AGENDA

CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, June 14, 2022 at 7:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER This meeting will be in-person and through Zoom. To participate by Zoom you will need to pre-register by 3PM the day of the meeting. Questions contact City Recorder, Sammy Egbert, sammy.egbert@ci.coburg.or.us or 541-682-7852.

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

AGENDA REVIEW

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

RESPONSE(S) BY CITY COUNCIL

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

1. Minutes April 26, 2022 City Council Work Session
2. Minutes May 10, 2022 City Council

SPECIAL GUEST

3. Park Tree Quarterly Report to Council

ORDINANCES AND RESOLUTIONS

4. **Public Hearing**
   RESOLUTION **2022-12** A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES
5. RESOLUTION **2022-13** A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE-SHARED REVENUES
6. RESOLUTION **2022-14** A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2022-23
7. **Public Hearing**
   RESOLUTION **2022-15** A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2022-23 CREATING APPROPRIATIONS, SETTING THE TAX, AND CATEGORIZING THE TAX
8. RESOLUTION **2022-16** APPROVING THE AMENDMENTS TO THE LANE COUNTY DEADLY PHYSICAL FORCE PLAN
9. RESOLUTIONS **2022-17** AUTHORIZING FUNDING THROUGH OTIB (OREGON TRANSPORTATION INFRASTRUCTURE BANK) FOR STREET PROJECT FUNDING IN THE AMOUNT OF $999,500 AND

APPROVE THE CITY ADMINISTRATOR AND/OR MAYOR TO SIGN THE COMMITMENT LETTER AND LOAN DOCUMENTS TO OTIB

COUNCIL ACTION ITEMS

10. Thomas Street Waterline Replacement Project Contract
11. Harrisburg Intergovernmental Agreement for Law Enforcement Service
12. Municipal Court Prosecutor Services Contract Addendum
13. Intergovernmental Annual Agreements
    - City of Cottage Grove Building Permit Services
    - LCOG Information System Service and Telecommunications System Management
14. Budget Committee Appointment

ADMINISTRATIVE INFORMATION REPORTS

15. Administration Monthly Update
16. Finance Monthly Report

COUNCIL COMMENTS

UPCOMING AGENDA ITEMS

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

FUTURE MEETINGS

June 15, 2022 Planning Commission
June 21, 2022 Park Tree Committee
July 4, 2022 City Hall Closed - Independence Day
July 12, 2022 City Council

ADJOURNMENT

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

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

MINUTES
Coburg City Council Work Session
April 26, 2022 6:00 P.M.
Coburg City Hall
Virtual - 91136 N Willamette Street

DRAFT

MEMBERS PRESENT: Mayor Ray Smith, Councilor Bell, Councilor Alexander, Councilor Fox, Councilor McConnell, Councilor Lehmann.

MEMBERS ABSENT: Councilor Blain.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Brian Harmon, Public Works Director, Tim Gaines, Finance Director.

RECORDED BY: Marlene Hockema, Lane Council of Governments (LCOG).

CALL TO ORDER
Mayor Smith called the meeting to order at 6:02 p.m.

Welcome
Mayor Smith welcomed the council, staff and guests, turning the meeting over to Ms. Egbert who introduced Damion Gilbert and Julie Leland, both of Branch Engineering, to present their findings regarding planning and engineering of a new water reservoir.

1. Presentation and Report from the Water Team and Discussion Regarding the Water Master Plan

Mr. Gilbert noted despite due diligence on their part they had encountered multiple issues with the proposed site including: long pipeline, cost increases, boulders, backyards, neighbors, 30' elevation error and the need for a conditional use permit, thus, they would recommend abandoning the project at that location. Ms. Leland commented that a feasibility study would determine other potential sites. Justin Ford and Brian Ginter, engineers of Murraysmith joined the conversation stating a feasibility study would cost around $50,000. Mr. Gilbert noted that additional costs at the proposed sited would include adjusting every meter in town due to increased water pressures. Of note, would be the fact that the City currently owns two tanks which might be fit for rehabilitation rather than replacement. Mr. Ford informed the group that

those tanks were built in 1960-1970 and responded to Mr. Fox's question regarding the lifetime of a new reservoir by stating 50-100 years.

Mr. Ford provided a slide presentation for installation of a 750,000 gallon reservoir:

A. Benefits of Centralized and Elevated Storage
    1. Proximity to other water facilities
    2. Reliability of gravity storage
    3. Power savings
B. Conceptual Costs
    1. Initial project
        a. New 750K gallon elevated tank $3.5M
        b. Mobilization, piping, BPS modifications $1.5M
        c. Total $4.5M to $5.5M (including contingency)
    2. Future elements
        a. Tank rehabilitation $1.6M (including contingency)
        b. Tank replacement $2.1M (including contingency)

Included in the presentation were photos of a Multi-Column Elevated Tank, a Spheroid Elevated Tank, and a Composite Elevated Tank.

Discussion followed with Mr. Ford stating that the height of an elevated tank would be 140'-250'. Mr. Fox expressed concern regarding public response to an elevated tank next to family homes to which Mr. Ford responded they would be available to provide Public Outreach Assistance. Mayor Smith addressed the issue of running costs and Mr. Ginter responded operating costs would go down due to the fact that a new system would not run 24/7 as the current system does. Mr. Harmon added that the Public Works department is tight on staffing and the new system would reduce maintenance hours. Mayor Smith expressed concern regarding facility security and stated an elevated reservoir would lower that risk. Mr. Fox questioned if a new reservoir would then need to be consistently upgraded to meet regulations or be grandfathered; Mr. Ginter responded no new regulations would be applied after installation. When queried as to the urgency of the project Mr. Ford responded that one of the current wells would need improvements but the situation would not be urgent. After discussion regarding possible site locations the council decided to abandon the current proposed project and allow engineers to proceed with a feasibility study. Ms. Heath informed the group that the easements which were purchased from residents would need to be sold back.

Moving forward, Mr. Ford proposed that they would be able to get timeline and spending information to the council prior to September following a two to three month modeling. Ms. Heath added it would probably be June before she would have information available to present to the council but she would strive to have it in May.

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2. Utility Rates Discussion

Ms. Heath provided a slide presentation which addressed utility rates as follows:

A. Sustainable utility fees
   1. Generate sufficient revenues to sustain the utility system
   2. Charge for cost of services provided
   3. Recover costs equitably
   4. Achieve city objectives

B. Options
   1. Make no changes in fees at this time and see how growth develops in 2023
   2. Make cost of goods increase to fees of 1.5-4%
   3. Make recommended adjustment of water 3% and sewer 1.5%
   4. Delay decision until water fund facts (approx. 6 months)

C. Assumptions
   1. Assumes 4% growth in cost of goods and services
   2. Assumes 4% in personal services
   3. Assumes some growth conservatively – residential
   4. Assumes slow conservative growth – east side and other available commercial

Ms. Heath noted that it had been a volatile year and reviewed utility rates and growth opportunities as well as additional expenses which would be incurred with the proposed reservoir. Mr. Lehmann recalled a letter that went to the public in the fall of 2021 stating the council's goal to keep rates down, adding that he would approve a sewer hike but not water. Following discussion Mr. Lehmann proposed a placeholder of 1.5% for sewer and 3% water. Ms. Heath responded that the hard numbers would need to be built into the budget; Mayor Smith concluded budget numbers would be changed as needed when the necessary information is compiled.

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ADJOURNMENT

Hearing no further discussion, Mayor Smith adjourned the meeting at 8:35 p.m.

FUTURE MEETINGS:

April 27	Finance Audit Committee
May 10	City Council
May 11	Heritage Committee
May 17	Park Tree Committee
May 24	Budget Committee
May 30	City Hall Closed – Memorial Day
May 31	URA Budget Committee
May 31	Budget Committee

APPROVED by the Coburg City Council on this 14th day of June 2022.

_____
Ray Smith, Mayor of Coburg

ATTEST:

_____
Sammy L. Egbert, City Recorder

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MINUTES
Coburg City Council
Regular Meeting

May 10, 2022 7:00 P.M.
Coburg City Hall
91136 N Willamette Street
Hybrid Meeting in-person or via Zoom

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MEMBERS PRESENT: Mayor Ray Smith, Markus Alexander (7:03 p.m.), John Fox, John Lehmann (7:05 p.m.), Patty McConnell, Nancy Bell, Kyle Blaine

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Anne Davies, City Attorney; Tim Gaines, Finance Director; Sergeant Michel Lee, Coburg Police Department; .

RECORDED BY: Lynn Taylor, Lane Council of Governments (LCOG).

CALL TO ORDER
Mayor Smith called the meeting to order at 7:00 P.M. He noted that the meeting included participants in person and by ZOOM video and there would be an opportunity for the public to provide testimony during Citizen Testimony and the Public Hearing.

PLEDGE OF ALLEGIANCE
Councilor Bell led the pledge of allegiance.

ROLL CALL
City Recorder Sammy Egbert took roll and a quorum was present.

MAYOR COMMENTS
Mayor Smith expressed regret at not being able to join the meeting in person due to his recent cancer diagnosis. He assured councilors that he was in constant contact with Ms. Heath and Councilor Bell regarding secession issues. He would let the Council and staff know as he received further information and needed to make decisions. He enjoyed being mayor and found it a rewarding experience. He appreciated the prayers and good thoughts he was receiving and invited councilors to contact directly if they had any questions.

AGENDA REVIEW
Ms. Egbert stated there were no changes to the agenda.

CITIZEN TESTIMONY
There was no citizen testimony submitted.

CONSENT AGENDA

1. **Minutes March 8, 2022, City Council Meeting**
2. **Minutes of April 12, 2022, City Council Meeting**

MOTION: Councilor Bell moved, seconded by Councilor McConnell, to approve the consent agenda as presented. Motion passed unanimously, 6:0.

SPECIAL GUEST

3. **Budget Committee Applicant Elise Landry**

Ms. Egbert said there had been a vacancy on the Budget Committee for over a year. Notices of the vacancy had been posted around the community for most of that time and an application was recently submitted. Due to the short timeframe for completing the budget, it was not feasible to have the applicant, Elise Landry, be interviewed by the Budget Committee and then forward a recommendation to the Council. Staff recommended that the Council, which comprised half of the Budget Committee, to consider Ms. Landry's application and make a recommendation to Mayor Smith regarding appointment. A copy of the application was distributed to Budget Committee members for input and the only comment received was from the Budget Committee chair in support of Ms. Landry's appointment.

Ms. Landry said she and her husband were new residents of Coburg, although they had owned commercial property in the community for several years. She wanted to be involved and support her community and had seen there were openings on the Budget Committee and Finance and Audit Committee. She felt her experience and background could be useful to those groups.

Councilor Bell thanked Ms. Landry for applying and said as a new resident it was helpful to become involved in governance of the community.

MOTION: Councilor Fox moved, seconded by Councilor McConnell, to accept the application of Elise Landry to the Budget Committee and recommend her appointment. The motion passed unanimously, 6:0.

Mayor Smith, in accordance with Section 5 of the City Charter, appointed Elise Landry to fill a term on the Budget Committee through June 30, 2024.

ORDINANCES AND RESOLUTIONS

4. **Public Hearing | First Reading | Consider Waiving Second Reading**
   ORDINANCE **A-200-K** AN ORDINANCE CORRECTING SCRIVENER'S ERRORS IN ORDINANCE A-200-J

Mayor Smith opened the public hearing at 7:13 p.m. and called for the staff report.

Ms. Winner explained that the ordinance was to correct two scrivener's errors in Ordinance A-200-J, which was the ordinance that approved the annexation on April 12. The first error referenced Ordinance A-200-G, which should read A-200-I. The second error mentioned Ordinance A-220-I, which should read A-200-I. She said there were two associated motions; the first to waive the second reading of the ordinance and the second motion to adopt Ordinance A-220-K.

Mayor Smith determined there was no one wishing to speak and closed the public hearing at 7:15 p.m.

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MOTION: Councilor Fox moved, seconded by Councilor Blaine, to waive the second reading of Ordinance A-200-K. The motion passed unanimously, 6:0.

MOTION: Councilor Fox moved, seconded by Councilor Alexander, to adopt Ordinance A-200-K an ordinance correcting scrivener's errors in Ordinance A200-J. The motion passed unanimously, 6:0.

5. RESOLUTION **2022-11** A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2021-2022

Finance Director Tim Gaines stated that the resolution, based on the salary survey and change in wage scale, would transfer $79,116 from Contingency to the appropriate expenditure funds to remain in compliance with budget laws.

In response to a question from Councilor Bell he confirmed that the amount in Contingency would be readjusted during the upcoming budget process for next fiscal year.

MOTION: Councilor Bell moved, seconded by Councilor Fox, to approve Resolution 2022-11 A resolution approving the transfer of appropriations for fiscal year 2021-2022. The motion passed unanimously, 6:0.

COUNCIL ACTION ITEMS

None

ADMINISTRATIVE INFORMATION REPORTS

6. **Police Department Quarterly Report**

Sergeant Michel Lee reviewed statistics provided in the report, which was included in agenda materials. He said new information included data on time spent on training, office and patrol. He noted that traffic and person stops had increased with the addition of an officer during the

last two years. He said person crimes and calls for service had increased by one percent; other crimes increased by four percent. The report included a list of the types of calls to which police had responded.

Mayor Smith appreciated the report as it helped to justify the expenditure of a significant portion of the General Fund on Coburg's police force. Safety of the community was a top priority and he commended the department's work.

Sgt. Lee noted that the 2022 World Athletics Championships would be held in Eugene in July and the department was working with the U.S. Marshalls and Oregon Department of Transportation (ODOT) grants to prepare to that event.

Councilor Fox asked if activities in Harrisburg were included in the data. Sgt. Lee replied that only the amount of time spent in Harrisburg was included. The department was not taking calls; the only Harrisburg activity a Coburg officer might be involved with was if the officer stopped a suspect or was assisting a county deputy if help had been requested.

Ms. Heath explained that tracking time officers spent on various activities was initiated in order to determine that officers were not spending more than 75 percent of time on patrol. If more than 75 percent was spent on the beat that indicated the department did not have enough officers to assure other requirements were met, such as filing reports, training and leave.

Councilor Bell thanked the department for its report.

