses should be 92% if spread evenly throughout the year.
- Water and Street projects have been delayed due to Covid-19
- Budgeted expenses are net of Beginning Fund balance,
 which means the budgeted amounts do not include Beginning Fund Balance
- All Personal Services are within budget.
- Materials & Services are all within budget.
- Scheduled Capital Projects are time sensitive and not reflected until later in the year.

CITY WIDE REVENUES 5/31/2022



CITY WIDE EXPENSES 5/31/2022



Item 11.

Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund Revenue Sub Totals:	3,922,634.00	1,77,033.04	2,392,482.94	1,530,151.06	0.00	1,530,151.06	39.01
Fund Expense Sub Totals:	3,922,634.00	249,856.37	2,534,733.98	1,387,900.02	0.00	1,387,900.02	35.38
Fund 001 Sub Totals:	0.00	72,823.33	142,251.04	-142,251.04	0.00		

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General Fund

Item 11.

Fund Revenue Sub Totals:	2,980,763.00	110,302.18	482,185.07	2,498,577.93		0.00	2,498,577.93	83.82
Fund Expense Sub Totals:	2,980,763.00	60,849.26	365,035.40	2,615,727.60		0.00	2,615,727.60	87.75
Fund 003 Sub Totals:	0.00	-49,452.92	-117,149.67	117,149.67		0.00		

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Street Fund

Item 11.

105

Fund Revenue Sub Totals:	4,464,970.00	68,343.24	924,756.65	3,540,213.35	0.00	3,540,213.35	79.29
Fund Expense Sub Totals:	4,464,970.00	241,787.77	893,423.66	3,571,546.34	0.00	3,571,546.34	79.99
Fund 004 Sub Totals:	0.00	173,444.53	-31,332.99	31,332.99	0.00		

Water Fund

Item 11.

Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund Revenue Sub Totals:	3,855,143.00	83,636.20	925,460.04	2,929,682.96	0.00	2,929,682.96	75.99
Fund Expense Sub Totals:	3,855,143.00	213,777.87	1,380,135.52	2,475,007.48	0.00	2,475,007.48	64.20
Fund 005 Sub Totals:	0.00	130,141.67	454,675.48	-454,675.48	0.00		

106

Sewer Fund

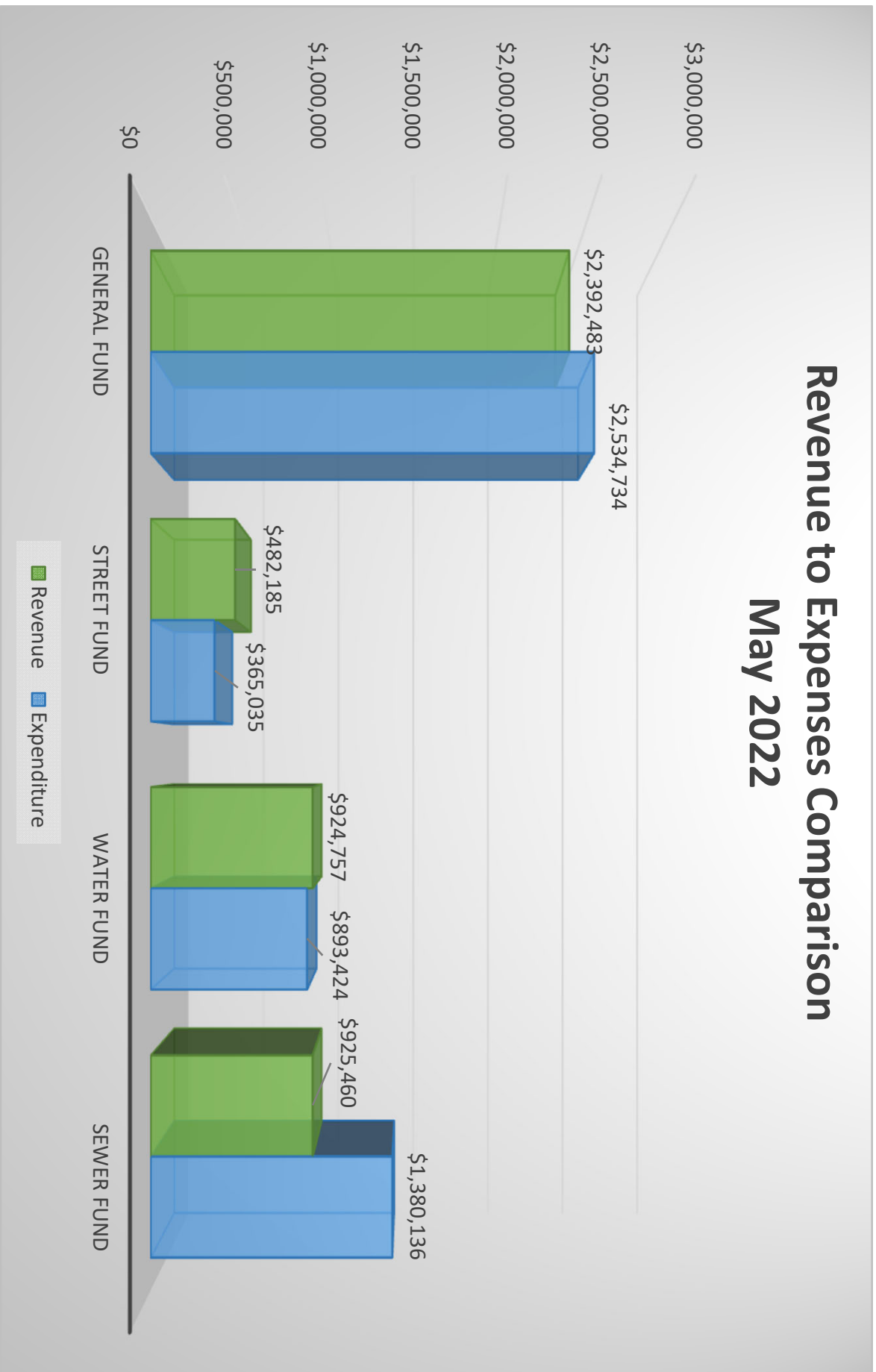
Item 11.

107

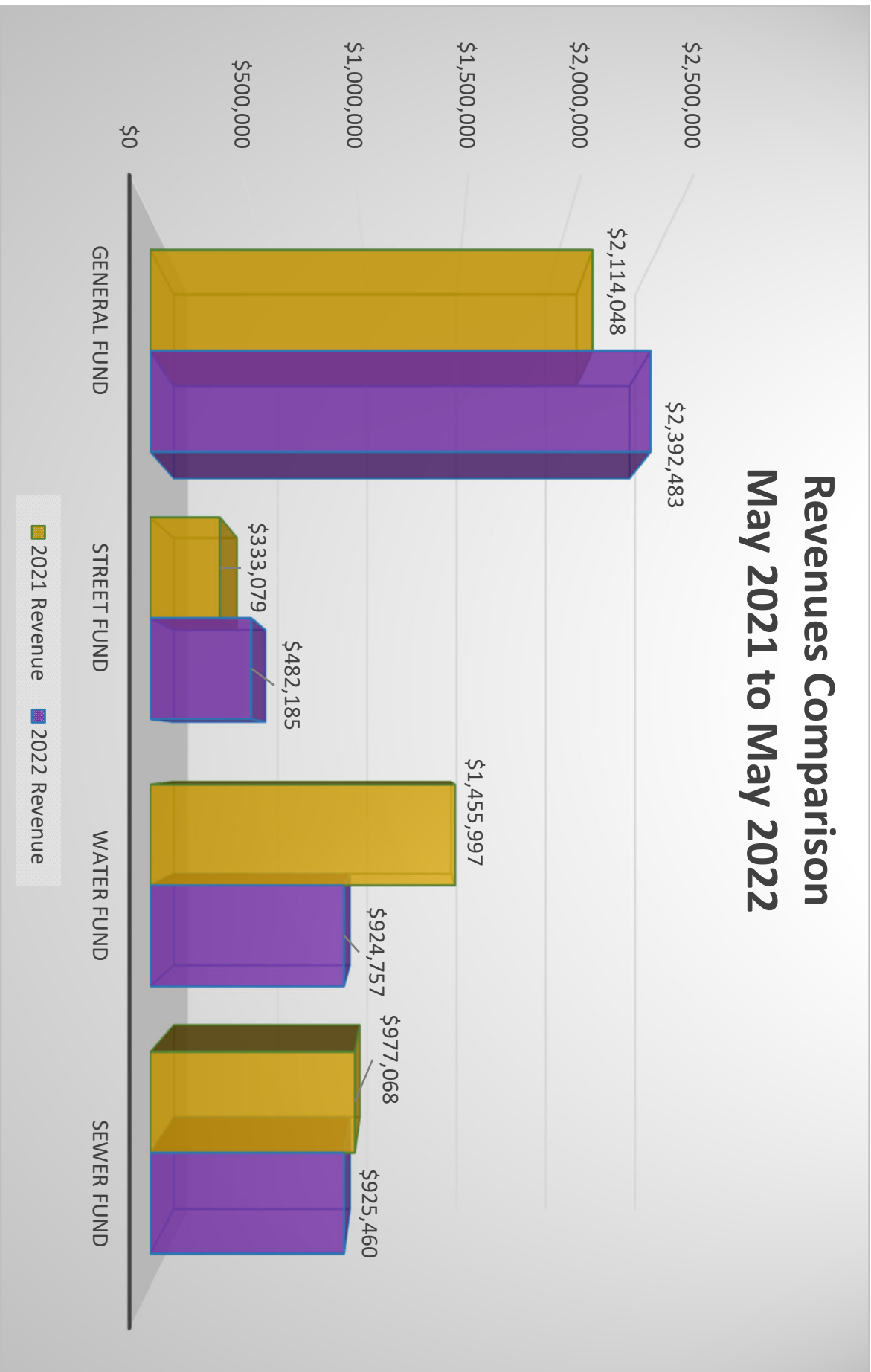
Revenue Totals:	15,223,510.00	439,314.66	4,724,884.70	10,498,625.30	0.00	10,498,625.30	68.96
Expense Totals:	15,223,510.00	766,271.27	5,173,328.56	10,050,181.44	0.00	10,050,181.44	66.02
Report Totals:	0.00	326,956.61	448,443.86	-448,443.86	0.00		

Total All Funds

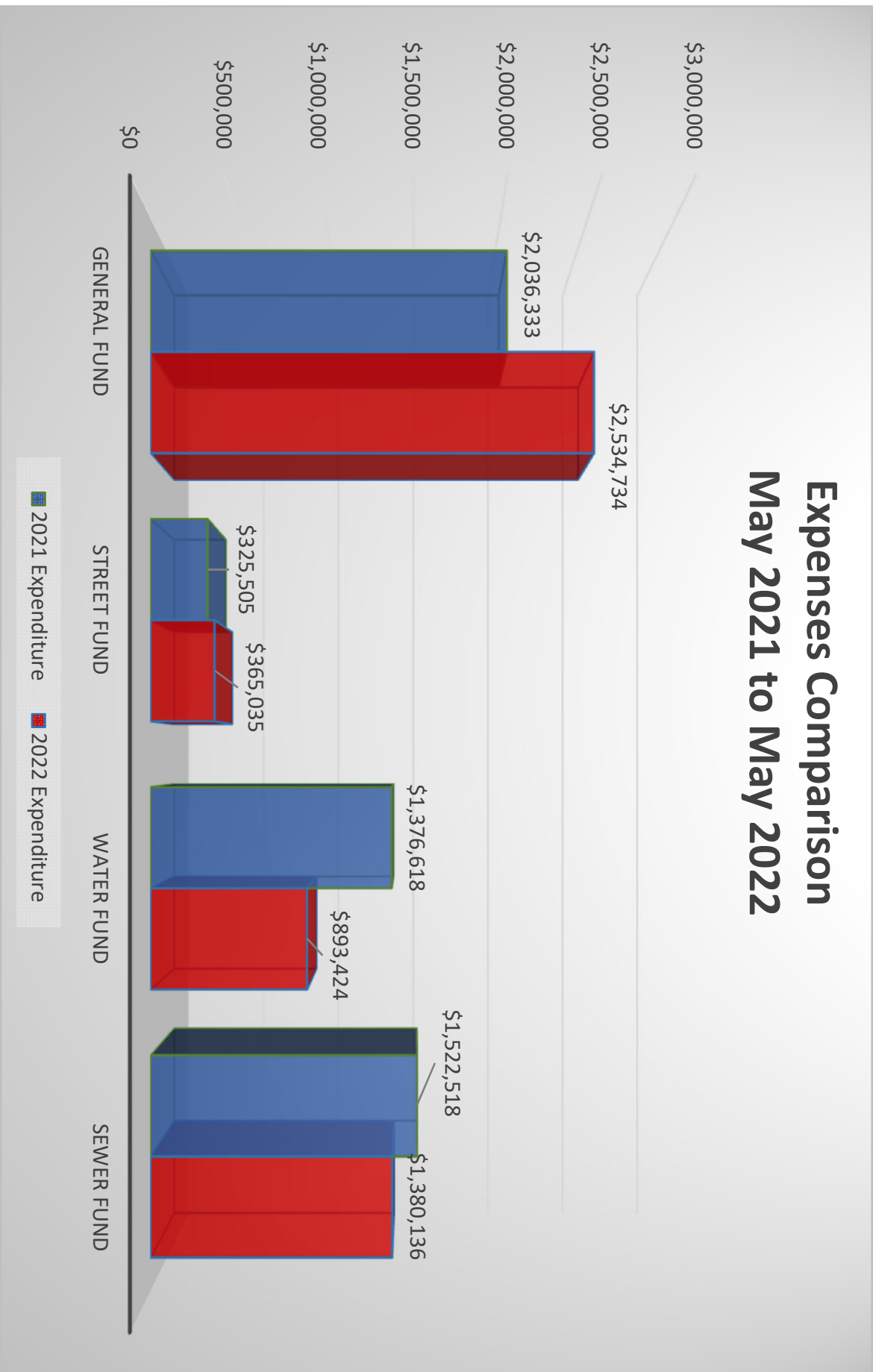
Revenue to Expenses Comparison May 2022



Revenues Comparison May 2021 to May 2022



Expenses Comparison May 2021 to May 2022





KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

80 31 T 908 00000 R EM AO
CITY OF COBURG
GENERAL ACCOUNT
PO BOX 8316
COBURG OR 97408-1310

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Transaction
CITY OF COBURG
GENERAL ACCOUNT

Beginning balance 4-30-22	\$1,238,241.11
83 Additions	+825,480.49
104 Subtractions	-768,418.39
Net fees and charges	-520.67
Ending balance 5-31-22	\$1,294,782.54

Additions

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	5-2		Direct Deposit, Oregon St Treas Lgip ACH	\$300,000.00
	5-2		Direct Deposit, Merchant S 8030298668	33,582.22
	5-2		Direct Deposit, Oregon St Treas Lgip ACH	30,000.00
	5-2		Key Capture Deposit	9,738.54
	5-2		Merchant Svcs Merch Dep 8008238126	998.47
	5-2		Merchant Svcs Merch Dep 8008238142	564.00
	5-3		Key Capture Deposit	9,439.21
	5-3		Merchant Svcs Merch Dep 8008238126	3,949.78
	5-3		Merchant Svcs Merch Dep 8008238142	1,535.00
	5-4		Direct Deposit, Merchant S 8030298668	8,016.99
	5-4		Merchant Svcs Merch Dep 8008238126	2,269.54
	5-4		Merchant Svcs Merch Dep 8008238142	1,874.00
	5-4		Key Capture Deposit	1,038.61
	5-5		Direct Deposit, City of Coburg Consumer	28,073.45
	5-5		Direct Deposit, City of Coburg Cons Coll	3,288.00
	5-5		Merchant Svcs Merch Dep 8008238126	917.65
	5-5		Merchant Svcs Merch Dep 8008238142	380.00
	5-5		Direct Deposit, Pcs OR Trust Pcs OR Tr	87.36
	5-6		Merchant Svcs Merch Dep 8008238142	2,337.00
	5-6		Merchant Svcs Merch Dep 8008238126	1,625.35
	5-6		Direct Deposit, Merchant S 8030298668	170.75
	5-9		Key Capture Deposit	23,438.51
	5-9		Merchant Svcs Merch Dep 8008238126	6,141.80
	5-9		Key Capture Deposit	2,180.95

