



AGENDA CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, May 12, 2026 at 6:00 PM

The public may attend this meeting at City Hall or via Zoom. To participate via Zoom, you must pre-register with the city by 3 PM the day of the meeting. Council meetings are recorded and live-streamed at www.coburgoregon.org (NO registration required). For questions, contact the City Recorder, Sammy Egbert, at sammy.egbert@ci.coburg.or.us or 541-682-7852.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

- [1.](#) Mayor Bell Council Memo

AGENDA REVIEW

PUBLIC COMMENT (*Sign up prior to meeting. Limit 3 minutes.*)

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

- [2.](#) Minutes April 14, 2026, City Council Meeting
- [3.](#) Budget Committee Appointments

SPECIAL GUEST

4. Coburg Main Street Annual Report, Megan Dompe

ORDINANCES AND RESOLUTIONS

- [5.](#) **RESOLUTION 2026-13** A RESOLUTION DEVELOPING A STRATEGY AND TIMELINE FOR COUNCIL CONSIDERATION OF A LOCAL OPTIONS LEVY

CONTRACTS

- [6.](#) Coburg Main Street Annual Agreement for Services
- [7.](#) Lane County Sheriff's Office Intergovernmental Agreement to provide Dispatch Services

COUNCIL ACTION ITEMS

ADMINISTRATIVE INFORMATION REPORTS

8. Administration Monthly Report
- [9.](#) Financial Monthly Report

LIAISON UPDATES AND COUNCIL COMMENTS

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.

MEMO

MEETING DATE: May 12, 2026

STAFF: Nancy Bell, Mayor



City Council

Dear Council Members, while I'm not with you physically tonight you are still in my thoughts, so I'm writing this note.

I probably don't tell you enough how much I appreciate your dedication, preparation and willingness to address the challenges facing Coburg. Each of us brings different perspectives, ideas and possible solutions to each issue. You are not afraid to disagree respectfully in work sessions and Council meetings so that a plan is developed to maintain service levels in the community we love.

The last Council meeting was hard on several levels. It was difficult to move forward with the plan we had discussed for at least a year and that both staff and each of you had dedicated time and energy to making sure community members were aware of the need for the Public Safety Support Fee. I always enjoy having the community attend and voice concerns, but it can make it tough to remember that those in attendance don't always reflect the opinion of the entire community. It can be difficult to vote in favor when opposing opinions are shared. As we had discussed previously, the Local Option Levy has always been on the table, but it is a longer process, and we needed a budget boost now. I must admit it surprised me that you had forgotten that.

As I look ahead, there are many decisions that will come to us that will require deliberation, frank discussion, creative solutions, understanding of the issue and a united front to move forward. Some of these will require cash infusions (fees) to complete. As hard as it is, we are elected to do what is best to keep Coburg safe, clean and livable. I hope on these issues we will have the hard conversations, so we are ready to move forward by the time we get to the second reading of an ordinance and public hearing on a resolution.

I know I can count on all of you to always keep the best interest of the entire community in mind as we grapple with the challenges ahead. I look forward to hearing your ideas about how to improve communication with the community.

Thanks for giving me the opportunity to share my comments, observations and thoughts with you tonight. Thanks to Councilor Engebretson for serving as Council President and running the meeting in my absence. I'll see you in a couple of weeks.

Your Mayor,

A handwritten signature in cursive script that reads "Nancy Bell".

Nancy Bell



MINUTES
Coburg City Council Meeting
April 14, 2026 at 6:00 PM
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Mayor; Nancy Bell, Cathy Engebretson, John Lehmann, Jaymason Bouwman, Donnie Myers, Claire Smith, Alan Wells

MEMBERS ABSENT: none

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief, Mandy Balcom; Municipal Court Administrator

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:02pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

MAYOR’S COMMENTS

Mayor Bell welcomed all community members that joined the meeting and thanked them for attending.

Ms. Bell noted that because of hard economic times, there will be hard discussions and difficult decisions had in the coming years. Mayor noted that councilors work hard and are familiar with the materials and budget implications. Nothing discussed at this meeting was discussed for the first time, but have been discussed many times, in council and with the community, over the last one to two years.

Mayor Bell mentioned some statistics and information about the Lane County Sherrif’s Department. Bell also mentioned that Coburg Commons is having an upcoming open house, to help their organizations and the community space.

AGENDA REVIEW

Ms. Egbert noted that their red folders include the City Administration Report, agenda item 5, the Police Department Quarterly Report, agenda item 7, and some Public Safety Handouts for reference.

PUBLIC COMMENT

There were no requests to publicly speak. There were no written statements received.

However, Ms. Egbert noted that two people are signed up to speak during the public hearing for Ordinance A-258.

CONSENT AGENDA

There were no requests to remove an item from the consent agenda.

1. Minutes from March 10, 2026 City Council meeting

MOTION: Councilor Bouwman, seconded by Councilor Wells, moved to approve the Consent Agenda as presented.

The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

SPECIAL GUEST

Two University of Oregon students attended who were working on a story for their journalism class.

ORDINANCES AND RESOLUTIONS

2. Second Reading

ORDINANCE A-258 AN ORDINANCE ESTABLISHING A PUBLIC SAFETY SUPPORT FEE

Mayor Bell noted that the first reading and public hearing was on March 10, 2026. Mayor Bell held the second reading of Ordinance A-258.

Mr. Hanks presented a staff report and orientation on the proposed Public Safety Support Fee. The draft ordinance is identical to the draft ordinance proposed at the first reading. Hanks clarified that the ordinance creates the legal authority to charge a fee, while the upcoming resolution would determine and set the specific amount.

Hanks went through the presentation, hitting on financial stewardship, general fund challenges, FY26 budget message and adopted budget, financial stability timeline and revenue work phases, and the Council Revenue Sub-committee review and recommendations.

Mr. Lehmann asked about other cities in Oregon with a similar fee, which Mr. Hanks answered, noting that about 60 of 241 cities in Oregon have a public safety support fee. The reason it is a common revenue tool is because cities don't have a role in the property tax revenue stream, which is the number one revenue stream in a general fund. Hanks mentioned that about half of Coburg's general fund comes from property taxes, which are very hamstrung by measure 5 and measure 50. The revenue side of the general fund goes up about 3-5% a year, and the expense side goes up about 10-12% a year. The gap between those is what the revenue sub-committee and city council are trying to tackle.

Mr. Wells asked what the fee amounts are for those cities that have already put the fee in place. Mr. Hanks said it is a wide range, with the highest around \$43 for both police and fire per month, and the lowest at \$5-6. The common amount seems to be around \$12-20, and some of the lower ones also have a Local Option Levy in addition to the fee.

League of Oregon Cities is trying to compile a more accurate and reliable set of information to compare. Ms. Bell noted that all cities are struggling in the same areas, with very limited tools, in order to keep the current level of services intact.

Ms. Engebretson asked what some other options would be if Coburg didn't have their public safety services done in house. Mr. Hanks said that he doesn't have specifics, because council has not directed staff to research those options, however he mentioned that there are very mixed reviews from other cities who have altered their services, depending on what they are transitioning from. If council wanted a more detailed report on those options, staff would need direction from council to focus on and bring back a full detailed review and comparison of services, costs, and feasibility.

Hanks noted that county sheriff and municipal police services are very different, with county being mostly reactive responses, not proactive, and likely more expensive than how the police department is currently funded.

Ms. Bell noted that this fee, if passed, would be reevaluated on an annual basis, and does not preclude the local option levy, but allows the establishment of and the opportunity to charge the fee.

Mr. Hanks noted that the primary tools are a fee and a local option levy. The local option levy is a state law, and the city does not get to create it how they want. An amount is established for a five-year operating levy which is put on the residents' property taxes and comes in as a segmented amount with those property tax revenues. A fee is enacted by council and can be done quickly, while a levy requires a public vote on the ballot and can take a large amount of time.

Public Testimony was given as follows:

- Susan Pearson; Coburg Resident

Ms. Pearson expressed her concern for the process of the proposed public safety fee, rather than pursuing a local option levy that would require voter approval. She felt there was not sufficient notice for residents, and community members had not been given enough opportunity to understand or provide input. Pearson urged the council to instead implement a levy because it would allow citizens to directly decide on funding public safety services through an election process.

Council further discussed more details of the levy, including the timing, the process, the public safety service levels, and the discussion timeline of the fee and revenue sub committee recommendations.

- Lauren Gauthier; Coburg Resident

Ms. Gauthier asked at what point the city realized this revenue source was needed. Ms. Bell said they have been watching the general fund slowly decline for several years and created the revenue sub-committee about a year and a half ago to help come up with solutions. The city has known for several years that there was going to come a time when the city would be in a budget deficit. Bell explained that 50% of Oregon cities are experiencing a budget deficit or budget constraints, which is where Coburg sits currently. Ms. Gauthier suggested that, because of the amount, it be voted on by the community in a local option levy.

Councilors spoke about the time constraints they faced and the limited options they had to keep the current public safety services.

MOTION: Councilor Myers moved, seconded by Councilor Lehmann, to adopt Ordinance A-258 AN ORDINANCE ESTABLISHING A PUBLIC SAFETY SUPPORT FEE.

The motion passed as 5:1, with Councilors Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, Councilor Bouwman opposed.

3. Public Hearing

RESOLUTION 2026-10 A RESOLUTION SETTING THE PUBLIC SAFETY SUPPORT FEE

Ms. Bell opened the public hearing at 7:17pm.

Mr. Hanks briefly went over the staff report and resolution. Hanks stated that all cities in Oregon are facing general fund challenges. Hanks spoke on other general fund revenues that the city receives, as well as the general fund expenses.

Mr. Lehmann asked for clarification on the timeline to put the levy on the ballot, and if approved the timeline to collect those funds so there is not a gap or loss of funds for the services. Mr. Hanks said it could be possible to get it on the November ballot, but he would need to talk with the Lane County Tax Assessor to understand the timing of the proceeds, and many other details.

Lehmann also asked if it was possible to set a specific timeline and termination date of the fee in the resolution. Hanks answered that yes, the stipulation could be embedded in the motion or be made as an amendment to the resolution, adding in a new section stating a termination date.

Ms. Bell closed the public hearing at 7:36pm.

MOTION: Councilor Lehmann moved, seconded by Councilor Engebretson, to adopt Resolution 2026-10, A RESOLUTION SETTING THE PUBLIC SAFETY SUPPORT FEE IN THE AMOUNT OF \$20 PER MONTH FOR TWO FISCAL YEARS, WITH THE STIPULATION THAT THE PUBLIC SAFETY SUPPORT FEE BE PLACED ON THE BALLOT FOR PUBLIC VOTE AS A LOCAL OPTION LEVY.

Mr. Hanks mentioned that it is often better to avoid compounding several variables into one motion and instead separating them to be more straight forward.

Mr. Lehmann withdrew his previous motion.

MOTION: Councilor Lehmann moved to adopt Resolution 2026-10, A RESOLUTION SETTING THE PUBLIC SAFETY SUPPORT FEE IN THE AMOUNT OF \$20 PER UNIT PER MONTH FOR ONE YEAR FROM THE EFFECTIVE DATE OF APRIL 14, 2026.

There was no second for the motion, therefore the motion died.

MOTION: Councilor Smith moved, seconded by Councilor Myers, to adopt Resolution 2026-10, A RESOLUTION SETTING THE PUBLIC SAFETY SUPPORT FEE IN THE AMOUNT OF \$20 PER UNIT PER MONTH.

Ms. Engebretson acknowledged the frustration of the community, and noted that as councilors, this fee has been discussed and worked on for a while. She mentioned that this fee will be reviewed every year, however wanted to give the community more assurance that other options would be explored. Mr. Lehmann and Mr. Wells also expressed their concerns about the fee amount and levy option.

Mr. Hanks noted that council could make a motion directing staff to bring back a timeline and process for placing a public safety local option levy on a future ballot by a specific date, then council will have the information and can make a motion to direct the development of a ballot title.

Councilors also discussed the proposed fee amount. Ms. Smith explained that the Revenue Subcommittee and the Council reviewed several different fee options before deciding on a \$20 fee. She stated that they wanted to be transparent with the public and set a fee that would fully accomplish its purpose, rather than choosing a lower amount that would fall short and still negatively impact public safety services.

The motion passed as 4:3, with Councilors Engebretson, Myers, and Smith voting affirmatively, and Councilors Bouwman, Lehmann and Wells opposed. Mayor Bell made the tie breaking vote.

MOTION: Councilor Engebretson moved, seconded by Councilor Lehmann, to direct staff to bring the information for the public option levy to the next City Council meeting with the intent to have the levy on the November ballot.

The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

4. RESOLUTION 2026-09 A RESOLUTION AUTHORIZING A LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND BY ENTERING INTO A FINANCING CONTRACT WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY

Mr. Hanks presented the resolution, authorizing a \$1 million loan from the Safe Drinking Water Revolving Loan Fund through Business Oregon. Hanks went over the previous loan for the water infrastructure system and water master plan. Hanks stated that they were able to execute and complete a number of projects with this loan, but in May of 2025, the bid award for the Stallings Lane Water Supply project showed that it was short of covering the last piece of the project to connect the water supply to the distribution system. That transmission project was paused until funding was established.

This loan will fund completion of a transmission line connecting Well 3 to the city's water distribution system. Hanks explained that the loan would increase annual debt service from approximately \$180,000 to \$220,000, but would enable the city to fully utilize the water supply and improve system reliability. The council discussed the importance of maintaining water infrastructure and ensuring long-term sustainability.

Hanks also explained that the investment already made in Well #3—including the well house, treatment system, chlorination, and pumping—was built to support two wells at that site. Therefore,

when the city needs additional water in the future, the transmission line and infrastructure for a fourth well are already in place and designed to handle the extra supply.

MOTION: Councilor Engebretson moved, seconded by Councilor Bouwman, to adopt Resolution 2026-09, authorizing a loan from the safe drinking water revolving loan fund by entering into a financing contract with the Oregon Infrastructure Finance Authority.

The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

ADMINISTRATIVE INFORMATION REPORTS

5. Monthly Administration Report

Mr. Hanks briefly mentioned the items included in the report for Council’s review.

6. Financial Report

The report was provided. Hanks reminded council that the first budget meeting is on April 21, 2026.

7. Police Department Quarterly Report

The report was provided. There was no further discussion.

ADJOURNMENT

Mayor Bell adjourned the meeting at 8:21 pm.

APPROVED by the City of Coburg City Council on this _____ day of _____, 2026.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder



Budget Committee Appointment

Meeting Date	Staff Contact	Email
May 12, 2026	Sammy Egbert, City Recorder	sammy.egbert@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

Consider appointment recommendation from the Budget Committee.

Suggested Motion

If approved under the consent agenda, the Council recommends that Mayor Bell appoint Jeffery Milam and Jared Souder to the Budget Committee for three-year terms from July 1, 2026, to June 30, 2029.

BACKGROUND

Under [ORS 294.414](#), the Budget Committee must consist of all members of the governing body plus an equal number of appointed district electors. To maintain compliance and the required three-year staggered terms, the committee has established the following annual procedures:

- Recruitment for two positions occurs every **April** to maintain the required three-year staggered terms, ensuring that approximately one-third of the terms end each year.
- Current members with expiring terms are notified in advance and encouraged to reapply for another three-year term.
- To be considered for appointment, all applicants must attend the final Budget Committee meeting of the session.
- Per statute, appointive members must be **electors** (qualified voters) of the City of Coburg and cannot be officers, agents, or employees of the city.

The Budget Committee, by motion, recommended to the Mayor and City Council that Jeffery Milam and Jared Souder be appointed to the Budget Committee.

RECOMMENDATION

Staff recommends that Jeffery Milam and Jared Souder be appointed to the Budget Committee.

BUDGET / FINANCIAL IMPACT

As with all public meetings, “soft costs” are incurred for staff time spent on meeting preparation, agenda/packets, notice requirements, and minutes. This committee meets two or three times a year and is staffed by the City Administrator.



Resolution 2026-13

A Resolution to Develop a Strategy and Timeline for Council Consideration of a Local Options Levy

Meeting Date	Staff Contact	Email
May 12, 2026	Adam Hanks, City Administrator	adam.hanks@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

Staff is presenting a draft resolution in response to direction provided by Council at its April 14, 2026 meeting. Staff understood the approved motion to be direction to firmly establish a commitment to further explore and discuss the development of a strategy and timeline for a local options levy to be placed on a future ballot. Furthermore, staff understood the direction to ensure that this project be established as a high priority in the upcoming work plan of staff and Council.

Suggested Motion

I move to approve Resolution 2026-13, A Resolution to develop a strategy and timeline for Council consideration of a Local Options Levy.

BACKGROUND

Consistent with discussions at the recently completed FY25 Budget Adoption process and the adopted Council Framework Objective of “Long-term (10 year) Revenue Needs Forecast), Council confirmed Mayor Bell’s intention to create a City Council Revenue Options Sub-Committee at the July 9, 2024 Council meeting. The approved scope of the sub-committee was to review all current and potential revenues associated with the City’s Utility Funds, the general fund and other miscellaneous revenues available for consideration. Councilors Engebretson and Smith were appointed to serve on the sub-committee, along with Mayor Bell.

The sub-committee reviewed revenues in three phases:

- 1) Utility Rates for Water, Sewer and Transportation/Streets (TUF) – *October through December*
- 2) General Fund related revenue options to support funding of Parks, Police, Planning, general government – *January through March*
- 3) Longer range revenue options – Local lodging tax, local diesel tax, local option levy, etc – *July through September*



October – December 2024 - The sub-committee held two meetings in October of 2024 to review the overall committee scope and process and developed recommendations to Council for the phase I utility revenue options.

January – March 2025 - Phase II revenue options review and recommendation were developed in January and February of 2025 and were completed at the sub-committee’s March 6, 2025 meeting with Council ultimately deciding to implement the Park and Open Space fee of \$5 as recommended but defer the recommended \$2 Tree Fee increase to instead continue revenue efforts focused on the immediate concerns of the General Fund. (Tree Fee is a Street Fund revenue).

October – December 2025 - The sub-committee embarked on the Phase III work of long-range revenue options with two meetings in October of 2025, and a final meeting on November 20, 2025 with an objective of developing a final recommendation to present to Council at its December 9, 2025 Council meeting.

December 9, 2025 - The final phase III recommendations of the sub-committee was presented and accepted by Council. The set of seven recommendations are as follows:

1) Public Safety Support Fee

A monthly fee charged and collected via the City’s monthly utility billing process. The fee would be charged to all residents and businesses on a “per unit” basis. Other methodologies for application of this fee were discussed but require a legal nexus between the fee and the services supported by the fee with equity between potential customer classifications (residential, commercial, industrial, etc). The per unit fee is same methodology utilized for both the Park & Open Space Fee and the Tree Fee.

This fee is included in the low-income assistance program so eligible households would receive a 25%, 35% or 45% discount on this fee based on qualifying income levels.