7. Finance Quarterly Presentation

Mr. Gaines provided the third quarter financial report for 2022, pointing out that Whole City Revenue received $3,865,714, which was 38 percent of budgeted, compared to $3,499,500 last year at the end of March. Whole City Expenses were $4,035,908, which was 40 percent of budgeted, compared to $4,155,354 last year at the end of March. There was a two percent difference between Revenues received and Expenditures.

Councilor Fox comments that factors such as implementation of the transportation utility fee (TUF), a gas tax increase, greater usage of water and sewer, more system development fees and restructuring and refinancing of loans to reduce expenditures had all contributed to a more positive cash flow.

Councilor Alexander asked why sewer fees were lower than expected. Mr. Gaines replied that the industrial area along Interstate was a major consumer of services and franchise fees were also lower than anticipated.

Ms. Heath said up to this point changes could not be directly attributed to COVID-19, but recently the impacts were clearer. One of those things was that power franchise fees had fallen off and discussions with businesses, which were the driver for those franchise fees, indicated

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that layoffs and closures had definitely had an impact. She said staff was reviewing sewer fees, but without a comprehensive analysis it was difficult to determine a reason for the decrease. She said the Sewer Fund typically received a large payment at the end of the fiscal year, which also made it appear to be lagging behind. She acknowledged there would be some concerns going into the new budget cycle.

Councilor Alexander asked how the financial data compared to 2020. Mr. Gains said he would provide that information. Ms. Heath added that changes had not been noticed until 2022. A copy of Mr. Gaines' slide presentation would be provided to councilors.

Mr. Gaines continued with his presentation, pointing out that TUF revenues were averaging $12,000 per month. Ms. Heath explained how the TUF was collected from residents and businesses.

Mr. Gaines said a water reimbursement request for $272,000 had been submitted to Lane Council of Governments and the funds should be received by June 30, 2022. The reimbursement was for qualified water project expenses and typically requests were made quarterly, although this request was for two quarters.

8. Utility Rate Analysis

Ms. Heath commented that this information was provided as a follow-up to the Council's work session. A change in the water project had prompted a review of the City's Water Master Plan as it pertained to the planned reservoir. She said it had been determined that a reservoir on the hill was not feasible and an elevated reservoir in another location within the city limits was recommended. After discussions with property owners in the Interstate 5 corridor, four to five properties on both sides of the freeway would be part of the feasibility study. A draft report from the study would not be available until September 2022. A proposed work plan for staff was included in the agenda materials.

Ms. Heath said the Council gave staff direction to budget for a three percent water increase and 1.5 percent sewer increase, but delay implementing them until more information had been gathered and the financial impact of increasing the fees had been examined. She said one of the questions to be answer was what would need to be done with the Water Master Plan. The platform, which was associated with the plan as it currently was, included projects in the future that might not happen. Staff needed to determine which projects would actually occur and what the cost would be. Full information on that would not be available until the feasibility study was completed, although it was certain that an elevated water reservoir would be more expensive. Business Oregon was aware of the situation and the City's needs and was searching for potential grant and loan funding sources.

Ms. Heath said the timeline included a heavy emphasis on public education about potential fees and other issues the Council was considering. The pubic education campaign would be similar to the one used for the TUF. She hoped to have a proposed budget out within a day or two and

staff could develop financial scenarios for the Council in June or July. She reviewed the tentative schedule. She said with the current volatility in costs it would be difficult to provide better financial information before the study was completed.

Ms. Heath shared that the third well had been discussed with the City's engineer and it was a priority to bring the well on Stallings Lane online in about six months. She saw no concerns at this time with a water shortage, although as development continued to happen the City would want to have a reservoir in place.

In response to a question from Councilor Fox, Ms. Heath said evaluation of a reservoir was part of the feasibility study. She said pursuant to the Council's direction regarding selling back easements on the hill, staff had made neighbors holding those easements aware that they would receive a formal letter from the City. She was working with the City's legal counsel to determine how the easements would be sold back. Some leases were low cost; for some the cost was substantial and would likely require an appraisal and negotiated buy back.

Councilor Fox asked if that buy back would be similar to arrangements for alley easements where the City required all easements be sold. Ms. Heath said during her conversations with residents on the hill who had easements, the majority were interested in purchasing them back from the City. She hoped the buy back of easements would cover the cost of the feasibility study.

Councilor Bell indicated the proposed work plan was acceptable.

9. Administration Monthly Report

There were no questions from the Council.

UPCOMING AGENDA ITEMS

- Budget Hearings
- Urban Renewal Agency Meeting
- Annual Contracts

FUTURE MEETINGS

- Heritage Committee - May 11
- Park Tree Committee - May 17
- Planning Commission - May 18
- Budget Committee - May 24
- Memorial Day - May 30 **City Hall Closed**
- URA & City Budget Committee - May 31
- Heritage Committee - June 8
- City Council & URA - June 14

ADJOURNMENT

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Hearing no further discussion, Mayor Smith adjourned the meeting at 8:01 P.M.

APPROVED by the Coburg City Council on this 14th day of June 2022.

_____
Ray Smith, Mayor of Coburg

ATTEST:

_____
Sammy L. Egbert, City Recorder

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QUARTERLY REPORT TO CITY COUNCIL - Quarter 2, Fiscal Year 2022

Trail's End – Tree and bushes have been planted in groups along the path. Communicating with Public Works to protect Camas from being mowed.

Pavilion Park – Waiting to hear if grant proposal was accepted. Hopeful that if so, the funding may have increased. The bike hub has been completed and artwork has been added.

Johnny Diamond – Pop up children's tables were added at the play area. Plans are to do plug removal and add sand to aid drainage and improve the grass areas. The committee scheduled a work party in June for Johnny Diamond.

Jacob Spores – The planting area around the sign has been cleaned and new annuals will be planted to give color.

Norma Pheiffer – The 2 white firs were removed and 2 new maples which were donated in honor of Harold and Opal Robbins were added to the north end of the park. The area around the flagpole was weeded and bark added. The snowberry shrubs were trimmed and the area ready to have bark placed by the city.

A new children's pop up table was added to the play area.

Rough plans have been drawn for the Veteran's Memorial and are awaiting the city engineers' technical drawings. Once those are complete, the committee will seek funding.

Booth Kelly – Five new historical signs have been placed along the trail. The city recently removed downed trees along the path.

The committee will continue work parties and hopes to encourage other citizens to participate. Promotion will be done through the city Facebook page, the city newsletter, and word of mouth. The city has been asked to provide a board posted outside city hall with date, time, & location of the next work party.

Park reservations are up this year and we expect to see more park usage this summer. Plans are underway to make the basketball court adaptable for use as a pickleball court. Pickleball has become a very popular sport.

PARK/TREE COMMITTEE WORKPLAN GOALS

WORK PLAN GOALS – FISCAL YEAR 2023

Work Plan Projects – Current

- Trail's End – Plant tree groupings
- Pavilion – Paint lamp posts, Apply for Grant to fund Improvements
- Norma Pheiffer – Pop up children's table, Pickle ball court, Plant donated tree
- Johnny Diamond – Pop up children's table
- Jacob Spores/Bike Path #2 – Bench

Work Plan Projects – Future

- Trail's End – Funding for viewing platform, interpretive signs, Monarch butterfly habitat
- Johnny Diamond – Historical signage in shelter
- Booth Kelly – Replace Botanical Signage
- Jacob Spores – Informational signage about Muddy Creek
- Norma Pheiffer – Funding for Veteran's Memorial
- Pavilion – Handicap Parking, Bike Hub completion, Implement design plan if funding received
- Anticipate future park development – Coburg Creek
- Continue Work Parties for improvement of Parks and Open Spaces
- Promote city parks/open spaces & encourage contributions to their enjoyment, care, and improvement
- Advocate for a Volunteer Coordinator on city staff

Goals – Long Term

1. Research & development of a Park & Recreational District
2. Create process for future purchase, approval, and development of park land
3. Establish a Community Volunteer Base
4. Consider land for a South side park
5. Planning with Historical Committee for Julie Morneau Historical Park

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Resolution 2022-12, A Resolution Declaring the City's Election to Receive State Revenues ORS 221.770

Meeting Date: June 14, 2022
Staff Contact: Tim Gaines, Finance Director
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

CITY COUNCIL GOAL(S)
Goal 4. Fiscal Stewardship

REQUESTED COUNCIL ACTION
Adopt Resolution 2022-12 to receive State Revenues for FY 2022-2023 pursuant to ORS 221.770

Suggested Motion*; "I move to approve Resolution 2022-12 A Resolution declaring the City's Election to Receive State Revenues."*

BACKGROUND
The State of Oregon Department of Revenue requires Cities to pass by resolution declaring the City's election to receive state revenues on an annual basis. The Budget Committee held a public hearing on May 31, 2022 giving citizens an opportunity to comment on use of State Revenue Sharing. There will be another Public Hearing to hear citizen's comments at the City Council meeting June 14, 2022 before the Resolution is adopted. To receive the State revenue this Resolution must be adopted and sent to State of Oregon Department of Administrative Services.

RECOMMENDATION AND ALTERNATIVES
Recommendation is to approve Resolution 2022-12 or elect not to receive State Revenues and decrease the revenues and expenditures in the associated appropriation.

BUDGET / FINANCIAL IMPACT
State Shared Revenues provide the City with an annual revenue stream of approximately

$15,640. Approval of the resolution will insure the City will receive State Shared Revenues for FY 2022-23.

PUBLIC INVOLVEMENT

In order to receive distributions the City must:

1. Hold at least one public hearing before the Budget Committee to discuss possible uses of the funds, which was completed May 31, 2022.
2. Hold an additional public hearing before the City Council on the proposed uses of the funds in relation to the entire Budget. This is to be completed at the June 14, 2022 meeting.

ATTACHMENTS

A. Draft Resolution 2022-12

REVIEWED THROUGH:

Sammy Egbert, City Recorder
Anne Heath, City Administrator

RESOLUTION 2022-12

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

WHEREAS, the City of Coburg has levied property taxes in the preceding fiscal year and is therefore qualified to receive state revenue sharing funds; and

WHEREAS, the City of Coburg Budget Committee held a public hearing on the possible use of the funds on May 31, 2022; and

WHEREAS, the City Council of Coburg held a public hearing on the proposed use of these funds in relation to the entire budget on June 14, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City of Coburg**,** pursuant to ORS 221.770, the City of Coburg hereby elects to receive state revenues for fiscal year 2022-23

Adopted by the **City Council of the City of Coburg,** Oregon, by a vote of ____ for and ____ against, this 14th day of June, 2022.

_____

Mayor, Ray Smith

ATTEST:

_____

Sammy L. Egbert, City Recorder

I certify that a public hearing before the Budget Committee was held on May 31, 2022 and a public hearing before the City Council was held on June 14, 2022, giving citizens an opportunity to comment on the use of State Revenue Sharing.

_____

Sammy Egbert, City Recorder

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Resolution 2022-13, A Resolution Declaring the City's Certification of Eligibility for State Shared Revenues ORS 221.760

Meeting Date: June 14, 2022
Staff Contact: Tim Gaines, Finance Director
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

CITY COUNCIL GOAL(S)
Goal 4. Fiscal Stewardship

REQUESTED COUNCIL ACTION
Adopt Resolution 2022-13 to receive State Shared Revenues for FY 2022-23 pursuant to ORS 221.760

Suggested Motion; ***"I move to approve Resolution 2022-13 A Resolution declaring The City's certification of eligibility for State Shared Revenues."***

BACKGROUND
This is an annual resolution of the Council Pursuant to ORS 221.760. The state shall disburse certain cigarette, liquor and highway tax to the cities of the state for general-purpose use. In order to receive these funds the City must certify that it is located within a county having more than 100,000 inhabitants and that it provides four or more of the following services:

a. Police protection
b. Fire protection
c. Street construction, maintenance and lighting
d. Sanitary sewers
e. Storm sewers
f. Planning, zoning and subdivision control
g. One or more utility services

Resolution 2022-13 must be provided to State Shared Financial Services no later than July 31 of the Fiscal Year.

RECOMMENDATION AND ALTERNATIVES
Staff recommends approval of the Resolution 2022-13

BUDGET / FINANCIAL IMPACT
The City budget portion of State Shared Revenues is $15,640 for the fiscal year of 2022-23.

PUBLIC INVOLVEMENT
No public involvement was included as part of this item.

ATTACHMENTS
A. Draft Resolution 2022-13

REVIEWED THROUGH:
Sammy Egbert, City Recorder
Anne Heath, City Administrator

RESOLUTION 2022-13

A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE-SHARED REVENUES

WHEREAS, ORS 221.760, provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

(1) Police protection,
(2) Fire protection,
(3) Street construction, maintenance, and lighting,
(4) Sanitary sewers,
(5) Storm sewers,
(6) Planning, zoning, and subdivision control,
(7) One or more utility services, and,

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760,

NOW, THEREFORE, BE IT RESOLVED by the City of Coburg**,**

1. The City of Coburg hereby certifies that it provides the following five services enumerated in Section 1, ORS 221.760: Police Protection; Street Construction, Maintenance, and Lighting; Sanitary Sewer; Planning, Zoning and Subdivision Control; Water Utility Service.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ____ and ____ against, this 14th day of June, 2022.

_____
Ray Smith, Mayor

ATTEST:

_____
Sammy Egbert, City Recorder

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Resolution 2022-14, A Resolution Adopting the Salary and Classification Schedule for Fiscal Year 2022-23

Meeting Date: June 14, 2022
Staff Contact: Tim Gaines, Finance Director
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

CITY COUNCIL GOAL(S)
Goal 4. Fiscal Stewardship

REQUESTED COUNCIL ACTION
Consider Fiscal Year 2022-23 pay scale which continues City Councils direction of a merit-based structure and to update scale for all employees for budget year 2022-23.

Suggested Motion*; "I move to adopt Resolution 2022-14, the Fiscal Year 2022-23 City of Coburg pay scale."*

BACKGROUND
As a result of the 2012 subcommittee recommendations, interpretations that related to the Coburg Personnel Manual and associated issues related to the Police Department, annual pay scales have been developed during the budget process.