Additions
 (con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	5-9		Key Capture Deposit	1,509.81
	5-9		Merchant Svcs Merch Dep 8008238142	465.00
	5-9		Key Capture Deposit	79.00
	5-10		Key Capture Deposit	4,321.97
	5-10		Key Capture Deposit	1,702.00
	5-10		Merchant Svcs Merch Dep 8008238126	536.10
	5-10		Merchant Svcs Merch Dep 8008238142	312.00
	5-11		Merchant Svcs Merch Dep 8008238126	687.22
	5-11		Direct Deposit, Pcs OR Trust Pcs OR Tr	82.50
	5-11		Merchant Svcs Merch Dep 8008238142	50.00
	5-12		Merchant Svcs Merch Dep 8008238126	594.40
	5-12		Direct Deposit, Merchant S 8030298668	548.55
	5-13		Merchant Svcs Merch Dep 8008238126	634.38
	5-16		Key Capture Deposit	2,281.52
	5-16		Deposit Branch 0067 Oregon	480.00
	5-16		Merchant Svcs Merch Dep 8008238126	447.40
	5-16		Key Capture Deposit	422.97
	5-16		Deposit Branch 0067 Oregon	120.00
	5-16		Deposit Branch 0067 Oregon	95.75
	5-16		Deposit Branch 0067 Oregon	60.00
	5-16		Deposit Branch 0067 Oregon	60.00
	5-17		Merchant Svcs Merch Dep 8008238126	2,051.07
	5-18		Key Capture Deposit	5,210.72
	5-18		Merchant Svcs Merch Dep 8008238126	2,422.26
	5-18		Key Capture Deposit	2,336.10
	5-18		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,216.54
	5-18		Merchant Svcs Merch Dep 8008238142	1,000.00
	5-18		Direct Deposit, Merchant S 8030298668	86.25
	5-19		Merchant Svcs Merch Dep 8008238126	5,732.10
	5-19		Merchant Svcs Merch Dep 8008238142	265.00
	5-20		Direct Deposit, Merchant S 8030298668	35,447.07
	5-20		Merchant Svcs Merch Dep 8008238126	5,602.40
	5-20		Merchant Svcs Merch Dep 8008238142	265.00
	5-23		Key Capture Deposit	46,825.27
	5-23		Key Capture Deposit	17,502.65
	5-23		Merchant Svcs Merch Dep 8008238126	4,380.64
	5-23		Merchant Svcs Merch Dep 8008238142	165.00
	5-24		Key Capture Deposit	14,054.90
	5-24		Merchant Svcs Merch Dep 8008238142	497.00
	5-24		Merchant Svcs Merch Dep 8008238126	382.14
	5-25		Merchant Svcs Merch Dep 8008238142	645.00
	5-25		Merchant Svcs Merch Dep 8008238126	298.70
	5-25		Direct Deposit, Merchant S 8030298668	92.00
	5-25		Direct Deposit, Pcs OR Trust Pcs OR Tr	82.50
	5-26		Key Capture Deposit	13,119.60
	5-26		Key Capture Deposit	530.00
	5-26		Merchant Svcs Merch Dep 8008238126	451.94
	5-26		Merchant Svcs Merch Dep 8008238142	200.00
	5-27		Merchant Svcs Merch Dep 8008238126	454.94
	5-27		Merchant Svcs Merch Dep 8008238142	280.00



Additions
 (con't)

Deposits	Date	Serial #	Source	
	5-31		Direct Deposit, Oregon St Treas Lgip ACH	100,000.00
	5-31		Key Capture Deposit	61,553.27
	5-31		Key Capture Deposit	12,864.28
	5-31		Key Capture Deposit	1,012.05
	5-31		Merchant Svcs Merch Dep 8008238126	796.10
	5-31		Deposit Branch 0067 Oregon	365.00
	5-31		Deposit Branch 0067 Oregon	100.00
	5-31		Deposit Branch 0067 Oregon	40.25
	5-31		Deposit Branch 0067 Oregon	15.00
Total additions				\$825,480.49

Subtractions

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
87522	5-2	\$1,913.32	87584	5-10	1,781.82	87613	5-17	353,849.69
*87551	5-2	59.43	87585	5-13	38.25	87614	5-18	1,313.05
*87556	5-4	612.74	87586	5-10	1,043.75	87615	5-18	894.91
87557	5-11	183.11	87587	5-10	6,531.00	87616	5-17	1,524.31
87558	5-3	174.39	87588	5-10	2,624.80	87617	5-25	306.00
87559	5-9	4,127.55	87589	5-6	675.00	87618	5-23	210.00
87560	5-4	458.75	*87591	5-19	4.20	87619	5-24	182.29
87561	5-4	1,178.62	87592	5-17	12,031.98	87620	5-26	63.40
87562	5-4	2,376.79	87593	5-17	52.55	*87622	5-23	205.97
*87564	5-2	869.53	87594	5-20	117.64	87623	5-25	849.20
87565	5-6	426.77	87595	5-16	105.06	*87625	5-24	1,350.00
*87567	5-6	350.00	87596	5-16	783.84	87626	5-25	1,444.00
87568	5-9	102.00	87597	5-17	5,967.79	87627	5-23	485.00
*87570	5-9	49,978.75	87598	5-18	54.66	87628	5-24	248.16
87571	5-11	24.54	87599	5-16	48.20	87629	5-24	546.71
87572	5-12	276.96	87600	5-26	315.55	*87631	5-31	306.00
87573	5-10	149.00	87601	5-18	366.43	87632	5-31	53,377.78
87574	5-17	346.10	87602	5-17	627.00	87633	5-26	25.20
87575	5-31	314.60	*87604	5-19	20.40	87634	5-31	272.58
87576	5-10	32.00	87605	5-17	1,353.42	87635	5-31	117.64
87577	5-10	59.34	87606	5-16	170.00	*87637	5-31	115.18
87578	5-17	517.62	87607	5-19	186.67	*87640	5-31	20,062.72
87579	5-9	177.50	87608	5-16	622.06	87641	5-27	250.00
87580	5-9	5,251.75	87609	5-16	167.00	*100164	5-12	437.43
87581	5-6	651.84	87610	5-18	35.22	100165	5-13	489.18
87582	5-10	725.00	87611	5-23	100.62	100166	5-27	1,587.78
87583	5-10	253.35	87612	5-17	709.50			

Paper Checks Paid \$548,639.94

Withdrawals	Date	Serial #	Location	
	5-2		Direct Withdrawal, OR Revenue Dept Taxpayment	\$6,636.21
	5-2		Direct Withdrawal, Merchant S 8030298668	1,347.00
	5-2		Merchant Svcs Merch Fee 8008238126	1,266.92
	5-2		Merchant Svcs Merch Fee 8008238142	320.46
	5-4		Direct Withdrawal, Irs Usatxpymt	10,567.00

Subtractions

(con't)

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	5-4		Direct Withdrawal, OR Revenue Dept Taxpayment	2,983.06
	5-6		Direct Withdrawal, City of Coburg Return	37.00
	5-6		Direct Withdrawal, Oregon St Treas Lgip ACH	53,046.88
	5-6		Direct Withdrawal, Cis Trust 5037633834	27,888.66
	5-9		Direct Withdrawal, Invoice PA0003Lbbilling	127.60
	5-10		Direct Withdrawal, City of Coburg Dir Dep	33,261.16
	5-10		Direct Withdrawal, Old Hickory Shedcons Coll	8,019.00
	5-10		Direct Withdrawal, Hra Veba Withdrawal	900.00
	5-10		Direct Withdrawal, Asi Asi Fees	22.50
	5-11		Direct Withdrawal, KeyBank Auto Pymt	3,853.01
	5-12		Direct Withdrawal, Employer Contrb Pers Cntrb	15,222.58
	5-12		Direct Withdrawal, Employer Contrb Pers Cntrb	4,963.47
	5-12		Direct Withdrawal, Employer Contrb Pers Cntrb	12.99
	5-18		Direct Withdrawal, Irs Usat taxpymt	10,974.72
	5-19		Direct Withdrawal, OR Revenue Dept Taxpayment	3,112.09
	5-23		Chargeback	1,009.30
	5-23		Direct Withdrawal, Invoice PA0003Qsbilling	133.20
	5-24		Direct Withdrawal, City of Coburg Dir Dep	33,964.60
	5-26		Debit Adjustment	109.04
Total subtractions				\$768,418.39

Fees and charges

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
5-9-22	Apr Analysis Service Chg	1	520.67	-\$520.67
Fees and charges assessed this period				-\$520.67

See your Account Analysis statement for details.

Accounts Payable

Checks by Date - Summary by Check Date

User: Tim Gaines
 Printed: 6/30/2022 6:43 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
87567	AmCon	American Concrete Cutting	05/04/2022	350.00
87568	ANA165	Analytical Laboratory Group	05/04/2022	102.00
87569	ATH	Sara Athey	05/04/2022	38.58
87570	BRA344	Branch Engineering	05/04/2022	Various Projects 49,978.75
87571	CAR476	Carquest Auto Parts	05/04/2022	24.54
87572	CINTA	Cintas Corporation	05/04/2022	276.96
87573	CSC	Coyote Steel & Co.	05/04/2022	149.00
87574	CROWN	Crown Products, LLC	05/04/2022	346.10
87575	DJC	Daily Journal of Commerce	05/04/2022	314.60
87576	DOCU	DocuTRAK Imaging, Inc.	05/04/2022	32.00
87577	EME131	Emerald People's Utility	05/04/2022	59.34
87578	FERG	Ferguson Waterworks	05/04/2022	517.62
87579	GATE	Gatehouse Media- Eugene Advertising	05/04/2022	177.50
87580	LAN129	Lane Council of Governments	05/04/2022	5,251.75
87581	Lanfin	Lane County Finance Department	05/04/2022	651.84
87582	NWAG	NW AG Equipment	05/04/2022	725.00
87583	NOR146	NW Natural	05/04/2022	253.35
87584	OreRev	Oregon Dept. of Revenue	05/04/2022	1,781.82
87585	SSW	Sierra Springs	05/04/2022	38.25
87586	USA426	USA Blue Book	05/04/2022	1,043.75
87587	Visco	Visco, Inc	05/04/2022	6,531.00
87588	WelWel	Welt & Welt, Inc	05/04/2022	2,624.80
87589	PhWill	Phillip Williams	05/04/2022	675.00
Total for 5/4/2022:				71,943.55
87590	PH	Patricia Heyerly	05/05/2022	284.53
Total for 5/5/2022:				284.53
87591	AllSea	All Seasons Equipment	05/12/2022	4.20
87592	BRA344	Branch Engineering	05/12/2022	Various Projects 12,031.98
87593	CenLin	CenturyLink	05/12/2022	52.55
87594	CINTA	Cintas Corporation	05/12/2022	117.64
87595	CON188	Consolidated Supply Co.	05/12/2022	105.06
87596	DCBS	DCBS Fiscal Services	05/12/2022	783.84
87597	EME131	Emerald People's Utility	05/12/2022	5,967.79
87598	GCRTire	GCR Coburg Tire	05/12/2022	54.66
87599	HDFow	HD Fowler Company	05/12/2022	48.20
87600	HUNTER	Hunter Communications	05/12/2022	315.55
87601	IRO100	Iron Mountain	05/12/2022	366.43
87602	LAN129	Lane Council of Governments	05/12/2022	627.00
87603	LAN410	LUCC	05/12/2022	100.00
87604	ONE193	One Call Concepts, Inc.	05/12/2022	20.40
87605	PAC150	Pacific Power	05/12/2022	1,353.42
87606	Rexius	Rexius	05/12/2022	170.00
87607	RVBD	Riverbend Materials	05/12/2022	186.67

Check No	Vendor No	Vendor Name	Check Date	Check	Item 11.
87608	ROGER	Rogers Machinery Company, Inc.	05/12/2022		622.06
87609	JBR	Jeremiah Rupe	05/12/2022		167.00
87610	SANI	Sanipac Inc	05/12/2022		35.22
87611	Stanley	Stanley Convergent Security Solutions, Inc.	05/12/2022		100.62
87612	TYLE	Tyler Technologies	05/12/2022		709.50
87613	USBFFC	U.S. Bank St Paul	05/12/2022	Full Faith & Credit Bond Payment	353,849.69
87614	USA426	USA Blue Book	05/12/2022		1,313.05
87615	Verizon	Verizon Wireless	05/12/2022		894.91
87616	WelWel	Welt & Welt, Inc	05/12/2022		1,524.31
Total for 5/12/2022:					381,521.75
87617	ANA165	Analytical Laboratory Group	05/19/2022		306.00
87618	CMH	Cascade Mobile Health	05/19/2022		210.00
87619	CenLin	CenturyLink	05/19/2022		182.29
87620	CINTA	Cintas Corporation	05/19/2022		63.40
87621	EugWN	Eugene Wholesale Nursery	05/19/2022		130.00
87622	HERC	Herc Rentals Inc.	05/19/2022		205.97
87623	JBGM	Johnson Bros. Garden Market	05/19/2022		849.20
87625	MACAB	Macadam Aluminum & Bronze	05/19/2022		1,350.00
87626	RoyFlu	Royal Flush Environmental	05/19/2022		1,444.00
87627	TMG	TMG Services	05/19/2022		485.00
87628	Valvln	Valvoline Instant Oil Change	05/19/2022		248.16
87629	WelWel	Welt & Welt, Inc	05/19/2022		546.71
Total for 5/19/2022:					6,020.73
87630	AFL250	AFLAC	05/25/2022		612.74
87631	ANA165	Analytical Laboratory Group	05/25/2022		306.00
87632	BRA344	Branch Engineering	05/25/2022	Various Projects	53,377.78
87633	BRWN	Erin Brown	05/25/2022		25.20
87634	CenLin	CenturyLink	05/25/2022		272.58
87635	CINTA	Cintas Corporation	05/25/2022		117.64
87636	EME131	Emerald People's Utility	05/25/2022		34.98
87637	HERC	Herc Rentals Inc.	05/25/2022		115.18
87638	HDEPOT	Home Depot Credit Services	05/25/2022		2,419.31
87639	JOHNDE	John Deere Financial	05/25/2022		656.59
87640	LAN129	Lane Council of Governments	05/25/2022	Various Services	20,062.72
87641	Rexius	Rexius	05/25/2022		250.00
87642	USA426	USA Blue Book	05/25/2022		571.46
87643	OSGP	Voya-Oregon Savings Growth Plan	05/25/2022		200.00
87644	WFFL	Wells Fargo Financial Leasing, Inc.	05/25/2022		508.40
Total for 5/25/2022:					79,530.58
87645	BRWN	Erin Brown	05/31/2022		1,836.03
Total for 5/31/2022:					1,836.03
Report Total (78 checks):					541,137.17