The fee would be dedicated to the following public safety programs, all of which reside within the General Fund:

- Police Department
- Municipal Court
- Code Enforcement

Option #1 - A \$20 per month fee that would generate approximately \$200,000 per year.

OR

Option #2 – A \$15 per month fee that would generate approximately \$150,000 per year.

Note: A Public Safety Operating Levy, an annual property tax assessment on all non-exempt properties in Coburg, was also considered but ultimately not selected.



This revenue option would need to be placed on the ballot for voter approval and revenue would not be received until the following tax year resulting in an expected one-to-two-year delay in revenue generation if approved by voters.

2) Audit of Existing Revenue Streams – While likely to generate far less revenue, conducting operational audits of the City’s existing general fund revenues would assure Council and the community that the already enacted revenue streams are being administered as adopted and intended. Revenue audits would include franchise agreements, business licenses, Park and Open Space Fee and other smaller fees, taxes and assessments that contribute to the overall general fund revenues.

3) Property Tax Revenue Analysis from termination of the Coburg Urban Renewal Agency in 2029 When the URA reaches its \$9 million total contribution to the wastewater debt service, the properties and related property tax revenues within the URA assessment boundary will return to the overall City assessment valuation resulting in an increase in property tax revenue to the General Fund.

This recommendation endorses the action identified in the FY26 Budget process to obtain Urban Renewal consultant services to develop post-URA property tax revenue estimates in addition to providing recommendations and direction on the termination of the URA. Funds within the URA budget have already been appropriated to carry out this recommendation.

4) Building Permit Fee Increase – Staff has already begun the background analysis to update Building Permit Fees (Structural, Electrical, Plumbing, Mechanical) that have not been reviewed or updated in over four years. The objective is to review and update building permit fees to ensure that permit fees cover the cost of providing the Building Review and Inspection program.

5) Land Use/Zoning Permit Fee Increase – Staff has presented an overview of this update process to Council and is reviewing the ordinances and resolutions that enacted the fees to ensure updates align with the methodology of the existing fee structure. The objective is to review and update land use development fees to ensure that fees cover the cost of providing the direct services to what is typically described as “current planning” (partitions, subdivisions, commercial development, etc).

6) Information Outreach – The sub-committee understands the impact of the creation and collection of new fees on both residents and businesses in Coburg, but also understands the responsibility of Council in ensuring financial stability of the municipal government and the services provided that the community relies on.

Staff has developed a timeline between December of 2025 and March of 2026 for Council review and direction on the sub-committee’s recommendations as well as for providing information to the community of the final recommendations Council chooses to pursue and move forward. This Information Outreach recommendation is to ensure that the community is informed of Council’s intentions and has an opportunity to comment.

7) Disband the Revenue Options Sub-Committee – With the completion of phase III recommendations, the sub-committee recommends that Mayor Bell disband the subcommittee with an understanding that a



similar committee/task force could be re-established by Mayor Bell at a future date with a new set of Council appointments and an updated charge/scope and timeline.

January – April 2026 – A Council memo “Public Safety Support Fee Structure and Public Communication was presented and discussed at the January 13, 2026 Council meeting (attached). Merits/need/concerns relating to the fee were discussed at the January 31, 2026 Council Retreat. Both the February and March Council meetings contained draft community informational FAQ sheets for the proposed fee, which was distributed via City website, social media, physical posting and utility billing upon final input/approval from Council at the March 10, 2026 meeting. After a staff presentation, the ordinance creating the fee was approved at the March (first reading) and April (second reading/adoption) and the fee amount of \$20 was approved via resolution at the April 14, 2026 meeting.

RECOMMENDATION

Staff is supportive of the draft resolution as a means of establishing priorities in upcoming work plans and schedules for both staff and Council. While robust discussion on the merits and pro/con of a fee versus a levy occurred at the Revenue Options Sub-Committee level, it is apparent that additional information, discussion and deliberation is warranted at the full Council level and staff is eager to provide Council with the information it needs to fully compare and contrast the two primary mechanisms available to address the identified financial shortfalls in the General Fund.

BUDGET / FINANCIAL IMPACT

Throughout the process outlined above, staff and Council have used the following as the rationale for the need to address the revenue outlook in the General fund, the most significant being the “structural deficit” created by annual revenue growth of 3-5% and annual expenditure increases of 12-15%, which amounts to an over \$200,000 a year shortfall between revenue and expenses.

Consideration for the need for new revenue sources includes:

- Four-year trend of declining ending fund balance
- Future estimates of personnel cost escalation to provide the same levels of service with the general fund operating departments/programs (Municipal Court, Planning, Police, Parks, General Government)
- Debt Service credit rating reduction from A+ to A- (two level drop) due to low overall fund balance compared to operating revenues (7%)

The April approval and July implementation of the Public Safety Support Fee provided the reliable revenue stream that resulted in a financially and operationally stable proposed FY27 Budget that was recently approved as presented by the Citizen’s Budget Committee in its final meeting on May 5, 2026. As noted in Council discussion in its meeting of April 14, 2026, the adoption of the Public



Safety Support Fee provides Council and the community with a financial “bridge” enabling this proposed focused local option levy strategy development to occur in a manner that ensures Council has the information and discussion necessary to evaluate and execute what it determines is the best course of action to address this important and impactful issue.

RELEVANT COUNCIL GOAL, CITY POLICY OR COMPREHENSIVE PLAN

FY27 Council Framework - V. Our Financial Resources - #4 – Long Term (10 yr) Revenue Needs Forecast (full text of objective narrative from adopted Framework document below)

4) Long-term (10 yr) Revenue Needs Forecast

As noted in the prior year budget cycle, revenues across all funds will continue to strain to maintain current levels of service and may be limited in the amount of additional debt service each fund can take on to facilitate needed infrastructure projects. This is most acute in the general fund, as revenue streams do not keep pace with the rise in expenditures needed to maintain status quo operations for Police, Parks, Planning, Municipal Court and general government (Admin).

A long-term revenue needs forecast examines the diminishing ratio of revenue to expense in each fund and estimates when the fund goes “in the red” if no changes are made to either the revenue or expense trajectory of each fund. In parallel to this forecast, new revenue sources for each fund are identified and inserted into the long-term budget with multiple scenarios to provide Council with a sense of the scale of options available for the generation of new revenue and its impact on service levels and capital projects.

FY2027 Actions

- *Continue work on general fund revenues analysis consistent with Council approved Revenue Options Sub-Committee Final Report*
- *Develop process and schedule outline for Council consideration of the enactment of a local diesel tax.*

FY2027 Priority = 1

PUBLIC INVOLVEMENT

In addition to the significant discussion of the General Fund in the annual budget process with the Budget Committee and City Council, Mayor Bell has held three community conversations “Sip and Chats with Mayor Bell” with the general fund being a topic in each meeting. All Revenue Options sub-committee meetings are open public meetings that have been publicly noticed and several City Administration reports have referenced General Fund related financial updates, in addition to the monthly financial reports provided in each Council meeting packet.



An information “FAQ” document was developed with Council input in the January and February Council meetings and published on the City website with additional background/reference materials as well as sent out with utility bills and posted on the City’s social media channel (Facebook). An open house hosted by Mayor Bell and City Administrator on March 10, 2026 in the Council Chambers prior to the initial public hearing and additional open house focused on Public Safety Services with both Chief Larson and Municipal Court Administrator Mandy Balcom was held April 9, 2026.

NEXT STEPS

- ~~March 10, 2026 – Ordinance to create the Public Safety Support Fee – First Reading~~
- ~~March/April – Open House/Informational sessions to be scheduled for community dialogue~~
- ~~April 14, 2026 – Ordinance creating the Public Safety Support Fee – Second Reading~~
- ~~April 14, 2026 – Resolution establishing the amount of the Public Safety Support Fee~~
- July 1, 2026 – Implementation of Fee on July utility billing statements.

ATTACHMENTS

1. Draft Resolution 2026-13
2. Council Memo – January 13, 2025 – Public Safety Support Fee Structure and Public Communication

RESOLUTION 2026-13

A RESOLUTION TO DEVELOP A STRATEGY AND TIMELINE FOR COUNCIL CONSIDERATION OF A LOCAL OPTIONS LEVY

WHEREAS the Coburg City Council convened a Revenue Options Sub-Committee in September of 2024 to review all current and potential revenues associated with the City's Utility Funds, the General Fund and other miscellaneous revenues available for consideration.

WHEREAS the Revenue Options Sub-Committee presented recommendations to Council in three distinct phases: 1) Utility rate recommendations 2) General Fund revenue options 3) Long Range revenue options.

WHEREAS each phase of recommendations were presented to Council and resulting actions taken to implement those recommendations to address revenue concerns in each of the City's four operating Funds.

WHEREAS the Long Range revenue options contained a set of recommendations presented to Council at its December 9, 2025 Council Meeting featuring a recommendation to pursue a Public Safety Support Fee in lieu of pursuing a Local Options Levy to support public safety funding within the City's General Fund.

WHEREAS the Council unanimously approved the recommendations of the Revenue Sub-committee and subsequently approved the creation of a Public Safety Support Fee at its April, 14, 2026 Council meeting.

WHEREAS the Council approved a motion at its meeting of April 14, 2026 to direct staff to prepare a resolution for the development of a process and plan to pursue the placement of a Local Options Levy on a future election cycle.

THE CITY OF COBURG RESOLVES AS FOLLOWS:

SECTION 1. The Coburg City Council hereby commits to the development of a Local Options Levy Strategy and Timeline to guide final Council decision making on the placement of a Levy on a future election.

SECTION 2. This Resolution serves as Council direction to staff to prioritize the development of this strategy and timeline.

SECTION 3. Council directs the Mayor and City Administrator to place a reoccurring agenda item on all future Council meetings for the development, discussion and consideration of the Local Options Levy Strategy and Timeline.

SECTION 4. This Resolution is effective upon adoption.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ___ for and ___ against, this 12th day of May, 2026.

Nancy Bell, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

COUNCIL MEMO



Public Safety Support Fee Structure and Public Communication

January 13, 2025

ISSUES

In preparation for the March 10, 2026 Council meeting agenda item for the creation of a Public Safety Support Fee, staff is developing public communication documents to inform residents and businesses of the potential new fee. Additionally, Council requested information on the structure of the fee at the January meeting to ensure clear understanding of the mechanics and implementation schedule of the fee should Council approve it at the March 10, 2026 meeting.

Proposed Schedule

- December 9, 2025 – Sub-Committee recommendation presentation to Council – Complete
- January 13, 2026 – Full Council discussion of recommendation - Direction to staff
- January 14 thru March 9 – Public Information on proposed fee
- March 10, 2026 – Ordinance to create the Public Safety Support Fee – First Reading
- April 14, 2026 – Ordinance creating the Public Safety Support Fee – Second Reading
- April 14, 2026 – Resolution establishing the amount of the Public Safety Support Fee
- July 1, 2026 – Implementation of Fee on July utility billing statements.

Proposed Fee Structure

The fee will match the recently adopted Parks and Open Space Fee, which also closely matches the Tree Fee and includes the following:

- Flat fee charged to all utility billing customer accounts within the City limits (excludes outside and PVE accounts)
- Flat fee is the same for residential or commercial accounts
- Fee is “per unit” based, meaning that accounts with apartment buildings or multiple businesses on one account will have the fee multiplied by the number of units (example \$5 fee x 8 units = \$40 per month fee)
- Fee Revenue is general fund revenue, but will be restricted in both ordinance and resolution for public safety expenditures.
- Public Safety will be defined in ordinance as Police Department, Municipal Court and Code Enforcement.

Proposed Fee Amount

As presented to the full Council at the December 9, 2025 Council meeting, the Revenue Options sub-committee recommendations included two fee amount options, either a \$20/month or a \$15/month fee along with six other supporting recommendations (see attached)

In order to develop the public information materials for distribution, staff is desiring Council direction on the proposed fee amount to be included in the documents. The direction provided by Council does is in no way binding, nor necessarily an indicator of the Council's final decision at the March 10, 2026 meeting.

Options 1 – The Coburg City Council is considering the creation of a **\$20 per month** public safety support fee as a means to maintain the existing public safety services of the City.

Options 2 – The Coburg City Council is considering the creation of a **\$15 per month** public safety support fee as a means to maintain the existing public safety services of the City.

Options 3 – The Coburg City Council is considering the creation of a public safety support fee **between \$15 and \$20 per month** as a means to maintain the existing public safety services of the City.

COUNCIL MEMO



Council Revenue Sub-Committee

Phase III Recommendation – Long Range Revenue Options

December 9, 2025

BACKGROUND

At the July 9, 2024 Council meeting, Council confirmed the Mayors intention to create a City Council Revenue Options Sub-Committee to review all current and potential revenues associated with the City’s Utility Funds, the general fund and other miscellaneous revenues available for consideration. Councilors Engebretson and Smith were appointed to serve on the sub-committee, along with Mayor Bell.

The sub-committee is reviewing revenues in three phases:

- 1) Utility Rates for Water, Sewer and Transportation/Streets (TUF) – *October through December*
- 2) General Fund related revenue options to support funding of Parks, Police, Planning, general government – *January through March*
- 3) Longer range revenue options – Local lodging tax, local diesel tax, local option levy, etc – *July through September*

The sub-committee held two meetings in October to review the overall committee scope and process and developed recommendations to Council for the phase I utility revenue options. March 6, 2025, the phase II revenue options review and recommendation were completed at the sub-committee’s March 6, 2025 meeting with Council ultimately deciding to implement the Park and Open Space fee of \$5 as recommended but defer the recommended \$2 Tree Free increase to instead continue revenue efforts focused on the immediate concerns of the General Fund. (Tree Fee is a Street Fund revenue).

The sub-committee embarked on the Phase III work of long-range revenue options with two meetings in October of 2025, and a final meeting on November 20, 2025 with an objective of developing a final recommendation to present to Council at its December 9, 2025 Council meeting.

ANALYSIS & RECOMMENDATIONS

While the \$5 Parks and Open Space fee provides a degree of stabilization for basic park system operations and maintenance, the City Administrator explained and provided a breakdown of the long-term financial challenges in the General Fund.

Key considerations guiding the sub-committee analysis and pursuit of additional revenue for the general fund include:

- Four-year trend of declining ending fund balance
- Continued escalation of expenses exceeding revenues (approx. 10% difference annually)
- Future estimates of personnel cost escalation to provide the same levels of service with the

general fund operating departments/programs (Municipal Court, Planning, Police, Parks, General Government)

- Debt Service credit rating reduction from A+ to A- (two level drop) due to low overall fund balance compared to operating revenues (7%)

Structural Deficit – Revenue growth occurs at a 3-5% rate annually, while expenditures grow approximately 12-15% annually. Recently utilized short term solutions include increased use of fund balance (operating reserves) and staffing reductions in both Administration and Police and most recently the aforementioned implementation of a \$5 per month Parks and Open Space Fee starting in July of 2025.

REVENUES			EXPENDITURES	
	Approx Annual	% of Total		Approx Annual
Property Taxes	1,100,000	56%	Staff/People Costs	
Franchise Fees	280,000	14%	Administration	320,000
Muni Court Fines/Fees	120,000	6%	Police	650,000
Development Fees	100,000	5%	Muni Court	130,000
Charges For Services	120,000	6%	Planning	80,000
Transfer Funds	150,000	8%	Parks	50,000
Harrisburg PD IGA	65,000	3%		1,230,000
Misc	35,000	2%	Materials/Services	
TOTAL	1,970,000		Administration	225,000
			Facilities	100,000
			Parks	35,000
			Planning	110,000
			Police	150,000
			Muni Court	30,000
			Econ Dev	35,000
				685,000
			Capital/Debt	
			City Hall	30,000
			Parks	10,000
			Administration	15,000
				55,000
			TOTAL	1,970,000

The chart above indicates a balanced (legally required) General Fund budget for FY26. This was accomplished via staff reductions primarily within the Police Department and with utilization of fund balance (operating reserve).

The City's General Fund budget does not contain the following expected, and in most cases, necessary expenditures over the next five fiscal years.

- Parks Capital – Construction of new neighborhood park at Coburg Creek (\$200k)
- City Hall Improvements – ADA, HVAC and other deferred maintenance needs (\$200K)
- Police Fleet Replacements – (\$75k)
- Fund Balance Restoration to Target - (\$200k)
- Technology Replacements (\$50k)
- Structural Imbalance Solution - 10% of fund balance per year (\$1m) – (\$200k per year)

TOTAL = \$1.75m over five years **PER YEAR = \$350,000**

Final Recommendations

The following recommendations were considered and unanimously approved by the Revenue Option Council Sub-Committee at its November 20, 2025 meeting.

1) Public Safety Support Fee

A monthly fee charged and collected via the City's monthly utility billing process. The fee would be charged to all residents and businesses on a "per unit" basis. Other methodologies for application of this fee were discussed but require a legal nexus between the fee and the services supported by the fee with equity between potential customer classifications (residential, commercial, industrial, etc). The per unit fee is same methodology utilized for both the Park & Open Space Fee and the Tree Fee.

This fee is included in the low income assistance program so eligible households would receive a 25%, 35% or 45% discount on this fee based on qualifying income levels.

The fee would be dedicated to the following public safety programs, all of which reside within the General Fund:

- Police Department
- Municipal Court
- Code Enforcement

Option #1 - A \$20 per month fee that would generate approximately \$200,000 per year.

OR

Option #2 – A \$15 per month fee that would generate approximately \$150,000 per year.

Note: A Public Safety Operating Levy, an annual property tax assessment on all non-exempt properties in Coburg, was also considered but ultimately not selected.

This revenue option would need to be placed on the ballot for voter approval and revenue would not be received until the following tax year resulting in an expected one to two year delay in revenue generation if approved by voters.

2) Audit of Existing Revenue Streams – While likely to generate far less revenue, conducting operational audits of the City’s existing general fund revenues would assure Council and the community that the already enacted revenue streams are being administered as adopted and intended. Revenue audits would include franchise agreements, business licenses, Park and Open Space Fee and other smaller fees, taxes and assessments that contribute to the overall general fund revenues.

3) Property Tax Revenue Analysis from termination of the Coburg Urban Renewal Agency in 2029 – When the URA reaches its \$9 million total contribution to the wastewater debt service, the properties and related property tax revenues within the URA assessment boundary will return to the overall City assessment valuation resulting in an increase in property tax revenue to the General Fund.

This recommendation endorses the action identified in the FY26 Budget process to obtain Urban Renewal consultant services to develop post-URA property tax revenue estimates in addition to providing recommendations and direction on the termination of the URA. Funds within the URA budget have already been appropriated to carry out this recommendation.

4) Building Permit Fee Increase – Staff has already begun the background analysis to update Building Permit Fees (Structural, Electrical, Plumbing, Mechanical) that have not been reviewed or updated in over four years. The objective is to review and update building permit fees to ensure that permit fees cover the cost of providing the Building Review and Inspection program.