At the May 2013 City Council meeting, Council endorsed an approach to the pay scale as follows:

> The Local Government Personnel Institute (LGPI) recommended a 6-step pay scale where each step represented 5%. Council adopted 2% between steps. With 2% between steps, it takes several additional steps to acquire the upper-end of the recommended pay scale. Therefore, to maintain consistency with the recommended overall range for each position, the pay scale was extended to reflect the LGPI recommendation. The result is a 14-step scale.

In 2017 the City contracted with LGPI to conduct a salary analysis. From that analysis the salary scale was adjusted to allow for employee personal growth and to align salaries with regional small cities. This did not mean that employees received raises; it did mean that the salary scale

provides room for growth in their profession and longevity at the City. This process was reviewed by the Mayor and Councilor Bell as requested by the Mayor.

If a positive performance review is completed, that employee's pay could be shifted up one step on the newly adopted schedule. Employees are annually eligible for a step increase.

It was further recommended that Council adopt an updated version of the pay scale annually as it relates to the new fiscal year budget.

In March of 2021, the City Council adopted the priority goals and work plan for the City of Coburg for fiscal year 2022. One of the work plan items was to complete a salary analysis. The City moved forward to establish a contract with Local Government Personnel Institute to complete this work through Lane Council of Governments. The final report was issued to the City in August of 2021. The following were the steps taken to complete the report and to make recommendations to Council:

1. Staff Leadership Team met to discuss comparative cities and entities for the report.
2. All pertinent information was forwarded to contractor.
3. Contractor provided a draft report to staff, which the staff reviewed. Some cities had not provided information and the question was raised to either move forward with the information contained in the report, or to try to go back to the cities and ask them to provide information. The staff elected to take the time to gather the information from the comparative cities. This took additional time than expected and therefore delayed the final report.
4. When the final report was received, it was provided to the staff for review.
5. A comparative was done to the current salary schedule and the salary analysis report. The results of this analysis found the Coburg salaries were significantly lower than the region, and the comparative cities in most all of departments, but more significantly in some departments.
6. Staff completed an in-house analysis utilizing the Salary Analysis and made a recommendation to increase the overall salary scale by 15% in Court, Planning, Police, and Public works, and by 10% for administration.
7. Staff took the new scale and provided financial analysis as to the effects on the budget for the City over 5 years. An analysis on the utility accounts was also completed to find if this change would create a need to raise rates.
8. In addition, staff took the time to discuss changes that should be made to the scale at the time including renaming positions, creating new positions, and categorizing the scale by Department. New columns were also added to note positions that are eligible for On-call and Certification pay.
9. The recommended changes attempted to provide growth potential for every position at the City, and to bring salaries as close to regional standards as possible.
10. On August 31, 2021, the City Council held a work session and received the Salary Analysis report and all staff analysis.

After discussion, the Council gave direction to move forward with the salary scale amendment as presented.

Current schedule includes a 4.0% COLA that was approved in the 2022-23 Budget Process. See Attachment B.

RECOMMENDATION AND ALTERNATIVES

1. City Council may adopt the recommended Fiscal year 2022-23 pay scale.
2. City Council may request additional information for the Fiscal Year 2022-23 pay scale.

BUDGET / FINANCIAL IMPACT

Pay and benefits are a principal City expense. Adjustments to pay and benefits can have a significant financial impact on the City. The adopted Fiscal Year 2022-23 Budget is consistent with this pay scale recommendation.

PUBLIC INVOLVEMENT

No public involvement was included as part of this item.

NEXT STEPS

If adopted, Staff will implement the new pay scale.

ATTACHMENTS

A. Draft Resolution 2022-14
B. Draft FY 2022-23 Pay Scales

REVIEWED THROUGH:

Anne Heath, City Administrator

RESOLUTION 2022-14

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

WHEREAS, the City of Coburg has adopted a salary and classification schedule in the past by several methods, including by inclusion in the personnel policies of the City; and

WHEREAS, the City Charter requires that City Council fix the amount of compensation for City officers and approve compensation plan for City Employees.

WHEREAS, the City's approved fiscal policy calls for adoption of the Salary Schedule by Resolution annually; and

WHEREAS, this Fiscal Year the Coburg City Council chose to include a salary and classification schedule in the Fiscal 2022-23 Budget;

NOW THEREFORE, BE IT RESOLVED By the City of Coburg:

The Salary Schedule set forth in the adopted budget is hereby adopted as the Official Salary Schedule of the City of Coburg for Fiscal Year 2022-23.

Adopted by the **City Council** of the **City of Coburg**, Oregon by vote of ____ for and ____ against this 14th day of June, 2022.

_____
Ray Smith, Mayor

ATTEST:

_____
Sammy L. Egbert, City Recorder

Salary and Classification Schedule

FY 2022-2023 with 4.0% COLA **FOR ALL STAFF**

*= Supervises Others Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Administration														
City Adminstrator *	Negotiated Contract													
Finance Director	36.78	37.52	38.27	39.03	39.82	40.61	41.42	42.25	43.10	43.96	44.84	45.74	46.65	47.58
Salary	76,510	78,040	79,601	81,193	82,817	84,473	86,162	87,886	89,643	91,436	93,265	95,130	97,033	98,973
Accountant	45,531	46,446	47,382	48,339	49,296	50,274	51,272	52,291	53,331	54,392	55,474	56,576	57,699	58,843
Hourly	21.89	22.33	22.78	23.24	23.70	24.17	24.65	25.14	25.64	26.15	26.67	27.20	27.74	28.29
Assistant City Administrator *	36.78	37.52	38.27	39.03	39.82	40.61	41.42	42.25	43.10	43.96	44.84	45.74	46.65	47.58
Salary	76,510	78,040	79,601	81,193	82,817	84,473	86,162	87,886	89,643	91,436	93,265	95,130	97,033	98,973
City Recorder *	29.27	29.85	30.45	31.06	31.68	32.31	32.96	33.62	34.29	34.98	35.68	36.39	37.12	37.86
Salary	60,875	62,093	63,335	64,601	65,893	67,211	68,556	69,927	71,325	72,752	74,207	75,691	77,205	78,749
Utility Billing Specialist	44,637	45,531	46,446	47,382	48,339	49,296	50,274	51,272	52,291	53,331	54,392	55,474	56,576	57,699
Hourly	21.46	21.89	22.33	22.78	23.24	23.70	24.17	24.65	25.14	25.64	26.15	26.67	27.20	27.74
Administrative Specialist	39,790	40,581	41,392	42,224	43,077	43,930	44,803	45,698	46,613	47,549	48,506	49,483	50,482	51,501
Hourly	19.13	19.51	19.90	20.30	20.71	21.12	21.54	21.97	22.41	22.86	23.32	23.79	24.27	24.76
Administrative Assistant 2	38,418	39,187	39,978	40,768	41,579	42,411	43,264	44,138	45,011	45,906	46,821	47,757	48,714	49,691
Hourly	18.47	18.84	19.22	19.60	19.99	20.39	20.80	21.22	21.64	22.07	22.51	22.96	23.42	23.89
Administrative Assistant 1	36,213	36,941	37,690	38,438	39,208	39,998	40,789	41,600	42,432	43,285	44,158	45,032	45,926	46,842
Hourly	17.41	17.76	18.12	18.48	18.85	19.23	19.61	20.00	20.40	20.81	21.23	21.65	22.08	22.52
Administrative Assistant - Temporary	13.50	13.77	14.05	14.33	14.61	14.91	15.20	15.51	15.82	16.13	16.46	16.79	17.12	17.46
Hourly - Legal Minimum Wage	13.50	13.77	14.05	14.33	14.61	14.91	15.20	15.51	15.82	16.13	16.46	16.79	17.12	17.46
Court														
Court Administrator	28.27	28.84	29.41	30.00	30.60	31.21	31.84	32.47	33.12	33.79	34.46	35.15	35.85	36.57
Salary	58,804	59,980	61,179	62,403	63,651	64,924	66,223	67,547	68,898	70,276	71,681	73,115	74,577	76,069
Police														
Police Chief *	43.31	44.17	45.06	45.96	46.88	47.81	48.77	49.75	50.74	51.76	52.79	53.85	54.92	56.02
Salary	90,079	91,881	93,718	95,593	97,505	99,455	101,444	103,473	105,542	107,653	109,806	112,002	114,242	116,527
Police Sargent *	74,651	76,149	77,667	79,227	80,808	82,430	84,074	85,758	87,464	89,211	91,000	92,830	94,682	96,574
Hourly	35.89	36.61	37.34	38.09	38.85	39.63	40.42	41.23	42.05	42.89	43.75	44.63	45.52	46.43
Police Officer 1	57,699	58,843	60,029	61,235	62,462	63,710	64,979	66,269	67,600	68,952	70,325	71,739	73,174	74,630
Hourly	27.74	28.29	28.86	29.44	30.03	30.63	31.24	31.86	32.50	33.15	33.81	34.49	35.18	35.88
Police Department Technician	47,590	48,547	49,525	50,523	51,542	52,582	53,643	54,725	55,827	56,950	58,094	59,259	60,445	61,651
Hourly	22.88	23.34	23.81	24.29	24.78	25.28	25.79	26.31	26.84	27.38	27.93	28.49	29.06	29.64
Reserve Officer	39,832	40,622	41,434	42,266	43,118	43,971	44,845	45,739	46,654	47,590	48,547	49,525	50,523	51,542
On-Call officer only (50 hours PY)	19.15	19.53	19.92	20.32	20.73	21.14	21.56	21.99	22.43	22.88	23.34	23.81	24.29	24.78
Planning/Development														
Planner/Development Director *	30.32	30.92	31.54	32.17	32.82	33.47	34.14	34.82	35.52	36.23	36.96	37.70	38.45	39.22
Salary	63,059	64,321	65,607	66,919	68,257	69,623	71,015	72,435	73,884	75,362	76,869	78,406	79,975	81,574
Staff Planner/Development	46,654	47,590	48,547	49,525	50,523	51,542	52,582	53,643	54,725	55,827	56,950	58,094	59,259	60,445
Hourly	22.43	22.88	23.34	23.81	24.29	24.78	25.28	25.79	26.31	26.84	27.38	27.93	28.49	29.06
Public Works														
Public Works Director *	37.22	37.96	38.72	39.49	40.28	41.09	41.91	42.75	43.60	44.48	45.37	46.27	47.20	48.14
Salary	77,408	78,956	80,536	82,146	83,789	85,465	87,174	88,918	90,696	92,510	94,360	96,247	98,172	100,136
Public Works Supervisor*	27.74	28.30	28.86	29.44	30.03	30.63	31.24	31.87	32.50	33.15	33.82	34.49	35.18	35.89
Salary	57,701	58,855	60,032	61,233	62,458	63,707	64,981	66,281	67,606	68,958	70,338	71,744	73,179	74,643
Public Works Operator 3	51,355	52,374	53,414	54,475	55,557	56,659	57,782	58,947	60,133	61,339	62,566	63,814	65,083	66,394
Hourly	24.69	25.18	25.68	26.19	26.71	27.24	27.78	28.34	28.91	29.49	30.08	30.68	31.29	31.92
Public Works Operator 2	44,990	45,885	46,800	47,736	48,693	49,670	50,669	51,688	52,728	53,789	54,870	55,973	57,096	58,240
Hourly	21.63	22.06	22.50	22.95	23.41	23.88	24.36	24.85	25.35	25.86	26.38	26.91	27.45	28.00
Public Works Operator 1	40,165	40,976	41,787	42,619	43,472	44,346	45,240	46,155	47,070	48,006	48,963	49,941	50,939	51,958
Hourly	19.31	19.70	20.09	20.49	20.90	21.32	21.75	22.19	22.63	23.08	23.54	24.01	24.49	24.98
Public Works Seasonal Worker	13.50	13.77	14.05	14.33	14.62	14.91	15.21	15.51	15.82	16.14	16.46	16.79	17.13	17.47
Hourly - Legal Minimum Wage	28,080	28,642	29,224	29,806	30,410	31,013	31,637	32,261	32,906	33,571	34,237	34,923	35,630	36,338

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Resolution 2022-15, A Resolution Adopting the City's Budget for Fiscal Year 2022-23, Creating Appropriations, Setting the Tax, Imposing the Tax, and Categorizing the Tax.

Meeting Date: June 14, 2022
Staff Contact: Tim Gaines, Finance Director
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

CITY COUNCIL GOAL(S)

Goal 4. Fiscal Stewardship

REQUESTED COUNCIL ACTION

Approve Resolution 2022-15, a resolution authorizing the City's budget for fiscal year 2022-23 creating expenditure appropriations, setting the tax, imposing the tax, and categorizing the tax.

Total budget expenditure appropriations of $17,103,837 (as summarized in attached Resolution).

Suggested Motion; "*I move to adopt Resolution 2022-15, A resolution adopting the budget for fiscal year 2022-23 creating appropriations, setting the tax, imposing the tax, and categorizing the tax.*"

BACKGROUND

This budget was presented, discussed, and approved for recommendation to the City Council by the 2022-23 Budget Committee.

RECOMMENDATION AND ALTERNATIVES

Staff recommends that the City Council adopt the resolution as recommended by the budget committee.

BUDGET / FINANCIAL IMPACT

Resolution 2022-15 reflects the proposed budget for which the City will conduct operations in fiscal year 2022-23.

ATTACHMENTS

A. Purposed Resolution 2022-15
B. Collapsed Budget Overview Worksheet
C. Approved Budget Document

REVIEWED THROUGH:

Anne Heath, City Administrator
Sammy Egbert, City Recorder
Steve Tuchsherer, City Auditor

RESOLUTION 2022-15

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

NOW, THERFORE, BE IT RESOLVED by the City Council of the City of Coburg that:

Section 1. The City Council of the City of Coburg hereby adopts the budget for fiscal year 2022-23 in the total amount of $17,103,837. This budget is now on file at 91136 N. Willamette Street, Coburg, Oregon.