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

31 RTM1X T 908 00000 R EM AO
 CITY OF COBURG
 POLICE EVIDENCE TRUST
 PO BOX 8316
 COBURG OR 97408-1310

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

Public Transaction		
CITY OF COBURG		
POLICE EVIDENCE TRUST		
	<u>Beginning balance 4-30-22</u>	<u>\$100.00</u>
	Ending balance 5-31-22	\$100.00

Fees and charges *See your Account Analysis statement for details.*

Account Statement - Transaction Summary

For the Month Ending **May 31, 2022**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Oregon LGIP		Asset Summary	
		May 31, 2022	April 30, 2022
Opening Balance	1,948,308.69		1,948,308.69
Purchases	26,253.63	1,574,562.22	
Redemptions	(400,000.10)		
Closing Balance	\$1,574,562.22	\$1,574,562.22	\$1,948,308.69
Dividends	1,052.51		

Account Statement

For the Month Ending **May 31, 2022**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					1,948,308.69
05/02/22	05/02/22	Redemption - ACH Redemption	1.00	(300,000.00)	1,648,308.69
05/02/22	05/02/22	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - April 2022	1.00	(0.10)	1,648,308.59
05/12/22	05/12/22	Lane County - Tax Seg for April 01-30-2022	1.00	2,849.37	1,651,157.96
05/17/22	05/17/22	ODOT - ODOT PYMNT	1.00	12,134.44	1,663,292.40
05/27/22	05/27/22	ODOT - ODOT PYMNT	1.00	9,481.80	1,672,774.20
05/27/22	05/27/22	Lane County - HB5006 Seg for Wildfire Relief	1.00	735.51	1,673,509.71
05/31/22	05/31/22	Redemption - ACH Redemption	1.00	(100,000.00)	1,573,509.71
05/31/22	06/01/22	Accrual Income Div Reinvestment - Distributions	1.00	1,052.51	1,574,562.22
Closing Balance					1,574,562.22

	Month of	Fiscal YTD	Closing Balance	Average Monthly Balance	Monthly Distribution Yield
	May	July-May			
Opening Balance			1,948,308.69	1,686,282.71	
Purchases			26,253.63	1,550,632.98	
Redemptions			(400,000.10)	(1,662,353.47)	
Closing Balance			1,574,562.22	1,574,562.22	
Dividends			1,052.51	8,910.06	

Account Statement - Transaction Summary

For the Month Ending **May 31, 2022**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Oregon LGIP		Asset Summary	
		May 31, 2022	April 30, 2022
Opening Balance	1,411,973.26		1,411,973.26
Purchases	53,969.32	1,465,942.58	
Redemptions	0.00		
Closing Balance	\$1,465,942.58	\$1,465,942.58	\$1,411,973.26
Dividends	922.44		

Account Statement

For the Month Ending **May 31, 2022**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					1,411,973.26
05/06/22	05/06/22	Purchase - ACH Purchase	1.00	53,046.88	1,465,020.14
05/31/22	06/01/22	Accrual Income Div Reinvestment - Distributions	1.00	922.44	1,465,942.58
Closing Balance					1,465,942.58

	Month of	Fiscal YTD	Closing Balance
	May	July-May	
Opening Balance	1,411,973.26	1,405,968.14	1,465,942.58
Purchases	53,969.32	59,974.44	1,456,493.95
Redemptions	0.00	0.00	Monthly Distribution Yield 0.75%

Closing Balance	1,465,942.58	1,465,942.58
Dividends	922.44	6,927.56

Account Statement - Transaction Summary

For the Month Ending **May 31, 2022**

COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784

Oregon LGIP		Asset Summary	
		May 31, 2022	April 30, 2022
Opening Balance	301,435.14		301,435.14
Purchases	172.32	271,607.46	
Redemptions	(30,000.00)		
Closing Balance	\$271,607.46	\$271,607.46	\$301,435.14
Dividends	172.32		
Total		\$271,607.46	\$301,435.14

Account Statement

For the Month Ending **May 31, 2022**

COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					301,435.14
05/02/22	05/02/22	Redemption - ACH Redemption	1.00	(30,000.00)	271,435.14
05/31/22	06/01/22	Accrual Income Div Reinvestment - Distributions	1.00	172.32	271,607.46
Closing Balance					271,607.46

	Month of	Fiscal YTD		
Opening Balance	May	July-May	Closing Balance	271,607.46
Purchases			Average Monthly Balance	272,408.44
Redemptions			Monthly Distribution Yield	0.75%

Closing Balance	271,607.46	271,607.46
Dividends	172.32	1,317.17

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: July 12, 2022

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, anne.heath@ci.coburg.or.us

The following is an overview of important activities during the month of June, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

Water Project

- Well under design
- Water Rights have been successfully transferred to new well property
- Thomas Street Intertie under construction
- Reservoir Feasibility Study- In process
- Public Works Shop is under design

Street Projects

- **McKenzie Street Rebuild** – Out for bid – To begin 2nd week in September (after festival season)
- **Roberts Road** – Bid Awarded – Construction to begin
- **Collector Streets** – Under Design/Summer of 2023 Construction
- **Funding** – Commitment letter was signed. Waiting on loan documents for signature.

Park Projects

- Submitted Park Grant for Pavilion Park Plaza. City was invited to present our grant application on July 12 to the Grant Review Committee. We do not expect to know whether we receive the grant until September.

COOP (Continuation of Operations Plan) – Prior to his completion of his time at the City, Jim Bell worked to update the Cities Continuation of Operations Plan. This plan works in partnership with the Emergency Operations Plan to establish how the City will respond to an emergency and ensure that the services of the City continue. An example of what might be covered is an alternative site to operate City Hall. Jim brought this document into alignment with FEMA and the ICS emergency system. Staff are now reviewing the document and making final changes as needed. This will come to the City Council at their August meeting, and may be discussed during the Executive Session on July 26.

Noxious Weed Enforcement – Noxious Vegetation enforcement started on June 1, and runs through the end of October. Staff has noticed a very positive and progressive response to weed control from properties sent letters this year. Staff will continue to monitor throughout the summer.

Farm Lease – The City owns farmland adjacent to the sewer plant and leases it out to be farmed. That lease is expiring and there will be a RFP put out for a new farm lease this month. Public Works Director Brian Harmon has requested a slight reduction in the amount of ground to be farmed in order to provide for growing and expanded plans around the sewer plant. It is likely that the new lease will be awarded in August and come before the City Council for approval in September.

Bond Repayment Issue – In 1973, the City sold bonds for a water project. All of the bonds were sold in \$1000 - \$5000 increments, and became due no later than January 1, 1999. Up until around 2016, the City had a \$5000 bond due on the balance sheet. However, staff were unable to provide auditors with any information regarding the bond, and given the small amount, it was recommended that it be removed from the books. Recently, the City received a phone call from a son who had found a bond in his mother’s estate documents. The copy of the bond he provided gave the staff vital information regarding the bond sales, and the City decisions for the sales. The City is unclear at this time whether this bond has been paid, and are researching historical financial records (pre-electronic files). Staff have continued to be in contact with the family, and will provide them more information once staff has had time to locate the pertinent records and consult with the City attorney.

Zoning Code Update – The Ad-Hoc Committee has finished its work, reviewed the final changes and it is now being prepared for the planning commission presentation and hearing. The following is the scheduled timeframe for this ordinance:

- July 21, 2022 – Planning Commission presentation, hearing and recommendation
- July 26, 2022 - City Council special meeting – 1st reading of Ordinance/Public Hearing
- August 9, 2022 – City Council – 2nd reading of Ordinance and Council decision

League of Oregon Cities – Legislative Priorities Ballot has been released and was emailed to the City Councilors on June 24. Councilors are encouraged to provide their feedback no later than July 29 in order for us to consolidate the Cities priorities. A copy of the ballot is attached to this report.

Upcoming Meetings

- Heritage Committee 7/13
- Park Tree Committee 7/19
- Planning Commission 7/20
- Executive Session 7/26**

Special Council Meeting	7/26
Finance Audit Committee	7/27
City Council	8/9

DEPARTMENTS AND OPERATIONS

City Recorder | Utility Billing | Office Administration - Prepared by Sammy Egbert

City Recorder

- June 15 to July 11th managed three Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed 10 lien searches.
- Published the legal notice for land use Applications PA-01-22 and SR-02-22. Posted recruitment for Public Works Seasonal help. Contract, Grants agreements.

Utility Billing

- June Utility bills covering 5/11 to 6/10
- Billed Water \$62,100 | Sewer \$81,000 | TUF \$11,789
- Cash Receipts or Payments Received \$156,485
- Past dues charged 74
- Active Payment Plans 2
- Change is service 4
- Annual Limited Income Assistance (LIA) program open enrollment closed on June 30, 2022. Will be implementing the 2023-23 applications into utility billing. Will be reflected on the bill that goes out August 10th.
- Training with Finance Director on Utility Billing to line it up with the Finance Director Job Description and remove the management and oversight from the City Recorder.

Administration front Office

- Special Event applications and notices for July.
- Noxious vegetation enforcement.
- Park rentals

Finance

- See Finance Report under separate tab.

Planning – Prepared by Megan Winner

Due to Staff vacation schedule, planning bullet points will be in red folder this month

Main Streets and Economic Development – Prepared by Tracey Pugh

- Completed Our Town newsletter for July/August 2022
- Obtained nonprofit status for Coburg Main Street
- Finalizing Coburg Business Map/Directory
- Finalized logo for Coburg Main Street
- Working on City of Coburg website - updating information, fixing broken links
- Created poster for Concerts in the Park and Coburg Market
- Held a Business After Hours mixer with Oregon RAIN
- Redesigning Chamber website for Coburg Main Street
- Working on cleaning up Visitor Kiosk and Bike Hub
- Coordinating vendors for Coburg Market on Thursdays (July 21-August 25)
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Coordinated/attended monthly Coburg Main Street committee meeting
- Assisting Coburg Antique Fair Director
- Participated in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - **Repairs**
 - Hot patched three trenches
 - Pot hole repairs
 - Replaced stop sign on Roberts Ct.
 - **Mowing**
 - Right of Way mowing
 - Mowed all Bio swales
- Water Utility**
 - **Callouts**
 - Leak was called in on Christian Way
 - **Flow Testing**
 - Crews flow tested 12 fire hydrants around town and worked with the Fire Department on report to ISO for insurance.
- **Sewer Utility**
 - **Collections**
 - **Inspections**
 - 12
 - **Callouts**
 - 7
 - **Tanks Pumped**
 - 6
 - **Treatment Plant**
 - **Projects**
 - We planted 102 Oregon Ash Trees for the DEQ Project
- **Parks Dept**

- **Parks and Tree Committee**
 - Work Party at Johnny Diamond Park
- **Park Maintenance**
 - Reese Landscaping went through all the flowerbeds at Johnny Diamond Park
 - Removed two trees that blew over in the wind.
 - Cleaned up Diamond St. Island
- **Misc.**
 - **Locates** 15
 - **Work Orders** 60

Municipal Court - Prepared by Mandy Balcom

- **June 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for June 7, 2022 Court Date: 55
 - **June 2022 Receipts Including Collections,**
 - **Total Fines:** \$11,776.44 (total monies taken in for the month, nothing deducted), *compared to \$14,979.87 in June of 2021*
 - **Net Fines:** \$7,833.00 (City share only, NOT including collections), *compared to \$9,000.00 in June of 2021*
 - **June 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 3,943.44 *compared to \$5,979.87 in June of 2021*
 - **Turned over to collection:** \$ 20,140.00 *compared to \$17,337.00 in June of 2021*

Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.

Other Information:

- **Upcoming Court Date: July 12, 2022 Regular Court Session**
August 2, 2022 Regular Court Session

Police Department – Prepared by Chief Larry Larson

- Officer arrested two males for failing to complete annual report as a sex offender.
- Officer arrested a female for a misdemeanor warrant at the Shell Gas Station.
- Officer investigated a burglary and theft that occurred at a business on Roberts Court.
- Officer investigated a DHS referral for child neglect and determined it was unfounded.
- Officer purchased fuel for three stranded individuals using funds from the CHETT program.

- Officer investigated and cited a citizen for violation of city ordinances.
- Officer investigated a non-injury motor vehicle crash.
- Officers completed a death investigation.
- Officer investigated a criminal mischief case where unknown suspects damaged a fence.
- Officer arrested a male for a misdemeanor warrant.
- Officer investigated a hit and run.
- Officer returned a lost US Passport.
- Officers spent an hour at City Hall attempting to deescalate an individual having a mental health crisis.
- Officer responded to suspicious conditions at the Truck N' Travel.
- Officer transported a citizen to the train station so he could attend his mother's funeral.
- Officer investigated a menacing at the Eugene Kamping World where a suspect while carrying a firearm chased a citizen.
- Officer completed ODOT commercial truck inspections.
- Officer assisted DHS with a reported sexual assault.
- Officer conducted compliance checks with city ordinance violations.
- Officers instructed a concealed weapons course for citizens.
- Officer attended MILO training.
- Officers provided VIN inspections to local business.
- Officers returned a loose dog several times to the same owner.
- Officers completed compliance checks on sex offenders.
- Officers pulled an information report to destroy the 40 pounds of prescription drugs for the take back drop box
- Officers worked bailiff duties at the Coburg Municipal Court.
- Officers worked bailiff duties at the Harrisburg Municipal Court.
- Officers responded to several alarm calls.
- Officers completed their LEDS certification.
- Officers transported a suicidal citizen to the hospital.
- Officers worked the ODOT grant for speed enforcement
- Officers work with the United States Marshals Service doing sex offender compliance checks
- Officer attended a Safety Team meeting with the Coburg Community Charter School
- Officers provided ice cream to Coburg Community Charter School for the annual Ice Cream Social.

Upcoming Events:

- ODOT traffic grant enforcement pedestrian crosswalk safety in June

ATTACHED

At the 2021 City Council retreat the City Council discussed ways to better connect with City Committees and the Planning Commission. Council decided it would be helpful to stay updated monthly on what each committee is working on. They requested that staff provide the minutes from all public meetings in the monthly City Council packets.

- A. 6/8/2022 Heritage Committee
- B. 6/9/2022 Code Review Ad Hoc
- C. 6/14/2022 Urban Renewal Agency
- D. 6/21/2022 Park Tree Committee

- E. League of Oregon Cities Legislative Priorities Ballot 2023
- F. City Administrator weekly report to Council 7.1.22



MINUTES

Coburg Heritage Committee
Hybrid Meeting In-Person and via Zoom
 June 8, 2022 – 6:00 P.M
 91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Marissa Doyle, Chair; Michelle Shattuck, Vice Chair; Stephan Sheehan (via Zoom), Shannon Sardell

COMMITTEE MEMBERS ABSENT:

STAFF PRESENT: Megan Winner

1. Call the Meeting to Order

Ms. Doyle called the meeting of the Heritage Committee to order at 6:06 p.m.

2. Roll Call

Ms. Winner called roll. A quorum was present.

3. Minutes for Approval | May 11th, 2022

Ms. Sardell suggested correcting 'displace' to 'displays' in the final paragraph.

MOTION: Ms. Sardell moved, seconded by Vice Chair Shattuck, to approve the May 11th, 2022, Heritage Committee meeting minutes as amended. The motion passed unanimously – 4:0.

Mr. Sheehan mentioned that he had contacted Volunteer Coordinator Jennifer Yeh at the Lane County History Museum (LCHM) and she had offered to send historians to speak to the committee.

Ms. Winner requested Ms. Yeh's contact information. Mr. Sheehan responded that she could be reached at volunteers@lchm.org.