5) Land Use/Zoning Permit Fee Increase – Staff has presented an overview of this update process to Council and is reviewing the ordinances and resolutions that enacted the fees to ensure updates align with the methodology of the existing fee structure. The objective is to review and update land use development fees to ensure that fees cover the cost of providing the direct services to what is typically described as “current planning” (partitions, subdivisions, commercial development, etc).

6) Information Outreach – The sub-committee understands the impact of the creation and collection of new fees on both residents and businesses in Coburg, but also understands the responsibility of Council in ensuring financial stability of the municipal government and the services provided that the community relies on. Staff has developed a timeline between December of 2025 and March of 2026 for Council review and direction on the sub-committee’s recommendations as well as for providing information to the community of the final recommendations Council chooses to pursue and move forward. This Information Outreach recommendation is to ensure that the community is informed of Council’s intentions and has an opportunity to comment.

7) Disband the Revenue Options Sub-Committee – With the completion of phase III recommendations, the sub-committee recommends that Mayor Bell disband the subcommittee with an understanding that a similar committee/task force could be re-established by Mayor Bell at a future date with a new set of Council appointments and an updated charge/scope and timeline.



Amendment to Agreement for Services Between City of Coburg and Coburg Main Street

Meeting Date	Staff Contact	Email
May 12, 2026	Adam Hanks, City Administrator	Adam.Hanks@ci.coburg.or.us

SUMMARY AND REQUESTED COUNCIL ACTION

The City and Coburg Main Street have an existing Agreement for Services contract with a term expiration of June 30, 2025 that was extended to June 30, 2026 by addendum. City and Coburg Main Street staff have prepared a revised agreement replacing the existing agreement.

Suggested Motion

I move to approve the Agreement for Services between the City of Coburg and Coburg Main Street as presented.

BACKGROUND

The initial Agreement for Services between the City and Coburg Main Street was originally approved by Council on June 11, 2024 with an objective of providing financial support for key services that Main Street is uniquely qualified to carry out on behalf of the City. This agreement is structured similarly to agreements between municipalities and Chambers of Commerce or Visitor and Convention Bureau’s throughout Oregon.

Coburg Main Street has formally developed into an organization that has the mission, desire and capacity to carry out key tourism, community event/engagement and general economic development activities that provide greater value to the community than if they were attempted to be done in-house by City staff.

The agreement ensures that Council has the ability to shape the services provided, the reporting on the performance of the services and the funds allocated. The City Administrator manages the day-to-day interactions and coordination with Main Street as it would for any professional services contract and is also now an ex-officio member of the Main Street Board, providing further coordination and continuity between the partners. The combination ensures that public funds are efficiently and effectively utilized to further their express intentions which is to support and expand tourism and its related services within Coburg and partner with the City to spur general economic growth. The agreement requires an annual report/presentation to Council to recap the

activities undertaken by Main Street in fulfillment of the services outlined in the agreement.

Key updates contained within the proposed replacement agreement include the following:

- Specifying annual term extension provisions
- Connecting Section 2- Consideration (funding) language with specific Section 3 - Services Provided
- Clarifying tourism marketing to include tourism activities and programming promotion in addition to tourism event promotion
- Add flexibility to the scheduling/timing of the four events
- Streamlined the operation of the Information Kiosk in Laura Park at the Pavilion

RECOMMENDATION

Staff recommends approval of the revised agreement for services between the City of Coburg and Coburg Main Street.

BUDGET / FINANCIAL IMPACT

Funding for the agreement comes from lodging tax revenues budgeted for this use in the General Fund, most of which are restricted to specific tourism activities detailed in Oregon Revised Statutes. The \$30,000 allocation for FY27 is unchanged from the current fiscal year.

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

If approved, staff execute the amendment and continue with the partnership and collaboration with Coburg Main Street.

ATTACHMENTS

1. Draft Agreement for Services
2. Intention of Use of IOOF



INTENTION OF USE FOR IOOF FACILITY

COBURG MAIN STREET CONTACTS: MEGAN DOMPE, VICKI BELL - COBURGMAINSTREET@GMAIL.COM - (541)913-6570

It is not lost on us that we have been entrusted with a cherished building approaching its 100th anniversary. We are deeply honored and grateful for the opportunity to steward this treasured piece of Coburg's history, and we are committed to meeting your expectations and upholding its intended role in the community — one that aligns perfectly with our mission.

Over the past year, the Coburg Main Street board has been carefully measuring how the IOOF facility is being used to ensure it best serves our mission, the downtown historic district, and the Coburg community.

CMS has decided to move forward with a visitors center within the IOOF while shifting away from paid event rentals to offering the event hall and prep kitchen as a free community resource. This makes the space more manageable for us and better reflects our identity as a community-driven organization.

The visitor center will provide a valuable resource for out-of-town guests while promoting local businesses, heritage sites, and tourism attractions. It also allows the space to be funded by transient lodging tax dollars — consistent with our mission of directing tourism funding toward both visitorship and the betterment of the Coburg community.

Community Resource Use in 2025-2026

- Coburg Community Foundation** - Board Meetings and community fundraisers
- Coburg Community Grange / Junction City Lions Club** fundraiser breakfasts during the Coburg Car Show
- Coburg Fit Club's free Silver Sneakers classes** (weekly)
- LCOG Senior Services** - Cafe 60/Senior Meals (weekly)
- Coburg CERT Emergency Preparedness Training** (monthly)
- Community Majong Group** - open to the public and cost is a donation to the LGOC senior meals program
- CPR Classes** - Community member led and free other than cost of materials
- League of Women Voters** - Voter Registration Event
- Travel Lane County** - April 2026 Board Meeting
- Oregon Main Street / Oregon Parks and Rec** - City visit
- Oregon Heritage Commission Meeting**- Lunch and historic tour of Coburg (Public meeting took place in Council Chambers)

Coburg Main Street Specific Use in 2025-2026

- Hosted a variety of heritage, economic development, and tourism agency meetings - both state and county
- Board Meetings
- Served as Headquarters for Coburg Main Street and office of Executive Director
- Site for Christmas Decoration restoration for Christmas in Coburg
- Coburg Holiday Market Location
- Meeting room for development of programming and collaborating with downtown stakeholders
- Staging area for Community events
- Event Storage for Community events.

Discover Coburg Visitor Center - General Information

- Opening Summer of 2026
- Volunteer "Docent" style shifts to run the center. Regular Hours will vary seasonally, focus on weekend staffing
- Historic Visitor Center featuring photographs and historic artifacts provided by the City of Coburg and Mayor Bell.
- It will feature a sitting area, a coffee station, as well as guides from a variety of partnering organizations around the state
- Will be promoted by Travel Lane County, Willamette Valley Visitors Association, and Travel Oregon
- Adapt the center with a focus on usability for those with mobility needs, develop a list of local attractions that are geared toward better accessibility, and have an electric wheel chair charger on site.

For further information or additional questions please reach out to Coburg Main Street Executive Director, Megan Dompe Available at coburgmainstreet@gmail.com or by phone (541)913-6570

Agreement for Services Between The City of Coburg and Coburg Main St

This agreement for tourism, community engagement and economic development services (“Agreement”) is made between the City of Coburg, an Oregon municipal corporation (“City”) and Coburg Main St (“Main Street”) for Fiscal Year 202~~64~~²⁷5 (July 1-June 30) and is subject to Coburg City Council (“Council”) review and approval prior to initial execution and any subsequent amendments, extensions or renewals.

RECITALS

- A. The City has an interest in the promotion and support of businesses within Coburg with an objective of retaining and expanding business activity that benefits Coburg residents and the regional economy.
- B. The City collects Transient Lodging Tax revenues, some of which are regulated by Oregon Revised Statutes (ORS) 320.300 through 320.350, that are intended and dedicated to support and promote tourism.
- C. Main Street is a 501(c)3 organization associated with the Oregon Main Street Program with a state mission to “Promote and enhance historic downtown Coburg as the economic, social and cultural heart of the community while inspiring partnerships and community engagement in order to increase community vitality, growth and prosperity”
- D. The City recognizes the value of utilizing community partner organizations to effectively and cost efficiently carry out tourism, community engagement and economic development events, promotions and communications in support of the local tourism economy and the businesses that support the tourism ecosystem
- E. Main Street maintains a commitment to the City to work as a community partner to carry out the tasks and activities described in this Agreement, including reporting to Council with an Annual Report for accountability and compliance with the terms outlined in this Agreement.

AGREEMENT

1. **TERM:**

This Agreement shall be effective July 1, 202~~46~~⁴⁶ and shall continue in full force and effect until and including June 30, 202~~57~~⁵⁷. Up to two additional annual term extensions shall be permitted via agreement addendum (see exhibit A for addendum template) if no other changes are proposed by either party.

2. CONSIDERATION:

To support the effective completion of the tasks, activities and services as set forth in this Agreement, City agrees to pay Main Street the sum of \$30,000 in quarterly installments beginning July 1, 20~~26~~²⁴. \$20,000 ~~is intended to provide~~ shall be directed towards funding for tourism services described in section 3. Service Provided a. and b. ~~and~~ \$10,000 shall be directed to for community engagement and communication described in section 3. Services Provided c. and d., primarily through quarterly newsletters. ~~Both program areas are further defined in section 3: Services Provided.~~

Additionally, the City grants Main Street the right of use of the IOOF building currently leased to the City for community benefit. Terms of this right of use are detailed in section 4: Use of Facilities

3. SERVICES PROVIDED:

Main Street shall carry out the following:

- a. Develop a tourism marketing campaign and associated activities that promotes both formal events and customized activity and programming ~~to~~ and effectively attracts visitors to Coburg throughout the year.
- b. Conduct a minimum of four seasonal (Winter, spring, summer fall) community events throughout the year.
- c. Create and distribute (electronically and print) a quarterly community newsletter that includes tourism promotion, community events and information, economic development information and opportunities across all business sectors, as well as ~~and~~ local government information provided by the City.
- d. Manage/operate the information kiosk located at Pavilion Park ~~utilizing a management and content plan developed by Main Street and approved by City as an amendment to this agreement.~~ Content will ensure a mixture of community, civic and tourism/event/economic development information and be regularly monitored by Main Street to ensure cleanliness and timeliness of posted information.

4. USE OF FACILITIES

To aid in meeting the Agreement objectives and to increase the community utilization of the IOOF Building, the City and Main Street will, at no cost to Main Street, execute a separate sublease agreement for Main Street to manage and operate the IOOF building for both Main Street and community activities within the scope and approval of the IOOF Board of Directors from whom the City currently lease the facility ~~from~~. The sub-lease will detail insurance liability coverage requirements, define types of uses/activities permitted, rates schedules for different uses (community vs. private vs City) process for improvements/alterations to the facility, responsibilities for utility services, security and other operational details as required. The sub-lease will also address reporting requirements for expenses and revenues associated with the operation and management of the facility.

5. REQUIRED REPORTING

Main Street shall provide an annual report to the Council that includes a summary and analysis of the services provided in section 3 above that enables the Council and the community to evaluate the value of the public funds utilized by Main Street.

Reporting shall include a set of performance measures to aid in the evaluation of the effectiveness of the tasks and activities carried out throughout the reporting period.

The report shall also include recommendations, ideas and plans for future activities and programming to increase the value and effectiveness of the partnership over time.

Main Street shall coordinate with City staff in developing the reporting format, data and performance measures to ensure required data is collected to verify compliance with relevant tourism funding ORS provisions.

GENERAL PROVISIONS

1. Use of Funds. The use of funds provided by the City is expressly limited to the objectives identified in this agreement.

2. Unexpended Funds. Any funds provided by the City to Main Street that remain after the purpose for which the funds were provided or this Agreement expires or is terminated shall be returned to the City within thirty (30) days of completion, expiration, or termination.

3. Financial Records and Inspection. Main Street shall also include the following documents in its annual report to the City: a) copies of its 501c letter, IRS non-profit status, and corporate bylaws; b) a list of its Board members, their occupations, and years on the

Board; c) financial statements showing previous year expenses and revenues; d) current and projected budgets (total organization and individual programs funded by this grant). Main Street report shall show the relative share of City funds expended for any project compared to overall project funds.

4. Default. If Main Street fails to remedy any material breach of any of Main Street's obligations under the terms of this Agreement within thirty (30) days of receipt of written notice from the City of the breach, or if Main Street fails to expend the funds provided or enter into binding legal agreements to expend the funds within twelve (12) months from the Effective Date of this Agreement, the City, by written notice of default to the Main Street, may terminate this Agreement and may pursue any remedies available at law or in equity. Such remedies may include, but are not limited to, termination of this Agreement, stop payment on or return of the funds, payment of interest earned on funds provided or declaration of ineligibility for the receipt of future awards by the City.

5. Amendments. The terms of this Agreement may not be waived, altered, modified, supplemented, or amended in any manner except by written instrument signed by the parties. Such written amendment will be made a part of this Agreement and subject to all other provisions.

6. Indemnity. Main Street agrees to defend, indemnify, hold harmless, and save the City, its officers, employees and agents from and against any and all losses, claims, actions, costs, expenses, judgments, subrogation's, or other damages resulting from injury to any person (including injury resulting in death,) or damage (including loss or destruction) to property, of whatsoever nature arising out of or incident to the performance of this Agreement by Main Street (including but not limited to, Main Street employees, agents, and others designated by Main Street to perform work or services relating to Main Street's obligation under this Agreement). However, Main Street shall not be held responsible for damages caused by the sole negligence or intentional misconduct of the City, its officers, employees, or agents.

7. Insurance. Main Street shall, at its own expense, at all times during the term of this Agreement, maintain in force a policy or policies of comprehensive general liability insurance, including coverage for contractual liability for obligations assumed under this Agreement. The liability under each policy shall be a minimum of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$2,000,000 per

occurrence for bodily injury and \$100,000 per occurrence for property damage. Liability coverage shall be provided on an "occurrence" basis. The City of Coburg, Councilors, Officers, Agents and Employees shall be named as an additional insured. Endorsements acceptable to the City shall be filed with the City prior to the expenditure of any funds provided to Main Street hereunder. Main Street shall at its own expense provide Worker's Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon Workers' Compensation coverage for all their subject workers.

8. Merger. This Agreement constitutes the entire understanding between the parties. There are no understandings, agreements, or representations, oral or written, not specified in this agreement regarding this agreement. Main Street, by the signature below of its authorized representative, acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

9. Notice. Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party: by personal delivery, by sending via a reputable commercial overnight courier, or by mailing using registered or certified United States mail, postage prepaid, to the address set forth below:

City of Coburg:

Adam Hanks, City Administrator
PO Box 8316
Coburg, Oregon 97408

Coburg Main Street:

Megan Dompe, Director of Coburg Main Street
PO BOX 8275
Coburg, Oregon 97408

This Agreement constitutes the Entire Agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. No amendment, consent, or waiver or terms of this agreement shall bind either party unless in writing and signed by all parties. Any such amendment, consent or waiver shall be effective only in the specific instance and for the specific purpose given. The parties, by the signature below or their authorized representatives, acknowledge having read and understood the Agreement and the parties agree to be bound by its terms and conditions.

City of Coburg

By: _____ Date: _____
Adam Hanks, City Administrator

Coburg Main Street

By: _____ Date: _____
Vicki Bell, Coburg Main Street Board President



Exhibit A
ADDENDUM (TEMPLATE)

ADDENDUM # ____
Agreement for Services
Between
The City of Coburg and Coburg Main St

BETWEEN: City of Coburg, an Oregon municipal corporation (“City”)

AND: Coburg Main St (“Main Street”)

EFFECTIVE DATE: xxxxxx

RECITALS

- A. The City entered into an agreement for service with Main Street dated June ____, 2026.
- B. Section 1 of the agreement allows for up to two annual term extensions via agreement addendum if no other changes are proposed by either party.

AGREEMENT AMENDMENT

1. Section 1, TERM, of the 2026 Agreement for Service, is hereby amended to restated in its entirety to read as follows:

“This Agreement shall be effective July 1, 2027, and shall continue in full force and effect until and including June 30, 2028. One additional annual term extension shall be permitted via agreement addendum if no other changes are proposed by either party.”

2. All other terms, conditions, and covenants of the original agreement, as amended, shall remain in full force and effect. In the event of a conflict between this amendment and the agreement, this Amendment shall control.

By execution of this Addendum, each party hereby acknowledges that it has read this Addendum No. ____, understands this amendment, and reaffirms all unamended provisions of the Agreement.

CITY OF COBURG.

By: _____ Date: _____
Adam Hanks, City Administrator

COBURG MAIN STREET.

By: _____ Date: _____
Vicki Bell, Coburg Main Street Board President



Lane County Sheriff’s Office Dispatch Service Agreement Extension for FY27

Meeting Date	Staff Contact	Email
May 12, 2026	Adam Hanks, City Administrator Larry Larson, Police Chief	Adam.Hanks@coburgoregon.gov Larry.Larson@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

The City of Coburg utilizes the Lane County Sheriff’s Office for required dispatch service for the Coburg Police Department via an Intergovernmental Agreement (IGA) . The attached exhibit amends the FY27 service contract agreement with a three percent (3%) increase from FY26 and is consistent with prior annual adjustments.

Suggested Motion

I move to approve the Lane County Intergovernmental Agreement for Fiscal Year 2026-27 in the amount of \$79,995 and authorize the City Administrator to execute the agreement.

BACKGROUND

The original contract with Lane County for dispatch services provided by the Lane County Sheriff’s Office (LCSO) was executed and effective July 1, 2023 with a current expiration date of June 30, 2026. This three-year contract contained a provision that specified annual contract payment adjustments of up to 4% per year, with an FY26 increase of 3.5%.

The payments are made quarterly from the materials and services budget of the Police Department which operates within the City’s General Fund.

RECOMMENDATION

Staff recommends approval of the Lane County IGA for Dispatch services as presented.

BUDGET / FINANCIAL IMPACT

This non-discretionary dispatch contract is the second largest budgetary expense after staffing costs and represents just under ten percent (10%) of the total budget of the Police Department. Staff originally anticipated increases beyond the annual 3 – 4% amendments, due primarily to recently completed collective bargaining for union contract and is pleased that LCSO is able to continue to provide this critical service similar to prior years.

PUBLIC INVOLVEMENT

No topic specific public involvement has been done beyond brief discussion of the dispatch services costs within the Budget Committee FY27 review and approval meetings.

NEXT STEPS

If approved, staff will execute the agreement and continue to coordinate and partner with LCSO for Coburg Police Department needs, including the upcoming integration of computer aided dispatch (CAD) installations in three Coburg Police Department patrol vehicles, which will significantly enhance the information delivery, capture and overall efficiency of patrol operations.

ATTACHMENTS

1. Proposed Lane County IGA Exhibit A
2. Lane County IGA – July 1, 2023-June 30, 2026

EXHIBIT "A" - LANE COUNTY
FY 2026-2027
Coburg Police Department

Dispatch Services	\$ 79,995.00
	<hr/>
	\$ 79,995.00
FY2026 Change	\$ 77,663.87 3.00%

INTERGOVERNMENTAL AGREEMENT
(IGA) (LC Contract Form A-2, 02/01/2023)

DISPATCH SERVICES FOR CITY OF COBURG POLICE DEPARTMENT

This Agreement is entered into by and between Lane County, a political subdivision of the State of Oregon ("County"), on behalf of the Sheriff's Office, and City of Coburg, a municipal corporation ("City"), on behalf of the Coburg Police Department, each a "party," and referred to collectively in this Agreement as "the parties."