Section 2. The amounts for the fiscal year beginning July 1, 2022 and for the purposes shown below are hereby appropriated:

GENERAL FUND	
Administration	$881,047
Facilities	$92,840
Planning	$190,333
Economic Development	$203,122
Police	$930,000
Court	$166,462
Park	$247,215
Public Works	$612,928
Not Allocated to Organization Unit or Program	
Debt Service	$30,150
Contingency	$200,000
Total	**$3,554,097**
STREET FUND	
Street	$2,225,815
Not Allocated to Organization Unit or Program	
Debt Service	$150,000
Contingency	$200,000
Total	**$2,575,815**
WATER FUND	
Water	$4,450,409
Not Allocated to Organization Unit or Program	
Debt Service	$332,150
Contingency	$200,000
Total	**$4,982,559**
SEWER FUND	
Sewer	$861,789
Not Allocated to Organization Unit or Program	
Debt Service	$910,784
Contingency	$200,000
Total	**$1,972,573**

TOTAL APPROPRIATIONS ALL FUNDS	**$13,085,044**
TOTAL UNAPPROPRIATED AND RESERVES	**$4,018,793**
TOTAL ADOPTED BUDGET	**$17,103,837**

Section 3. BE IT RESOLVED the City Council of the City of Coburg hereby imposes the taxes provided for in the adopted budget FY 2022-23 at the rate of $3.7506 per $1000 of assessed value for operations, and that these taxes are hereby imposed for tax year 2022-23 upon the assessed value of all taxable property within the City as follows:

Permanent Rate Tax $3.7506/$1,000

Section 4. The City Council of Coburg hereby categorized the taxes as follows:

	General Government	Excluded from Limitation
Permanent Rate	3.7506/$1000	0.00

Section 5. This Resolution will take effect upon passage.

Adopted by the **City Council** of the **City of Coburg**, Oregon by a vote of ____ for and ____ against, this 14th day of June, 2022.

_____
Ray Smith Mayor

ATTEST:

_____
Sammy L. Egbert, City Recorder

CITY OF COBURG
APPROVED BUDGET FISCAL YEAR 2022-2023

	Beginning Balance	Revenues	Expenses	Alloc/Transfer In	Alloc/Transfer Out	Contingency	Ending Fund Balance	Total Requirements
General Fund								
Revenues	705,000	2,631,129		878,804			4,214,933	
Personal Services			(2,168,212)				(2,168,212)	
Materials and Services			(791,736)				(791,736)	
Debt Service			(30,150)				(30,150)	
Capital Outlay			(364,000)				(364,000)	
Contingency						(200,000)	(200,000)	
Total	705,000	2,631,129	(3,354,098)	878,804	0	(200,000)	660,835	(4,214,933)
Street Fund								
Revenues	896,000	2,627,752		0			3,523,752	
Personal Services			0		(102,021)		(102,021)	
Materials and Services			(373,379)		(120,415)		(493,794)	
Debt Services			(150,000)				(150,000)	
Capital Outlay			(1,630,000)			(200,000)	(1,830,000)	
Total	896,000	2,627,752	(2,153,379)	0	(222,436)	(200,000)	947,937	(3,523,752)
Water Fund							0	
Revenues	1,567,000	3,982,226					5,549,226	
Personal Services					(143,932)		(143,932)	
Materials and Services			(117,716)		(166,261)		(283,977)	
Debt Service			(332,150)				(332,150)	
Capital Outlay			(4,022,500)				(4,022,500)	
Contingency						(200,000)	(200,000)	
Total Combined Beginning Balance	1,567,000	3,982,226	(4,472,366)	0	(310,193)	(200,000)	566,667	(5,549,226)
Sewer Fund								
Revenues	2,164,000	1,651,926					3,815,926	
Personal Services					(208,883)		(208,883)	
Materials and Services			(265,614)		(137,292)		(402,906)	
Debt Service			(910,784)				(910,784)	
Capital Outlay			(250,000)				(250,000)	
Contingency						(200,000)	(200,000)	
Total	2,164,000	1,651,926	(1,426,398)	0	(346,175)	(200,000)	1,843,353	(3,815,926)
Total	**5,332,000**	**10,893,033**	**(11,406,241)**	**878,804**	**(878,804)**	**(800,000)**	**4,018,792**	**(17,103,837)**

Total Revenues	**17,103,837**	**Total Expenses**	**17,103,837**

CITY OF COBURG
APPROVED BUDGET 2022-23

	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED			
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
001 General	(0)	(0)	(0)	(0)	(0)	0	(0)	(0)	0
000 NonDepartmental	1,179,439	1,212,107	1,538,055	1,514,737	1,514,737	1,429,630	1,461,932	1,537,584	1,624,849
001-000-400200 Current Taxes	776,974	839,757	859,000	891,213	891,213	938,842	1,016,442	1,096,174	1,170,679
001-000-400300 Delinquent Taxes	17,580	4,777	35,000	35,000	35,000	36,050	37,132	38,245	39,393
001-000-401000 State Pool Interest	19,286	6,699	15,000	15,000	15,000	15,000	15,000	15,000	15,000
001-000-402010 State Shared Revenue	18,972	23,207	15,640	15,640	15,640	17,500	18,500	18,500	18,500
001-000-402200 State Cigarette Taxes	2,207	1,267	1,050	1,050	1,050	1,082	1,114	1,147	1,182
001-000-402250 State Liquor Taxes	20,276	26,185	25,450	25,450	25,450	26,214	27,000	27,810	28,644
001-000-402500 Transient Room Tax	-	-	-	-	-	-	-	-	-
001-000-402600 Tourism Funds - Lane County	-	-	-	-	-	-	-	-	-
001-000-403100 Power Company Franchise Fee	186,408	160,365	198,000	198,000	198,000	203,940	210,058	216,360	222,851
001-000-403150 Power Company Franchise License	43,011	43,054	48,000	42,500	42,500	44,625	45,964	47,343	48,763
001-000-403200 Gas Company Franchise Fee	21,671	20,307	25,000	26,000	26,000	26,780	27,583	28,411	29,263
001-000-403300 Cable TV/Broadband Franchise Fee	9,699	6,581	7,700	8,008	8,008	8,248	8,496	8,751	9,013
001-000-403400 Telephone Franchise	-	3,362	5,500	3,500	3,500	3,605	3,713	3,825	3,939
001-000-403500 Garbage Franchise Fee	-	4,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
001-000-404040 Impound Fees	660	460	680	500	500	500	500	500	500
001-000-404042 Business License	3,650	3,930	4,000	4,000	4,000	4,120	4,244	4,371	4,502
001-000-404400 Land Use Filing Fees	-	3,000	-	-	-	-	-	-	-
001-000-404470 Planning Assistant Grant-OR St	-	-	-	-	-	-	-	-	-
001-000-404480 Homeland Security/Resilience Grant	-	-	-	-	-	50,000	-	-	-
001-000-404485 Willamette Valley Visitors Grant	-	-	-	-	-	-	-	-	-
001-000-404487 COVID Relief Fund Grant	-	50,000	-	-	-	-	-	-	-
001-000-404488 American Rescue Plan	-	-	240,000	129,937	129,937	-	-	-	-
001-000-404492 CRRSAA Grant	-	-	-	59,047	59,047	-	-	-	-
001-000-404495 Lease Revenue	12,636	6,864	7,200	6,864	6,864	6,864	6,864	6,864	6,864
001-000-404500 Sign Application Fee	-	-	325	325	325	325	325	325	325
001-000-404600 SDC Admin. Fees	7,601	3,814	42,510	44,703	44,703	37,936	30,998	15,959	17,431
001-000-406050 Technology Fee	-	-	-	-	-	-	-	-	-
001-000-406700 Asset Forfeiture	-	-	-	-	-	-	-	-	-
001-000-408200 Oregon CLG Grant	-	265	-	-	-	-	-	-	-
001-000-410910 Dog License Fees	365	-	500	500	500	500	500	500	500
001-000-498100 Lien Search	1,250	1,375	1,500	1,500	1,500	1,500	1,500	1,500	1,500
001-000-498200 Police Confiscation Forfeiture	8,246	-	1,500	1,500	1,500	1,500	1,500	1,500	1,500
001-000-499000 Other Receipts	28,947	2,838	2,500	2,500	2,500	2,500	2,500	2,500	2,500
001 Administration	(624,825)	(692,238)	(802,254)	(881,047)	(881,047)	(912,378)	(944,906)	(978,675)	(1,014,935)
001-001-500500 City Administrator 1FTE	(98,205)	(98,401)	(109,079)	(120,045)	(120,045)	(124,847)	(129,841)	(135,034)	(140,436)
001-001-501100 Finance Director 1 FTE 2021	(16,463)	(79,398)	(88,131)	(91,500)	(91,500)	(95,160)	(98,967)	(102,925)	(107,042)
001-001-501400 City Recorder 1 FTE	(67,420)	(68,001)	(72,790)	(80,441)	(80,441)	(83,658)	(87,005)	(90,485)	(94,104)
001-001-501500 Office Administration 1.0 FTE	(70,880)	(54,167)	(35,280)	(41,582)	(41,582)	(43,245)	(44,975)	(46,774)	(48,645)
001-001-501550 Utility Billing Specialist 1.0 FTE	-	-	(45,660)	(47,300)	(47,300)	(49,192)	(51,160)	(53,207)	(55,335)
001-001-501600 Accountant	(26,578)	-	-	-	-	-	-	-	-
001-001-501700 Emergency Management	-	-	(5,000)	-	-	-	-	-	-
001-001-501900 Severance/Vacation Pay/Adjust	2,270	(3,167)	(1,500)	(1,500)	(1,500)	(1,560)	(1,622)	(1,687)	(1,755)

CITY OF COBURG
APPROVED BUDGET 2022-23

	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED			
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
001-001-502000 Workers' Compensation	(18,233)	(18,363)	(23,795)	(23,795)	(23,795)	(24,747)	(25,737)	(26,766)	(27,837)
001-001-503000 FICA/Medicare	(19,457)	(21,935)	(25,305)	(28,807)	(28,807)	(29,959)	(31,158)	(32,404)	(33,700)
001-001-504000 Health Insurance/Dental/Life/LTD	(70,166)	(68,495)	(88,577)	(115,461)	(115,461)	(120,079)	(124,882)	(129,877)	(135,072)
001-001-504100 Life/STD Insurance	-	-	-	-	-	-	-	-	-
001-001-505000 PERS Retirement	(51,868)	(48,833)	(71,757)	(80,918)	(80,918)	(84,155)	(87,521)	(91,022)	(94,662)
001-001-506000 Unemployment Insurance	(10,975)	(4,092)	(6,950)	(7,830)	(7,830)	(8,143)	(8,469)	(8,808)	(9,160)
001-001-506500 Workers Benefit Fund	(371)	(85)	(730)	(820)	(820)	(853)	(887)	(923)	(960)
001-001-510000 Office Expense	(7,844)	(7,931)	(10,000)	(8,000)	(8,000)	(8,240)	(8,487)	(8,742)	(9,004)
001-001-510020 Public Meeting Expense	(2,569)	(3,368)	(19,000)	(19,000)	(19,000)	(19,570)	(20,157)	(20,762)	(21,385)
001-001-510050 Council/Committee/commission Train	(340)	(259)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
001-001-510600 Audit	(17,950)	(19,200)	(29,500)	(30,680)	(30,680)	(31,600)	(32,548)	(33,525)	(34,531)
001-001-510800 Professional Services	(24,584)	(28,361)	(12,500)	(25,000)	(25,000)	(25,750)	(26,523)	(27,318)	(28,138)
001-001-510880 City Attorney	(4,040)	-	-	-	-	-	-	-	-
001-001-510881 Legal	(5,119)	(15,245)	(22,500)	(22,500)	(22,500)	(22,500)	(22,500)	(22,500)	(22,500)
001-001-510950 Liability Insurance	(21,730)	(23,900)	(26,000)	(27,040)	(27,040)	(27,851)	(28,687)	(29,547)	(30,434)
001-001-510951 Auto Insurance	(10,566)	(13,475)	(14,500)	(15,080)	(15,080)	(15,532)	(15,998)	(16,478)	(16,973)
001-001-510952 Property Insurance	(13,980)	(12,430)	(13,500)	(14,040)	(14,040)	(14,461)	(14,895)	(15,342)	(15,802)
001-001-510953 Cyber Security Insurance	-	(1,550)	(2,700)	(2,808)	(2,808)	(2,892)	(2,979)	(3,068)	(3,160)
001-001-513000 Bank Fees	(24,793)	(32,092)	(26,000)	(27,040)	(27,040)	(27,851)	(28,687)	(29,547)	(30,434)
001-001-514400 City Prosecutor	(8,177)	(8,758)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
001-001-522090 Mbrships, Dues & Subscriptions	(7,627)	(4,357)	(5,000)	(5,200)	(5,200)	(5,356)	(5,517)	(5,682)	(5,853)
001-001-522100 Travel, Education, Training	(4,849)	(1,248)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,200)
001-001-522500 Employee Promotions and Incent	(1,192)	(2,029)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(3,000)
001-001-522550 Employee Wellness Campaign	(300)	-	(1,000)	-	-	-	-	-	-
001-001-522570 Volunteer Appreciation	-	(366)	(500)	(520)	(520)	(536)	(552)	(568)	(585)
001-001-530000 Computer Expense	(1,009)	(424)	(4,000)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
001-001-530100 LCOG IT Support/Computers/IT Service	(15,866)	(19,815)	(16,000)	(16,640)	(16,640)	(17,139)	(17,653)	(18,183)	(18,728)
001-001-542000 Miscellaneous	(735)	-	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
001-001-542010 COVID-19	(1,876)	(30,541)	-	-	-	-	-	-	-
001-001-557100 Advertising, Legal Notices	(1,336)	(1,952)	-	-	-	-	-	-	-
001-700-710030 Payroll Reimbursement	-	-	-	-	-	-	-	-	-
002 Facility Management	(154,303)	(85,675)	(148,100)	(92,840)	(92,840)	(93,653)	(84,785)	(95,535)	(86,205)
001-002-505600 Capital Outlay - Homeland Security	(108)	-	-	-	-	-	-	-	-
001-002-505700 Capital Outlay - Council I-Pads	(4,058)	-	(1,000)	-	-	-	-	-	-
001-002-505800 Capital Outlay Computers	-	-	(10,000)	-	-	-	-	-	-
001-002-510100 Utilities	(8,357)	(9,177)	(11,000)	(11,440)	(11,440)	(11,783)	(12,137)	(12,501)	(12,876)
001-002-510450 Postage	(8,895)	(8,843)	(9,000)	(8,000)	(8,000)	(8,200)	(8,200)	(8,300)	(8,300)
001-002-511000 Bathroom and Kitchen Supplies	(1,253)	(305)	(1,200)	(800)	(800)	(800)	(800)	(800)	(800)
001-002-522000 Telephone	(10,269)	(7,524)	(8,500)	(9,000)	(9,000)	(9,270)	(9,548)	(9,835)	(10,130)
001-002-522050 Network/Email/Backup	(7,508)	(5,770)	(10,000)	(10,400)	(10,400)	(10,400)	(10,400)	(10,400)	(10,400)
001-002-523500 Copier Lease/Maint.	(13,490)	(7,710)	(10,000)	(7,200)	(7,200)	(7,200)	(7,200)	(7,200)	(7,200)
001-002-530500 Finance Software	(17,128)	(17,493)	(17,500)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
001-002-582000 Building Maint, Supplies	(6,549)	(6,804)	(17,500)	(13,000)	(13,000)	(13,000)	(13,500)	(13,500)	(13,500)
001-002-586000 Reconciliation Discrepancy	895	-	-	-	-	-	-	-	-