4. Committee Business

- CLG Grant Eligible Projects

Ms. Winner relayed that she had spoken to State Historic Preservation Office (SHPO) representative Kuri Gill about ways to use the CLG funds. Display cases, framing, and signage or interpretive panels for the parks were ineligible uses of CLG funds, according to Ms. Gill. Instead, Ms. Gill had suggested promoting the walking tour app and booklet, taking out an ad in the 'Travel Lane County' booklet, hiring speakers, or sending a committee member to the National

Preservation Conference in Cincinnati, Ohio, in July.

Ms. Winner clarified that any speakers hired with CLG funds must be experts on local history or development codes. As Ms. Gill had suggested reaching out to Grand Ronde tribes, Ms. Winner had done so and was awaiting a response. The Black Pioneers group was also recommended as a resource for speakers. Ms. Winner asked the committee for input.

Chair Doyle expressed interest in an LCHM speaker.

Vice Chair Shattuck inquired if the presentation would include the public. Ms. Winner said that decision was up to the committee. Ms. Shattuck noted that the event could be videotaped. Ms. Winner mentioned the ability to live-stream.

Concluding that there were no further questions, Ms. Winner offered to contact Ms. Yeh at LCHM about scheduling a speaker.

Ms. Sardell brought forward that the city of Springfield had used CLG funds to hire a consultant in regards to their historic district. She noted that Springfield had a review process to approve alterations to historic properties, overseen by the Historic Commission. Ms. Sardell wondered if any recommendations had been made to the committee during the process of updating the National Register District.

Ms. Winner said she did not believe so.

Ms. Sardell said that Springfield's application process had been educational for property owners, helping them to make alterations, additions, and repairs in a manner sensitive to the historic structures. She suggested that Coburg consider adopting a similar process. Ms. Sardell expressed concerns that without guidance, property owners would make alterations catering to the housing market and that historical resources might be damaged, destroyed, or lost.

Chair Doyle inquired if such changes could be done by the Heritage Committee or if it were the purview of the Ad Hoc code committee. Ms. Winner asked Chair Doyle whether the Heritage Committee would be amending the Development Code document.

Chair Doyle noted the existence of a discrepancy between the Development Code and an ordinance. She wondered whether CLG funds could be used to hire a consultant to review the code. Ms. Winner believed so.

Mr. Sheehan suggested that the city could adopt a contract covering properties in the historic district similar to that of a Homeowners' or Neighborhood Association. Ms. Sardell responded that such contracts leave loopholes. She speculated that the code governing the Washburne District was an overlay.

Ms. Sardell praised Springfield's process for educating both the property owners and the review board. She worried that rising housing costs could lead to the loss of Coburg's smaller historic

buildings without some measures in place. Chair Doyle agreed that the code needed updating

Chair Doyle asked whether the Heritage Committee would need to form another committee or speak with the City Council. Ms. Winner stated that an Ad Hoc committee meeting would take place the following day, as that team had reached their objective for the current round of Development Code updates. She did not believe there was time to have a consultant draft guidelines for an historic overlay. She briefly touched on the fact that the City of Coburg had an existing historic overlay, and reminded the committee that the CLG funds must be spent by August 31st.

Chair Doyle suggested that the Heritage Committee hire a speaker familiar with such codes to advise the group on the drafting process.

Ms. Winner said that SHPO representative Ms. Gill had recommended the committee request a speaker from Restore Oregon. Ms. Sardell argued that Restore Oregon operated state-wide rather than locally. Instead, she recommended seeking out the authors of the Springfield and Corvallis codes.

Chair Doyle mused that the adopted code need not be restrictive, but that it must serve to maintain the historic architectural character of Coburg. Citing Mr. Sheehan's prior suggestion noted in the minutes, she proposed the creation of an informational pamphlet outlining historic preservation guidelines. She also advocated for a checklist of seasonal property maintenance tips.

Ms. Winner asked Ms. Sardell if she would recommend the person responsible for Springfield's code. Ms. Sardell responded that Kristina Koenig-Boe, Chair of the Historic Committee, might have useful information. She cited Springfield Historic Commissioners Michelle Dennis, John Tuttle, Roxie Metzler, Donald Moloney, Ted Corbin, Donald McCormack, and Debra Rose O'Neal as the authors of the Springfield Historic Design Guidelines (2003). Ms. Sardell offered to send Ms. Winner a link to the document.

Chair Doyle suggested the committee reach out to Ted Corbin.

Ms. Sardell praised the Springfield Historic Design Guidelines and noted that those most likely to have complaints were contractors unfamiliar with working on historic properties.

Ms. Winner explained that in Coburg, there was a strict distinction between design standards, which were required, and design guidelines, which were encouraged. She asked if it was the same in Springfield. Ms. Sardell believed that the guidelines were required within the historic district, noting that the document referenced character-defining features and how to identify them.

Ms. Winner asked if the guidelines were specific to Springfield or if they could apply to Coburg if copied verbatim. Ms. Sardell replied that they would likely need to be modified to suit Coburg's needs. Ms. Winner suggested that such a course of action could be completed within the

current round of development. She stated that she would add it to the agenda and would put the guidelines in the packet for next month's meeting.

Mr. Sheehan brought up that a house in Coburg next to the Diamond house had been moved and wondered how that would be covered under the guidelines.

Ms. Shattuck explained that to preserve it, the historic Drury house, previously in that location, had been moved to a new lot. The house Mr. Sheehan was referring to was a new build of no historical importance.

Ms. Sardell noted that if the move were made within the period of significance or contributed to the historic district, the design guidelines would apply. She elaborated with several examples, then suggested distributing the document so everyone could get familiar with the guidelines.

Ms. Winner noted that the examples cited by Ms. Sardell corresponded with Coburg's existing recommendations for preserving a historic street-side appearance. She agreed that she would distribute the document to the committee the following day; she would also include them with the July agenda.

Chair Doyle wondered if the next step would be to approach the Planning Commission. Ms. Winner responded that a Development Code update was a Type 4 legislative land use process which required a variety of notices and public hearings. She said she'd need time to consider the next steps.

Ms. Sardell suggested booking a speaker and inviting public participation to create a dialogue about adopting guidelines. She felt a consultant would be necessary, as well.

Ms. Winner remarked that since the guidelines would be recommendations rather than requirements, perhaps a separate supplemental document could be inserted into the Development Code to make the information available more immediately.

- Walking Tour App Promotion
 - Speakers
 - National Alliance of Preservation Commissions Forum
 - Other educational opportunities
- Preservation Plaques Award Ceremony/Distribution Planning
- Ms. Sardell wondered whether the committee could spend CLG funds on the preservation plaques and ceremony. Ms. Winner said that she would ask.

Vice Chair Shattuck announced that she would pick up the completed plaques within the week.

Chair Doyle inquired if any decisions had been made regarding the ceremony and distribution of the plaques. Ms. Winner said there were no firm decisions.

Ms. Winner noted that the Antique Fair had been scheduled for September 11th. She pointed

out that they could also hold a separate event.

Ms. Sardell proposed that the committee sponsor a wood window booth with Q&A at the Antique Fair. She put forth Julie Whalen of Willamette Window Restoration and Chris Gustafson of Vintage Window Restoration in Albany.

Ms. Winner asked if the committee supported using funds to secure Ms. Whalen a booth at the Antique Fair. Support was unanimous.

Ms. Sardell proposed promoting the Heritage Committee at the booth via posters and pamphlets.

Ms. Sardell and Ms. Shattuck informed the group that they'd be unavailable on September 11th.

Mr. Sheehan suggested setting up a volunteer-staffed table at upcoming Concert in the Park events to promote the Heritage Committee with pamphlets or flyers and a donation box. Ms. Winner agreed that having a presence was a good idea. Ms. Shattuck pointed out that the committee was funded so a donation box was not advisable.

- Art Contest 2023

Chair Doyle introduced the agenda item.

Ms. Sardell endorsed the idea of a coloring booth for kids and suggested a youth art contest. Ms. Shattuck agreed and further recommended simply declaring the 2022 Art Contest for children.

Ms. Sardell proposed placing flyers at Maude Kerns Art Center and Eugene Parks & Rec centers as well as taking out an ad with Willamalane to promote the Art Contest.

Ms. Shattuck pointed out that a prize needed to be offered. Ms. Sardell suggested a gift basket of goods from local merchants. Ms. Shattuck countered with gift certificates. Ms. Sardell concurred, noting that gift certificates would drive business to downtown Coburg. Ice cream and pizza were mentioned as possible prize options.

Ms. Sardell mentioned the frustration of watching the demolition of a historic building in Eugene, comparing it to what could happen in Coburg without an established review process.

Chair Doyle asked what the committee had decided about revealing the preservation plaques. She put forward the idea of combining the plaque unveiling with the sponsored booth. Ms. Winner proposed that they wait to make that decision until she had determined if CLG funds could be used for a ceremony.

Chair Doyle asked if there was any further business.

Mr. Sheehan announced that deceased local historian Curtis Irish's portfolio was available on Flickr.

5. Future Meetings | Dates to Remember

- Next Heritage Committee Meeting: July 13th, 2022

6. Adjournment

Chair Doyle adjourned the meeting at 7:09 p.m.

(Minutes recorded by Angela Kern)

APPROVED by Heritage Committee on this _____ day of _____, 2022.

ATTEST:

Sammy L. Egbert, City Recorder

Marissa Doyle, Chair

DRAFT



MINUTES
Code Review
Ad-Hoc Committee

June 9, 2022 at 6:00 P.M.

Virtual Meeting - Coburg City Hall
91136 N Willamette Street

COMMITTEE MEMBERS PRESENT: John Fox, City Councilor; Patty McConnell, City Councilor; Marissa Doyle, Planning Commissioner; Alan Wells, Business Owner; and Cathy Engebretson, Citizen At-Large, and.

COMMITTEE MEMBERS ABSENT: Jerry Behney, Citizen At-Large; Paul Thompson, Planning Commission Chair.

STAFF PRESENT: Anne Heath, City Administrator and Megan Winner, Planner.

GUEST: John Marshall, Planning Commissioner

RECORDED BY: Trenay Ryan, Lane Council of Governments (LCOG).

1. CALL TO ORDER

Chair Fox called the meeting to order at 6:01 P.M.

2. ROLL CALL

Ms. Winner took roll and a quorum was present.

3. COMMITTEE BUSINESS

- **Make recommendation on Development Code updates**

Chair Fox inquired if there were any adjustments to the agenda.

Ms. Winner stated that she had a few questions regarding the updates and asked where they should be placed in the agenda. Mr. Fox replied that they should be placed just prior to the review

- Chair Fox sought clarification of the full intent of the Development Code. He understood the focus, emphasized by Mayor Smith to be on the downtown first, but not limited to the downtown area. He said it had been suggested that maybe the intent was only the downtown area. His memory recalled that it was the development code review of the whole development code, but prioritized the downtown first. Chair Fox requested to hear from others regarding the topic.

Anne Heath made the recommendation, in agreement with the Mayor, the Council, and the Committee, to move forward with the downtown corridor changes, due to the lengthy process and urgency to adopt it, then revisit to discuss the other items. She noted that she did not say that Chair Fox could not, but stated that her recommendation was to move forward, finish what the committee was doing and then if it wanted to go on, they would need to let the council know that they wished to continue.

Cathy Engebretson said that the Mayor wished to focus on the Downtown Commercial District, but if there were any items that could be quickly agreed upon, that would be useful, then the remaining items could be dealt with after the downtown.

Marissa Doyle noted that the historic overlay as it related to the code was too vague and needed clarification. There was a disconnect between the development code and the ordinance which established the Heritage Committee. She was unclear as to whether or not that would be something that the Ad-Hoc Committee would look into, so with that thought, she did not wish to dis-band the group at that time. Chair Fox had no plans to entertain a vote to dis-band. He requested enlightenment on the historic overlay terminology and the purpose. Ms. Doyle replied that the historic overlay was a way to preserve some of the character features of some of the historic homes in Coburg. Presently, there was not anything in the code to prevent historical homes from being demolished. The Committee will evaluate and discuss at a later date.

Megan Winner presented four issues that arose during the previous meeting.

1. Garages, specifically within the Business District.

Option one - leave as is; garage needs to be setback four feet from the street.

Option two - remove the four foot recess from all of the Central Business District, but ask that no garages may be along the main streets and must be off of an alley.

Option three - Keep the recess for residential buildings that are not on Willamette Street. Applied to residential areas, but not to Willamette Street.

Ms. Engebretson reiterated that this was just concerning the Central Business District. She said that having a garage recessed from the front of the building, did

not fit in a business district where you would expect on Main Street everything to be denser.

Ms. Engebretson noted that was high price real estate, so you would not want any of the lots wasted. Alan Wells agreed with Ms. Engebretson. He said it would be contradictory to denseness. He believed the County controlled all access to Willamette Street.

Ms. Engebretson stated that if a residential property was sold to a commercial property in that zone, and the owner changed the footprint of the building, then the new building code standards must be adhered to.

Mr. Wells, being a business owner on Willamette Street, felt that it was too restrictive. Ms. Engebretson agreed that the discussion was confusing at times due to having some residential homes on Willamette Street, and then within the commercial zone on Willamette Street, there happened to be some lots being used like residential single family homes. She reiterated that what was being discussed was specifically the lots in the commercial zone. She again clarified, any lots in the existing commercial zone would be affected by those rules, but lots in the residential zone were not affected by the rules they discussed. She recommended removing the four foot setback requirement at that time, and revisit the Willamette garage issue at a later date.

Patty McConnell did not understand why they would eliminate a four foot setback on garages anywhere and wondered why they were discussing the four foot setback. She did not agree with allowing future garages to be developed on Main Street.

Commissioner Doyle left at 6:30.

MOTION: Ms. Engebretson moved, seconded by Alan Wells, that for the Central Business District only, we remove the four foot setback requirement for garages. Motion passed, 3:1.

Ms. Winner ensured that all understood that the Code allowed for three story buildings on Main Street in the Business District.

Keep the language of the Central Business District as it is and add The Form Based Code as an overlay.

Ms. McConnell asked if that pertained to the formula stores. Ms. Engebretson explained that it does not pertain to the formula business, but the uses allowed in the district. The Form based Code spoke more to the design and build environment than the use. She noted there was concern that perhaps they may want to retain the language uses in the code, as well. Ms. Heath suggested they consider clarifying that formula stores would only be allowed in the highly commercial areas and that those businesses would still adhere to the new codes.

MOTION: *Patty McConnell moved, seconded by Alan Wells to add our recommendation that formula based businesses only be allowed outside the Central Business District. The motion passed unanimously, 4:0.*

MOTION: *Cathy Engebretson moved, seconded by Alan Wells to add the Form Based Code as an overlay district and keep the current Central Business District section, including uses, as is. The motion passed unanimously, 4:0.*

In the purpose section before each district, the phrase “historic character “that the word architectural be added before character, creating a more inclusive code. Ms. Winner explained that if they added that one word it triggered a Comprehensive Plan amendment and would require an additional process requiring a longer timeline with additional work and multiple public hearings. **The Committee agreed to delay adding the word “architecture” and insert it at another time. 4:0.**

Chair Fox asked if the code review update recommendations were to be made to the City Council or the Planning Commission.

Ms. Heath replied that while the recommendations would be in the packet for The Planning Commission, it would be addressed to the City Council.

Motion: *Patty McConnel moved, seconded by Alan Wells to make a recommendation for our development codes updates, as we have modified them tonight through the questions and moved forward with the recommendation to the Planning Commission as we forward it to The City Council. The motion passed unanimously, 4:0.*

4. FUTURE MEETINGS | DATES TO REMEMBER

There was no discussion

Ms. Heath suggested they decide if they would take the summer off and return in the Fall and if so, they would need to notify the City Council of their decision.