RECITALS

- A. ORS 190.010 and the Lane County Home Rule Charter provide that units of local government may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers, or agents, have authority to perform.
- B. City desires to continue the partnership with County for dispatch services for the Coburg Police Department.
- C. County is willing to provide dispatch services to City.
- D. Parties to this Agreement must perform the Work in a manner consistent with the offers and statements in Exhibit A and Exhibit B.

1. SCOPE OF AGREEMENT.

1.1 County will:

1.1.1 provide and fulfill dispatch services to City as described in Exhibit A.

1.2 City will:

1.2.1 perform and function as described in Exhibit A.

1.2.2 perform and function as described in Exhibit B.

1.2.3 agree to the terms described in Attachments 1 and 2.

2. DOCUMENTS FORMING THE AGREEMENT

2.1 The Agreement. The Agreement consists of this document and all exhibits listed below, which are incorporated into this Agreement.

2.2 Exhibits. With this document, the following exhibits are incorporated into the Agreement:

- **Exhibit A** Scope of Work
- **Exhibit B** Access Requirements
- **Attachment 1** Third Party Remote Access Agreement Requirements
- **Attachment 2** Lane County APM, *Use of County Computer and Communication Resources*

3. CONSIDERATION AND PAYMENT

3.1 In consideration for City's performance under this Agreement, County will:

3.1.1 invoice City each quarter during the months of September, December, March and June. Payment will be due within thirty (30) days of billing date.

3.1.2 increase annual payments after the Initial Years' end date by a not-to-exceed amount of four percent (4%), as of July 1st each new year.

3.2 In consideration for County's performance under this Agreement, City will:

3.2.1 agree to pay an Initial Year amount of Seventy-Two Thousand Eight Hundred Fifty-Two Dollars (\$72,852.00) for Dispatch Services from July 1, 2023-June 30, 2024

3.2.2 agree to two addition years of services not to exceed four percent (4%) increases each year.

3.2.3 pay County quarterly as described in 3, 3.1 (3.1.1.)

4. EFFECTIVE DATE AND DURATION

4.1 Effective Date. Upon the signature of all parties, this Agreement is effective July 1, 2023.

4.2 Duration. Unless extended or terminated earlier in accordance with its terms, this Agreement will terminate June 30, 2026. However, such expiration shall not extinguish or prejudice either party's right to enforce this agreement with respect to any breach or default in performance which has not been cured.

5. AUTHORIZED REPRESENTATIVES. Each of the parties designates the following individuals as its authorized representatives for administration of this Agreement. Either party may designate a new authorized representative by written notice to the other.

5.1 County's Authorized Representative.

Jonna Hill, Support Services Manager
125 E 8th Avenue
Eugene, OR 97401
Phone: 541-682-6689
Email: jonna.hill@lanecountyor.gov

5.2 City's Authorized Representative.

Anne Heath, City Administrator
91136 N Willamette Street
Coburg, OR 97408
Phone: 541-682-7871

Any notice, demand, consent, approval, or other communication to be given under this Agreement must be in writing and provided by email addressed to the party's authorized representative, except as provided below in this section. However, if, in either party's discretion, email is not the most appropriate method for providing notice, then notice may be provided by personal delivery; certified mail, postage prepaid, return receipt requested; or nationally recognized overnight courier. The effective date of notice shall be: for notice by email, the date and time sent if sent between the hours of 8 am and 5 pm, otherwise effective at 8am the following Business Day; for notice delivered in person, the date and time of delivery; for notice by U.S. mail, three days after the date of certification; and for notice by overnight courier, the next business day after deposit with the courier. If no representative is identified in this section, notice may be given to the person executing the Agreement on behalf of that party below.

6. SPECIAL CONDITIONS

6.1 Compliance with Coronavirus Guidelines, Laws, Rules, and Orders. Each of the parties is aware of the continuing COVID-19 emergency and each agrees that it is and will remain familiar with the CDC prevention guidelines and with federal, state, and local laws, rules, and orders regarding COVID-19 throughout the term of this Agreement, and will take all necessary precautions relating to COVID-19 and its variants, including those set out in the guidelines, laws, rules, and orders described in this paragraph. The parties have anticipated the costs of compliance with the present guidelines, rules, laws, and orders prior to entering into this Agreement, and that no claim will be made by either party for such compliance.

7. INDEMNIFICATION. To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, each party agrees to indemnify, defend, and hold harmless the other party and its officers, employees, and agents from and against all damages, losses and expenses, including but not limited to attorney fees and costs related to litigation, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement.

8. PUBLIC BODY STATUS. In providing the services specified in this Agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any and all other statutory rights granted as a result of their status as local public bodies.

9. MODIFICATION AND TERMINATION.

- 9.1 Modification.** No modification or amendment to this Agreement will bind either party unless in writing and signed by both parties.
- 9.2 Termination.** The parties may jointly agree to terminate this Agreement at any time by written agreement. Either party may terminate this Agreement for its convenience at any time with no liability on its part, except to pay for services previously provided, by giving the other party not less than 30 days' advance written notice.
- 9.3 Non-Appropriation.** Each of the parties certifies that it has sufficient funds currently authorized for expenditure to finance the costs of this Agreement for the period within the current budget; however, the parties understand and agree that, if a party does not appropriate funds for the next succeeding fiscal year to continue payments otherwise required by the Agreement, this Agreement will terminate at the end of the last fiscal year for which payments have been appropriated. The non-appropriating party will notify the other party of such non-appropriation not later than 30 days before the beginning of the year within which funds are not appropriated. Upon termination pursuant to this clause, neither party will have a further obligation for payments beyond the termination date.

10. MISCELLANEOUS PROVISIONS

- 10.1 Dispute Resolution.** The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or other cooperative dispute resolution process.
- 10.2 Waiver.** Failure of either party to enforce any provision of the Agreement does not constitute a waiver or relinquishment by the party of the right to such performance in the future nor of the right to enforce that or any other provision of this Agreement.
- 10.3 Severability.** If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected; and the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 10.4 Governing Law, Forum, and Venue.** All matters in dispute between the parties to this Agreement arising from or relating to the Agreement, including without limitation alleged tort or violation, are governed by, construed, and enforced in accordance with the laws of the State of Oregon without regard to principles of conflict of laws. This section does not constitute a waiver by County of any form of defense or immunity, whether governmental immunity or otherwise, from any claim or from the jurisdiction of any court. All disputes and litigation arising out of this Agreement will be decided by the state or federal courts of Oregon. Venue for all disputes and litigation will be in Lane County, Oregon.
- 10.5 Time is of the Essence.** The parties agree that time is of the essence with respect to all provisions of this Agreement.
- 10.6 No Third-Party Beneficiaries.** County and City are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or may be construed to give or provide any benefit or right to third persons, either directly or indirectly, that is greater than the rights and benefits enjoyed by the general public, unless that party is identified by name in this Agreement.
- 10.7 Headings.** The headings and captions in this Agreement are for reference and identification purposes only and may not be used to construe the meaning or to interpret the Agreement.
- 10.8 Force Majeure.** Neither party will be held responsible for delay or default due to force majeure acts, events, or occurrences, including but not limited to fires, riots, wars, and epidemics, unless such delay or default could have been avoided by the exercise of reasonable care, prudence, foresight, and diligence by that party.

- 10.9 Multiple Counterparts.** This Agreement and any subsequent amendments may be executed in several counterparts, facsimile or otherwise, all of which when taken together will constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement and any amendments so executed will constitute an original.
- 10.10 Merger and Construction.** This Agreement contains the entire agreement of County and City with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings. This Agreement is the result of bilateral negotiations between the parties, and the provisions of this Agreement are to be interpreted and their legal effects determined as a whole, with no part to be construed against the drafter of such part.
- 10.11 Compliance with Law.** County and City agree to comply with all federal, state and local laws applicable to the parties or the subject matter of this Agreement.

SIGNATURES FOLLOW ON NEXT PAGE

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CITY:

CITY OF COBURG

By: *[Signature]*

Print: Anne Heath

Title: City Administrator

Date: 6/26/2023

Address: PO Box 8316

Coburg, OR 97408

COUNTY:

LANE COUNTY

By: *[Signature]*
Steve M. Mokrohisky

Digitally signed by Steve Mokrohisky
DN: cn=Steve Mokrohisky, o=Lane
County, ou=County Administration,
email=diana.jones@lanecounty.or.gov,
c=US
Date: 2023.07.10 11:01:37 -07'00'

Title: County Administrator

Date: 7/10/23

By: *[Signature]*
Clifton G Harrold

Digitally signed by
Clifton G. Harrold
Date: 2023.07.03
15:37:00 -07'00'

Title: Sheriff

Date: 07/03/2023

Lane County Sheriff's Office
125 E 8th Avenue
Eugene, OR 97401

Exhibit A -- Scope of Work

The City of Coburg ("City"), on behalf of the Coburg Police Department, desire to continue the partnership with Lane County (County), on behalf of the Lane County Sheriff's Office, to provide dispatching and related services. The work to be applied is listed below.

1. City will remain on the LRIG trunked radio system. Should this change, renegotiations to the contract would need to be addressed.
2. County will dispatch for City, which includes approximately twelve (12) personnel consisting of one Police Chief, one Sergeant, two officers, one Records-Evidence Technician/Reserve Officer and 7 additional Reserve Officers. Average time consists of ten (10) to sixteen (16) staggered hours of police coverage per day. Case number volume in Calendar 2022 was 251 and active court warrants stood at 82 received, 60 cleared and 22 active warrants as of December 31, 2022.
3. County will provide Contract Dispatching Services to City at a cost described in Section 3, Consideration and Payment, of the contract.
 - Initial Year cost: \$72,852.00, July 1, 2023 – June 30, 2024.
 - Year Two cost is estimated up to an amount (Not-To-Exceed) 4% increase July 1, 2024 – June 30, 2025.
 - Year Three cost is estimated up to an amount (Not-To-Exceed) 4% increase July 1, 2025 – June 30, 2026.
4. County will handle all dispatching of City officers, including entering their calls for service into County's Computer-Aided-Dispatch ("CAD") system, tracking the status of all in-service City personnel via CAD, and taking all 911 calls within the Coburg city limits via transfer from Central Lane Communications.
5. A separate phone line will continue to be maintained solely for the transfer of the City business line to County Dispatch to facilitate after-hours, weekends, and holiday calls. Dispatch coverage will be up to eighty (80) hours per week of weekday business line answering at no additional charge; however, hours beyond 80 will result in City charged at an established rate for additional call-answering services.
6. Per City's ORI, County Dispatch/Police Records will be responsible for after-hours, weekends and holiday calls pertaining to data entry of missing persons/runaways, stolen vehicles, stolen license plates and stolen firearms. County Jail Records will enter warrants, handle the confirmations, clearances, and recalls, among other warrant-related duties, and physically hold the warrants in Jail Records at Lane County Adult Corrections.
7. City will fax all copies of missing person/runaways, stolen vehicles and stolen license plate reports to County Police Records to allow for expedient confirmation after-hours, weekends, and holidays. City will make immediate notification to County when these reports are cleared. For all other Law Enforcement Data System ("LEDS") or National Crime Information Center ("NCIC") entries requiring after-hours confirmation, County will route a City officer to their office to retrieve the report and fax it to County Dispatch. If there are no City units on duty, City

will provide a call-out matrix to respond to their office in order to provide County with any necessary confirmation documentation.

8. On behalf of City, County will provide phone and radio recordings to the DA's Office per their request or at the request of City. County will also provide copies of recordings to City for investigative, personnel purposes and public records requests.
9. City will provide County Dispatch with a clearly articulated call-out plan for times when there are no Coburg officers on duty. City will provide a clearly articulated response protocol as well for routine calls for services, or calls which fall under Coburg City Ordinances.
10. City will staff their office and handle business phone lines from 0800-1700 (8:00am - 5:00pm) weekdays, excluding holidays. During this time period, phone calls requiring dispatch assistance will continue to ring through to County on the established City non-emergency line.
11. City Staff will not dispatch officers to calls by phone or verbal relay without the knowledge of County Dispatch.
12. County Dispatch must be notified when City office staff secures or resumes their daily business. Staff must advise County Dispatch of phone transfers both to the established County line, or back to the City lines during regular business hours.
13. Monthly LEDS validations on warrants through Coburg Municipal Court will be the responsibility of City. County will handle the validation for Circuit Court warrants.
14. City will handle all public records requests involving City. County will provide City with any needed recordings or CAD documentation requested; however, City is responsible for said requests, for meeting the statutory response timelines, and for other related details to these recordings or documentations requests.
15. All City personnel must be appropriately LEDS and Criminal Justice Information System ("CJIS") trained and certified. Should the clearance or certification status of any City staff member be suspended or terminated for any reason, City will immediately notify County.
16. City will be allowed access to County CAD system. City will be responsible for making sure the computer accessing the CAD system is in a CJIS secure environment and that all personnel accessing that computer have the appropriate CJIS clearances and training, and that the computer hosting the CAD system is in no way visible or accessible to the public. County reserves the right to do a site inspection to verify these circumstances for CJIS compliance and/or auditing purposes.
17. County will furnish at no cost to City the services of their Communications Network Coordinator ("CNC") for up to eight (8) hours per month or an aggregate of ninety-six (96) hours per calendar year.
 - o CNC will program or re-program vehicle and portable radio equipment and do minor repairs as needed, or coordinate where to obtain repairs.

- CNC will consult on radio and radio network purchasing.
- At City's request, CNC will give an analysis of beneficial new and/or improved radio technology.
- This agreement does not include servicing any non-LRIG repeaters on behalf of City. That service would be negotiable based on County's contract rates. This provision of service is restricted solely to City and does not include any services involving Coburg Fire vehicles, base radio resources or repeaters.

18. City will adhere to County computer access requirements, as described in Attachments 1 and 2.

Exhibit B Access Requirements

The City of Coburg ("City"), on behalf of the Coburg Police Department, continue the partnership with Lane County ("County"), on behalf of the Lane County Sheriff's Office, to provide dispatching and related services by remotely utilizing County computer system and access. City will follow County policies, practices and securities regarding this access.

--COMPUTER CONNECTS

--REMOTE ACCESS

--SECURITY REQUIREMENTS

1. It is the policy of County that all third parties such as City who are given access to County's computer network, which includes access to County's Remote Computer-Aided Dispatch ("CAD") via the Lane County network, must agree to follow Lane County's Administrative Procedures Manual ("APM") Computer Use Policy (APM, Chapter 1/Section 22). Any third party must also be able to demonstrate compliance with the related Lane County policies. This includes staying current on all patches on equipment being used for remote access to County's CAD. Additionally, City will be subject to user access auditing or other auditing as could be required for a County Criminal Justice Information System ("CJIS") or other regulatory audit.
2. No personally-owned equipment will be used to access County's Remote Access CAD. All equipment used for that purpose must be the property of City.
3. City staff accessing County Remote Access CAD will be required to sign Lane County Technology Services' Third Party Requirements/User Acknowledgment form. Coburg PD staff using remote access will also acknowledge receipt of Lane County Administrative Procedures Manual/Chapter 1, Section 22 Use of County Computer and Communication Resources. This document is being provided solely as it applies to City's remote access to County's network for purposes of accessing County Remote Access CAD. In no way does it apply to any other aspect of City's business.
4. City will be responsible for all upkeep, maintenance and troubleshooting that is required due solely to city-owned equipment or internet connection issues.

Attachment 1

Third Party Remote Access Agreement Requirements for LCSO Remote Access CAD:

1. Secure remote access must be strictly controlled. Control will be enforced via password authentication.
2. At no time should any Coburg Police Department user share his/her login with anyone.
3. Non-standard hardware configurations on devices accessing the Lane County network via LCSO Remote Access CAD must be declared and approved by Lane County.
4. All hosts that are connected to Lane County internal networks via remote access technologies must use the most up-to-date anti-virus software and be on current operating versions.

I understand that this access and the work being conducted may be audited by Lane County or by a regulatory agency.

I agree to abide by the terms of this remote access user agreement and acknowledge receipt of the Lane County APM, Chapter 1, Section 22, *Use of County Computers and Communication Resources*.

Printed Name: _____

Signature: _____ Date: _____

Attachment 2

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Section 22

ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1
Section 22
Issue 6 Date 12/18/2016

SUBJECT: USE OF COUNTY COMPUTER AND COMMUNICATION RESOURCES

I. Purpose

The purpose of this procedure is to ensure that access to County Computer and Communication Resources within Lane County is used appropriately and the use is consistent with Oregon Public Records and Government Standards and Practices law, Federal, State and Local Regulatory Compliance Requirements and to establish rules governing such use of County Computer and Communication Resources. The primary objectives are to meet the County's performance goals; to maintain the organization's credibility with our clients, the public, and to protect the integrity of the County's Computer and Communication Resources. Lane County reserves the right to review any data, files, or communications created, sent, accessed, stored, or received on its Computer and Communication Resources.

II. Scope

This procedure is applicable to all County departments and is administered in accordance with the authority delegated to the County Administrator in Lane Code 2.110(4) (f) and Lane Manual 4.220. Where any section, subsection, sentence, clause or phrase of this procedure is found to conflict with both properly negotiated and ratified collective bargaining unit contracts or with any state or federal law or administrative rule, the terms of such contracts, laws, or rules prevail. Exceptions will take effect upon written approval of the County Administrator. Individual Department Directors may establish more strict procedures for their respective departments.

III. Amendment

This procedure may be amended by the County Administrator.

IV. Definitions

The following definitions apply throughout this procedure whether or not the terms are capitalized.

County Computer and Communication Resources ("Communication Resources"): All forms of information technology that are acquired, purchased, leased, or licensed by

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Lane County; accessed on or from Lane County's premises; accessed using County computer or communication equipment, or County-paid access methods; or used in a manner that identifies the individual with Lane County. This includes, but is not limited to, e-mail, Internet, Intranet, County computer hardware and software, County wired and wireless Personal mobile devices such as, tablets computers, cellular telephones, and other wireless voice or data devices. This definition does not include personal use of a personal computer communication device when connected to the public wireless network or when used as a stand-alone device.

County Equipment: All computers, laptops, desk phones, cellular phones, tablets, iPads, radios, etc. owned by Lane County and is used by employees in the course of County work.

Data: Information in a form suitable for processing by a computer, such as the digital representation of text, numbers, graphic images, or sounds.

Download: To copy data (usually an entire file) from one location to another. The term is often used to describe the process of copying a file from the Internet to one's own computer.

E-Mail: The transmission of text messages, memos, and reports from one email address to another.

Internet: The Internet is a global system of interconnected computer networks that use the standard Internet Protocol. It is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope.