CITY OF COBURG
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	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED			
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
001-002-588000 Records Storage	(2,837)	(2,985)	(2,400)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
001-002-603000 Capital Outlay City Hall	(74,747)	(19,064)	(50,000)	(10,000)	(10,000)	(10,000)	-	(10,000)	-
006 Planning	(103,377)	(84,447)	(23,567)	37,567	37,567	(13,827)	(13,650)	(86,201)	(91,374)
001-006-403050 Electrical Permit Fees	6,304	10,430	22,660	19,219	19,219	12,566	12,566	7,190	7,190
001-006-404300 Building Permit Fees	35,280	59,749	136,000	146,756	146,756	104,728	104,728	47,728	47,728
001-006-404450 Planning Service Fees	20,830	33,677	25,000	25,000	25,000	25,000	25,000	25,000	25,000
001-006-404460 Surcharge Fee	3,738	5,764	12,000	6,014	6,014	5,690	5,690	4,610	4,610
001-006-404470 Technology Fee(3% of Permit Fees)	6,909	4,566	5,500	18,188	18,188	15,296	15,296	5,656	5,656
001-006-404480 STPG Reimbursement	-	3,638	-	-	-	-	-	-	-
001-006-405000 Historic Preservation Grant	-	11,500	4,000	4,723	4,723	2,500	4,500	2,500	4,500
001-006-406000 Bike Kiosk Grants-Travel Oregon/MPC	-	-	49,500	-	-	-	-	-	-
001-006-407500 TGM Planning Assistance Grant	-	-	50,000	-	-	-	-	-	-
001-006-408500 Fed MPO Reimb Planning	4,139	-	10,000	8,000	8,000	8,000	8,000	8,000	8,000
001-006-500000 Planner/Development Staff	-	-	(38,000)	(41,099)	(41,099)	(42,743)	(44,452)	(46,230)	(48,080)
001-006-501200 Planning/Development Manager	(59,433)	(29,412)	-	-	-	-	-	-	-
001-006-501900 Severance Pay/Vacation	(536)	-	(700)	(700)	(700)	(700)	(700)	(700)	(700)
001-006-502000 Workers' Compensation	-	(15)	(80)	(89)	(89)	(92)	(96)	(100)	(104)
001-006-503000 FICA/Medicare	(6,135)	(2,346)	(2,257)	(3,108)	(3,108)	(3,233)	(3,362)	(3,497)	(3,637)
001-006-504000 Health Insurance	(989)	(5,926)	(9,231)	(9,844)	(9,844)	(10,238)	(10,647)	(11,073)	(11,516)
001-006-504100 Life/STD Insurance	(150)	-	-	-	-	-	-	-	-
001-006-505000 PERS Retirement	(11,856)	(1,587)	(7,888)	(8,534)	(8,534)	(8,875)	(9,230)	(9,599)	(9,983)
001-006-506000 Unemployment Insurance	-	(570)	(781)	(845)	(845)	(879)	(914)	(950)	(988)
001-006-510000 Office Expense	(2,003)	(882)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
001-006-510460 UGB Expense	-	-	-	-	-	-	-	-	-
001-006-510500 Inspection Permit Fees	(29,779)	(58,078)	(57,030)	(70,596)	(70,596)	(72,714)	(74,895)	(77,142)	(79,456)
001-006-510530 Building Permit Surcharge	(3,397)	-	(56,660)	(5,096)	(5,096)	(4,934)	(4,934)	(4,394)	(4,394)
001-006-510800 Professional Serv	(14,698)	(28,310)	(7,500)	(15,000)	(15,000)	(15,000)	(10,000)	(10,000)	(10,000)
001-006-510870 Planner - LCOG	-	(48,783)	(20,000)	(20,000)	(20,000)	(15,000)	(15,000)	(10,000)	(10,000)
001-006-510880 City Attorney	(1,969)	(8,005)	(10,000)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
001-006-513000 Bank Fees	(2,950)	(2,825)	-	-	-	-	-	-	-
001-006-522100 Travel, Education, Training	(1,427)	(237)	(1,800)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)
001-006-530001 Historic Preservation Expense (Granted)	(7,998)	(2,540)	(4,000)	(4,723)	(4,723)	(2,500)	(4,500)	(2,500)	(4,500)
001-006-530050 Community Visioning Project	-	-	-	-	-	-	-	-	-
001-006-530060 Storm Water Master Plan	(23,228)	(1,140)	(20,000)	-	-	-	-	-	-
001-006-530070 Comprehensive Plan Update	(13,836)	-	-	-	-	-	-	-	-
001-006-530085 TGM Grant Expense	-	-	(50,000)	-	-	-	-	-	-
001-006-530090 Build Out Scenario	-	(11,241)	-	-	-	-	-	-	-
001-006-530100 Bike Kiosk Expense	-	(3,111)	(49,500)	-	-	-	-	-	-
001-006-533080 Transportation System Plan	-	(8,250)	-	-	-	-	-	-	-
001-006-557100 Advertising, Legal Notices	(193)	(513)	(1,800)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
001-006-720030 Payroll Allocated	-	-	-	-	-	-	-	-	-
015 Police	(523,981)	(573,970)	(795,759)	(870,945)	(870,945)	(839,720)	(900,078)	(902,600)	(934,163)
001-015-406200 Police Training Fees	-	2,574	2,500	2,575	2,575	2,652	2,732	2,814	2,898
001-015-406300 Body Camera Grant	-	-	-	-	-	-	-	-	-

CITY OF COBURG
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	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED			
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
001-015-406350 Oregon State Police Grant - Live Scan	21,306	-	-	-	-	-	-	-	-
001-015-406375 Bureau of Justice Vest Grant	-	-	4,000	4,000	4,000	4,000	4,000	4,000	4,000
001-015-406400 Police Donations	-	-	-	-	-	-	-	-	-
001-015-406600 Police CHETT Program Donations	275	1,374	950	950	950	1,000	1,050	1,050	1,200
001-015-410800 Shop with a Cop	1,744	200	1,700	1,700	1,700	1,700	1,700	1,700	1,700
001-015-485200 Police Reserve Officer Revenue	733	-	800	800	800	900	900	900	900
001-015-486000 Partner Agency Reimbursements	9,203	42,716	5,000	5,000	5,000	5,000	5,000	5,000	5,000
001-015-486100 Harrisburg Patrol	-	10,545	26,880	26,880	26,880	26,880	26,880	27,955	29,073
001-015-486200 USMS- Sex Offenders	-	-	-	1,000	1,000	7,500	7,500	7,500	7,500
001-015-486300 ODOT Truck Inspection	-	-	-	8,000	8,000	8,000	8,000	8,000	8,000
001-015-486400 UO World Games	-	-	-	8,000	8,000	-	-	-	-
001-015-498000 Fingerprinting Fees	-	-	150	150	150	100	100	100	100
001-015-500400 Chief of Police	(106,289)	(100,684)	(109,434)	(110,150)	(110,150)	(114,556)	(119,138)	(123,904)	(128,860)
001-015-500540 Police Officer-Universal #1	(113,939)	(171,427)	(86,748)	(98,149)	(98,149)	(102,075)	(106,158)	(110,405)	(114,821)
001-015-500540 Police Officer-Universal #2	-	-	(67,716)	(72,890)	(72,890)	(75,806)	(78,838)	(81,991)	(85,271)
001-015-500540 Police Officer-Universal #3	-	-	(68,266)	(77,018)	(77,018)	(80,099)	(83,303)	(86,635)	(90,101)
001-015-500580 Reserve Police	(793)	-	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
001-015-500590 Other Agency Patrols	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
001-015-501500 Police Clerk	(53,906)	(55,655)	(60,402)	(49,667)	(49,667)	(51,654)	(53,720)	(55,869)	(58,103)
001-015-501900 Severance/Vacation Pay	5,577	(8,662)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
001-015-503000 FICA/Medicare	(20,270)	(24,131)	(27,810)	(30,966)	(30,966)	(32,204)	(33,492)	(34,832)	(36,225)
001-015-504000 Health/Dental/Life/LTD	(76,160)	(85,614)	(92,595)	(125,542)	(125,542)	(130,564)	(135,786)	(141,218)	(146,866)
001-015-504100 Life/STD Insurance	-	-	-	-	-	-	-	-	-
001-015-505000 PERS Retirement	(48,607)	(48,945)	(81,227)	(91,321)	(91,321)	(94,974)	(98,773)	(102,724)	(106,833)
001-015-506000 Unemployment Insurance	-	(4,169)	(7,559)	(8,417)	(8,417)	(8,753)	(9,104)	(9,468)	(9,846)
001-015-506050 Workers Benefit Fund	-	(106)	(792)	(882)	(882)	(908)	(935)	(964)	(992)
001-015-506100 USMS- Sex Offenders	-	-	-	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
001-015-506200 ODOT Truck Inspection	-	-	-	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)
001-015-506300 UO World Games	-	-	-	(8,000)	(8,000)	-	-	-	-
001-015-510000 Office Expense	(1,665)	(1,447)	(3,000)	(3,120)	(3,120)	(3,214)	(3,310)	(3,409)	(3,512)
001-015-510200 Equipment Repair, Maintenance	(5,150)	(2,755)	(6,900)	(7,176)	(7,176)	(7,391)	(7,613)	(7,841)	(8,077)
001-015-510250 Equipment Non-Capital	(5,942)	(8,626)	(14,100)	(14,664)	(14,664)	(15,104)	(15,557)	(16,024)	(16,504)
001-015-510500 Uniforms Expense	(2,361)	(1,749)	(8,000)	(8,320)	(8,320)	(8,570)	(8,827)	(9,091)	(9,364)
001-015-510505 Bulletproof Vest Purchases (Grant)	-	-	-	(4,000)	(4,000)	(4,120)	(4,244)	(4,371)	(4,502)
001-015-510510 Photo, Crime Scene & Evidence	(568)	(307)	(4,000)	(4,160)	(4,160)	(4,285)	(4,413)	(4,546)	(4,682)
001-015-510550 Community Outreach Program	-	(1,417)	(3,000)	(3,120)	(3,120)	(3,214)	(3,310)	(3,409)	(3,512)
001-015-510880 City Attorney	(1,711)	-	(1,300)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)
001-015-510999 Canine Program	(269)	(7)	(500)	(520)	(520)	(536)	(552)	(568)	(585)
001-015-516200 Dispatch Contract	(49,449)	(65,240)	(64,890)	(64,890)	(64,890)	(66,000)	(66,000)	(68,000)	(68,000)
001-015-516500 Justice Program	-	-	-	-	-	-	-	-	-
001-015-522010 Cellular Phone	(3,785)	(3,702)	(3,800)	(3,952)	(3,952)	(4,071)	(4,193)	(4,318)	(4,448)
001-015-522100 Travel, Education, Training	(1,230)	(3,464)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
001-015-525000 Gasoline, Diesel Fuel	(8,356)	(11,553)	(12,000)	(15,000)	(15,000)	(15,450)	(15,914)	(16,391)	(16,883)
001-015-530000 Computer Expense	(39)	(2,850)	(6,000)	(1,720)	(1,720)	(1,720)	(1,720)	(1,720)	(1,720)