The Committee Unanimously decided that they would take the summer off and return in the Fall.

5. ADJOURNMENT

Chair Fox adjourned the meeting at 7:12 P.M.

APPROVED by the Development Code Review Ad-Hoc Committee of Coburg this ____ day of xx 2022.

Chair, John Fox

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT



MINUTES

Urban Renewal Agency Meeting

June 14th at 6:45 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

DIRECTORS PRESENT: Mayor Ray Smith (via Zoom), Markus Alexander, John Fox, Nancy Bell, Kyle Blain, John Lehmann, Patty McConnell

DIRECTORS ABSENT:

STAFF PRESENT: Anne Heath, City Administrator; Tim Gaines, Finance Director (via Zoom); Sammy Egbert, City Recorder

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

CALL TO ORDER

Director Smith called the meeting to order at 6:50 pm.

ROLL CALL

Ms. Egbert called roll. A quorum was present.

CITIZEN TESTIMONY

None.

BUSINESS ITEMS

1. Minutes Review: February 8th, 2022 URA

MOTION: Director Bell moved, seconded by Director Fox, to approve the Urban Renewal Agency (URA) February 8th, 2022 meeting minutes as presented. The motion passed unanimously – 7:0:0.

2. Financial Update for Urban Renewal Agency

Director Smith called for questions for Finance Director Gaines.

Director Bell inquired if there had been any feedback from the county regarding the change in assessment properties. Ms. Heath responded that there had not.

3. Public Hearing for RESOLUTION 2022-01-U: Adopting the Agency Budget for Fiscal Year 2022-23 and Creating Expenditure Appropriations

Director Smith opened a public hearing at 6:54 pm.

Mr. Gaines called for questions regarding the proposed budget. Director Alexander wished to know if comparison data between 2020 and 2022 was available. Mr. Gaines said that aside from a previously mentioned tax issue, the data was consistent.

As there were no speakers, Director Smith closed the public hearing at 6:57 pm.

MOTION: Director McConnell moved, seconded by Director Smith, to adopt RESOLUTION 2022-01-U. The motion passed unanimously – 7:0:0.

ADJOURNMENT

Director Smith adjourned at 6:58 pm.

APPROVED by the City Council of the City of Coburg on this ____ day of _____, _____.

Ray Smith, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder



MINUTES

Coburg Parks | Tree Committee
 City Hall, 91136 N. Willamette
 June 21, 2022 – 6:00 p.m.

COMMITTEE MEMBERS PRESENT: Vice Chair Tom Beatty, Karen Coury, Joe Morneau

COMMITTEE MEMBERS ABSENT: Chair Mary Mosier, Coleen Marshall, Lonna Meston, Claire Smith

GUESTS: None

STAFF PRESENT: Ty Wilson

1. Call to Order

Vice Chair Beatty opened the Parks | Tree Committee meeting at 6:00 p.m.

2. Roll Call

Mr. Wilson called roll. No quorum was present.

3. Approve Minutes from May 17, 2022

Minutes were tabled until the July 19th meeting.

4. City Updates/City Administrator Report

Mr. Wilson reported that work on the lawn at Johnny Diamond Park would be postponed until autumn. Milkweed plants at Trail's End had been mowed accidentally. Mr. Morneau suggested that markers be installed to indicate the location of plantings.

Ms. Coury inquired as to the health of recent plantings. Vice Chair Beatty confirmed that the plantings were sleeved and doing well, although with hot weather on the way, watering would be required. Mr. Wilson wondered how much water would be needed and when watering should begin. Vice Chair Beatty responded that trees took about five gallons per week; shrubs, less. Mr. Morneau said that high temperatures were expected the following week. Ms. Coury suggested watering should begin by the end of the current week.

5. Committee Business

- Pickle Ball Court Plan Update

Mr. Wilson reported that the paint color had been chosen: burgundy.

Mr. Beatty asked when work would begin. Mr. Wilson said work would start in the new fiscal year, after July 1, 2022. Mr. Morneau suggested waiting on installation until park events were over for the year. He said to check with Ms. Egbert about dates.

Conversation ensued about installation times and whether the classic car show would be able to take place on the surface. A decision was reached to ask Mr. Harmon what installation entailed and its specifications.

- Upcoming Work Party Dates & Locations

Vice Chair Beatty noted that upcoming work parties were scheduled for July 11th and 25th and for August 15th. He reported that he and Ms. Marshall had weeded Johnny Diamond Park; a new volunteer had been added to the team; nutria had been spotted in the park.

Mr. Wilson shared that Reese Landscapes would be mulching the flower beds. Vice Chair Beatty inquired if that would include the scalloped beds. Mr. Wilson confirmed that it would. Vice Chair Beatty suggested removing the scalloped beds and transferring the plantings to the area surrounding the “Welcome to Coburg” sign.

- Coburg Creek Subdivision Park Sub Committee

Vice Chair Beatty reported: He, Ms. Marshall, and Ms. Meston had gone to inspect the site. After discussions, including the possibility of hiring an intern or designer, the consensus was to make the Veterans’ Memorial a priority over Coburg Creek for the present. Mr. Morneau agreed, noting that the memorial attracted more visitors.

Ms. Coury brought up the topic of soil needs in the Coburg Creek subdivision. The members all agreed that it would be prudent to request that the developers bring in extra soil for mound building and plantings.

Vice Chair Beatty gave an overview of the subcommittee’s ideas. They included a pavilion, a sunken courtyard, earthen mounds, and tree plantings. He believed that the area measured approximately 1/3rd of an acre, about 16,000 square feet. Ms. Coury wondered if there would be a play structure. Vice Chair Beatty replied that more information on the demographics was needed, but that a swing set was planned.

Ms. Coury suggested fountains. Mr. Morneau concurred. There was talk of preserving and enhancing the site’s excellent views.

Vice Chair Beatty noted the existence of a stone drain field which might require entryway accommodations for persons with disabilities.

Vice Chair Beatty and Mr. Morneau agreed that roses for the Veterans’ Memorial would need to be ordered in advance.

6. Adjournment

Vice Chair Beatty adjourned the meeting at 6:31 p.m.

(Minutes recorded by Angela Kern)

APPROVED by the Park & Tree Committee on this 19th day of July 2022.

Mary Mosier, Chair

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT

COBURG CITY COUNCIL WEEKLY REPORT

TOPIC: City Administration

Report Date: Friday, July 1, 2022
 Staff Contact: Anne Heath, City Administrator
 Contact: 541-682-7871, anne.heath@ci.coburg.or.us

Just a few updates regarding items that will be coming to the City Council and items of discussion at the City.

A SPECIAL MEETING IS PLANNED FOR THE CITY COUNCIL ON JULY 26, 2022 AT 7:00 P.M. THE PURPOSE OF THIS MEETING IS TO HOLD FIRST READINGS FOR TWO ORDINANCES INCLUDING:

1. CHARTER AMENDMENT
2. ZONING CODE UPDATE

PLEASE MAKE SAMMY AWARE IF YOU CANNOT ATTEND THIS MEEING.

PRIOR TO THE SPECIAL MEETING, THERE WILL BE AN EXECUTIVE SESSION TO DISCUSS STAFFING. THIS MEETING WILL BE HELD AT 6:00 P.M.

HARRISBURG POLICING BUDGET

The Council requested to see the full budget for Harrisburg Police Program. I have attached it for your review

INSURANCE

The City recently received quotes for insurance for fiscal year 2023. Insurance definitely went up. However, workers compensation dropped off substantially so it balances out.

The one challenge is Cyber Security Insurance. We have been purchasing \$950,000 in cyber insurance through CIS. However, this year they changed their policy and the amount of insurance that might be purchased was \$250,000, and that would require some expensive requirements and hoops for the City to jump through. This would not begin to cover the costs if the City had a cyber attack. I requested WHA (our insurance of record) to look at the public market and we were able to find private insurance for \$1,000,000 in cyber insurance for approximately \$8,500 with no hoops to jump through. In the end, we would have spent much more money purchasing software and paying to implement programs that CIS would have required, and we would have to pay the premium as well. I made the decision to go with the private insurance company. I have included our insurance quotes for you to look at if you have an interest.

Questions regarding anything in this report can be sent to Anne Heath via email at anne.heath@ci.coburg.or.us.

TRANSPORTATION GRANTS

The City turned in three projects to the MPC (Metropolitan Planning Committee) for regional transportation grants as follows:

1. Coburg Industrial Way North – Pavement Preservation
2. Coburg Loop Path #4 – Additional Funding
3. Truck/Commuter Route Feasibility Study

Combined these projects equaled about \$1,300,000.

These will be reviewed and recommendations will be made to the MPC as to which projects will be funded. Due to the fast turn-around, staff was not able to seek a resolution from Council to submit these grants. However, a resolution will be in the packet for the July meeting and if there is any projects that the Council do not wish to approve, there is time to pull the projects prior to the grant reviews.

REMINDER THAT OUR NEXT COUNCIL IS JULY 12TH. PACKETS WILL BE AVAILABLE NEXT WEEK.

Hope you have an amazing 4th of July weekend.

HARRISBURG POLICE CONTRACT - PROJECTION 2022-23

2022-23	Rate	Hours	
Reserve	19	2215	
Chief	90.94	2080	Materials & Services
Mike	71.63	2080	\$171,190.00
Kevin	59.74	2080	<u>10,535</u> Divided by Available Hous
Dan	59.75	2080	<u>\$16.25</u> Per Hour Expense - Non Personnel
	<u>301.06</u>	<u>10535</u>	
	60.21	Average	
	16.25	Expense - Material & Services/PD expense per hour	
	<u>76.46</u>	Per hour charge	

* Chargeable Rates are the salary plus employment costs including benefits and an additional amount added on to cover the administrative support of that position and the billing and administration of the contract.

Position	Salary	Expenses	Total	Hourly
Chief	111,389.00	50,125.00	161,514.00	77.65
Reserves	0.00	33,225.00	33,225.00	15.00
Officer 1	76,088.00	34,239.60	110,327.60	53.04
Officer 2	58,295.00	26,232.75	84,527.75	40.64
Officer 3	56,597.00	25,468.65	82,065.65	39.45
				225.79
		Admin		75.27
				301.06
		Overall Rate		\$60.21

PROJECTED POLICE EXPENSES FY 2022-23

001-015-510000 Office Expense	(3,120)		
001-015-510200 Equipment Repair, Maintenance	(7,176)		
001-015-510250 Equipment Non-Capital	(14,664)		
001-015-510500 Uniforms Expense	(8,320)		
001-015-510505 Bulletproof Vest Purchases (Grant)	(4,000)		
001-015-510510 Photo, Crime Scene & Evidence	(4,160)		
001-015-510550 Community Outreach Program	(3,120)		
001-015-510880 City Attorney	(1,200)		
001-015-510999 Canine Program	(520)		
001-015-516200 Dispatch Contract	(64,890)		
001-015-516500 Justice Program	0		
001-015-522010 Cellular Phone	(3,952)		
001-015-522100 Travel, Education, Training	(6,000)		
001-015-525000 Gasoline, Diesel Fuel	(15,000)		
001-015-530000 Computer Expense	(1,720)		
001-015-531000 Vehicle Maintenance	(8,000)		
001-015-535000 MDT Support & Service	(2,496)		
001-015-536400 Shop With Cop Program Expense	(1,456)		
001-015-536700 Investigation Expense	(3,120)		
001-015-536800 Psychological Testing	(2,288)		
001-015-540000 Police CHETT Program Expenses	(832)	Coburg Program	832
001-015-542000 Miscellaneous	(2,324)		
001-015-585200 Reserve Officer Program	(1,664)		
001-015-588700 Contract Services 2	(12,000)		
001-015-588800 Community Assistance	(2,600)	Coburg Program	2600
001-015-588900 Wellness Program	(2,808)	Coburg Program	2808
TOTAL PROJECTED EXPENSES	(177,430)		6240
Less Coburg Only Programs	6,240		
Projected Final Budget of PD	(171,190)		

City of Coburg

Property & Liability 07/1/2022 – 07/1/2023

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a COURSE
FOR A
SECURE FUTURE”



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INSURANCE

Lorin Williams
Property & Liability

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Fax: (541) 484-5434 | Phone: (800) 852-6140

Email: lwilliams@whainsurance.com



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PROGRAM INFORMATION

The following pages constitute what we refer to as a Proposal of **Insurance**.

The coverage, definitions and limits explained hereafter is a simplified outline of the insurance policies we recommend.

THE POLICY ITSELF SHOULD BE USED AND READ FOR EXACT COVERAGES, DEFINITIONS, CONDITIONS AND EXCLUSIONS PERTAINING TO YOUR SPECIFIC INSURANCE PROGRAM, COVERAGE MAY DIFFER BY STATE

YOUR SERVICE TEAM PROPERTY & LIABILITY

It is our desire to work with you and your personnel to establish direct, efficient communications with our office. We are committed to serving your insurance needs with excellence.



LORIN WILLIAMS
ACCOUNT EXECUTIVE
lwilliams@whainsurance.com
DIRECT: (541) 284-5140
CELL: (541) 556-2957



NATHAN CORTEZ, CISR, CSRM
FIELD SERVICE AGENT
ncortez@whainsurance.com
DIRECT: (541) 284-5856



KELLY MCCORKLE
ACCOUNT MANAGER
kmccorkle@whainsurance.com
DIRECT: (541) 284-5861

CONTACT US!

LOCAL OFFICE (541) 342-4441 TOLL FREE (800) 852-6140 FAX (541) 484-5434
2930 CHAD DR EUGENE OR 97408
www.WHAINSURANCE.com



citycounty insurance services
cisoregon.org

Property and/or Liability Proposal Summary

Named Member
City of Coburg
PO Box 8316
Coburg, OR 97408

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

Proposal Date: 6/7/2022
Member Number: 10037
Effective Date: 7/1/2022
Termination Date: 7/1/2023

Coverage	Description	Amount	Total
General Liability (Standard Plan)	Contribution Limit: \$5,000,000	\$29,955.50	
	Multi-Line Credit	(\$1,497.77)	
			\$28,457.72
Auto Liability	Contribution	\$9,830.33	
	Multi-Line Credit	(\$491.52)	
			\$9,338.81
Auto Physical Damage	Contribution	\$7,886.42	
	Multi-Line Credit	(\$394.32)	
			\$7,492.10
Property	Contribution	\$18,489.40	
	Multi-Line Credit	(\$924.47)	
			\$17,564.93
Optional Excess Liability	Not Purchased		\$0.00
Optional Excess Quake	Not Purchased		\$0.00
Optional Excess Flood	Not Purchased		\$0.00
Optional Excess Crime	Contribution	\$1,083.00	
			\$1,083.00
Optional Cyber Security	Contribution	\$2,300.00	
			\$2,300.00
Optional Excess Cyber Security	Not Purchased		\$0.00
Difference in Conditions	Not Purchased		\$0.00
Summary	Contribution	\$69,544.65	
	Multi-Line Credit	(\$3,308.08)	

This is not an invoice. Information Only.

\$66,236.56

58 968.