Intranet: An intranet is a computer network that use Internet Protocol technology to share information, operational systems, or computing services within an organization. The term is used in contrast to *internet*, a network between organizations, and instead refers to a network within an organization.

Jailbreaking: To gain access to the operating system of (a smartphone, tablet, etc., especially an Apple device), usually in order to run modified or unauthorized software.

User Account: A network access account established for general access purposes, such as file permissions, timecards and email.

Wired Telephones: Lane County's telephone system, currently a land-line based system.

Wireless Telephones: Cellular telephones.

Wi-Fi Enabled Devices: Wi-Fi is a popular technology that allows an electronic device to exchange data wirelessly (using radio waves) over a computer network, including high-speed Internet connections.

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V. Ownership and Public Records. Communication Resources are provided and may be used only in the furtherance and conduct of County business.

A. Public Records

1. Except as provided by the Oregon Public Records Law exemptions, and unless otherwise specified, all software programs, documents, and data generated by or residing on the Communication Resources or generated by County employees or others at the direction of the County, and all Communication Resources are County property and public records.
2. Employees should not expect personal privacy with respect to any of their activities using Communication Resources. Under Oregon's Public Records law, there is no absolute right to privacy for any public record, which includes e-mail and other data; in fact, all County records are public records subject to limited confidentiality and disclosure exceptions.
3. Subject to certain state or federal confidentiality laws, the County reserves the right to access and disclose without prior notice any data stored on Communication Resources, including but not limited to removable flash or external storage devices, or created storage media.
4. Within limited exceptions under certain state or federal confidentiality laws, any data or telephone records may be accessed and reviewed at any time without prior notice by the Department Director, the County Administrator, the Information Services Director, County Counsel, or County Human Resources Manager. Data or records may also be accessed and reviewed by Information Services or other assigned support staff in their role of providing support services.
5. Retention of data. Since County data is public record, it is subject to the same retention requirements as hard copy documents. Data must be retained even if it is confidential, privileged, or otherwise exempt from disclosure under the Public Records Law unless state or federal law specifies otherwise. http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.htmlhttp://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html. The retention and disposition of public records is authorized by retention schedules issued by the Secretary of State Archives Division. http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html Records may be retained either in hard copy or electronic format. If a hard copy of the electronic data is printed, then the electronic version may be deleted. One version must be kept according to the applicable retention schedule. Questions about retention of electronic data (or other public records) should be directed first to the Department Director, then, if necessary to County Counsel.

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- B. Exceptions to records requests
1. The County may exercise any applicable privileges and objections to a public records or discovery request made for any County data contained in the Communication Resources or otherwise created or utilized in the furtherance of County business.
 2. An employee who wants the County to assert a privilege or objection under the Public Records law with respect to County data must notify the Department Director who will consult with County Counsel about the request.
- VI. Guidelines. The following guidelines are designed to assist employees in their use of Communication Resources.
- A. Communication Resources should be used as a tool for County business purposes. They are not to be used for personal pursuits while at work, unless permitted under Section VII.
 - B. Users should not expect privacy; they should observe courtesy and good security practices. There are a variety of ways data can be disclosed to people other than the intended recipient, including as a result of unauthorized access. The intended recipient of data or voice communication can forward information to a third party without the creator's knowledge; data communications sometimes are misdirected or disclosed to third parties due to human or system error. Data can be disclosed in the course of maintaining the Communication Resources.
 - C. E-mail may only be used in the conduct of county business except as allowed for personal use as defined in section VII. C. below. If an employee receives an inappropriate e-mail, he or she should take appropriate steps to inform the sender to not send such e-mail, delete the message (subject to Oregon Public Record Act limitations) and not forward it. The employee can contact the Information Services Department if assistance is needed.
 - D. Employees should represent Lane County's best interests, with a prudent exercise of judgment in the use of Communication Resources. This includes avoiding visiting improper Internet sites or taking part in non-business related discussion sites, such as chat rooms, blogs, newsgroups, and instant messaging. When logged in from a site that is identifiable with Lane County, employees should avoid any communications or activities that could be construed as improper or that otherwise could harm Lane County's reputation.
 - E. Employees should respect the rights of others. Employees must comply with all copyright laws when copying or distributing any copyrighted material. It is

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always wise to treat all material as copyright protected, unless the author has given his or her permission for the material to be redistributed.

VII. Acceptable Use:

- A. County Business. Communications Resources are provided for and may be used only in the furtherance and conduct of County business except as specified in section VII. C. below. Acceptable uses of Communications Resources include communication, data creation, and Internet activity that are in support of County-budgeted programs and activities. Examples of acceptable use in support of County activities include:
1. Communication for County purposes with private sector, federal, state, or local government agencies, their committees, boards or commissions.
 2. The use of Internet search engines to research work-related topics.
 3. Any other administrative communications or activities that are in support of normal and accepted County programs.
 4. Communication for current position-related professional development, or other professional development approved by the Department Director, to increase knowledge of issues in a field or subfield of knowledge.
- B. Wireless Devices. The use of County-provided Wireless Telephones and Wi-Fi Enabled Devices is limited to work-related duties. Employees may not use any such device for personal use, except when a personal call is related to official duties such as a meeting, which runs later than expected or a last minute change of schedule. Incoming calls regarding family emergencies are also permitted. The Oregon Government Standards and Practices Commission Advisory Opinion No. 98A-1003 prohibits all other personal usage of County-provided cellular telephones; the same logic applies to Wi-Fi Enabled Devices that utilize network communications. Only County owned devices or those with a County Stipend will have access to County systems and these devices will have Mobile Device Management (MDM) installed on them by Lane County Information Services.
1. The County may require that certain employees carry a Wireless Telephone or Wi-Fi Enabled Device for job related purposes. If so required, the County may assign a County-owned device and calling plan for the employee's work-related use.
 2. Alternatively, at the sole discretion of the Department Director and upon request of the employee, a monthly stipend as established by the County in LM 4.220 may be paid to the employee in lieu of being assigned the Wireless Telephone.

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- a. An employee requesting the stipend must sign an authorization form (Appendix A) and submit the form to the Department Director for approval. Department Directors have full discretion to approve or deny such a request, but any approval must be consistent with budgeted resources.
- b. After the Department Director has approved the request, the form must be submitted to Financial Services.
- c. **Personally-owned cell phones and Wi-Fi Enabled Devices used with a data stipend are subject to the following conditions:** ^[LC1]^[LC2]
 - i. The Wireless Telephone or Wi-Fi Enabled Device must be password protected with a minimum password length of 4 characters. This password must not be disabled so as to prevent unauthorized entry to the County email system.
 - ii. The password must be changed at least every 90 days.
 - iii. The device must require entry of this password after 10 minutes of inactivity.
 - iv. It is mandatory the device should contain anti-virus software and you enable the firewall and encryption on these devices.
 - v. County data placed on or created in the performance of duties for Lane County retained on these devices is discoverable in legal proceedings and are subject to public records requests. This may require that you surrender your device long enough for others to obtain the information requested.^[LC3].
 - vi. Employees shall not use these devices to house sensitive or confidential information. If an exception is granted to this rule due to business need for storage or transmission of this type of information, you must use appropriate encryption technologies^[LC4].
 - vii. If your device is lost or stolen, report the incident to the IS Department within 24 hours; IS can perform a *remote wipe* of all County data contained on the device if it still active and communicating on the network.
 - viii. The Wireless Telephone or Wi-Fi Enabled Device will not be allowed to have direct network access to the County Intranet network. Access to County Intranet will be through approved remote network access methods.

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- ix. The wireless device shall not be 'rooted' or 'jailbroken' at any time. This will result in immediate revocation of stipend privileges and the employee will be required to utilize a County owned device [LC5][LC6].

C. Personal Use of County Equipment. Personal use of Communication Resources that otherwise complies with this APM and that does not interfere with County business is permitted subject to the conditions stated below. The Information Services Director, Department Director or the employee's supervisor may cancel this personal use privilege.

1. For the limited purpose of compliance with the state ethics rules (Government Standards and Practices Law and administrative rules); this personal use is considered part of an employee's compensation package.
2. Personal use may not involve any prohibited activity under Section VIII described below.
3. Personal use of the Internet on non-paid time (lunch break during regular work shift) is limited to a maximum of one (1) hour per week.

Personal use of the County email program (i.e., Outlook) during County-paid work time is permitted up to one (1) hour per week.

Personal use of other Communication Resources is not time limited, but must comply with all other aspects of this APM.

4. Examples of acceptable personal use:
 - a. Communication with family.
 - b. Review of County sponsored benefit account information, such as life insurance, retirement accounts, flexible spending (Section 125 program), and health insurance.
 - c. Use of Communication Resources, including County fax systems for submitting benefit forms or information.
 - d. Access of educational resources for career development.
 - e. Communications in support of community volunteer activities, such as school boards, and other non-profit organizations.
 - f. Tracking personal appointments and contacts is permitted during paid time and is not subject to the hour limitation or lunch hour restriction.

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However, employees should be aware that contacts and appointments could be subject to disclosure under a public records request.

5. Department Directors may authorize individual exceptions to the timing of the personal use privilege under Section VII, C-3 above.

VIII. Unacceptable Use

- A. Prohibited Activities on County Equipment. Employees are strictly prohibited from using Communication Resources in connection with any activities listed below. While personal use is permitted by Subsection VII (C), it does not include or permit any of the prohibited activities listed below:

Note: the list below is illustrative of prohibited activities; however, if a prohibition exists in any applicable law, administrative rule, other administrative procedure or directive established within the employee's department, it is likewise applicable.

1. Using Communication Resources to conduct personal business for private financial gain or avoidance of private financial loss at any time.
2. Except for the purchase or sale of goods or services for County use when authorized by the Department Director, using Communication Resources to engage in any commerce, including the purchase or sale of any goods or services.
3. Accessing personal Internet accounts, financial, trading, and personal travel accounts to perform a financial transaction.

NOTE: the prohibited uses described in Sections VIII (A) (1), (2) and (3) likely constitute a violation of the Oregon Code of Ethics and may result in civil liability for the employee. See ORS Chapter 244.

4. Accessing other personal Internet accounts, such as social media, unless this access is needed to manage or participate in approved Lane County social media sites for business purposes.
5. Attempting to or circumventing, reducing, or defeating security or auditing systems of Communication Resources or those of any other organization without prior written authorization from the Information Services Director.
6. Taking any action that attempts to or renders the user's computer equipment unusable or that interferes with another's use of Communication Resources.

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7. Obtaining unauthorized access to any computer system.
8. Using another individual's password.
9. Using another individual's account or identity without explicit documented authorization, unless approved by the Information Services Director, Department Director, County Counsel, or the County Administrator. (Use of Outlook's capability for granting and assigning delegates is allowed and provides necessary documentation.)
10. Giving non-Lane County employees or other users not authorized by the Department and Information Services Director access to Communication Resources.
11. Monitoring or intercepting the files or electronic communications of employees or third parties, unless this is approved by the Information Services Director, and one of the following: Department Director, County Counsel, or the County Administrator. This prohibition does not apply to an authorized use of a particular software program (for instance, calendar management).
12. Engaging in illegal, fraudulent, or malicious conduct, or conduct that causes someone else to suffer loss or harm.
13. Downloading and installing software off the Internet without previous authorization from the Information Services Director. [LC9].
 - i. Except as allowed under any software license any commercial software residing on the Communication Resources must have been purchased through an authorized vendor or otherwise lawfully obtained. Except as otherwise allowed under the software license, and except for backup/archival purposes, software owned by Lane County or installed on the Communication Resources is covered under the copyright laws and may not be copied, duplicated, or installed on any other computer resource.
 - ii. Copying or downloading any software from or onto the Communication Resources having the potential for bypassing or damaging the Communication Resources or the County systems' security is prohibited.
14. Soliciting, supporting, opposing, or promoting political or religious causes or beliefs.
15. Using the Communication Resources in a manner that would constitute or might be construed by a reasonable person to constitute an endorsement of a specific commercial entity by Lane County.

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16. Working on behalf of organizations or businesses without any professional or business affiliation with Lane County, or working on behalf of organizations or businesses with such affiliation but outside of the specific County business with them.
17. Except as expressly authorized by the Department Director or the County Administrator as a matter of County concern, and except for communications in support of community volunteer activities as listed in Section VII, C, using the Communication Resources on behalf of non-profit or charitable activity. (Note: the annual Charitable Giving campaign is so authorized.)
18. Sending, receiving, or storing offensive, obscene, or defamatory data.
19. Sending uninvited e-mail of a personal nature.
20. Visiting or viewing pornographic Internet sites, downloading pornographic data from the Internet, sending or retrieving sexually explicit or offensive messages, cartoons or jokes, ethnic slurs, racial epithets or any other statement or image that might be construed as harassment, disparagement, libel, or discriminatory based on sex, race, sexual orientation, national origin, disability, or religious or political beliefs.
21. Annoying or harassing other individuals, including any prohibited form of harassment.
22. Distributing or storing chain letters, jokes, solicitations, junk mail, spam, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.
23. Using Communication Resources to play games.
24. Using Communication Resources in a manner that interferes with the productivity of another employee, co-workers, or the County Communication Resources.
25. Use of any large bandwidth Communication Resource for personal use (i.e. streaming video) unless authorized by the Department Director.
26. Connection of personally-owned devices to the County computer and Communication Resources, other than e-mail and calendaring through the cellular network or wireless devices through the public wireless connection, without authorization from the Information Services Department Director. Personally-owned devices are not allowed to be

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directly connected to the Lane County internal network through either a cable connection, a docking station, or through the County private wireless network.

- B. Departmental Authorization. A Department Director may authorize a specific prohibited activity for a specific individual for legitimate County business purposes, except for activities that require the Information Services Director's approval. Such authorization must be in writing.
- C. Violation. *Employees violating the Lane Manual policy or this APM are subject to discipline, up to and including termination of employment.* Furthermore, employees using Communication Resources for defamatory, illegal, or fraudulent purposes also may be subject to civil liability and criminal prosecution.

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Section 22

IX. County Telephone System

- A. Overview. Within the current structure, Lane Council of Governments (LCOG) manages the telephone system and Lane County maintains policy control and approval authority. Approval of changes is required both at the department level and County Administration level. Departments will appoint telephone contact persons who are authorized to request telephone service and changes. The named telephone coordinator will call the Help line to initiate service requests or changes.
- B. Unused Equipment. Departments no longer requiring the use of specific telephones should request their removal. The removal of unused telephones results in the following benefits to the departments:
1. Station count and billing will be reduced appropriately.
 2. Cost of unused financed telephones will be allocated to all users.
- C. Moves, Changes, and Equipment Cost.
1. Phones coming from unused stock used to fill an order will be billed to the new user at the financed cost of the equipment.
 2. If a department has an order for phones that cannot be taken from stock, the station equipment required will need to be charged to an operating budget. This will reduce on-going costs for that department as the cost of the station equipment will not be billed after purchase.
- D. Software Changes. If a change is software only, LCOG will provide the requested service without seeking further approval. These changes are paid for out of the Phone Management budget, not on a fee-for-service basis.
- E. Work Order Approval and Processing. Work orders requiring technician time or additional equipment will be originated by LCOG after consultations with the department. An estimate of cost will be applied and routed to the originating department for approval. After department approval, County Administration will review, and if approved, the work will be performed and billed accordingly. Generally, time-frames for software moves and changes are 1 to 5 days; hardware changes 1 to 12 days; and line changes that involve the telephone company service 10 to 15 days.
- F. Unauthorized Changes. In order to preserve the integrity of the warranties on the telephone equipment and to avoid costly service and/or repair work, telephones, data adapters, and jacks must not be moved, removed, altered, installed or otherwise modified except by authorized telephone personnel.

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X. Password Procedure

- A. Overview. Passwords are an important facet of computer security. They are the first line of defense for all Lane County user accounts. Lane County employees are responsible for taking the correct steps, as outlined below, to select and secure their passwords.
- B. Purpose. The purpose of this procedure is to establish a County Wide password policy for employees accessing the Lane County Communications Resources that require passwords.
- C. Password Requirements and Limitations
1. Employees must not use the same password for Lane County accounts as for other Non-Lane County access (e.g., personal ISP account, option trading, benefits, etc.).
 2. Employees must not write down passwords, or store passwords on-line without Information Services approved encryption software.
 3. Employees must not share passwords with anyone, including administrative assistants or co-workers. All passwords are to be treated as sensitive, confidential Lane County information.
 - a. Do not reveal a password over the phone to anyone.
 - b. Do not reveal a password in an email message.
 - c. Do not reveal a password to your supervisor.
 - d. Do not talk about a password in front of others.
 - e. Do not hint at the form of a password (e.g., my dogs name, street address, etc.).
 - f. Do not reveal a password on security forms or polls.
 - g. Do not share a password with family members.
 - h. Do not reveal a password to a co-worker while on vacation.
 - i. If someone demands a password, refer them to this document or have them call the LCIS Help Desk.
 - j. Do not use the "Remember Password" feature of applications (e.g., Outlook, Internet Explorer).

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- 4. Passwords should not have any of the following characteristics:
 - a. The words "Lane County" or any derivation.
 - b. Birthdays and other personal information such as addresses, and phone numbers.
 - c. Word or number patterns like aaaccc, qwerty, zyxwvuts, 123321, etc.
 - d. Contain spaces in the password.
- 5. With the exception of Wi-Fi-enabled devices, passwords must have the following characteristics:
 - a. Be a minimum of 14 characters.
 - b. Be required to be changed at least every 90 days.
 - c. Not be similar to or the same as any of the past ten (10) passwords.
 - d. Not be changed more frequently than every one (1) day.
- 6. Security Incident reporting.

If an account or password is suspected to have been compromised, report the incident to the LCIS Help Desk.

X. Interpretation and Implementation

Any questions relative to the intent or application of this procedure should be directed to the Information Services Director, who is delegated the responsibility to interpret and implement this procedure.

Approved: 
County Administrator

12/18/2016
Effective Date

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Section 22

**APPENDIX A - Use of Employee-Owned Wireless Telephone for
County Business**

As a Lane County employee, I have been authorized to carry a county-provided wireless telephone for job related purposes. I make this request to receive a monthly stipend for use of my personal wireless phone in lieu of being assigned a county-owned wireless phone.