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APPROVED BUDGET 2022-23

	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED			
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
001-015-531000 Vehicle Maintenance	(5,678)	(8,240)	(6,800)	(8,000)	(8,000)	(8,240)	(8,487)	(8,742)	(9,004)
001-015-535000 MDT Support & Service	(2,922)	-	(2,400)	(2,496)	(2,496)	(2,571)	(2,648)	(2,727)	(2,809)
001-015-536400 Shop With Cop Program Expense	(955)	-	(1,400)	(1,456)	(1,456)	(1,500)	(1,545)	(1,591)	(1,639)
001-015-536700 Investigation Expense	(966)	(707)	(3,000)	(3,120)	(3,120)	(3,214)	(3,310)	(3,409)	(3,512)
001-015-536800 Psychological Testing	-	(1,086)	(2,200)	(2,288)	(2,288)	(2,357)	(2,427)	(2,500)	(2,575)
001-015-540000 Police CHETT Program Expenses	(191)	(134)	(800)	(832)	(832)	(857)	(883)	(909)	(936)
001-015-542000 Miscellaneous	(1,051)	-	(2,300)	(2,392)	(2,392)	(2,464)	(2,538)	(2,614)	(2,692)
001-015-585200 Reserve Officer Program	(9,925)	(472)	(1,600)	(1,664)	(1,664)	(1,714)	(1,765)	(1,818)	(1,873)
001-015-588700 Contract Services 2	(16,330)	(7,380)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
001-015-588800 Community Assistance	-	-	(2,500)	(2,600)	(2,600)	(2,678)	(2,758)	(2,841)	(2,926)
001-015-588900 Wellness Program	-	-	(2,700)	(2,808)	(2,808)	(2,892)	(2,979)	(3,068)	(3,160)
001-015-601000 Capital Outlay (Live Scan/Equipment)	(24,311)	(10,850)	-	-	-	-	-	-	-
001-015-601100 Capital Outlay - Fleet/Equipment	-	-	(55,000)	(55,000)	(55,000)	-	(30,000)	-	-
020 Municipal Court	(12,624)	(2,886)	(40,106)	(42,914)	(42,914)	(41,226)	(38,994)	(38,027)	(37,131)
001-020-405000 Fines and Bails	81,078	69,813	85,000	80,000	80,000	85,000	90,000	95,000	100,000
001-020-405010 Fines & Bail - Agency Collect.	50,635	63,050	41,200	42,848	42,848	44,133	45,457	46,821	48,226
001-020-405100 Fines Transfer from Other	474	1,408	200	200	200	200	200	200	200
001-020-406000 Court Fees	(1,549)	148	500	500	500	500	500	500	500
001-020-501700 Court Administrator	(61,882)	(63,357)	(72,703)	(71,615)	(71,615)	(74,479)	(77,458)	(80,557)	(83,779)
001-020-501900 Severance/Vacation	42	(1,278)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
001-020-502000 Workers' Benefit	-	(20)	(145)	(154)	(154)	(160)	(167)	(173)	(180)
001-020-503000 FICA/Medicare	(4,422)	(4,597)	(5,012)	(5,417)	(5,417)	(5,633)	(5,859)	(6,093)	(6,337)
001-020-504000 Health /Dental/Life/LTD	(24,573)	(25,211)	(27,298)	(27,261)	(27,261)	(28,351)	(29,485)	(30,665)	(31,891)
001-020-504100 Life/STD Insurance	-	-	-	-	-	-	-	-	-
001-020-505000 PERS Retirement	(13,517)	(14,169)	(15,422)	(16,503)	(16,503)	(17,164)	(17,850)	(18,564)	(19,307)
001-020-506000 Unemployment Insurance	-	(844)	(1,376)	(1,472)	(1,472)	(1,531)	(1,592)	(1,656)	(1,722)
001-020-510000 Office Expense	(1,627)	(1,934)	(1,600)	(2,000)	(2,000)	(2,000)	(2,000)	(2,100)	(2,100)
001-020-510800 Professional Services	-	-	(2,500)	(2,500)	(2,500)	(500)	(500)	(500)	(500)
001-020-510880 City Attorney	92	-	(150)	(150)	(150)	(150)	(150)	(150)	(150)
001-020-510920 Interpreter	(21)	(59)	(550)	(550)	(550)	(550)	(550)	(550)	(550)
001-020-513000 Bank Fees	(356)	(2,664)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
001-020-513300 Jury, Witness Fees	(587)	(211)	(800)	(800)	(800)	(800)	(900)	(900)	(900)
001-020-514500 Municipal Judge	(11,400)	(7,950)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)
001-020-516000 Court Appointed Attorney	(1,809)	(3,665)	(6,000)	(6,000)	(6,000)	(6,000)	(6,500)	(6,500)	(6,500)
001-020-516200 Court Software	(21,085)	(7,922)	(8,500)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
001-020-516500 Jail Beds Springfield	(360)	(600)	(3,000)	(3,300)	(3,300)	(3,300)	(3,300)	(3,300)	(3,300)
001-020-522090 Mbrships, Dues & Subscriptions	(432)	(538)	(600)	(600)	(600)	(600)	(700)	(700)	(700)
001-020-522100 Travel, Education, Training	(1,076)	(119)	(2,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
001-020-523500 Copier /Printer Lease and Service	(80)	-	(2,750)	(540)	(540)	(540)	(540)	(540)	(540)
001-020-530000 Computer Expense	-	(1,569)	-	-	-	(1,700)	-	-	-
001-020-542100 Bail Refunds	(168)	-	-	-	-	-	-	-	-
001-020-588000 Records Storage	-	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)
027 Economic Dev	(48,878)	17,060	(41,430)	(55,922)	(55,922)	(28,505)	8,000	8,750	9,200
001-025-402500 Transient Room Tax	17,326	19,033	13,500	22,200	22,200	25,500	26,000	27,000	27,500

CITY OF COBURG
APPROVED BUDGET 2022-23

	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED			
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
001-025-402600 Tourism Funds	14,787	15,700	16,000	20,000	20,000	20,500	20,500	21,000	21,000
001-025-402700 Ford Grant - Rare Participant Reimb.	-	-	-	-	-	-	-	-	-
001-025-402800 IOOF Building Rental Income	-	-	10,000	5,000	5,000	5,000	5,000	5,000	5,000
001-025-402900 Preserving Oregon Grant	-	-	20,000	20,000	20,000	-	-	-	-
001-025-403000 Oregon Main Street Grant	-	-	-	80,000	80,000	80,000	-	-	-
001-025-500000 Technical Assistant - Economic Develop	-	-	(25,860)	(24,717)	(24,717)	(25,706)	-	-	-
001-025-501900 Severance Pay/Vacation	-	-	(200)	(200)	(200)	(200)	-	-	-
001-025-502000 Workers Compensation	-	-	(50)	(50)	(50)	(52)	-	-	-
001-025-503000 FICA/Medicare	-	-	(1,500)	(1,500)	(1,500)	(1,560)	-	-	-
001-025-504000 Health Insurance	-	-	-	(600)	(600)	(600)	-	-	-
001-025-504100 Life/STD Insurance	-	-	-	-	-	-	-	-	-
001-025-505000 PERS Retirement	-	-	(2,200)	(2,566)	(2,566)	(2,669)	-	-	-
001-025-506000 Unemployment Insurance	-	-	(420)	(508)	(508)	(528)	-	-	-
001-025-510450 Postage	(1,406)	(713)	(1,700)	(1,680)	(1,680)	(1,690)	(1,500)	(1,750)	(1,800)
001-025-522070 Covid-19 Community Assistance	(9,250)	-	-	-	-	-	-	-	-
001-025-522220 Promotion of City/Tourism/Marketing	(9,960)	(9,965)	(17,000)	(12,500)	(12,500)	(12,500)	(5,000)	(5,500)	(5,500)
001-025-522230 Tourism - Funding to Chamber	-	(495)	(15,000)	-	-	-	-	-	-
001-025-522240 Rare	(29,375)	-	-	-	-	-	-	-	-
001-025-522250 Oregon Rain	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	-	-	-
001-025-522255 Coburg Community Foundation CDF	-	-	-	-	-	-	-	-	-
001-025-522260 Coburg Foundation	(26,000)	-	-	-	-	-	-	-	-
001-025-522270 IOOF Building Lease	-	(1,500)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
001-025-522280 IOOF Preservation Project	-	-	(20,000)	(20,000)	(20,000)	-	-	-	-
001-025-522295 Main Street Projects	-	-	-	(31,000)	(31,000)	(6,200)	-	-	-
001-025-522300 Travel Education & Training	-	-	-	(1,000)	(1,000)	(1,000)	-	-	-
001-025-522310 Office Supplies	-	-	-	(500)	(500)	(500)	-	-	-
001-025-522320 Membership Dues & Subscriptions	-	-	-	(300)	(300)	(300)	-	-	-
001-025-522340 Website Design/Upgrade	-	-	-	(500)	(500)	(500)	-	-	-
001-025-522350 Event Materials & Services	-	-	-	(2,000)	(2,000)	(2,000)	-	-	-
001-025-522360 Professional Fees	-	-	-	(500)	(500)	(500)	-	-	-
001-025-601000 IOOF Building Upgrades	-	-	-	(86,000)	(86,000)	(86,000)	-	-	-
001-025-710000 Transfer to Oregon Main Street	-	-	-	-	-	-	(25,000)	(25,000)	(25,000)
050 Park Fund	(33,880)	(42,083)	(48,372)	(30,826)	(30,826)	(46,564)	(53,699)	(44,342)	(44,616)
001-050-401060 Park Donations	-	-	15,000	1,000	1,000	1,000	1,000	1,000	1,000
001-050-402050 Park User Fees	630	375	800	800	800	800	800	800	800
001-050-510105 LID Assessment-Parks DEBT	-	-	-	-	-	-	-	-	-
001-050-510810 Landscape Contract Services	(1,412)	(1,089)	(2,000)	(2,080)	(2,080)	(2,142)	(2,207)	(2,273)	(2,341)
001-050-511000 Restroom Supplies	(1,140)	(1,244)	(1,597)	(1,661)	(1,661)	(1,711)	(1,762)	(1,815)	(1,869)
001-050-511200 Power Consumption	-	-	(1,500)	(1,560)	(1,560)	(1,607)	(1,655)	(1,705)	(1,756)
001-050-511300 Supplies/Gravel	(1,810)	(3,013)	(1,800)	(1,800)	(1,800)	(1,854)	(2,000)	(2,100)	(2,200)
001-050-522100 Travel, Education, Training	-	-	(2,500)	-	-	-	-	-	-
001-050-525000 Gasoline, Diesel Fuel	(1,385)	(353)	(1,500)	(1,750)	(1,750)	(1,650)	(1,650)	(1,650)	(1,650)
001-050-526000 Safety Equipment and Supplies	(201)	(506)	(650)	(650)	(650)	(700)	(750)	(800)	(800)
001-050-526500 Tools & Equipment	(1,688)	(1,799)	(1,500)	(1,500)	(1,500)	(1,600)	(1,700)	(1,800)	(1,800)

CITY OF COBURG
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	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED			
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
001-050-530200 Equipment Rental	(85)	(348)	(175)	(175)	(175)	(200)	(225)	(250)	(250)
001-050-531000 Vehicle, Equipment Maintenance	(1,596)	(1,037)	(1,100)	(1,100)	(1,100)	(1,100)	(1,200)	(1,300)	(1,300)
001-050-531500 Building Maintenance	(516)	(113)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
001-050-533000 Materials, Supplies	(9,286)	(8,392)	(8,000)	(8,500)	(8,500)	(8,500)	(8,500)	(8,600)	(8,600)
001-050-585300 Urban Forestry	-	-	(350)	(350)	(350)	(800)	(350)	(350)	(350)
001-050-588700 Contract Services	(340)	(10,026)	(15,000)	-	-	(15,000)	(12,000)	(12,000)	(12,000)
001-050-601000 Capital Outlay -Parks Equipment	(15,051)	(14,539)	(15,000)	(5,000)	(5,000)	(5,000)	(15,000)	(5,000)	(5,000)
001-050-601100 Capital Outlay -Parks Projects	-	-	(10,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
050 Parks Capital	(286,445)	(64,386)	198,495	342,300	342,300	601,284	22,755	62,901	(39,447)
001-051-401000 Interest Income	7,240	524	300	300	300	300	300	300	300
001-051-401010 Interest Income SDC	-	-	1,556	814	814	655	377	235	136
001-051-404000 Parks Improvement SDC	47,018	37,273	239,936	189,575	189,575	157,855	131,212	64,033	69,254
001-051-404200 Other Receipts	-	-	-	-	-	-	-	-	-
001-051-404500 Oregon Small Cities Grant - ORPD	75,000	-	-	216,200	216,200	216,200	-	-	-
001-051-405000 OPRD Community Grant	-	-	-	150,000	150,000	227,903	-	-	-
001-051-510100 SDC Administrative Fees (5% of Loan Pay)	-	-	(11,997)	(237)	(237)	(237)	(200)	(190)	(115)
001-051-510800 Professional Services	(533)	(1,899)	(1,200)	(1,248)	(1,248)	(1,285)	(1,324)	(1,364)	(1,405)
001-051-513000 Bank Fees	-	(0)	(100)	(104)	(104)	(107)	(110)	(114)	(117)
001-051-544020 SDC Analysis	-	-	-	(10,000)	(10,000)	-	-	-	-
001-051-603000 Engineering	(63)	-	-	-	-	-	(7,500)	-	(7,500)
001-051-610000 Capital Const. Coburg Loop Refund	(23,604)	-	-	-	-	-	-	-	-
001-051-610001 Capital Const. Coburg Loop Seg 4	(176)	(1,167)	(30,000)	-	-	-	-	-	-
001-051-620000 Capital Outlay	(132,126)	-	-	-	-	-	(100,000)	-	(100,000)
001-051-620002 Capital Outlay Johnny Diamond	(259,201)	(99,118)	-	-	-	-	-	-	-
001-051-620003 Capital Outlay - Pavilion Park Plaza	-	-	-	(203,000)	(203,000)	-	-	-	-
400 PW Admin	(397,303)	(417,003)	(544,954)	(612,928)	(612,928)	(637,445)	(662,943)	(689,461)	(717,039)
001-400-500200 Public Works Director	(86,019)	(86,132)	(101,822)	(94,693)	(94,693)	(98,480)	(102,419)	(106,516)	(110,777)
001-400-500210 Public Works Operator III (1)	(60,270)	(65,684)	(73,569)	(86,732)	(86,732)	(90,202)	(93,810)	(97,562)	(101,465)
001-400-500310 Public Works Operator I- (3)	(114,421)	(122,184)	(181,061)	(212,181)	(212,181)	(220,669)	(229,495)	(238,675)	(248,222)
001-400-500311 Wastewater Plant Operator	-	-	-	-	-	-	-	-	-
001-400-501900 Severance Vacation Pay/Adjust	(2,717)	(2,618)	-	-	-	-	-	-	-
001-400-503000 FICA/Medicare	(18,729)	(20,365)	(24,441)	(29,770)	(29,770)	(30,961)	(32,200)	(33,488)	(34,827)
001-400-504000 Health/Dental/Life/LIT	(71,244)	(69,753)	(86,760)	(96,724)	(96,724)	(100,593)	(104,616)	(108,801)	(113,153)
001-400-505000 PERS Retirement	(43,903)	(46,144)	(69,888)	(83,888)	(83,888)	(87,243)	(90,733)	(94,362)	(98,137)
001-400-506000 Unemployment/WBF	-	(4,005)	(6,710)	(8,092)	(8,092)	(8,416)	(8,752)	(9,102)	(9,466)
001-400-506050 Workers Benefit Fund	-	(118)	(703)	(848)	(848)	(882)	(917)	(954)	(992)
500 Allocation	493,575	639,700	833,947	878,804	878,804	913,957	950,515	988,535	1,028,077
001-500-500010 Overhead Allocation	197,745	299,697	438,304	423,968	423,968	440,927	458,564	476,907	495,983
001-500-510000 PW Personal Services Allocation	295,830	340,003	395,643	454,836	454,836	473,030	491,951	511,629	532,094
600 Debt	(41,914)	(19,878)	(30,600)	(30,150)	(30,150)	(29,700)	(29,250)	(28,800)	(28,350)
001-000-499100 Loan Proceeds	-	579,569	-	-	-	-	-	-	-
001-001-510100 City Hall Purchase Interest (Summit)	(26,192)	(19,591)	-	-	-	-	-	-	-
001-001-510101 City Hall Purchase Principle (Summit)	(15,722)	(579,856)	-	-	-	-	-	-	-
001-001-510102 City Hall Bonded Debt Interest (FF&C)	-	-	(15,600)	(15,150)	(15,150)	(14,700)	(14,250)	(13,800)	(13,350)