CIS Public Entity Liability Coverage Proposal

Proposal Date: 6/7/2022

Coverage Period: 7/1/2022 to 7/1/2023

Named Member
City of Coburg
PO Box 8316
Coburg, OR 97408

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This Proposal Does Not Bind Coverage
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage*	Per Occurrence	Annual Aggregate	Per Occurrence Deductible / SIR*	Agg/Retro Deductible
Public Entity Liability Coverage (Including Auto Liability) as described in CIS General & Auto Liability Coverage Agreement	\$200,000	\$600,000	NONE	None

Forms Applicable: CIS General & Auto Liability Coverage Agreement - CIS GLJAL (7/1/2022)

Coverage*	Per Occurrence	Annual Aggregate		
Excess Public Entity Liability Coverage as described in the CIS Excess Liability Coverage Agreement (limits shown are excess of primary coverage limits)	\$4,800,000	\$14,400,000		

Forms Applicable: CIS Excess Liability Coverage Agreement - CIS XS/GL (7/1/2022)

Coverage*	Per Occurrence	Annual Aggregate		
Additional layer of Excess Liability (General and Auto Liability)	Not Purchased	Not Purchased		

*Refer to the CIS General & Auto Liability Coverage Agreement and CIS Excess Liability Coverage Agreement and endorsements (if any) for detailed coverages, special deductibles, limits, sublimits, exclusions, and conditions that may apply.

Excess Liability Coverage does not provide Uninsured Motorist coverage.

Coverage	Contribution
General Liability	\$29,955.50
Auto Liability	\$9,830.33
Liability Total	\$39,785.82

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____

Authorized Representative / Agent

Date: _____



citycounty insurance services
cisoregon.org

Auto Physical Damage Coverage Proposal

Proposal Date: 6/7/2022

Coverage Period: 7/1/2022 to 7/1/2023

Named Member
City of Coburg
PO Box 8316
Coburg, OR 97408

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974067382

This Proposal Does Not Bind Coverage
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Autos Covered*	Coverage Limit	Comprehensive Deductible	Collision Deductible	Contribution
Scheduled Autos	Per Schedule**	Per Schedule**	Per Schedule**	\$7,886.42
Rented or Leased Autos (60 days or less)	ACV Not to Exceed \$100,000	\$100	\$500	Included
Newly Acquired Autos	Included	\$100	\$500	Included

***This represents only a brief summary of coverages. Please refer to CIS Auto Physical Damage Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.**

Total Contribution: \$7,886.42
Forms Applicable: CIS Auto Physical Damage Coverage Agreement - CIS APD (7/1/2022)
**Current CIS Auto Schedule

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____
Authorized Representative / Agent

Date: _____

Property Coverage Proposal



citycounty insurance services
cisoregon.org

Proposal Date: 6/7/2022

Coverage Period: 7/1/2022 to 7/1/2023

Named Member
City of Coburg
PO Box 8316
Coburg, OR 97408

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This Proposal Does Not Bind Coverage
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage Limits (Per Occurrence):*

	Per current CIS Property Schedule
<u>Building and Contents and PIO</u>	
<u>Mobile Equipment</u>	Per current CIS Mobile Equipment Schedule
<u>Earthquake</u>	\$5,000,000
Excess Earthquake - Coverage applies only if coverage limit is shown.	None
<u>Flood</u>	\$5,000,000
Excess Flood - Coverage applies only if coverage limit is shown.	None
<u>Combined Loss of Revenue and Rental Value</u>	\$1,000,000
<u>Combined Extra Expense and Rental Expense</u>	\$1,000,000
<u>Property in Transit</u>	\$1,000,000
<u>Hired, Rented or Borrowed Equipment</u>	\$150,000
<u>Restoration/Reproduction of Books, Records, etc.</u>	\$100,000
<u>Electronic Data Restoration/Reproduction</u>	\$250,000
<u>Pollution Cleanup</u>	\$25,000
<u>Crime Coverage</u>	\$50,000
<u>Police Dogs (if scheduled)</u>	\$15,000
<u>Off Premises Service Interruption</u>	\$100,000
<u>Miscellaneous Coverage</u>	\$50,000
<u>Personal Property at Unscheduled Locations</u>	\$15,000
<u>Personal Property of Employees or Volunteers</u>	\$15,000
<u>Unscheduled Fine Arts</u>	\$100,000
<u>Temporary Emergency Shelter Restoration</u>	\$50,000
<u>Difference in Conditions - Earthquake & Flood (if any):</u>	\$0
<u>Extra Items (if any):</u>	\$0

*This represents only a brief summary of coverages. Please refer to CIS Property Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

Locations Covered: Per current CIS Property Schedule.

Perils Covered: Risks of Direct Physical Loss subject to the terms, conditions and exclusions contained in the coverage forms listed below under Forms Applicable.

Deductibles: \$1,000 Per occurrence except as noted and as follows (if any).
\$1,000 Per occurrence on scheduled mobile equipment items.
Earthquake and Flood: Special deductibles and restrictions per Section 2 of the CIS Property Coverage Agreement.

Total Contribution: \$18,489.40 (Property) \$0.00 (Excess Earthquake)
\$0.00 (Excess Flood) \$0.00 (Difference in Conditions)

Forms Applicable: CIS Property Coverage Agreement - CIS PR (7/1/2022)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____
Authorized Representative / Agent

Date: _____



citycounty insurance services
cisoregon.org

Equipment Breakdown Coverage Proposal

Proposal Date: 6/7/2022

Coverage Period: 7/1/2022 to 7/1/2023

Named Member
City of Coburg
PO Box 8316
Coburg, OR 97408

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This Proposal Does Not Bind Coverage
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage Limits:*

<u>Property Damage</u>	Per current CIS Property Schedule or \$100,000,000, whichever is less.	Included in Property Damage
<u>Rental Value/Rental Expense</u>		Included in Property Damage
<u>Extra Expense</u>		Included in Property Damage
<u>Service Interruption</u>		Included in Property Damage
<u>Drying out following a flood</u>		Included in Property Damage
<u>Course of Construction</u>		Included in Property Damage
<u>Computer Equipment</u>		Included in Property Damage
<u>Portable Equipment</u>		Included in Property Damage
<u>CFC Refrigerants</u>		Included in Property Damage
<u>Hazardous Substance</u>		\$2,000,000
<u>Data Restoration</u>		\$250,000
<u>Perishable Goods</u>		\$2,000,000
<u>Expediting Expense</u>		\$2,000,000
<u>Demolition</u>		\$2,000,000
<u>Ordinance or Law</u>		\$2,000,000
<u>Off Premises Property Damage</u>		\$250,000
<u>Contingent Rental Value/Rental Expense</u>		\$250,000
<u>Newly Acquired Locations</u>		\$1,000,000 / 365 Days Max
<u>Extended Period of Restoration</u>		30 Days

***This represents only a brief summary of coverages. Please refer to CIS Equipment Breakdown Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.**

Locations Covered: Per current CIS Property Schedule.
Deductible: \$1,000 All Coverages: 24 hour waiting period applies for service interruption.
Contribution: Included
Forms Applicable: CIS Equipment Breakdown Coverage Agreement - CIS BM (7/1/2022)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____
Authorized Representative / Agent

Date: _____

Excess Crime Coverage Proposal

citycounty insurance services
cisoregon.org

Proposal Date: 6/7/2022

Coverage Period: 7/1/2022 to 7/1/2023

Named Member
City of Coburg
PO Box 8316
Coburg, OR 97408

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This Proposal Does Not Bind Coverage
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Excess Crime Coverage

Coverage Limits excess of \$50,000 crime coverage provided under the CIS Property Coverage Agreement.*

Employee Theft - Per Loss Coverage	\$500,000
Forgery or Alteration	Included
Inside Premises - Theft of Money & Securities	Included
Inside Premises - Robbery, Safe Burglary - Other	Included
Outside Premises	Included
Computer Fraud	Included
Money Orders and Counterfeit Paper Currency	Included
Funds Transfer Fraud	Included
Impersonation Fraud Coverage	Included
	Maximum recovery** \$250,000

**Recovery subject to lower limit purchased by member if under \$250,000

Additional Coverages:

Faithful Performance of Duty Included

***This represents only a brief summary of coverages. Please refer to the Excess Crime Policy for detailed coverages, exclusions, and conditions that may apply.**

Locations Covered: Per current CIS Property Schedule.

Contribution: \$1,083.00

Forms Applicable: National Union Fire Insurance/Excess Crime Policy

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____
Authorized Representative / Agent

Date: _____



Cyber Security Coverage Proposal

citycounty insurance services
cisoregon.org

Proposal Date: 6/7/2022

Coverage Period: 7/1/2022 to 7/1/2023

Named Member
City of Coburg
PO Box 8316
Coburg, OR 97408

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This Proposal Does Not Bind Coverage
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Cyber Security Coverage

Pool-wide aggregate limit per coverage year, \$5,000,000.

Coverage Limit*	\$50,000
Notification Costs	Included
Third Party Liability	Included
Penalties	Included
Extortion	Included
Breach Coaching	Included
Public Relations Consulting	Included
Credit Monitoring	Included
Impersonation Fraud Coverage	Included

Not Bound

*This represents only a brief summary of coverages. Please refer to the CIS Cyber Security Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

Deductible: \$5,000

Contribution:
 Tier 1: \$2,300.00
 Tier 2: \$0.00
 Total: \$2,300.00

Forms Applicable: CIS Cyber Security Coverage Agreement (7/1/2022)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____
Authorized Representative / Agent

Date: _____

*The cost of Purchasing excess is too high
When combined with requirements that
Come with ..*



Amwins Brokerage of Florida Inc
 7108 Fairway Drive
 Suite 200
 Palm Beach Gardens, FL 33418

amwins.com

June 8, 2022

Kelly McCorkle
 Wilson-Heirgood Associates
 2930 Chad Drive
 Suite 100
 Eugene, OR 97408

RE: City of Coburg



CYBER QUOTATION

Dear Kelly:

Please find the attached quotation for City of Coburg. Here is a summary of the terms and conditions:

INSURED: City of Coburg

MAILING ADDRESS: Po Box 8316
 91136 N, Willamette Street
 Coburg, OR 97408

CARRIER: Multiple – See Participation Schedule Below

PROPOSED POLICY PERIOD From 7/1/2022 to 7/1/2023
 12:01 A.M. Standard Time at the Mailing Address shown above

POLICY PREMIUM:

Premium	\$8,088.00
TRIA	Included in Premium Above
Fees	\$250.00
Surplus Lines Taxes and Fees	\$201.77
Total	\$8,539.77

MINIMUM EARNED PREMIUM: 0%

Carrier	NAIC #	Premium	Fees	Surplus Lines Tax	Assessments
North American Capacity Insurance Company	25038	\$2,426.40	\$75.00	\$50.03	\$10.84
Arch Specialty Insurance Company	21199	\$3,639.60	\$112.50	\$75.04	\$14.59
Ascot Specialty Insurance Company	45055	\$2,022.00	\$62.50	\$41.69	\$9.58
Total		\$8,088.00	\$250.00	\$188.76	\$35.01

COMMISSION: 12.000% of premium excluding fees and taxes

SUBJECTIVITIES: Please see carrier quote attached for subjectivities needed prior to binding

COMMENTS: None

SURPLUS LINES TAX SUMMARY

HOME STATE: Oregon

FEES:

Fee	Taxable	Amount
Amwins Service Fee	Yes	\$250.00
Total Fees		\$250.00

SURPLUS LINES TAX CALCULATION:

State	Description	Taxable Premium	Taxable Fee	Tax Basis	Rate	Tax
Oregon	Surplus Lines Tax	\$8,088.00	\$250.00	\$8,338.00	2.000%	\$166.76
	Fire Marshal Tax	\$8,088.00	\$250.00	\$8,338.00	0.300%	\$25.01
	Surplus Lines Service Charge				Flat	\$3.34
	Surplus Lines Service Charge				Flat	\$3.33
	Surplus Lines Service Charge				Flat	\$3.33
	Surplus Lines Service Charge				Flat	\$3.33
	Surplus Lines Service Charge				Flat	\$3.33
Total Surplus Lines Taxes and Fees						\$201.77

Important Notice: Surplus Lines Tax Rates and Regulations are subject to change which could result in an increase or decrease of the total Surplus Lines Taxes and Fees owed on this placement. If a change is required, we will promptly notify you. Any additional taxes owed must be promptly remitted.

The attached Quotation from the carrier sets forth the coverage terms and conditions being offered. Please review carefully with your client as terms and conditions may differ from those requested in your submission. It is your responsibility to ensure the quoted coverage terms and conditions are sufficient to meet your client's coverage needs.

If after reviewing you should have any questions or requested changes, please let us know as soon as possible so we can discuss with the carrier prior to the effective date of coverage.

Thank you for the opportunity to provide this Quotation and I look forward to hearing from you.

Sincerely,

Nacole Wilson

Marketing Broker | Amwins Brokerage of Florida, Inc.
 T 206.876.3222 | F 877.570.9323 | nacole.wilson@amwins.com
 7108 Fairway Drive | Suite 200 | Palm Beach Gardens, FL 33418 | amwins.com

On behalf of,

Kasey Armstrong

Senior Vice President | Amwins Brokerage of Florida, Inc.
 T 206.922.1817 | F 206.922.1819 | kasey.armstrong@amwins.com
 7108 Fairway Drive | Suite 200 | Palm Beach Gardens, FL 33418 | amwins.com

License 0F41738

SURPLUS LINES DISCLOSURE

Oregon

This insurance was procured and developed under the Oregon Surplus Lines laws. It is NOT covered by the provisions of ORS 734.510 to 734.710 relating to the Oregon Insurance Guaranty Association. If the insurer issuing this insurance becomes insolvent, the Oregon Insurance Guaranty Association has no obligation to pay claims under this evidence of insurance.

Name of the Surplus Lines Licensee: ___AmWINS_____



Coalition Insurance Solutions, Inc.
 OR License No. 3000112920
 1160 Battery Street, Suite 350
 San Francisco, CA 94111
 Producer Code: 1035616

COALITION CYBER POLICY QUOTATION

Please be advised this quotation is for surplus lines coverage. Compliance with applicable laws and payment of taxes and fees is the responsibility of the Insured, Insurance Agent, or Insurance Broker. Upon binding of this account, we must receive a signed application from the Insured.

Subject to the terms and conditions contained herein, Coalition Insurance Solutions ("Coalition") agrees to issue to the below Named Insured the following quotation for insurance coverage:

Coalition Quote No.:	C-4LRS-019573-CYBER-2022	
Named Insured	City of Coburg	
Address	91136 North Willamette Street Eugene, OR 97408	
Policy Period	From: July 01, 2022 (Effective Date) To: July 01, 2023 (Expiration Date) <i>Both dates 12:01 A.M. at the Named Insured's address above.</i>	
Policy Premium	Premium without TRIA	\$8,079.91
	TRIA Premium	\$8.09
	Total Premium	\$8,088.00
Aggregate Policy Limit of Liability	\$1,000,000	

Coverage under this policy is provided only for those Insuring Agreements for which a limit of liability appears below. If no limit of liability is shown for an Insuring Agreement, such Insuring Agreement is not provided by this policy. The Aggregate Policy Limit of Liability shown above is the most the Insurer(s) will pay regardless of the number of Insured Agreements purchased.