In accordance with APM Chapter 1, Section 22, I agree to use my own wireless phone for County business according to the job requirements assigned by my supervisor or director and I agree to the following:

- The County may publish my personal wireless number and/or e-mail address as needed.
- I am responsible for acquiring a cellular telephone and calling plan and maintaining active service at all times while receiving the stipend. I am also responsible for any service and maintenance cost for my own phone. The County is not responsible for replacement cost of lost, stolen, or damaged phones.
- My supervisor or director may establish call availability requirements. Job related calls should be responded to in a timely manner and personal calls during assigned duty periods should be kept to a minimum.
- The stipend will be paid monthly through the payroll system and is considered taxable income and as such will be subject to standard payroll taxes. The initial stipend rates are: basic cell service \$35.00 per month; basic Internet service \$35.00 per month; cell and Internet service combination \$70.00 per month. The rates are subject to change based on a review of costs of services.
- Records of calls made or received on my wireless phone for which the stipend is received may be subject to public records laws.
- Managers may review call logs and Internet logs for verification of valid County business use.
- Approval of the stipend and/or assignment of a wireless telephone are at the sole discretion of the County, and the County reserves the right to modify or discontinue such practice at any time for any reason.
- I understand that I must notify the Department Director and Financial Services if, at any time while receiving the stipend, service is disconnected for any reason, in which case the stipend will also cease.
- I understand that this stipend may be revoked or modified at any time for any reason.
- I further understand that a new request and approval must be submitted each July 1. Failure to submit a request and approval to Financial Services will result in no payment of a stipend.

ACCEPTANCE: Date: _____

Action (Check One): Start: Stop: Continue: _____

Choose Service: Cell: Internet: Cell & Internet:

Print Name Employee ID Phone Number Signature

Supervisor/Manager Department Director (Required) HR Labor Code

INTERGOVERNMENTAL AGREEMENT
(IGA) (LC Contract Form A-2, 02/01/2023)

DISPATCH SERVICES FOR CITY OF COBURG POLICE DEPARTMENT

This Agreement is entered into by and between Lane County, a political subdivision of the State of Oregon (“County”), on behalf of the Sheriff’s Office, and City of Coburg, a municipal corporation (“City”), on behalf of the Coburg Police Department, each a “party,” and referred to collectively in this Agreement as “the parties.”

RECITALS

- A. ORS 190.010 and the Lane County Home Rule Charter provide that units of local government may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers, or agents, have authority to perform.
- B. City desires to continue the partnership with County for dispatch services for the Coburg Police Department.
- C. County is willing to provide dispatch services to City.
- D. Parties to this Agreement must perform the Work in a manner consistent with the offers and statements in Exhibit A and Exhibit B.

1. SCOPE OF AGREEMENT.

1.1 County will:

1.1.1 provide and fulfill dispatch services to City as described in Exhibit A.

1.2 City will:

1.2.1 perform and function as described in Exhibit A.

1.2.2 perform and function as described in Exhibit B.

1.2.3 agree to the terms described in Attachments 1 and 2.

2. DOCUMENTS FORMING THE AGREEMENT

2.1 The Agreement. The Agreement consists of this document and all exhibits listed below, which are incorporated into this Agreement.

2.2 Exhibits. With this document, the following exhibits are incorporated into the Agreement:

- **Exhibit A** Scope of Work
- **Exhibit B** Access Requirements
- **Attachment 1** Third Party Remote Access Agreement Requirements
- **Attachment 2** Lane County APM, *Use of County Computer and Communication Resources*

3. CONSIDERATION AND PAYMENT

3.1 In consideration for City's performance under this Agreement, **County will:**

3.1.1 invoice City each quarter during the months of September, December, March and June.
Payment will be due within thirty (30) days of billing date.

3.1.2 increase annual payments after the Initial Years’ end date by a not-to-exceed amount of four percent (4%), as of July 1st each new year.

3.2 In consideration for County's performance under this Agreement, **City will:**

3.2.1 agree to pay an Initial Year amount of Seventy-Two Thousand Eight Hundred Fifty-Two Dollars (\$72,852.00) for Dispatch Services from July 1, 2023-June 30, 2024

3.2.2 agree to two addition years of services not to exceed four percent (4%) increases each year.

3.2.3 pay County quarterly as described in 3, 3.1 (3.1.1.)

4. EFFECTIVE DATE AND DURATION

4.1 Effective Date. Upon the signature of all parties, this Agreement is effective July 1, 2023.

4.2 Duration. Unless extended or terminated earlier in accordance with its terms, this Agreement will terminate June 30, 2026. However, such expiration shall not extinguish or prejudice either party's right to enforce this agreement with respect to any breach or default in performance which has not been cured.

5. AUTHORIZED REPRESENTATIVES. Each of the parties designates the following individuals as its authorized representatives for administration of this Agreement. Either party may designate a new authorized representative by written notice to the other.

5.1 County's Authorized Representative.

Jonna Hill, Support Services Manager
125 E 8th Avenue
Eugene, OR 97401
Phone: 541-682-6689
Email: jonna.hill@lanecountyor.gov

5.2 City's Authorized Representative.

Anne Heath, City Administrator
91136 N Willamette Street
Coburg, OR 97408
Phone: 541-682-7871

Any notice, demand, consent, approval, or other communication to be given under this Agreement must be in writing and provided by email addressed to the party's authorized representative, except as provided below in this section. However, if, in either party's discretion, email is not the most appropriate method for providing notice, then notice may be provided by personal delivery; certified mail, postage prepaid, return receipt requested; or nationally recognized overnight courier. The effective date of notice shall be: for notice by email, the date and time sent if sent between the hours of 8 am and 5 pm, otherwise effective at 8am the following Business Day; for notice delivered in person, the date and time of delivery; for notice by U.S. mail, three days after the date of certification; and for notice by overnight courier, the next business day after deposit with the courier. If no representative is identified in this section, notice may be given to the person executing the Agreement on behalf of that party below.

6. SPECIAL CONDITIONS

6.1 Compliance with Coronavirus Guidelines, Laws, Rules, and Orders. Each of the parties is aware of the continuing COVID-19 emergency and each agrees that it is and will remain familiar with the CDC prevention guidelines and with federal, state, and local laws, rules, and orders regarding COVID-19 throughout the term of this Agreement, and will take all necessary precautions relating to COVID-19 and its variants, including those set out in the guidelines, laws, rules, and orders described in this paragraph. The parties have anticipated the costs of compliance with the present guidelines, rules, laws, and orders prior to entering into this Agreement, and that no claim will be made by either party for such compliance.

7. INDEMNIFICATION. To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, each party agrees to indemnify, defend, and hold harmless the other party and its officers, employees, and agents from and against all damages, losses and expenses, including but not limited to attorney fees and costs related to litigation, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement.

8. PUBLIC BODY STATUS. In providing the services specified in this Agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any and all other statutory rights granted as a result of their status as local public bodies.

9. MODIFICATION AND TERMINATION.

- 9.1 Modification.** No modification or amendment to this Agreement will bind either party unless in writing and signed by both parties.
- 9.2 Termination.** The parties may jointly agree to terminate this Agreement at any time by written agreement. Either party may terminate this Agreement for its convenience at any time with no liability on its part, except to pay for services previously provided, by giving the other party not less than 30 days' advance written notice.
- 9.3 Non-Appropriation.** Each of the parties certifies that it has sufficient funds currently authorized for expenditure to finance the costs of this Agreement for the period within the current budget; however, the parties understand and agree that, if a party does not appropriate funds for the next succeeding fiscal year to continue payments otherwise required by the Agreement, this Agreement will terminate at the end of the last fiscal year for which payments have been appropriated. The non-appropriating party will notify the other party of such non-appropriation not later than 30 days before the beginning of the year within which funds are not appropriated. Upon termination pursuant to this clause, neither party will have a further obligation for payments beyond the termination date.

10. MISCELLANEOUS PROVISIONS

- 10.1 Dispute Resolution.** The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or other cooperative dispute resolution process.
- 10.2 Waiver.** Failure of either party to enforce any provision of the Agreement does not constitute a waiver or relinquishment by the party of the right to such performance in the future nor of the right to enforce that or any other provision of this Agreement.
- 10.3 Severability.** If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected; and the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 10.4 Governing Law, Forum, and Venue.** All matters in dispute between the parties to this Agreement arising from or relating to the Agreement, including without limitation alleged tort or violation, are governed by, construed, and enforced in accordance with the laws of the State of Oregon without regard to principles of conflict of laws. This section does not constitute a waiver by County of any form of defense or immunity, whether governmental immunity or otherwise, from any claim or from the jurisdiction of any court. All disputes and litigation arising out of this Agreement will be decided by the state or federal courts of Oregon. Venue for all disputes and litigation will be in Lane County, Oregon.
- 10.5 Time is of the Essence.** The parties agree that time is of the essence with respect to all provisions of this Agreement.
- 10.6 No Third-Party Beneficiaries.** County and City are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or may be construed to give or provide any benefit or right to third persons, either directly or indirectly, that is greater than the rights and benefits enjoyed by the general public, unless that party is identified by name in this Agreement.
- 10.7 Headings.** The headings and captions in this Agreement are for reference and identification purposes only and may not be used to construe the meaning or to interpret the Agreement.
- 10.8 Force Majeure.** Neither party will be held responsible for delay or default due to force majeure acts, events, or occurrences, including but not limited to fires, riots, wars, and epidemics, unless such delay or default could have been avoided by the exercise of reasonable care, prudence, foresight, and diligence by that party.

- 10.9 Multiple Counterparts.** This Agreement and any subsequent amendments may be executed in several counterparts, facsimile or otherwise, all of which when taken together will constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement and any amendments so executed will constitute an original.
- 10.10 Merger and Construction.** This Agreement contains the entire agreement of County and City with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings. This Agreement is the result of bilateral negotiations between the parties, and the provisions of this Agreement are to be interpreted and their legal effects determined as a whole, with no part to be construed against the drafter of such part.
- 10.11 Compliance with Law.** County and City agree to comply with all federal, state and local laws applicable to the parties or the subject matter of this Agreement.

SIGNATURES FOLLOW ON NEXT PAGE

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CITY:

CITY OF COBURG

By: 

Print: Anne Heath

Title: City Administrator


Date: 6/26/2023

Address: PO Box 8316

Coburg, OR 97408

COUNTY:

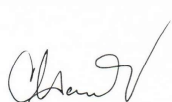
LANE COUNTY

By: 
Steve M. Mokrohisky

Digitally signed by Steve Mokrohisky
DN: cn=Steve Mokrohisky, o=Lane
County, ou=County Administration,
email=diana.jones@lanecounty.or.gov,
c=US
Date: 2023.07.10 11:01:37 -07'00'

Title: County Administrator

Date: 7/10/23

By: 
Clifton G. Harrold

Digitally signed by
Clifton G. Harrold
Date: 2023.07.03
15:37:00 -07'00'

Title: Sheriff

Date: 07/03/2023

Lane County Sheriff's Office
125 E 8th Avenue
Eugene, OR 97401

Exhibit A -- Scope of Work

The City of Coburg (“City”), on behalf of the Coburg Police Department, desire to continue the partnership with Lane County (County), on behalf of the Lane County Sheriff’s Office, to provide dispatching and related services. The work to be applied is listed below.

1. City will remain on the LRIG trunked radio system. Should this change, renegotiations to the contract would need to be addressed.
2. County will dispatch for City, which includes approximately twelve (12) personnel consisting of one Police Chief, one Sergeant, two officers, one Records-Evidence Technician/Reserve Officer and 7 additional Reserve Officers. Average time consists of ten (10) to sixteen (16) staggered hours of police coverage per day. Case number volume in Calendar 2022 was 251 and active court warrants stood at 82 received, 60 cleared and 22 active warrants as of December 31, 2022.
3. County will provide Contract Dispatching Services to City at a cost described in Section 3, Consideration and Payment, of the contract.
 - Initial Year cost: \$72,852.00, July 1, 2023 – June 30, 2024.
 - Year Two cost is estimated up to an amount (Not-To-Exceed) 4% increase July 1, 2024 – June 30, 2025.
 - Year Three cost is estimated up to an amount (Not-To-Exceed) 4% increase July 1, 2025 – June 30, 2026.
4. County will handle all dispatching of City officers, including entering their calls for service into County’s Computer-Aided-Dispatch (“CAD”) system, tracking the status of all in-service City personnel via CAD, and taking all 911 calls within the Coburg city limits via transfer from Central Lane Communications.
5. A separate phone line will continue to be maintained solely for the transfer of the City business line to County Dispatch to facilitate after-hours, weekends, and holiday calls. Dispatch coverage will be up to eighty (80) hours per week of weekday business line answering at no additional charge; however, hours beyond 80 will result in City charged at an established rate for additional call-answering services.
6. Per City’s ORI, County Dispatch/Police Records will be responsible for after-hours, weekends and holiday calls pertaining to data entry of missing persons/runaways, stolen vehicles, stolen license plates and stolen firearms. County Jail Records will enter warrants, handle the confirmations, clearances, and recalls, among other warrant-related duties, and physically hold the warrants in Jail Records at Lane County Adult Corrections.
7. City will fax all copies of missing person/runaways, stolen vehicles and stolen license plate reports to County Police Records to allow for expedient confirmation after-hours, weekends, and holidays. City will make immediate notification to County when these reports are cleared. For all other Law Enforcement Data System (“LEDS”) or National Crime Information Center (“NCIC”) entries requiring after-hours confirmation, County will route a City officer to their office to retrieve the report and fax it to County Dispatch. If there are no City units on duty, City

will provide a call-out matrix to respond to their office in order to provide County with any necessary confirmation documentation.

8. On behalf of City, County will provide phone and radio recordings to the DA's Office per their request or at the request of City. County will also provide copies of recordings to City for investigative, personnel purposes and public records requests.
9. City will provide County Dispatch with a clearly articulated call-out plan for times when there are no Coburg officers on duty. City will provide a clearly articulated response protocol as well for routine calls for services, or calls which fall under Coburg City Ordinances.
10. City will staff their office and handle business phone lines from 0800-1700 (8:00am—5:00pm) weekdays, excluding holidays. During this time period, phone calls requiring dispatch assistance will continue to ring through to County on the established City non-emergency line.
11. City Staff will not dispatch officers to calls by phone or verbal relay without the knowledge of County Dispatch.
12. County Dispatch must be notified when City office staff secures or resumes their daily business. Staff must advise County Dispatch of phone transfers both to the established County line, or back to the City lines during regular business hours.
13. Monthly LEDS validations on warrants through Coburg Municipal Court will be the responsibility of City. County will handle the validation for Circuit Court warrants.
14. City will handle all public records requests involving City. County will provide City with any needed recordings or CAD documentation requested; however, City is responsible for said requests, for meeting the statutory response timelines, and for other related details to these recordings or documentations requests.
15. All City personnel must be appropriately LEDS and Criminal Justice Information System ("CJIS") trained and certified. Should the clearance or certification status of any City staff member be suspended or terminated for any reason, City will immediately notify County.
16. City will be allowed access to County CAD system. City will be responsible for making sure the computer accessing the CAD system is in a CJIS secure environment and that all personnel accessing that computer have the appropriate CJIS clearances and training, and that the computer hosting the CAD system is in no way visible or accessible to the public. County reserves the right to do a site inspection to verify these circumstances for CJIS compliance and/or auditing purposes.
17. County will furnish at no cost to City the services of their Communications Network Coordinator ("CNC") for up to eight (8) hours per month or an aggregate of ninety-six (96) hours per calendar year.
 - o CNC will program or re-program vehicle and portable radio equipment and do minor repairs as needed, or coordinate where to obtain repairs.

- CNC will consult on radio and radio network purchasing.
- At City's request, CNC will give an analysis of beneficial new and/or improved radio technology.
- This agreement does not include servicing any non-LRIG repeaters on behalf of City. That service would be negotiable based on County's contract rates. This provision of service is restricted solely to City and does not include any services involving Coburg Fire vehicles, base radio resources or repeaters.

18. City will adhere to County computer access requirements, as described in Attachments 1 and 2.

Exhibit B – Access Requirements

The City of Coburg (“City”), on behalf of the Coburg Police Department, continue the partnership with Lane County (“County”), on behalf of the Lane County Sheriff’s Office, to provide dispatching and related services by remotely utilizing County computer system and access. City will follow County policies, practices and securities regarding this access.

--COMPUTER CONNECTS**--REMOTE ACCESS****--SECURITY REQUIREMENTS**

1. It is the policy of County that all third parties such as City who are given access to County’s computer network, which includes access to County’s Remote Computer-Aided Dispatch (“CAD”) via the Lane County network, must agree to follow Lane County’s Administrative Procedures Manual (“APM”) Computer Use Policy (APM, Chapter 1/Section 22). Any third party must also be able to demonstrate compliance with the related Lane County policies. This includes staying current on all patches on equipment being used for remote access to County’s CAD. Additionally, City will be subject to user access auditing or other auditing as could be required for a County Criminal Justice Information System (“CJIS”) or other regulatory audit.
2. No personally-owned equipment will be used to access County’s Remote Access CAD. All equipment used for that purpose must be the property of City.
3. City staff accessing County Remote Access CAD will be required to sign Lane County Technology Services’ Third Party Requirements/User Acknowledgment form. Coburg PD staff using remote access will also acknowledge receipt of Lane County Administrative Procedures Manual/Chapter 1, Section 22 – Use of County Computer and Communication Resources. This document is being provided solely as it applies to City’s remote access to County’s network for purposes of accessing County Remote Access CAD. In no way does it apply to any other aspect of City’s business.
4. City will be responsible for all upkeep, maintenance and troubleshooting that is required due solely to city-owned equipment or internet connection issues.

Attachment 1

Third Party Remote Access Agreement Requirements for LCSO Remote Access CAD:

- 1. Secure remote access must be strictly controlled. Control will be enforced via password authentication.
- 2. At no time should any Coburg Police Department user share his/her login with anyone.
- 3. Non-standard hardware configurations on devices accessing the Lane County network via LCSO Remote Access CAD must be declared and approved by Lane County.
- 4. All hosts that are connected to Lane County internal networks via remote access technologies must use the most up-to-date anti-virus software and be on current operating versions.

I understand that this access and the work being conducted may be audited by Lane County or by a regulatory agency.

I agree to abide by the terms of this remote access user agreement and acknowledge receipt of the Lane County APM, Chapter 1, Section 22, *Use of County Computers and Communication Resources*.

Printed Name: _____

Signature: _____ Date: _____

ADMINISTRATIVE PROCEDURES MANUAL



SUBJECT: USE OF COUNTY COMPUTER AND COMMUNICATION RESOURCES

I. Purpose

The purpose of this procedure is to ensure that access to County Computer and Communication Resources within Lane County is used appropriately and the use is consistent with Oregon Public Records and Government Standards and Practices law, Federal, State and Local Regulatory Compliance Requirements and to establish rules governing such use of County Computer and Communication Resources. The primary objectives are to meet the County's performance goals; to maintain the organization's credibility with our clients, the public, and to protect the integrity of the County's Computer and Communication Resources. Lane County reserves the right to review any data, files, or communications created, sent, accessed, stored, or received on its Computer and Communication Resources.

II. Scope

This procedure is applicable to all County departments and is administered in accordance with the authority delegated to the County Administrator in Lane Code 2.110(4) (f) and Lane Manual 4.220. Where any section, subsection, sentence, clause or phrase of this procedure is found to conflict with both properly negotiated and ratified collective bargaining unit contracts or with any state or federal law or administrative rule, the terms of such contracts, laws, or rules prevail. Exceptions will take effect upon written approval of the County Administrator. Individual Department Directors may establish more strict procedures for their respective departments.