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001-001-510103 City Hall Bonded Debt Principle (FF&C)	-	-	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
001-002-510500 LID Assessment (Debt)	-	-	-	-	-	-	-	-	-
700 Transfers	(50,000)	-	-	-	-	-	-	-	-
001-700-711200 Transfer to Street Fund	(50,000)	-	-	-	-	-	-	-	-
001-700-XXXXXX Transfer to Sewer Debt Fund	-	-	-	-	-	-	-	-	-
800 Contingency	-	-	(170,884)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(175,000)
001-800-801000 Operating Contingency - Emergency Res.	-	-	(170,884)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(175,000)
900 Fund Balance Change	604,515	113,700	75,529	44,164	44,164	(101,852)	485,103	465,871	506,135
001-000-400100 Beginning Fund Balance	1,464,793	860,277	750,000	705,000	705,000	860,836	1,162,688	877,585	611,714
001-900-950000 Unappropriated Ending Balance	(860,278)	(746,577)	(514,535)	(484,246)	(484,246)	(698,243)	(506,928)	(187,024)	(36,635)
001-900-950003 Restricted for Park SDC	-	-	(159,936)	(176,590)	(176,590)	(264,445)	(170,657)	(224,690)	(68,944)
Grand Total	(0)	(0)	(0)	(0)	(0)	0	(0)	(0)	0

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003 Street	0	(0)	-	(0)	(0)	0	(0)	0
000 General	196,005	341,206	421,960	559,400	559,400	473,240	587,501	502,196
003-000-401000 State Pool Interest	2,554	1,985	2,400	2,400	2,400	2,400	2,400	2,400
003-000-402445 City Fuel Taxes	91,691	125,177	155,000	170,000	170,000	175,100	180,353	185,764
003-000-402450 State Street Taxes	87,998	99,917	102,000	120,000	120,000	123,600	127,308	131,127
003-000-406500 Street Tree Utility Fees	12,562	13,243	14,500	14,500	14,500	15,080	15,683	16,311
003-000-407000 Transportation Utility Fee	-	-	147,560	152,000	152,000	156,560	161,257	166,095
003-000-407500 Right of Way Permit Fees	-	-	-	-	-	-	-	-
003-000-480100 ODOT Grant-SCA	-	99,979	-	100,000	100,000	-	100,000	-
003-000-499000 Other Receipts	1,200	904	500	500	500	500	500	500
001 Administration	(103,420)	(366,634)	(1,776,505)	(422,545)	(422,545)	(1,272,230)	(573,499)	(453,767)
003-001-510000 Office Expense	-	-	-	-	-	-	-	-
003-001-510500 Uniform Expense	(1,171)	(815)	(850)	(854)	(854)	(880)	(906)	(933)
003-001-510710 Emergency Street Repair	-	-	-	-	-	-	-	-
003-001-510800 Professional Services	(5,519)	(30,817)	(1,500)	(1,560)	(1,560)	(1,607)	(1,655)	(1,705)
003-001-512000 Street Tree Purchase	(15)	(648)	(1,400)	(1,456)	(1,456)	(1,500)	(1,545)	(1,591)
003-001-512010 Monitoring Services	-	-	-	-	-	-	-	-
003-001-512020 Street Tree Maintenance	(12,936)	(9,407)	(15,000)	(15,600)	(15,600)	(16,068)	(16,550)	(17,047)
003-001-513000 Bank Fees	-	-	-	-	-	-	-	-
003-001-522010 Cellular Phone	(1,119)	(1,160)	(1,350)	(1,404)	(1,404)	(1,446)	(1,490)	(1,534)
003-001-522100 Travel, Education, Training	(120)	(195)	(700)	(728)	(728)	(750)	(772)	(796)
003-001-522200 Pagers	-	-	-	-	-	-	-	-
003-001-525000 Gasoline, Diesel Fuel	(2,637)	(2,478)	(3,000)	(3,240)	(3,240)	(3,337)	(3,437)	(3,540)
003-001-526000 Safety Equipment & Supplies	(189)	(638)	(1,120)	(1,165)	(1,165)	(1,200)	(1,236)	(1,273)
003-001-526500 Tools & Equipment	(1,639)	(1,070)	(800)	(832)	(832)	(857)	(883)	(909)
003-001-530200 Equipment Rental	(603)	(70)	(950)	(988)	(988)	(1,018)	(1,048)	(1,080)
003-001-531000 Vehicle, Equipment Maintenance	(10,853)	(2,345)	(1,800)	(1,872)	(1,872)	(1,928)	(1,986)	(2,046)
003-001-531500 Building Maintenance	-	-	(1,500)	(1,560)	(1,560)	(1,607)	(1,655)	(1,705)
003-001-532000 Street Maintenance	(9,364)	(8,253)	(75,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
003-001-532050 Street Overlay/Reconstruction Projects	-	(2,000)	(1,343,000)	-	-	(750,000)	(100,000)	(100,000)
003-001-532051 CAPITAL OUTLAY- Van Duyn S/W	-	(3,194)	-	-	-	-	-	-
003-001-533000 Materials, Supplies	(8,598)	(5,858)	(5,000)	(5,000)	(5,000)	(5,200)	(5,400)	(5,400)
003-001-583000 Street Lighting	(10,355)	(11,030)	(13,500)	(13,500)	(13,500)	(13,500)	(14,000)	(14,000)
003-001-585300 Urban Forestry	-	-	(350)	(350)	(350)	-	(350)	-
003-001-589200 Street Repair - SCA Grant	(16,885)	(92,496)	(100,000)	(100,000)	(100,000)	-	(100,000)	-
003-001-603000 Capital Outlay - Street Fleet/Equipment	(4,010)	(50,928)	-	-	-	(190,000)	(30,000)	-
003-500-500050 Street Personal Services Allocation	(67,404)	(77,469)	(90,456)	(102,021)	(102,021)	(106,102)	(110,346)	(114,760)
003-500-500060 Overhead Allocation	-	(65,762)	(119,229)	(120,415)	(120,415)	(125,231)	(130,241)	(135,450)
003-700-xxxxxx Transfer in From General Fund	50,000	-	-	-	-	-	-	-
023 Street Capital	50,749	35,709	1,670,619	265,082	265,082	723,396	167,802	86,711

CITY OF COBURG
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	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED		
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026
003-023-401000 Interest Income	7,064	3,242	1,668	1,668	1,668	898	716	314
003-023-401010 Interest Income SDC	2,327	2,878	3,500	180	180	145	362	212
003-023-401020 Heal Cities Grant	-	-	-	-	-	-	-	-
003-023-404002 Trans Improvement SDC	51,310	35,461	271,441	266,504	266,504	222,957	177,543	97,066
003-023-405000 Grant Funding - MPC Federal	-	-	-	-	-	-	-	-
003-023-406000 Bond Purchase - Street Repairs	-	-	1,400,000	1,800,000	1,800,000	700,000	-	-
003-023-510100 SDC Administrative Fees (5% of Loan Pay)	-	-	(658)	(329)	(329)	(553)	(205)	(176)
003-023-510800 Professional Fees	-	(1,000)	(2,732)	(2,841)	(2,841)	(2,927)	(3,014)	(3,105)
003-023-513000 Bank Fees	-	-	(100)	(100)	(100)	(100)	(100)	(100)
003-023-530060 Storm Water Master Plan	-	-	-	(20,000)	(20,000)	-	-	-
003-023-544000 Project Engineering	(4,475)	(531)	(2,500)	(140,000)	(140,000)	(20,000)	(7,500)	(7,500)
003-023-544020 SDC Analysis	-	-	-	(10,000)	(10,000)	-	-	-
003-023-601000 Capital Outlay - Street	(5,476)	(4,091)	-	-	-	-	-	-
003-023-601100 Collector Street Project	-	(250)	-	-	-	(77,025)	-	-
003-023-601200 Reconstruction - Roberts Road	-	-	-	(1,233,000)	(1,233,000)	-	-	-
003-023-601300 Reconstruction - Mckenzie St	-	-	-	(297,000)	(297,000)	-	-	-
003-023-601400 Public Works Shop	-	-	-	(100,000)	(100,000)	(100,000)	-	-
600 Debt	-	-	(350,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
003-600-510000 Debt Service - Street Repairs	-	-	(350,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
800 Contingency	-	-	(195,002)	(200,000)	(200,000)	(100,000)	(100,000)	(100,000)
003-800-801000 Operating Contingency/Emergency Res.	-	-	(195,002)	(200,000)	(200,000)	(100,000)	(100,000)	(100,000)
900 Fund Balance Change	(143,334)	(10,281)	228,928	(51,937)	(51,937)	325,594	68,196	114,861
003-000-400100 Beginning Fund Balance	661,663	804,996	882,194	896,000	896,000	1,147,937	922,343	954,147
003-900-950000 Unappropriated Ending Balance	(804,997)	(815,277)	(500,720)	(335,231)	(335,231)	(510,414)	(541,860)	(551,631)
003-900-950001 Reserve For Tree Maintenance	-	-	(11,136)	(11,581)	(11,581)	(11,929)	(12,287)	(12,655)
003-900-950003 Restricted for Street SDC	-	-	(141,410)	(601,125)	(601,125)	(300,000)	(300,000)	(275,000)
Grand Total	0	(0)	-	(0)	(0)	0	(0)	0

CITY OF COBURG
APPROVED BUDGET 2022-23

	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED			
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
004 Water	0	0	-	(0)	(0)	0	0	(0)	0
000 General	803,528	819,765	888,000	914,250	914,250	937,788	965,636	994,320	1,023,865
004-000-401000 State Pool Interest	691	443	1,000	1,000	1,000	1,000	1,000	1,000	1,000
004-000-402100 Water Meter Installation Fee	1,330	1,958	6,500	6,500	6,500	6,500	6,500	6,500	6,500
004-000-402300 Water User Fees	796,209	816,088	875,000	901,250	901,250	928,288	956,136	984,820	1,014,365
004-000-403250 Water Deposits	-	25	1,000	1,000	1,000	1,000	1,000	1,000	1,000
004-000-498100 Lien Search Fees	-	-	-	-	-	-	-	-	-
004-000-498500 IFA Drinking Water Grant	-	-	-	-	-	-	-	-	-
004-000-499000 Other Receipts- Brass Return	5,297	1,251	4,500	4,500	4,500	1,000	1,000	1,000	1,000
004-000-499100 Loan Proceeds In - US Bank	-	-	-	-	-	-	-	-	-
001 Administration	(405,998)	(382,133)	(364,888)	(415,181)	(415,181)	(426,181)	(444,170)	(458,393)	(473,899)
004-001-510000 Office Expense	(1,284)	(1,945)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
004-001-510250 Emergency Repairs	(1,855)	(16,077)	(10,000)	(10,000)	(10,000)	(11,000)	(12,000)	(12,000)	(12,000)
004-001-510500 Uniform Expense	(1,395)	(720)	(1,700)	(854)	(854)	(880)	(906)	(933)	(961)
004-001-510800 Professional Services	(16,725)	(2,217)	(3,500)	(3,500)	(3,500)	(3,750)	(4,000)	(4,300)	(4,300)
004-001-510880 City Attorney	(451)	-	(1,650)	(1,650)	(1,650)	(1,700)	(1,750)	(1,750)	(1,750)
004-001-511200 Pump Station Power	(32,495)	(34,732)	(37,132)	(38,617)	(38,617)	(39,776)	(40,969)	(42,198)	(43,464)
004-001-522000 Telephone	-	-	-	-	-	-	-	-	-
004-001-522010 Cellular Phone	(1,082)	(1,235)	(1,860)	(1,934)	(1,934)	(1,992)	(2,052)	(2,114)	(2,177)
004-001-522090 Mbrships, Dues & Subscriptions	-	(900)	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
004-001-522100 Travel, Education, Training	(90)	-	-	-	-	-	-	-	-
004-001-523200 Water Analysis	(5,390)	(3,362)	(2,700)	(2,700)	(2,700)	(2,700)	(4,000)	(2,700)	(2,700)
004-001-525000 Gas, Oil and Fuel	(4,547)	(5,055)	(5,400)	(5,832)	(5,832)	(6,007)	(6,187)	(6,373)	(6,564)
004-001-526000 Safety Equipment & Supplies	(580)	(709)	(800)	(800)	(800)	(900)	(1,000)	(1,100)	(1,100)
004-001-526500 Tools & Equipment- Spend Brass Return 22	(539)	(1,905)	(5,000)	(5,000)	(5,000)	(1,600)	(1,700)	(1,800)	(1,800)
004-001-530200 Equipment Rental	-	-	(750)	(750)	(750)	(775)	(800)	(800)	(800)
004-001-531000 Vehicle, Equipment Maintenance	(2,543)	(2,876)	(2,750)	(2,750)	(2,750)	(2,850)	(3,000)	(3,100)	(3,100)
004-001-531500 Building Maintenance, Supplies	(818)	(807)	(4,400)	(4,400)	(4,400)	(4,450)	(4,500)	(4,500)	(4,500)
004-001-533000 Materials, Supplies	(8,370)	(16,227)	(14,100)	(14,100)	(14,100)	(14,500)	(14,800)	(14,800)	(14,800)
004-001-534000 Water Meter Replacement	-	-	-	-	-	-	-	-	-
004-001-534100 Backflow Program	-	-	(1,500)	(1,500)	(1,500)	-	-	-	-
004-001-588500 Certifications, Membership Dues	(1,650)	(2,434)	(4,300)	(4,300)	(4,300)	(4,300)	(4,500)	(4,500)	(4,500)
004-001-588700 Service Contracts	(1,993)	(4,887)	(3,300)	(3,300)	(3,300)	(3,400)	(3,500)	(3,500)	(3,500)
004-001-588800 IFA Drinking Water Grant Expense	-	-	-	-	-	-	-	-	-
004-001-601000 Capital Outlay -	-	-	-	-	-	-	-	-	-
004-001-635000 Hand Held Meter Replacement	(105,834)	(10,215)	-	-	-	-	-	-	-
004-001-670020 Capital Outlay - Equipment	(28,115)	(36,938)	-	-	-	-	-	-	-
004-500-500050 Public Works Personal Services	(116,085)	(133,419)	(121,399)	(143,932)	(143,932)	(149,690)	(155,677)	(161,904)	(168,381)
004-500-500060 Overhead Allocation	(74,158)	(105,473)	(140,647)	(166,261)	(166,261)	(172,912)	(179,828)	(187,021)	(194,502)
024 Water Capital	110,431	828,840	(826,835)	(967,252)	(967,252)	(508,517)	123,275	55,884	60,503
004-024-401010 Interest Income SDC	6,804	4,208	2,352	782	782	662	443	185	169
004-024-404004 Water Improvement SDC	76,355	53,568	243,212	164,694	164,694	146,270	124,560	57,427	62,067
004-024-405000 Regional Solutions Grant Proceeds	-	-	-	-	-	-	-	-	-
004-024-405050 Regional Solutions Loan Proceeds	150,592	840,866	2,022,204	2,902,500	2,902,500	1,323,730	-	-	-