THIRD PARTY LIABILITY COVERAGES

<u>Insuring Agreement</u>	<u>Limit / Sub-Limit</u>	<u>Retention / Sub-Retention</u>
A. NETWORK AND INFORMATION SECURITY LIABILITY	\$1,000,000	\$15,000
B. REGULATORY DEFENSE AND PENALTIES	\$1,000,000	\$15,000
C. MULTIMEDIA CONTENT LIABILITY	\$1,000,000	\$15,000
D. PCI FINES AND ASSESSMENTS	\$1,000,000	\$15,000

FIRST PARTY COVERAGES

<u>Insuring Agreement</u>	<u>Limit / Sub-Limit</u>	<u>Retention / Sub-Retention</u>
E. BREACH RESPONSE	\$1,000,000	\$15,000
F. CRISIS MANAGEMENT AND PUBLIC RELATIONS	\$1,000,000	\$15,000
G. CYBER EXTORTION	\$1,000,000	\$15,000
H. BUSINESS INTERRUPTION AND EXTRA EXPENSES	\$1,000,000	\$15,000
		i. Waiting period: 8 hours
		ii. Enhanced waiting period: 8 hours
I. DIGITAL ASSET RESTORATION	\$1,000,000	\$15,000



Coalition Insurance Solutions, Inc.
 OR License No. 3000112920
 1160 Battery Street, Suite 350
 San Francisco, CA 94111
 Producer Code: 1035616

J. FUNDS TRANSFER FRAUD \$250,000 \$25,000

Coverages by Endorsement	Limit / Sub-Limit	Retention / Sub-Retention
BREACH RESPONSE SEPARATE LIMIT	\$1,000,000	\$15,000
Limit is separate from and in addition to the Aggregate Policy Limit of Liability		
CR. COMPUTER REPLACEMENT ENDORSEMENT	\$1,000,000	\$15,000
SF. SERVICE FRAUD	\$100,000	\$15,000
RHL. REPUTATIONAL HARM LOSS	\$1,000,000	Waiting period: 14 days
REPUTATION REPAIR ¹	\$1,000,000	\$15,000

Pre-Claim Assistance \$2,020 *Pre-claim assistance is a benefit included as part of the premium. See Section V, CLAIMS PROCESS, PRE-CLAIM ASSISTANCE of the Policy for more details.*

Insurers and Quota Share Percentage

Insurer	Policy No.	Quota Share % of Loss	Quota Share Limit of Liability	Premium
North American Capacity Insurance Company		30%	\$300,000	\$2,426.40
Arch Specialty Insurance Company		45%	\$450,000	\$3,639.60
Ascot Specialty Insurance Company		25%	\$250,000	\$2,022.00

Retroactive Date Full Prior Acts Coverage

Continuity Date July 01, 2022

Endorsements and Forms Effective at Inception

DECLARATIONS	SP 14 797 0221
COALITION CYBER POLICY	SP 14 798 0419
QUOTA SHARE ENDORSEMENT	SP 15 629 0218
SERVICE OF SUIT ENDORSEMENT	SP 14 927 0219
COMPUTER REPLACEMENT ENDORSEMENT	SP 17 514 0419
REPUTATION REPAIR ENDORSEMENT	SP 14 802 1117
REPUTATIONAL HARM LOSS	SP 16 383 0718
SERVICE FRAUD ENDORSEMENT	SP 16 183 0518
CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM	SP 17 252 0219
DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT	SP 17 255 0220
BREACH RESPONSE SEPARATE LIMIT ENDORSEMENT	SP 16 296 0618
REGULATORY COVERAGE ENHANCEMENT ENDORSEMENT -- CCPA AND GDPR	SP 17 147 1119
COURT ATTENDANCE COST REIMBURSEMENT ENDORSEMENT	SP 16 777 0918
CRIMINAL REWARD COVERAGE	SP 16 670 0818
DUTY TO COOPERATE ENDORSEMENT	SP 17 274 0219
INVOICE MANIPULATION ENDORSEMENT	SP 17 813 0819
YOUR OBLIGATIONS AS AN INSURED ENDORSEMENT	SP 17 275 0219
PHISHING (IMPERSONATION) AND PROOF OF LOSS PREPARATION EXPENSE ENDORSEMENT	SP 18 435 0720

¹ REPUTATION REPAIR ENDORSEMENT amends F. CRISIS MANAGEMENT AND PUBLIC RELATIONS; use of this limit reduces limit for F.



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 OR License No. 3000112920
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 San Francisco, CA 94111
 Producer Code: 1035616

WRONGFUL COLLECTION EXCLUSION	SP 18 324 0521
MISCELLANEOUS AMENDMENTS (AMWINS) ENDORSEMENT	SP 20 112 0222
\$0 RETENTION FOR SERVICES FROM COALITION INCIDENT RESPONSE	SP 18 395 0620
MULTI-FACTOR AUTHENTICATION (MFA) RETENTION REDUCTION	SP 17 814 0819

Conditions:

This quotation expires within sixty (60) days or on the expiration date of the current coverage, whichever comes first.

This quotation for insurance coverage is issued based on the truthfulness and accuracy of the responses to the questions on the insurance application entered into our underwriting system.

If between the date of the quotation and the Effective Date of the proposed insurance contract, there is a material change in the condition of the Named Insured or if any notice of claim or circumstance giving rise to a claim is reported prior to the Effective Date of the proposed insurance contract, then the Named Insured must notify Coalition. Whether or not this quotation has already been accepted by the Named Insured, Coalition reserves the right to rescind this indication as of its Effective Date or to modify the final terms and conditions of the quotation upon review of the information. Coalition also reserves the right to modify the final terms and conditions upon review of the information received in satisfaction of the aforementioned conditions.

This quotation is also subject to our review and acceptance of responses to the following conditions:

- As authorized representative of the Named Insured signs the Coalition application within 100 days of the issuance of a binder or insurance coverage will not take effect.

Please note this quotation contains only a general description of coverage provided. For a detailed description of the terms, you must refer to the insurance contract itself and the endorsements listed herein.



2023 Legislative Priorities Ballot

Issued on June 10, 2022

Ballots due by 5:00 p.m. on August 5, 2022

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2023 Legislative Priorities Ballot – League of Oregon Cities

Background: Each even-numbered year the LOC appoints members to serve on 7 policy committees. These policy committees are the foundation of the LOC's policy development process. Composed of city officials, these committees are charged with analyzing policy and technical issues and recommending positions and strategies for the LOC. Each committee provides a list of recommended policy positions and actions for the LOC to take in the coming two year legislative cycle. This year, all 7 committees identified between 3 to 5 legislative policy priorities to advance to the full membership and LOC Board of Directors.

Ballot/Voting Process: Each city is being asked to review the recommendations from the 7 policy committees and provide input to the LOC Board of Directors as it prepares to adopt the LOC's 2023 legislative agenda. After your city has had an opportunity to review the proposals, please complete the electronic ballot indicating the top 5 issues that your city would like to see the LOC focus on during the 2023 legislative session.

Each city is permitted one vote. As such, each city must designate a person to enter the vote electronically on the below link. For those cities without electronic options for voting, paper ballots may be requested from LOC's Legislative Director Jim McCauley at jmccauley@orcities.org.

Important Deadlines: The deadline for submitting your city's vote is **5:00 p.m. on August 5, 2022.**

Link to Electronic Ballot: [Access the Electronic Ballot here.](#)

Brought to you by the Community Development Policy Committee

Full Funding and Alignment for State Land Use Initiatives

Legislative Recommendation: *The LOC will support legislation to streamline and fully fund local implementation of any recently adopted or proposed state land use planning requirements, including administrative rulemaking.*

Background: Recent legislation and executive orders have made significant changes to the state's land use planning process, including increasing burdens for local government. While the LOC shares the state's policy goals, these updates have resulted in extensive, continuous, and sometimes conflicting rulemaking efforts that are not supported by adequate state funding. Cities simply do not have the staff capacity or resources needed to implement current requirements. Existing planning updates should be streamlined to enable simpler, less costly implementation and any new proposals should be aligned with existing requirements.

Local Funding to Address Homelessness

Legislative Recommendation: *The LOC will seek funding to support coordinated, local responses to addressing homelessness.*

Background: The LOC recognizes that to end homelessness, a statewide and community-based coordination approach to delivering services, housing, and programs is needed. Addressing homelessness will look different and involve different service provider partners from one city to the next, but one thing is consistent, addressing the crisis requires significant financial resources. While cities across Oregon have developed programs, expanded service efforts, built regional partnerships, and have significantly invested both their local General Fund and federal CARES Act and American Rescue Plan Act dollars into programs to address the homelessness crisis in their respective communities, the crisis continues. The homelessness crisis exceeds each city's individual capacity – necessitating the need for meaningful fiscal support from the State of Oregon.

Infrastructure Funding to Support Needed Housing

Legislative Concept: *The LOC will support state funding for infrastructure needed to support needed housing.*

Background: As Oregon works to overcome its historic housing supply deficit, development costs continue to rise. Cities have limited tools to address the rising costs of infrastructure necessary to support the impact of new housing development. A statewide fund to address infrastructure costs and improve housing affordability is needed.

Economic Development Incentives (co-sponsor with Tax and Finance Committee)

Legislative Recommendation: *The LOC will support legislation to preserve and strengthen discretionary local economic development incentives including the Enterprise Zone (EZ), Long Term Rural Enterprise Zone (LTREZ) and Strategic Investment Program (SIP).*

Background: The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new property of a business (3 to 5 years for the standard EZ and 7 to 15 years for the rural EZ). The SIP program allows local governments to offer a 15-year



partial exemption on the value of new property that exceeds a certain investment threshold (\$25 million to \$100 million depending on location and total project value). Recent studies by Business Oregon confirmed what city economic development professionals knew; these incentive programs are crucial for Oregon to remain competitive nationally and show massive benefits to Oregon in terms of jobs, enhanced economic activity, and tax revenues. The EZ and LTREZ programs will sunset in 2025 without action by the legislature, and “gain share” provisions of the SIP program transferring a portion of income taxes resulting from qualified projects to local governments will sunset in 2026. The LOC will advocate for sunset extensions and for changes that will improve the programs, and advocate against any changes that will reduce local control or devalue the incentives.

Community Resiliency and Wildfire Planning

Legislative Recommendation: *The LOC will support investments for climate and wildfire resiliency planning, as well as infrastructure upgrades, to fill existing gaps and assist cities in planning for extreme weather events and wildfire.*

Background: Oregon communities are increasingly looking for help planning for climate change impacts, including infrastructure upgrades, to handle extreme weather events. Cities of all sizes, especially small to mid-sized cities, need technical assistance and additional capacity to better plan for and recover from climate events and wildfire. Investments in infrastructure upgrades, repairs, and resiliency will help rebuild communities, better ensure equity and access to critical services, protect public health and the environment, improve community resiliency, and promote economic recovery.

Brought to you by the General Government Policy Committee

Protecting Public Employees and Officials

Legislative Recommendation: *The LOC will introduce legislation to protect the personal contact information of public employees and increase criminal sanctions when public officials and employees are subject to criminal activity connected to their service.*

Background: Cities have seen an increase in harassments, threats and property damage in recent years. Over 80 percent of city leaders who participated in a National League of Cities [report](#) on public civility indicated they had personally experienced harassing or harmful behavior because of their role as a public official. Additionally, an ambiguity in the phrasing in a statute intended to protect the private information of public employees may require an employer to release home addresses, personal emails and contact information.

Return to Work

Legislative Recommendation: *Eliminate the sunset on the ability of retirees to return to work.*

Background: PERS covered retirees are currently allowed to return to work without suffering a tax or pension penalty until 2024. Allowing retirees to return to work allows employers to fill critical vacancies while not paying pension and other costs in times of both fiscal hardships and workforce scarcity. The sunset was established as part of a compromise PERS reform package passed in 2017 but has been successful for retirees and employers.

Attorney Client Privilege

Legislative Recommendation: *Ensure that privileged communications between public bodies and officials and their legal counsel remain confidential indefinitely.*

Background: A recent court ruling limited public sector attorney client privilege to 25 years, which is identical to the lifespan of other public records exemptions. The LOC believes that public officials should have the same right to unimpeded legal counsel as all other attorney clients.

Address Measure 110 Shortcomings

Legislative Recommendation: *Restore criminal justice incentives for seeking treatment for addiction while ensuring a path for expungement for successfully completing a treatment program.*

Background: Oregon voters passed Measure 110 in 2020 which eliminated criminal sanctions for simple possession for most narcotic drugs and replaced them with a waivable \$100 ticket. A citation cannot be issued if a person seeks treatment by calling a treatment referral service. The measure also re-dedicated local marijuana revenue to harm reductions services. Those funds are now pooled and distributed by an oversight and accountability committee. Oregon's overdose deaths continue to increase and funds that should have been distributed in January of 2021 are still not delivered. Additionally, problems related to drug abuse such as property crime have increased.

Brought to you by the Energy and Environment Policy Committee

Building Decarbonization, Efficiency, and Modernization

Legislative Recommendation: *The LOC will support legislation to protect against and rollback preemptions to allow local governments to reduce greenhouse gas emissions from new and existing buildings while ensuring reliability and affordability. Some initiatives may include a local option Reach Code, statewide home energy scoring or financial incentives like [CPACE](#).*

Background: Homes and commercial buildings need a lot of power. In fact, they consume nearly half of all the energy used in Oregon according to the Oregon Department of Energy 2020 Biennial Energy Report. Existing buildings need to be retrofitted and modernized to become more resilient and efficient. New buildings can be built with energy efficiency and energy capacity in mind, so they last longer for years to come, reduce the energy burden on occupants, and are built to a standard that is futureproof for carbon reducing technologies like electric vehicles

Continue Investments in Renewable Energy

Legislative Recommendation: *The LOC will work to identify barriers and potential solutions to local energy generation and will pursue funding assistance for feasibility studies and project implementation. The LOC will support legislation to study and invest in viable, preferably locally generated, options and to divest the Oregon Treasury from fossil fuels.*

Background: Renewable energy sources can be used to produce electricity with fewer environmental impacts. Local energy generation projects can better position cities to pursue and achieve local climate action goals, address capacity constraints of existing electric transmission lines, and can help cities respond to individual businesses that may be seeking green energy options. The types of local energy generation projects discussed by the committee include, but are not limited to, small-scale hydropower, in-conduit hydropower, methane capture, biomass and solar. Such projects are not intended to conflict

with existing low-carbon power purchase agreements but can position cities to pursue local climate action goals and supplement energy needs through renewable generation.

Investment in Community Climate Planning Resources

Legislative Recommendation: *The LOC will support investments that bring climate services (for mitigation and adaptation) together and work to fill the existing gaps to help communities get the high-quality climate assistance they need quickly and effectively.*

Background: Oregon communities are increasingly looking for help planning for climate change impacts and implementing programs to reduce greenhouse gases. Interest in climate services has continued as communities experience increasing disruptions caused or made worse by climate change. Oregon's small to mid-sized communities and rural communities are particularly in need of both technical assistance and additional capacity to address climate impacts and do their part to reduce greenhouse gas emissions. While some climate resources exist in Oregon, those programs are dispersed throughout state government, the nonprofit world, and academic institutions. Because of this current structure, it is not clear for communities what they should do once they decide to act on climate change.

Adequate Funding for State Climate Initiatives

Legislative Recommendation: *The LOC will support legislation to streamline processes and fully fund local implementation of climate mandates (like [Climate Friendly and Equity Communities](#) rules) from the state. Furthermore, the LOC will support legislation that allows the state to adequately maintain and staff programs that impact a city's ability to reduce greenhouse gas emissions.*

Background: On March 10, 2020, Governor Kate Brown signed [Executive Order 20-04](#) directing state agencies to take action to reduce and regulate greenhouse gas emissions. Additionally, the state has legislatively passed many greenhouse gas reduction measures. This has led to some unfunded mandates on cities as well as a significant workload for agency staff.