III. Amendment

This procedure may be amended by the County Administrator.

IV. Definitions

The following definitions apply throughout this procedure whether or not the terms are capitalized.

County Computer and Communication Resources ("Communication Resources"): All forms of information technology that are acquired, purchased, leased, or licensed by

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Lane County; accessed on or from Lane County's premises; accessed using County computer or communication equipment, or County-paid access methods; or used in a manner that identifies the individual with Lane County. This includes, but is not limited to, e-mail, Internet, Intranet, County computer hardware and software, County wired and wireless Personal mobile devices such as, tablets computers, cellular telephones, and other wireless voice or data devices. This definition does not include personal use of a personal computer communication device when connected to the public wireless network or when used as a stand-alone device.

County Equipment: All computers, laptops, desk phones, cellular phones, tablets, iPads, radios, etc. owned by Lane County and is used by employees in the course of County work.

Data: Information in a form suitable for processing by a computer, such as the digital representation of text, numbers, graphic images, or sounds.

Download: To copy data (usually an entire file) from one location to another. The term is often used to describe the process of copying a file from the Internet to one's own computer.

E-Mail: The transmission of text messages, memos, and reports from one email address to another.

Internet: The Internet is a global system of interconnected computer networks that use the standard Internet Protocol. It is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope.

Intranet: An intranet is a computer network that use Internet Protocol technology to share information, operational systems, or computing services within an organization. The term is used in contrast to *internet*, a network between organizations, and instead refers to a network within an organization.

Jailbreaking: To gain access to the operating system of (a smartphone, tablet, etc., especially an Apple device), usually in order to run modified or unauthorized software.

User Account: A network access account established for general access purposes, such as file permissions, timecards and email.

Wired Telephones: Lane County's telephone system, currently a land-line based system.

Wireless Telephones: Cellular telephones.

Wi-Fi Enabled Devices: Wi-Fi is a popular technology that allows an electronic device to exchange data wirelessly (using radio waves) over a computer network, including high-speed Internet connections.

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V. Ownership and Public Records. Communication Resources are provided and may be used only in the furtherance and conduct of County business.

A. Public Records

1. Except as provided by the Oregon Public Records Law exemptions, and unless otherwise specified, all software programs, documents, and data generated by or residing on the Communication Resources or generated by County employees or others at the direction of the County, and all Communication Resources are County property and public records.
2. Employees should not expect personal privacy with respect to any of their activities using Communication Resources. Under Oregon's Public Records law, there is no absolute right to privacy for any public record, which includes e-mail and other data; in fact, all County records are public records subject to limited confidentiality and disclosure exceptions.
3. Subject to certain state or federal confidentiality laws, the County reserves the right to access and disclose without prior notice any data stored on Communication Resources, including but not limited to removable flash or external storage devices, or created storage media.
4. Within limited exceptions under certain state or federal confidentiality laws, any data or telephone records may be accessed and reviewed at any time without prior notice by the Department Director, the County Administrator, the Information Services Director, County Counsel, or County Human Resources Manager. Data or records may also be accessed and reviewed by Information Services or other assigned support staff in their role of providing support services.
5. Retention of data. Since County data is public record, it is subject to the same retention requirements as hard copy documents. Data must be retained even if it is confidential, privileged, or otherwise exempt from disclosure under the Public Records Law unless state or federal law specifies otherwise. http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.htmlhttp://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html. The retention and disposition of public records is authorized by retention schedules issued by the Secretary of State Archives Division. http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html Records may be retained either in hard copy or electronic format. If a hard copy of the electronic data is printed, then the electronic version may be deleted. One version must be kept according to the applicable retention schedule. Questions about retention of electronic data (or other public records) should be directed first to the Department Director, then, if necessary to County Counsel.

- B. Exceptions to records requests
1. The County may exercise any applicable privileges and objections to a public records or discovery request made for any County data contained in the Communication Resources or otherwise created or utilized in the furtherance of County business.
 2. An employee who wants the County to assert a privilege or objection under the Public Records law with respect to County data must notify the Department Director who will consult with County Counsel about the request.
- VI. Guidelines. The following guidelines are designed to assist employees in their use of Communication Resources.
- A. Communication Resources should be used as a tool for County business purposes. They are not to be used for personal pursuits while at work, unless permitted under Section VII.
 - B. Users should not expect privacy; they should observe courtesy and good security practices. There are a variety of ways data can be disclosed to people other than the intended recipient, including as a result of unauthorized access. The intended recipient of data or voice communication can forward information to a third party without the creator's knowledge; data communications sometimes are misdirected or disclosed to third parties due to human or system error. Data can be disclosed in the course of maintaining the Communication Resources.
 - C. E-mail may only be used in the conduct of county business except as allowed for personal use as defined in section VII. C. below. If an employee receives an inappropriate e-mail, he or she should take appropriate steps to inform the sender to not send such e-mail, delete the message (subject to Oregon Public Record Act limitations) and not forward it. The employee can contact the Information Services Department if assistance is needed.
 - D. Employees should represent Lane County's best interests, with a prudent exercise of judgment in the use of Communication Resources. This includes avoiding visiting improper Internet sites or taking part in non-business related discussion sites, such as chat rooms, blogs, newsgroups, and instant messaging. When logged in from a site that is identifiable with Lane County, employees should avoid any communications or activities that could be construed as improper or that otherwise could harm Lane County's reputation.
 - E. Employees should respect the rights of others. Employees must comply with all copyright laws when copying or distributing any copyrighted material. It is

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always wise to treat all material as copyright protected, unless the author has given his or her permission for the material to be redistributed.

VII. Acceptable Use:

- A. County Business. Communications Resources are provided for and may be used only in the furtherance and conduct of County business except as specified in section VII. C. below. Acceptable uses of Communications Resources include communication, data creation, and Internet activity that are in support of County-budgeted programs and activities. Examples of acceptable use in support of County activities include:
1. Communication for County purposes with private sector, federal, state, or local government agencies, their committees, boards or commissions.
 2. The use of Internet search engines to research work-related topics.
 3. Any other administrative communications or activities that are in support of normal and accepted County programs.
 4. Communication for current position-related professional development, or other professional development approved by the Department Director, to increase knowledge of issues in a field or subfield of knowledge.
- B. Wireless Devices. The use of County-provided Wireless Telephones and Wi-Fi Enabled Devices is limited to work-related duties. Employees may not use any such device for personal use, except when a personal call is related to official duties such as a meeting, which runs later than expected or a last minute change of schedule. Incoming calls regarding family emergencies are also permitted. The Oregon Government Standards and Practices Commission Advisory Opinion No. 98A-1003 prohibits all other personal usage of County-provided cellular telephones; the same logic applies to Wi-Fi Enabled Devices that utilize network communications. Only County owned devices or those with a County Stipend will have access to County systems and these devices will have Mobile Device Management (MDM) installed on them by Lane County Information Services.
1. The County may require that certain employees carry a Wireless Telephone or Wi-Fi Enabled Device for job related purposes. If so required, the County may assign a County-owned device and calling plan for the employee's work-related use.
 2. Alternatively, at the sole discretion of the Department Director and upon request of the employee, a monthly stipend as established by the County in LM 4.220 may be paid to the employee in lieu of being assigned the Wireless Telephone.

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- a. An employee requesting the stipend must sign an authorization form (Appendix A) and submit the form to the Department Director for approval. Department Directors have full discretion to approve or deny such a request, but any approval must be consistent with budgeted resources.
- b. After the Department Director has approved the request, the form must be submitted to Financial Services.
- c. **Personally-owned cell phones and Wi-Fi Enabled Devices used with a data stipend are subject to the following conditions:** [LC1][LC2]
 - i. The Wireless Telephone or Wi-Fi Enabled Device must be password protected with a minimum password length of 4 characters. This password must not be disabled so as to prevent unauthorized entry to the County email system.
 - ii. The password must be changed at least every 90 days.
 - iii. The device must require entry of this password after 10 minutes of inactivity.
 - iv. It is mandatory the device should contain anti-virus software and you enable the firewall and encryption on these devices.
 - v. County data placed on or created in the performance of duties for Lane County retained on these devices is discoverable in legal proceedings and are subject to public records requests. This may require that you surrender your device long enough for others to obtain the information requested. [LC3].
 - vi. Employees shall not use these devices to house sensitive or confidential information. If an exception is granted to this rule due to business need for storage or transmission of this type of information, you must use appropriate encryption technologies [LC4].
 - vii. If your device is lost or stolen, report the incident to the IS Department within 24 hours; IS can perform a *remote wipe* of all County data contained on the device if it still active and communicating on the network.
 - viii. The Wireless Telephone or Wi-Fi Enabled Device will not be allowed to have direct network access to the County Intranet network. Access to County Intranet will be through approved remote network access methods.

- ix. The wireless device shall not be ‘rooted’ or ‘jailbroken’ at any time. This will result in immediate revocation of stipend privileges and the employee will be required to utilize a County owned ~~device~~^[LC5][LC6].

C. Personal Use of^[LC7] County Equipment. Personal use of Communication Resources that otherwise complies with this APM and that does not interfere with County business is permitted subject to the conditions stated below. The Information Services Director, Department Director or the employee’s supervisor may cancel this personal use privilege.

1. For the limited purpose of compliance with the state ethics rules (Government Standards and Practices Law and administrative rules); this personal use is considered part of an employee's compensation package.
2. Personal use may not involve any prohibited activity under Section VIII described below.
3. Personal use of the Internet on non-paid time (lunch break during regular work shift) is limited to a maximum of one (1) hour per week.

Personal use of the County email program (i.e., Outlook) during County-paid work time is permitted up to one (1) hour per week.

Personal use of other Communication Resources is not time limited, but must comply with all other aspects of this APM.

4. Examples of acceptable personal use:
 - a. Communication with family.
 - b. Review of County sponsored benefit account information, such as life insurance, retirement accounts, flexible spending (Section 125 program), and health insurance.
 - c. Use of Communication Resources, including County fax systems for submitting benefit forms or information.
 - d. Access of educational resources for career development.
 - e. Communications in support of community volunteer activities, such as school boards, and other non-profit organizations.
 - f. Tracking personal appointments and contacts is permitted during paid time and is not subject to the hour limitation or lunch hour restriction.

However, employees should be aware that contacts and appointments could be subject to disclosure under a public records request.

5. Department Directors may authorize individual exceptions to the timing of the personal use privilege under Section VII, C-3 above.

VIII. Unacceptable Use

- A. Prohibited Activities on County Equipment^(1.c8). Employees are strictly prohibited from using Communication Resources in connection with any activities listed below. While personal use is permitted by Subsection VII (C), it does not include or permit any of the prohibited activities listed below:

Note: the list below is illustrative of prohibited activities; however, if a prohibition exists in any applicable law, administrative rule, other administrative procedure or directive established within the employee's department, it is likewise applicable.

1. Using Communication Resources to conduct personal business for private financial gain or avoidance of private financial loss at any time.
2. Except for the purchase or sale of goods or services for County use when authorized by the Department Director, using Communication Resources to engage in any commerce, including the purchase or sale of any goods or services.
3. Accessing personal Internet accounts, financial, trading, and personal travel accounts to perform a financial transaction.

NOTE: the prohibited uses described in Sections VIII (A) (1), (2) and (3) likely constitute a violation of the Oregon Code of Ethics and may result in civil liability for the employee. See ORS Chapter 244.

4. Accessing other personal Internet accounts, such as social media, unless this access is needed to manage or participate in approved Lane County social media sites for business purposes.
5. Attempting to or circumventing, reducing, or defeating security or auditing systems of Communication Resources or those of any other organization without prior written authorization from the Information Services Director.
6. Taking any action that attempts to or renders the user's computer equipment unusable or that interferes with another's use of Communication Resources.

7. Obtaining unauthorized access to any computer system.
8. Using another individual's password.
9. Using another individual's account or identity without explicit documented authorization, unless approved by the Information Services Director, Department Director, County Counsel, or the County Administrator. (Use of Outlook's capability for granting and assigning delegates is allowed and provides necessary documentation.)
10. Giving non-Lane County employees or other users not authorized by the Department and Information Services Director access to Communication Resources.
11. Monitoring or intercepting the files or electronic communications of employees or third parties, unless this is approved by the Information Services Director, and one of the following: Department Director, County Counsel, or the County Administrator. This prohibition does not apply to an authorized use of a particular software program (for instance, calendar management).
12. Engaging in illegal, fraudulent, or malicious conduct, or conduct that causes someone else to suffer loss or harm.
13. Downloading and installing software off the Internet without previous authorization from the Information Services Director. [LC9].
 - i. Except as allowed under any software license any commercial software residing on the Communication Resources must have been purchased through an authorized vendor or otherwise lawfully obtained. Except as otherwise allowed under the software license, and except for backup/archival purposes, software owned by Lane County or installed on the Communication Resources is covered under the copyright laws and may not be copied, duplicated, or installed on any other computer resource.
 - ii. Copying or downloading any software from or onto the Communication Resources having the potential for bypassing or damaging the Communication Resources or the County systems' security is prohibited.
14. Soliciting, supporting, opposing, or promoting political or religious causes or beliefs.
15. Using the Communication Resources in a manner that would constitute or might be construed by a reasonable person to constitute an endorsement of a specific commercial entity by Lane County.

16. Working on behalf of organizations or businesses without any professional or business affiliation with Lane County, or working on behalf of organizations or businesses with such affiliation but outside of the specific County business with them.
17. Except as expressly authorized by the Department Director or the County Administrator as a matter of County concern, and except for communications in support of community volunteer activities as listed in Section VII, C, using the Communication Resources on behalf of non-profit or charitable activity. (Note: the annual Charitable Giving campaign is so authorized.)
18. Sending, receiving, or storing offensive, obscene, or defamatory data.
19. Sending uninvited e-mail of a personal nature.
20. Visiting or viewing pornographic Internet sites, downloading pornographic data from the Internet, sending or retrieving sexually explicit or offensive messages, cartoons or jokes, ethnic slurs, racial epithets or any other statement or image that might be construed as harassment, disparagement, libel, or discriminatory based on sex, race, sexual orientation, national origin, disability, or religious or political beliefs.
21. Annoying or harassing other individuals, including any prohibited form of harassment.
22. Distributing or storing chain letters, jokes, solicitations, junk mail, spam, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.
23. Using Communication Resources to play games.
24. Using Communication Resources in a manner that interferes with the productivity of another employee, co-workers, or the County Communication Resources.
25. Use of any large bandwidth Communication Resource for personal use (i.e. streaming video) unless authorized by the Department Director.
26. Connection of personally-owned devices to the County computer and Communication Resources, other than e-mail and calendaring through the cellular network or wireless devices through the public wireless connection, without authorization from the Information Services Department Director. Personally-owned devices are not allowed to be

directly connected to the Lane County internal network through either a cable connection, a docking station, or through the County private wireless network.

- B. Departmental Authorization. A Department Director may authorize a specific prohibited activity for a specific individual for legitimate County business purposes, except for activities that require the Information Services Director's approval. Such authorization must be in writing.
- C. Violation. ***Employees violating the Lane Manual policy or this APM are subject to discipline, up to and including termination of employment.*** Furthermore, employees using Communication Resources for defamatory, illegal, or fraudulent purposes also may be subject to civil liability and criminal prosecution.

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IX. County Telephone System

- A. Overview. Within the current structure, Lane Council of Governments (LCOG) manages the telephone system and Lane County maintains policy control and approval authority. Approval of changes is required both at the department level and County Administration level. Departments will appoint telephone contact persons who are authorized to request telephone service and changes. The named telephone coordinator will call the Help line to initiate service requests or changes.
- B. Unused Equipment. Departments no longer requiring the use of specific telephones should request their removal. The removal of unused telephones results in the following benefits to the departments:
1. Station count and billing will be reduced appropriately.
 2. Cost of unused financed telephones will be allocated to all users.
- C. Moves, Changes, and Equipment Cost.
1. Phones coming from unused stock used to fill an order will be billed to the new user at the financed cost of the equipment.
 2. If a department has an order for phones that cannot be taken from stock, the station equipment required will need to be charged to an operating budget. This will reduce on-going costs for that department as the cost of the station equipment will not be billed after purchase.
- D. Software Changes. If a change is software only, LCOG will provide the requested service without seeking further approval. These changes are paid for out of the Phone Management budget, not on a fee-for-service basis.
- E. Work Order Approval and Processing. Work orders requiring technician time or additional equipment will be originated by LCOG after consultations with the department. An estimate of cost will be applied and routed to the originating department for approval. After department approval, County Administration will review, and if approved, the work will be performed and billed accordingly. Generally, time-frames for software moves and changes are 1 to 5 days; hardware changes 1 to 12 days; and line changes that involve the telephone company service 10 to 15 days.
- F. Unauthorized Changes. In order to preserve the integrity of the warranties on the telephone equipment and to avoid costly service and/or repair work, telephones, data adapters, and jacks must not be moved, removed, altered, installed or otherwise modified except by authorized telephone personnel.

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X. Password Procedure


- A. Overview. Passwords are an important facet of computer security. They are the first line of defense for all Lane County user accounts. Lane County employees are responsible for taking the correct steps, as outlined below, to select and secure their passwords.
- B. Purpose. The purpose of this procedure is to establish a County Wide password policy for employees accessing the Lane County Communications Resources that require passwords.
- C. Password Requirements and Limitations
1. Employees must not use the same password for Lane County accounts as for other Non-Lane County access (e.g., personal ISP account, option trading, benefits, etc.).
 2. Employees must not write down passwords, or store passwords on-line without Information Services approved encryption software.
 3. Employees must not share passwords with anyone, including administrative assistants or co-workers. All passwords are to be treated as sensitive, confidential Lane County information.
 - a. Do not reveal a password over the phone to anyone.
 - b. Do not reveal a password in an email message.
 - c. Do not reveal a password to your supervisor.
 - d. Do not talk about a password in front of others.
 - e. Do not hint at the form of a password (e.g., my dogs name, street address, etc.).
 - f. Do not reveal a password on security forms or polls.
 - g. Do not share a password with family members.
 - h. Do not reveal a password to a co-worker while on vacation.
 - i. If someone demands a password, refer them to this document or have them call the LCIS Help Desk.
 - j. Do not use the "Remember Password" feature of applications (e.g., Outlook, Internet Explorer).

- 4. Passwords should not have any of the following characteristics:
 - a. The words "Lane County" or any derivation.
 - b. Birthdays and other personal information such as addresses, and phone numbers.
 - c. Word or number patterns like aaaccc, qwerty, zyxwvuts, 123321, etc.
 - d. Contain spaces in the password.
- 5. With the exception of Wi-Fi-enabled devices, passwords must have the following characteristics:
 - a. Be a minimum of 14 characters.
 - b. Be required to be changed at least every 90 days.
 - c. Not be similar to or the same as any of the past ten (10) passwords.
 - d. Not be changed more frequently than every one (1) day.
- 6. Security Incident reporting.

If an account or password is suspected to have been compromised, report the incident to the LCIS Help Desk.

X. Interpretation and Implementation

Any questions relative to the intent or application of this procedure should be directed to the Information Services Director, who is delegated the responsibility to interpret and implement this procedure.

Approved: 

County Administrator

12/18/2016
Effective Date

APPENDIX A - Use of Employee-Owned Wireless Telephone for County Business

As a Lane County employee, I have been authorized to carry a county-provided wireless telephone for job related purposes. I make this request to receive a monthly stipend for use of my personal wireless phone in lieu of being assigned a county-owned wireless phone.

In accordance with APM Chapter 1, Section 22, I agree to use my own wireless phone for County business according to the job requirements assigned by my supervisor or director and I agree to the following:

- The County may publish my personal wireless number and/or e-mail address as needed.
- I am responsible for acquiring a cellular telephone and calling plan and maintaining active service at all times while receiving the stipend. I am also responsible for any service and maintenance cost for my own phone. The County is not responsible for replacement cost of lost, stolen, or damaged phones.
- My supervisor or director may establish call availability requirements. Job related calls should be responded to in a timely manner and personal calls during assigned duty periods should be kept to a minimum.
- The stipend will be paid monthly through the payroll system and is considered taxable income and as such will be subject to standard payroll taxes. The initial stipend rates are: basic cell service \$35.00 per month; basic Internet service \$35.00 per month; cell and Internet service combination \$70.00 per month. The rates are subject to change based on a review of costs of services.
- Records of calls made or received on my wireless phone for which the stipend is received may be subject to public records laws.
- Managers may review call logs and Internet logs for verification of valid County business use.
- Approval of the stipend and/or assignment of a wireless telephone are at the sole discretion of the County, and the County reserves the right to modify or discontinue such practice at any time for any reason.
- I understand that I must notify the Department Director and Financial Services if, at any time while receiving the stipend, service is disconnected for any reason, in which case the stipend will also cease.
- I understand that this stipend may be revoked or modified at any time for any reason.
- I further understand that a new request and approval must be submitted each July 1. Failure to submit a request and approval to Financial Services will result in no payment of a stipend.

ACCEPTANCE: Date: _____

Action (Check One): Start: _____ Stop: _____ Continue: _____

Choose Service: Cell: _____ Internet: _____ Cell & Internet: _____

Print Name Employee ID Phone Number Signature

Supervisor/Manager Department Director (Required) HR Labor Code



**City of Coburg
Balances
FY 2026
As of 03/31/2026**

Cash Balances

	FY 2026 Actual	FY 2025 Actual	EOY FY 2025
General Fund	495,265	335,707	92,468
Street Fund	665,425	675,532	879,706
Water Fund	1,882,411	2,280,341	2,165,834
Sewer Fund	1,139,204	1,537,834	1,335,062
Total Cash	4,182,305	4,829,414	4,473,070

Fund Balances

	FY 2026 Actual	FY 2026 Budget	FY 2025 Actual	EOY FY 2025
General Fund	484,706	225,081	597,938	193,523
Street Fund	703,291	355,924	1,521,795	891,709
Water Fund	2,470,265	2,590,651	1,450,823	2,584,283
Sewer Fund	1,557,601	1,163,478	1,584,102	1,445,496
Total Fund Balance	5,215,862	4,335,134	5,154,658	5,115,011

Interest Earnings Summary

Balance in Banks:	Cash	Percent in account	Interest Rate
Local Government Investment Pool	4,232,365	92%	4.60%
Key Bank	360,327	8%	0.00%
Total Cash	4,592,692	100%	



**City of Coburg
Fund Statements
City Wide
FY 2026
As of 03/31/2026**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Revenues:					
Taxes and Assessments	1,174,193	1,235,603	95%	1,061,025	1,211,913
Intergovernmental	623,058	663,000	94%	125,275	559,775
Franchise Fees	224,760	287,500	78%	215,383	274,994
Licenses, Permits & Fees	25,878	92,000	28%	71,041	90,998
Fines and Forfeitures	114,495	101,000	113%	71,549	104,467
Investment Revenue	120,216	66,000	182%	72,233	85,698
Grants and Donations	45,985	251,000	18%	100	423,686
Charges for Services	1,925,022	2,364,000	81%	1,626,363	2,179,041
Charges for Services -SDC	90,445	312,000	29%	376,561	450,263
Other Revenue	18,963	22,000	86%	21,651	22,606
Bond Proceeds	255,051	1,300,000	20%	252,935	253,803
Transfer In	112,500	150,000	75%	93,753	125,000
Total Revenue	4,730,565	6,844,103	69%	3,987,869	5,782,244
Operating Expenditures:					
Personnel Services	1,450,617	2,170,350	67%	1,469,296	1,977,730
Materials and Services	1,005,100	1,211,750	83%	961,879	1,229,172
Debt Service	844,456	1,129,811	75%	850,056	1,133,256
Capital Outlay	1,217,041	2,615,000	47%	1,467,071	1,956,747
Transfers Out	112,500	150,000	75%	93,753	125,000
Contingencies	-	500,000	0%	-	-
Total Expenditure	4,629,714	7,776,911	60%	4,842,055	6,421,905
Net Change	100,851	(932,808)	-11%	(854,186)	(639,661)
Fund Balance - June 30,	5,115,011	5,267,942	97%	5,754,134	5,754,672
Fund Balance	5,215,862	4,335,134	120%	4,899,948	5,115,011



**City of Coburg
Fund Statements
General Fund
FY 2026
As of 03/31/2026**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Revenues:					
Taxes and Assessments	1,030,637	1,072,603	96%	1,006,333	1,047,451
Intergovernmental	34,292	51,000	67%	35,377	42,465
Franchise Fees	224,760	287,500	78%	215,383	274,994
Licenses, Permits & Fees	25,878	92,000	28%	71,041	90,998
Fines and Forfeitures	114,495	101,000	113%	71,549	104,467
Investment Revenue	7,046	5,000	141%	1,230	1,522
Grants and Donations	45,985	1,000	4598%	100	173,686
Charges for Services	104,430	146,500	71%	65,898	90,906
Charges for Services -SDC	6,678	65,000	10%	80,612	85,967
Other Revenue	6,107	13,000	47%	8,818	9,547
Transfer In - Admin Fee	112,500	150,000	75%	93,753	125,000
Total Revenue	1,712,808	1,984,603	86%	1,650,094	2,047,003
Expenditures					
Administration Department	419,054	469,190	89%	438,628	518,169
Facility Management Department	145,543	104,500	139%	118,264	104,921
Planning Department	108,979	195,640	56%	129,851	182,680
Police Department	506,045	793,150	64%	586,599	764,684
Municipal Court	130,659	183,550	71%	113,447	157,854
Economic Development	35,295	43,500	81%	29,559	44,626
Parks (Public Works)	69,151	118,780	58%	340,980	455,015
Debt Service:					
Principal	-	15,000	0%	-	15,000
Interest	6,900	13,800	50%	7,125	14,250
Contingency	-	50,000	0%	-	-
Total Expenditures	1,421,626	1,987,110	72%	1,764,453	2,257,199
Net Change	291,183	(2,507)	-11615%	(114,361)	(210,196)
Fund Balance - June 30,	193,523	227,588	85%	403,179	403,719
Fund Balance	484,706	225,081	215%	345,751	193,523



**City of Coburg
Fund Statements
Street Fund
FY 2026
As of 03/31/2026**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Revenues:					
Taxes and Assessments	143,555	160,000	90%	40,439	150,209
Intergovernmental	88,766	112,000	79%	89,898	117,310
Investment Revenue	19,709	8,000	246%	4,777	5,025
Grants and Donations	-	250,000	0%	-	250,000
Charges for Services	147,855	191,500	77%	123,419	167,103
Charges for Services -SDC	2,107	85,000	2%	94,515	104,771
Other Revenue	6,883	-	0%	836	1,062
Bond Proceeds	-	-	0%	-	-
Total Revenue	408,874	806,500	51%	353,884	795,480
Expenditures					
Administration Department	62,737	130,070	48%	63,776	87,321
Public Works Department	194,033	269,540	72%	148,397	219,584
Capital	203,623	800,000	25%	740,273	901,117
Transfer Out	22,500	30,000	75%	18,747	25,000
Debt Service:					
Principal	93,839	93,865	100%	92,523	92,523
Interest	20,561	20,540	100%	21,877	21,877
Contingency	-	50,000	0%	-	-
Total Expenditures	597,292	1,394,015	43%	1,085,593	1,347,422
Net Change	(188,418)	(587,515)	32%	(731,708)	(551,942)
Fund Balance - June 30,	891,709	943,439	95%	1,443,651	1,443,651
Fund Balance	703,291	355,924	198%	715,788	891,709



**City of Coburg
Fund Statements
Water Fund
FY 2026
As of 03/31/2026**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Revenues:					
Investment Revenue	62,506	50,000	125%	60,072	71,063
Grants and Donations	-	-	0%	-	-
Charges for Services	869,921	1,106,000	79%	781,373	1,029,881
Charges for Services -SDC	81,660	72,000	113%	79,740	98,756
Other Revenue	199	-	0%	4,621	4,621
Bond Proceeds	255,051	1,300,000	20%	252,935	253,803
Total Revenue	1,269,336	2,528,000	50%	1,178,741	1,458,124
Expenditures					
Administration Department	83,165	154,480	54%	79,488	111,983
Public Works Department	281,581	282,780	100%	236,370	340,187
Capital	972,409	1,800,000	54%	307,642	525,764
Transfer Out	45,000	60,000	75%	37,503	50,000
Debt Service:					
Principal	-	80,000	0%	-	80,000
Interest	1,200	2,400	50%	2,400	4,800
Contingency	-	200,000	0%	-	-
Total Expenditures	1,383,354	2,579,660	54%	663,403	1,112,734
Net Change	(114,018)	(51,660)	221%	515,339	345,390
Fund Balance - June 30,	2,584,283	2,642,311	98%	2,238,893	2,238,893
Fund Balance	2,470,265	2,590,651	95%	2,702,130	2,584,283



**City of Coburg
Fund Statements
Sewer Fund
FY 2026
As of 03/31/2026**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Revenues:					
Taxes and Assessments	-	3,000	0%	14,253	14,253
Intergovernmental	500,000	500,000	100%	-	400,000
Investment Revenue	30,955	3,000	1032%	6,154	8,088
Grants and Donations	-	-	0%	-	-
Charges for Services	802,816	920,000	87%	655,674	891,151
Charges for Services -SDC	-	90,000	0%	121,692	160,769
Other Revenue	5,775	9,000	64%	7,376	7,376
Bond Proceeds	-	-	0%	-	-
Total Revenue	1,339,546	1,525,000	88%	805,149	1,481,637
Expenditures					
Administration Department	83,735	154,480	54%	59,731	80,663
Public Works Department	376,750	497,440	76%	346,555	483,391
Capital	-	-	0%	158,687	185,690
Transfer Out	45,000	60,000	75%	37,503	50,000
Debt Service:					
Principal	554,640	654,640	85%	549,900	644,900
Interest	167,316	249,566	67%	176,231	259,906
Contingency	-	200,000	0%	-	-
Total Expenditures	1,227,441	1,816,126	68%	1,328,607	1,704,550
Net Change	112,105	(291,126)	-39%	(523,457)	(222,913)
Fund Balance - June 30,	1,445,496	1,454,604	99%	1,668,411	1,668,409
Fund Balance	1,557,601	1,163,478	134%	1,096,202	1,445,496



City of Coburg
Department Summary of Expenditures by Fund
FY 2026
As of 03/31/2026
75% Target

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
General Fund					
Administration Department					
Personnel Services	204,482	238,190	85.85%	240,405	307,961
Material and Services	214,571	231,000	92.89%	198,223	210,208
Total Administration Department	419,054	469,190	89.31%	438,628	518,169
Facility Management Department					
Material and Services	121,468	99,500	122.08%	103,264	89,921
Capital	24,075	5,000	481.50%	15,000	15,000
Total Facility	145,543	104,500	139.28%	118,264	104,921
Public Works Administration					
Personnel Services	41,057	82,580	49.72%	71,106	96,136
Material and Services	-	-	0.00%	587	598
Total Public Works	41,057	82,580	49.72%	71,693	96,734
Planning Department					
Personnel Services	65,101	92,890	70.08%	58,163	60,408
Material and Services	43,879	102,750	42.70%	71,688	122,272
Total Planning Department	108,979	195,640	55.70%	129,851	182,680
Police Department					
Personnel Services	404,578	636,150	63.60%	490,937	623,212
Material and Services	101,467	157,000	64.63%	95,662	141,472
Capital Outlay	-	-	0.00%	-	-
Total Police Department	506,045	793,150	63.80%	586,599	764,684
Municipal Court					
Personnel Services	102,578	144,650	70.91%	93,787	129,026
Material and Services	28,081	38,900	72.19%	19,659	28,828
Total Municipal Court	130,659	183,550	71.18%	113,447	157,854
Economic Development					
Personnel Services	-	-	0.00%	-	-
Material and Services	35,295	43,500	81.14%	29,559	44,626
Total Economic Department	35,295	43,500	81.14%	29,559	44,626



City of Coburg
Department Summary of Expenditures by Fund
FY 2026
As of 03/31/2026
75% Target

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Park					
Material and Services	11,160	26,200	42.59%	23,817	29,105
Capital	16,934	10,000	169.34%	245,470	329,176
Total Park	28,094	36,200	77.61%	269,287	358,281
Debt Service:					
Principal	-	15,000	0.00%	-	15,000
Interest	6,900	13,800	50.00%	7,125	14,250
Total Debt	6,900	28,800	23.96%	7,125	29,250
Total General Fund Expenditures	1,421,626	1,937,110	73.39%	1,764,454	2,257,199



City of Coburg
Department Summary of Expenditures by Fund
FY 2026
As of 03/31/2026
75% Target

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
<u>Street Fund</u>					
Administration Department					
Personnel Services	62,410	125,070	49.90%	56,785	87,172
Material and Services	327	5,000	6.53%	149	149
Total Administration Department	62,737	130,070	48.23%	56,935	87,321
Public Works Administration					
Personnel Services	92,482	170,640	54.20%	76,517	134,166
Material and Services	101,551	98,900	102.68%	62,429	85,418
Total Public Works	194,033	269,540	71.99%	138,946	219,584
Capital	203,623	800,000	25.45%	708,074	901,117
Transfer Out	22,500	30,000	75.00%	16,664	25,000
Debt Service:					
Principal	93,839	93,865	99.97%	92,523	92,523
Interest	20,561	20,540	100.10%	21,877	21,877
Total Debt	114,400	114,405	100.00%	114,400	114,400
Total Street Fund Expenditures	597,292	1,344,015	44.44%	1,035,019	1,347,422



City of Coburg
Department Summary of Expenditures by Fund
FY 2026
As of 03/31/2026
75% Target

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
<u>Water Fund</u>					
Administration Department					
Personnel Services	83,165	154,480	53.84%	67,491	109,437
Material and Services	-	-	0.00%	2,264	2,546
Total Administration Department	83,165	154,480	53.84%	69,755	111,983
Public Works Administration					
Personnel Services	120,999	151,280	79.98%	94,901	147,262
Material and Services	160,582	131,500	122.12%	122,906	192,925
Total Public Works	281,581	282,780	99.58%	217,807	340,187
Capital	972,409	1,800,000	54.02%	295,074	525,764
Transfer Out	45,000	60,000	75.00%	33,336	50,000
Debt Service:					
Principal	-	80,000	0.00%	-	80,000
Interest	1,200	2,400	0.00%	2,400	4,800
Total Debt	1,200	82,400	1.46%	2,400	84,800
Total Water Fund Expenditures	1,383,354	2,379,660	58.13%	618,372	1,112,734



City of Coburg
Department Summary of Expenditures by Fund
FY 2026
As of 03/31/2026
75% Target

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
<u>Sewer Fund</u>					
Administration Department					
Personnel Services	83,698	154,480	54.18%	50,573	84,501
Material and Services	37	-	0.00%	1,522	(3,838)
Total Administration Department	83,735	154,480	54.20%	52,095	80,663
Public Works Administration					
Personnel Services	190,067	219,940	86.42%	113,564	198,449
Material and Services	186,683	277,500	67.27%	198,922	284,942
Total Public Works	376,750	497,440	75.74%	312,486	483,391
Capital	-	-	0.00%	158,687	185,690
Transfer Out	45,000	60,000	75.00%	33,336	50,000
Debt Service:					
Principal	554,640	654,640	84.72%	549,900	644,900
Interest	167,316	249,566	67.04%	176,231	259,906
Total Debt	721,956	904,206	79.84%	726,131	904,806
Total Sewer Fund Expenditures	1,227,441	1,616,126	75.95%	1,282,735	1,704,550
Total City Expenditure	4,629,714	7,276,911	63.62%	4,532,683	6,421,905



City of Coburg
Budgetary Compliance
FY 2026
Resolution 2025-13
As of 03/31/2026
75% Target

	ACTUAL	ADOTPED BUDGET	% BUDGET to ACTUAL	BALANCE
General Fund				
Administration Department	419,054	469,190	89%	50,136
Facility Management Department	145,543	104,500	139%	(41,043)
Planning Department	108,979	195,640	56%	86,661
Police Department	506,045	793,150	64%	287,105
Municipal Court	130,659	183,550	71%	52,891
Economic Development	35,295	43,500	81%	8,205
Parks (Public Works)	69,151	118,780	58%	49,629
Debt Service	6,900	28,800	24%	21,900
Contingency	-	50,000		50,000
Total General Fund	1,421,626	1,987,110	72%	565,484

Street Fund				
Administration Department	62,737	130,070	48%	67,333
Public Works Department	194,033	269,540	72%	75,507
Capital	203,623	800,000	25%	596,377
Transfer Out	22,500	30,000	75%	7,500
Debt Service	114,400	114,405	100%	5
Contingency	-	50,000		50,000
Total Street Fund	597,292	1,394,015	43%	796,723

Water Fund				
Administration Department	83,165	154,480	54%	71,315
Public Works Department	281,581	282,780	100%	1,199
Capital	972,409	1,800,000	54%	827,591
Transfer Out	45,000	60,000	75%	15,000
Debt Service	1,200	82,400	1%	81,200
Contingency	-	200,000		200,000
Total Water Fund	1,383,354	2,579,660	54%	1,196,306



**City of Coburg
Budgetary Compliance
FY 2026
Resolution 2025-13
As of 03/31/2026
75% Target**

	ACTUAL	ADOTPED BUDGET	% BUDGET to ACTUAL	BALANCE
Wastewater Fund				
Administration Department	83,735	154,480	54%	70,745
Public Works Department	376,750	497,440	76%	120,690
Capital	-	-	0%	-
Transfer Out	45,000	60,000	75%	15,000
Debt Service	721,956	904,206	80%	182,250
Contingency	-	200,000		200,000
Total Wastewater Fund	1,227,441	1,816,126	68%	588,685
Total Appropriations	4,629,714	7,776,911	60%	3,147,197