Brought to you by the Finance and Taxation Policy Committee

Property Tax Reform

Legislative Recommendation: *The LOC will advocate for constitutional and statutory reforms to the property tax system to enhance local choice, equity, fairness, and adequacy.*



Background: The property tax system is broken and in need of repair due to constitutional provisions in Measures 5 and 50 that were adopted by voters in the 1990s. The current system is inequitable to property owners and jurisdictions alike, is often inadequate to allow jurisdictions to provide critical services, removes meaningful local choice, and is incomprehensible to most taxpayers. Local governments and schools rely heavily on property tax revenues to pay for services and capital expenses. With federal pandemic aid to cities coming to an end and inflation looming, cities are concerned that their top revenue source will not allow residents to adequately fund the services that they demand. Therefore, the LOC will take a leadership role in pursuing efforts to draft and advocate for both comprehensive and incremental property tax reform option packages, including forming coalitions with other interested parties. The LOC will remain flexible to support all legislation that improves the system, but will, in the short term, focus on incremental changes that will allow for a foundation on which to build for broader revisions going forward. The LOC's overall focus will be on a property tax package that includes, but may not be limited to these elements:

- In the short term, advocating for a system that restores local choice and allows voters to adopt tax levies and establish tax rates outside of current limits and not subject to compression. This may also include advocating for a local option levy that has passed three or more times to become permanent (requires constitutional referral).
- Also in the short term, advocating for statutory changes to extend statewide a 2017 Multnomah County pilot that created an option that new property has a taxable value determined based on the city average of maximum assessed value to market value as opposed to countywide average.
- Over the longer term, to achieve equity, advocating for a system that has taxpayers' relative share tied to the value of their property, rather than the complex and increasingly arbitrary valuation system based on assessed value from Measure 50 (requires constitutional referral).
- Also over the longer term, to enhance fairness and adequacy, advocating for various statutory changes, some of which would adjust the impact of the above changes. For example, as a part of comprehensive reform the LOC will support targeted tax relief for lower income residents to make sure reform does not price vulnerable residents out of their homes.

Lodging Tax Flexibility

Legislative Recommendation: *The LOC will advocate for legislation to enhance flexibility in how cities may use transient lodging tax revenues. The goal is to help cities better serve visitors and improve local conditions that support the tourism industry.*



Background: The Legislature created the *state* lodging tax in 2003, and with it a new requirement that 70% of net revenues from new or increased *local* lodging taxes must be used for “tourism promotion” or “tourism related facilities.” Cities acknowledge and appreciate the economic development benefits that tourism brings to their local economies, but often struggle to support the industry in areas like public safety, infrastructure, workforce housing, and homeless services. Enhanced flexibility and clarification of allowed use of funds will benefit both visitors and business owners alike.

Economic Development Incentives (co-sponsor with the Community Development Committee)

Legislative Recommendation: *The LOC will support legislation to preserve and strengthen discretionary local economic development incentives including the Enterprise Zone (EZ), Long Term Rural Enterprise Zone (LTREZ) and Strategic Investment Program (SIP).*

Background: The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new property of a business (3 to 5 years for the standard EZ and 7 to 15 years for the rural EZ). The SIP program allows local governments to offer a 15-year partial exemption on the value of new property that exceeds a certain investment threshold (\$25 million to \$100 million depending on location and total project value). Recent studies by Business Oregon confirmed what city economic development professionals know; these incentive programs are crucial for Oregon to remain competitive nationally and show massive benefits to Oregon in terms of jobs, enhanced economic activity, and tax revenues. The EZ and LTREZ programs will sunset in 2025 without action by the legislature, and “gain share” provisions of the SIP program transferring a portion of income taxes resulting from qualified projects to local governments will sunset in 2026. The LOC will advocate for sunset extensions and for changes that will improve the programs, and advocate against any changes that will reduce local control or devalue the incentives.

Marijuana Taxes

Legislative Recommendation: *The LOC will continue to advocate for increased revenues from marijuana taxes. This may include proposals to restore state marijuana tax losses related to Measure 110 (2020) distribution changes, and to increase the current 3% cap on local marijuana taxes so local voters may choose a rate that reflects the needs of their community.*

Background: Recreational marijuana retailers are required to charge a state-imposed retail sales tax of 17 percent for all recreational marijuana sold. Until the end of 2020 cities received 10% of the net revenue from the state tax but Measure 110 changed the distribution formula and will reduce city distributions by an estimated 73% for the 2021-23 biennium. Cities may also impose a local retail sales tax of up to 3%, subject to voter approval. Tax rates for recreational marijuana vary widely across the states, but the total Oregon tax burden is 20-25% percent below other West Coast states. Unbiased academic studies indicate Oregon could increase marijuana taxes without pushing significant business to the illicit market. If the Legislature is not willing to allow increased taxes it should restore city revenues by other means back to what was agreed to when recreation marijuana was legalized.

Alcohol Revenues

Legislative Recommendation: *The LOC will advocate for enhanced revenues from the sale of alcohol to mitigate the impact of recent legislative changes that will otherwise reduce this crucial revenue source.*

Background: Oregon's beer tax has not been increased since 1978 and is \$2.60 per barrel which equates to about 8.4 cents per gallon or less than 5 cents on a six-pack. Oregon has the lowest beer tax in the country, and to get to the middle of the states Oregon would need a more than 10-fold increase. Oregon's wine tax is 67 cents per gallon and 77 cents per gallon on dessert wines, this is the second lowest tax nationwide, and the first 2 cents of the tax goes to the wine board. Oregon is a control state and is the sole importer and distributor of liquor, which accounts for about 94% of total alcohol revenues. The Oregon Liquor and Cannabis Commission (OLCC) sets retail prices at about 105% of their cost and net revenues are distributed based on a formula. Cities are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% of the state alcohol revenues after the state takes 50% of beer and wine taxes off the top prior to this distribution. Recent legislative changes will reduce city revenues; the legislature approved a more generous compensation formula for liquor store owners in 2021 and approved a 148% cost increase for a planned OLCC warehouse in 2022. Both changes will reduce distributions to cities. Cities have significant public safety costs related to alcohol consumption and taxes on alcohol do not cover their fair share of these costs. There are numerous ways to address the issue: increasing taxes on beer or wine (possibly through a local sales tax option), increasing the markup on liquor, or increasing the per bottle surcharge currently in place at liquor stores and dedicating the funds to paying for the planned OLCC warehouse.

Brought to you by the Telecommunications, Broadband Policy Committee

Digital Equity and Inclusion

Legislative Recommendation: *The LOC will advocate for legislation and policies that help all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy.*

Background: Connectivity is crucial to modern life. It is being relied on more for how people do business, learn, and receive important services like healthcare. As technology evolved the digital divide has become more complex and nuanced. Now, discussion of the digital divide is framed in terms of whether a population has access to hardware, to the Internet, to viable connection speeds and to the skills they need to effectively use it.

Resilient, Futureproof Broadband Infrastructure and Planning Investment

Legislative Recommendation: *The LOC will support legislation that will ensure broadband systems are built resiliently and futureproofed while also advocating for resources to help cities with broadband planning and technical assistance through direct grants and staff resources at the state level. The LOC will support legislation that addresses issues with the inconsistency of regulations applied to traditional and nontraditional telecommunications service as more entities move to a network based approach instead of what services are being provided. LOC will oppose any preemptions on local rights-of-ways, and municipalities right to own poles and become broadband service providers.*

Background:

Broadband Planning and Technical Assistance

Most state and federal broadband infrastructure funding sources require that communities have a broadband strategic plan in place to qualify for funds. Unfortunately, many cities do not have the resources or staff capacity to complete comprehensive broadband strategic plans.

Resilient and Long-Term Systems

As broadband is continually being made a priority on the state and federal level, we must think strategically about how to build resilient long-term networks that will serve Oregonians now and into the future. Ways to ensure broadband is resilient may include investing in robust middle mile connections, ensuring redundancy and multiple providers in all areas, and undergrounding fiber instead of hanging it on poles.

Optional Local Incentives to Increase Broadband Deployment

All levels of government have identified broadband as a priority. However, there continue to be proposed mandates on local governments to deploy broadband services more quickly. Cities have a duty to manage rights-of-ways (ROW) on behalf of the public and need flexibility to adequately manage the ROW. Instead of mandates the state should focus its efforts on allowing cities the option to adopt incentives that could help streamline broadband deployment.

Regulatory Consistency Amidst Convergence

Historically, the standards and oversight policies for a specific technology were established independently and were not developed with merging or interoperability in mind. For example, telephony (when providing voice), cable TV (when providing video), and mobile cellular technologies each follow their respective standards, and these services were regulated by policies specific to each type.

Incentives for Broadband Affordability, Adoption and Consumer Protections

Legislative Recommendation: *The LOC will seek additional state support and funding for increased broadband adoption and affordability and will advocate for consumer protections for those accessing the internet, internet enabled devices and broadband service.*

Background: Broadband infrastructure is being funded at a historic level. For that infrastructure to be adequately utilized affordability and adoption initiatives must receive investment. Initiatives that would help could include studying barriers to adoptions and affordability; ensuring adequate competition in providers; investing in more data centers statewide so service is cheaper for regions outside of the I-5 corridor as it is simply more expensive per megabit to provide; and ensuring providers are widely advertising programs meant for those with limited means.

Additionally, problems with internet providers are among the most common consumer complaints in Oregon. Complaints often involve paying more than expected, difficult cancellation policies and poor service. Consumers are at risk of being advertised or offered services that are not actually being delivered. For example, 25/3 is the current definition of broadband. Currently, providers are allowed to advertise

speeds as “up to” 25/3 or a certain speed. There is no one enforcing whether or not providers actually hit their advertised speeds. Providers should be accountable for making sure consumers have the appropriate equipment for the services they are paying for.

Cybersecurity & Privacy

Legislative Recommendation: *The LOC will support legislation that addresses privacy and cybersecurity for all that use technology, including but not limited to: funding for local government cybersecurity initiatives, statewide resources for cyber professionals, regulations of data privacy, or standards for software/hardware developers to meet to make their products more secure.*

Background: Society is becoming more technologically reliant than ever before and that will only increase. With this increase of technology there is an increased risk for cybercrimes. Therefore, cybersecurity and privacy systems must be taken seriously. Cybersecurity encompasses everything that pertains to protecting sensitive data, protected health information, personal information, intellectual property, data, and governmental and industry information systems from theft and damage attempted by criminals and adversaries.

Cybersecurity risk is increasing, not only because of global connectivity but also because of the reliance on cloud services to store sensitive data and personal information. Widespread poor configuration of cloud services paired with increasingly sophisticated cyber criminals means the risk that governments, businesses, organizations, and consumers suffer from a successful cyberattack or data breach is on the rise.

Brought to you by the Transportation Policy Committee

Transportation Safety Enhancement

Legislative Recommendation: *The LOC supports legislation that improves the overall safety of the transportation network in communities. The LOC will achieve this outcome by expanding authority for establishing fixed photo radar to all cities, increasing flexibility for local speed setting authority, and increased investment in the “safe routes to schools” and expansion of the “great streets” programs.*

Background: The City of Portland has demonstrated improved safety outcomes in neighborhoods with the addition of fixed photo radar along high-crash corridors. LOC’s efforts to expand the use of fixed photo radar to additional cities failed during the 2021 Session. ([HB 2019](#)) - High Crash Corridor for City of Unity) and ([HB 2530](#)) -Extending Fixed Photo Radar) were supported by the LOC, but lacked sufficient support from legislators to advance.

During the 2019 Session the LOC supported [SB 558](#), which would authorize a city to designate speed for a highway under the city’s jurisdiction that is five miles per hour lower than statutory speed when the highway is in a residential district and not an arterial highway. During the 2021 Session passage of [HB 3055](#) (Sect 81 (5)(g)) extended speed setting authority to highways within the jurisdictional boundaries of cities and Multnomah & Clackamas counties.

Road User Fee – Vehicle Miles Traveled (VMT) Structure

Legislative Recommendation: *The LOC will support replacement of Oregon's Gas Tax with a road impact fee structure that will capture added revenue from cities with local gas tax structure. The pricing structure should also maintain a weight-mile tax structure to make sure that there is an impact element of the fees paid for transportation infrastructure.*

Background: The LOC has historically advocated for a fee structure that more closely matches road usage. Gas tax revenues are a declining source of revenue due to enhanced mileage in new vehicles and the increase of electric vehicles on roads.

New Mobility Services

Legislative Recommendation: *The LOC supports the entry and utilization of a variety of new mobility services that support a safe, sustainable, and equitable multimodal transportation system, while preserving local government's authority to regulate services and ensure public and consumer safety in communities.*

Background: The expansion of mobility services presents local governments with opportunities and challenges. Mobility services include Uber, Lyft, scooters, E-bikes, and food service delivery such as DoorDash, and UberEATS. Many cities across the country have initiated efforts to add regulatory oversight of these services to provide a base level of safety to consumers. Companies such as Uber and Lyft have tried to de-regulate their business model in states specifically introducing legislation that would pre-empt local governments to regulate and establish steps that protect their respective communities. The LOC has supported efforts during the 2019 session such as [HB 3379](#) and opposed efforts that pre-empted local governments such as [HB 3023](#).

Brought to you by the Water and Wastewater Policy Committee

Funding for Recovery of Abandoned Recreational Vehicles

Legislative Recommendation: *The LOC supports the formation of a recovery fund that cities could access for disposing of abandoned Recreational Vehicles (RV).*

Background: With the ongoing houseless and affordable housing crisis cities have experienced an increase in dumping of vehicles and RVs in neighborhoods, streets and the right-of-way. The costs associated with towing, recovery, and determining ownership has presented significant costs in some communities. Several cities are allocating hundreds of thousands of dollars to recover abandoned vehicles from streets, parks, private property, and other locations. Tow companies have expressed an interest in a recovery fund as well, since the companies must deal with storage and disposal of the vehicles, which presents several challenges.

Water Utility Rate and Fund Assistance

Legislative Recommendation: *The LOC will collaborate with members of the bipartisan work group to continue the proposed legislative purpose of the Low-Income Household Water Assistance (LIHWA) program.*

Background: The LOC was successful during the 2021 legislative session in advocating for the development of a new water utility funding assistance program for ratepayers experiencing ongoing or recent economic hardships. The LOC worked with a bipartisan work group to pass legislation that formed



the Low-Income Household Water Assistance (LIHWA) program which received federal funding for the initial implementation through the Consolidated Appropriations Act of 2021 and the American Rescue Plan Act (ARPA) of 2021. The program was incredibly successful, but the federal funding that was allocated to the State of Oregon was already exhausted in some counties in the Spring of 2022.

The bipartisan workgroup's intent was to make this program a permanent program, with initial pilot funding provided by the federal government.

Place-Based, Water Resource Planning (Program Support)

Legislative Recommendation: *The LOC will advocate for the funding needed to complete existing place-based planning efforts across the state and identify funding to continue the program for communities that require this support.*

Background: Oregon's water supply management issues have become exceedingly complex. Lack of adequate water supply and storage capacity to meet existing and future needs is an ongoing concern for many cities in Oregon and is a shared concern for other types of water users including agricultural, environmental, and industrial. The Legislature created a place-based planning pilot program in Oregon administered through the Oregon Water Resources Department that provides a framework and funding for local stakeholders to collaborate and develop solutions to address water needs within a watershed, basin, or groundwater area. The LOC Water & Wastewater Policy Committee recognized that while this funding is limited to specific geographic areas, they also recognized the importance of successfully completing these pilot efforts and conducting a detailed cost/benefit analysis. It is a critical step to demonstrate the benefits of this type of planning. If these local planning efforts prove to be successful, there will likely be future efforts to secure additional funding for other place-based planning projects across the state in 2022.

Infrastructure Financing and Resilience

Legislative Recommendation: *The LOC will advocate for an increase in the state's investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, Regionally Significant Industrial Site loan program, and set asides through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient.*

Background: A key issue that most cities are facing is how to fund infrastructure improvements (both to maintain current and to build new). Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. An LOC survey of cities in 2016 identified a need of \$7.6 billion dollars over the next 20 years to cover water and wastewater infrastructure projects for the 120 cities who responded. This shows a significant reinvestment in the Special Public Works Fund (SPWF) is needed to help meet the needs of local governments.