CITY OF COBURG
APPROVED BUDGET 2022-23

	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED			
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
004-024-405100 Loan Proceeds	-	768,096	-	-	-	-	-	-	-
004-024-510100 SDC Administrative Fees (5% of Loan Pay)	-	-	(769)	(188)	(188)	(188)	(188)	(188)	(192)
004-024-510800 Professional Services	(6,201)	(13,845)	(10,000)	(2,500)	(2,500)	(2,500)	(1,500)	(1,500)	(1,500)
004-024-513000 Bank Fees	-	0	(40)	(40)	(40)	(40)	(40)	(40)	(40)
004-024-520050 Water Master Plan Grant Expense	-	-	-	-	-	-	-	-	-
004-024-544020 SDC Analysis	-	-	-	(10,000)	(10,000)	-	-	-	-
004-024-601400 Public Works Shop	-	-	-	(200,000)	(200,000)	(200,000)	-	-	-
004-024-603000 Engineering Water Project	(27,353)	(72,995)	(410,000)	(410,000)	(410,000)	(151,661)	-	-	-
004-024-603100 East Side Water Line/I-5 Bore/Trans	(21,680)	(335,575)	(1,500,000)	(1,500,000)	(1,500,000)	(632,469)	-	-	-
004-024-603200 Production Well Property/Development	(57,022)	(368,431)	(503,794)	(1,242,500)	(1,242,500)	-	-	-	-
004-024-603300 Water Infrastructure Upgrades/Updates	(11,064)	(13,289)	(120,000)	(120,000)	(120,000)	(92,321)	-	-	-
004-024-603400 Reservoir Development	-	(33,763)	(550,000)	(550,000)	(550,000)	(900,000)	-	-	-
600 Debt	(191,819)	(949,696)	(316,650)	(332,150)	(332,150)	(282,050)	(284,800)	(282,400)	(200,000)
004-001-510500 LID Assessment DEBT	-	-	-	-	-	-	-	-	-
004-600-510300 1999 Bond Principal Due Feb	-	-	-	-	-	-	-	-	-
004-600-510310 1999 Bond Interest Due Feb	-	-	-	-	-	-	-	-	-
004-600-510320 1999 Bond Interest Due Aug	-	-	-	-	-	-	-	-	-
004-600-510350 Proj G01001 Principal Due Dec	(65,958)	(459,557)	-	-	-	-	-	-	-
004-600-510360 Proj G01001 Interest Due Dec	(28,837)	(24,447)	-	-	-	-	-	-	-
004-600-510380 Proj B01003 Principal Due Dec Pay off 23	(78,773)	(254,455)	-	-	-	-	-	-	-
004-600-510390 Proj B01003 Interest Due Dec Pay off 23	(18,250)	(13,537)	-	-	-	-	-	-	-
004-600-510400 Water Bonded Debt Interest (FF&C)	-	(11,600)	(16,650)	(12,150)	(12,150)	(7,050)	(4,800)	(2,400)	-
004-600-510410 Water Bonded Debt Principal (FF&C)	-	(170,000)	(150,000)	(170,000)	(170,000)	(75,000)	(80,000)	(80,000)	-
004-600-510500 Business Oregon Water Debt Service	-	-	(150,000)	(150,000)	(150,000)	(200,000)	(200,000)	(200,000)	(200,000)
004-600-513000 Bank Admin Charges	-	(16,100)	-	-	-	-	-	-	-
800 Contingency	-	-	(293,293)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
004-800-801000 Operating Contingency -Emergency Res.	-	-	(293,293)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
900 Fund Balance Change	(316,141)	(316,776)	913,666	1,000,333	1,000,333	478,961	(159,941)	(109,411)	(210,469)
004-000-400100 Beginning Fund Balance	781,934	1,098,076	1,309,202	1,567,000	1,567,000	766,667	487,706	847,647	1,157,058
004-900-950000 Unappropriated Ending Balance	(1,098,075)	(1,414,852)	(395,536)	(566,667)	(566,667)	(287,706)	(523,087)	(775,071)	(1,198,473)
004-900-950003 Restricted for Water SDC	-	-	-	-	-	-	(124,560)	(181,987)	(169,054)
Grand Total	0	0	-	(0)	(0)	0	0	(0)	0

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	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED			
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
005 Sewer	(0)	(0)	-	(0)	(0)	0	0	(0)	0
000 General	819,454	836,203	929,300	951,900	951,900	882,478	908,823	935,959	963,909
005-000-401000 Interest Income	583	212	500	500	500	500	500	500	500
005-000-404480 Homeland Security Grant	-	-	-	95,000	95,000	-	-	-	-
005-000-480000 Wastewater Fee	814,170	834,526	925,000	852,600	852,600	878,178	904,523	931,659	959,609
005-000-480500 Sewer Easement Fee	1,750	315	3,800	3,800	3,800	3,800	3,800	3,800	3,800
005-000-499000 Other Receipts	2,951	808	-	-	-	-	-	-	-
005-028-401000 SP Interest Income	-	342	-	-	-	-	-	-	-
001 Administration	(427,282)	(485,490)	(681,734)	(595,309)	(595,309)	(613,228)	(676,713)	(650,178)	(668,353)
005-001-505600 Homeland Security - Fuel Island	-	-	-	-	-	-	-	-	-
005-001-510000 Office Expense	(1,304)	(1,718)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
005-001-510250 Emergency Repairs	(11,111)	(27,309)	(16,500)	(16,500)	(16,500)	(16,500)	(16,500)	(16,500)	(16,500)
005-001-510500 Uniform Expense	(1,298)	(1,451)	(1,270)	(854)	(854)	(880)	(906)	(933)	(961)
005-001-510800 Professional Services	(13,200)	(30,726)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
005-001-510880 City Attorney	-	(124)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
005-001-511200 Electricity	(34,675)	(38,060)	(41,000)	(42,640)	(42,640)	(43,919)	(45,237)	(46,594)	(47,992)
005-001-513000 Bank Fees	-	-	-	-	-	-	-	-	-
005-001-513350 Professional Dues	-	(220)	(27)	(27)	(27)	(28)	(30)	(30)	(30)
005-001-513360 Certifications, Memberships and Dues	(2,336)	(3,503)	(3,400)	(3,400)	(3,400)	(3,500)	(3,600)	(3,700)	(3,700)
005-001-522010 Cellular Phone	(1,082)	(1,235)	(1,200)	(1,248)	(1,248)	(1,285)	(1,324)	(1,364)	(1,405)
005-001-522090 Membership, Dues & Subscrpt	(3,060)	(1,550)	(1,500)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
005-001-522100 Travel, Education, Training	(175)	-	-	-	-	-	-	-	-
005-001-525000 Gas, Oil, Fuel Expense	(2,865)	(6,706)	(4,200)	(4,536)	(4,536)	(4,672)	(4,812)	(4,957)	(5,105)
005-001-525210 Waste Analysis	(6,288)	(7,651)	(3,600)	(3,744)	(3,744)	(3,856)	(3,972)	(4,091)	(4,214)
005-001-526000 Safety Equipment and Supplies	(1,688)	(1,183)	(1,700)	(1,700)	(1,700)	(975)	(1,050)	(1,150)	(1,150)
005-001-526500 Tools & Equipment	(2,175)	(1,282)	(8,000)	(8,000)	(8,000)	(8,500)	(9,000)	(9,500)	(10,000)
005-001-530200 Equipment Rental	(98)	(243)	(1,030)	(1,030)	(1,030)	(1,040)	(1,050)	(1,060)	(1,060)
005-001-531000 Vehicle Maintenance	(2,491)	(5,020)	(3,000)	(3,000)	(3,000)	(3,100)	(3,200)	(3,300)	(3,300)
005-001-531500 Building Maintenance, Supplies	(2,069)	(3,903)	(1,850)	(1,850)	(1,850)	(1,925)	(2,000)	(2,050)	(2,050)
005-001-531700 Easement Recording	(1,391)	(488)	(2,500)	(2,500)	(2,500)	(2,500)	(2,600)	(2,600)	(2,600)
005-001-532300 Printing and Ads	-	-	(500)	(500)	(500)	(500)	(500)	(500)	(500)
005-001-533000 Materials, Supplies	(7,124)	(10,980)	(12,500)	(12,500)	(12,500)	(13,000)	(13,400)	(13,500)	(13,500)
005-001-533100 Chemicals	(28,670)	(19,104)	(32,780)	(32,780)	(32,780)	(33,775)	(34,000)	(34,000)	(34,000)
005-001-540010 Tank Maintenance/In house pumping	(41,254)	(35,013)	(54,000)	(54,000)	(54,000)	(54,000)	(54,000)	(54,000)	(54,000)
005-001-540015 Monitoring Services	(16,435)	(16,685)	(23,500)	(23,500)	(23,500)	(24,000)	(24,500)	(25,000)	(25,000)
005-001-540020 Plant Equipment Maintenance	(2,791)	(1,313)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)
005-001-540200 Lab Supplies	(4,359)	(5,448)	(10,000)	(10,000)	(10,000)	(10,300)	(10,609)	(10,900)	(11,260)
005-001-588700 Service Contracts	(3,416)	(3,399)	(3,825)	(3,825)	(3,825)	(3,950)	(4,000)	(4,050)	(4,050)
005-001-601000 Capital Outlay Fleet/Equipment	-	(3,600)	(100,000)	-	-	-	(45,000)	-	-
005-500-500050 Sewer Personal Services Allocation	(112,341)	(129,115)	(198,085)	(208,883)	(208,883)	(217,238)	(225,928)	(234,965)	(244,363)
005-500-500060 Overhead Allocation	(123,586)	(128,462)	(135,767)	(137,292)	(137,292)	(142,784)	(148,495)	(154,435)	(160,613)
027 Sewer Cap	88,564	52,925	229,343	7,529	7,529	(373,184)	182,316	(703,083)	110,239
005-027-401000 Wastewater Improvement SDC	79,981	50,620	277,867	268,647	268,647	228,292	184,615	99,525	112,612
005-027-401010 Wastewater SDC Interest	8,583	5,773	4,016	2,862	2,862	1,893	853	490	603

CITY OF COBURG
APPROVED BUDGET 2022-23

	HISTORICAL DATA			FY 2023	FY 2023	PROJECTED			
	Actual FY 2020	Actual FY 2021	Final FY 2022	Proposed FY 2023	Approved FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
005-027-510100 SDC Administrative Fees (5% of Loan Pay)	-	-	-	(1,440)	(1,440)	(829)	(612)	(558)	(436)
005-027-510200 Capital Outlay -Premier RV Tanks	-	-	(50,000)	(50,000)	(50,000)	(400,000)	-	-	-
005-027-510800 Professional Services	-	(3,468)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
005-027-513000 Bank Fees	-	-	(40)	(40)	(40)	(40)	(40)	(40)	(40)
005-027-544020 SDC Analysis	-	-	-	(10,000)	(10,000)	-	-	-	-
005-027-600500 Plant Expansion	-	-	-	-	-	-	-	(800,000)	-
005-027-601400 Public Works Shop	-	-	-	(200,000)	(200,000)	(200,000)	-	-	-
028 Sewer Debt	(526,633)	(486,059)	(462,497)	(484,767)	(484,767)	(484,365)	(478,789)	(506,706)	(500,933)
005-028-401050 LID Assessment	87,568	186,964	53,517	53,517	53,517	53,517	53,517	-	-
005-028-402030 Funding from URA - Debt Reserve	480,000	400,000	400,000	375,000	375,000	375,000	375,000	400,000	400,000
005-028-402040 Loan Proceeds In - DEQ	-	8,805,123	-	-	-	-	-	-	-
005-028-402050 Loan Proceeds In - US BANK	-	5,928,538	-	-	-	-	-	-	-
005-028-510000 LID Administration	-	-	(2,500)	-	-	-	-	-	-
005-028-510881 Legal Fees	-	-	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
005-028-513000 Bank Fees	-	-	-	-	-	-	-	-	-
005-028-530411 Loan R23041 Principal	(33,082)	(634,833)	-	-	-	-	-	-	-
005-028-530412 Loan R23041 Interest	(23,156)	(11,141)	-	-	-	-	-	-	-
005-028-530421 Loan R23042 Principal	(402,935)	(7,302,429)	-	-	-	-	-	-	-
005-028-530422 Loan R23042 Interest	(213,709)	(102,599)	-	-	-	-	-	-	-
005-028-530442 Loan R23044 Principal	(60,161)	(1,121,060)	-	-	-	-	-	-	-
005-028-530443 Loan R23044 Interest	(21,575)	(10,370)	-	-	-	-	-	-	-
005-028-530445 Loan R23045 Interest (DEQ)	-	(93,521)	(72,070)	(67,452)	(67,452)	(62,793)	(58,094)	(53,354)	(48,574)
005-028-530446 Loan R23045 Principle (DEQ)	-	(291,134)	(535,924)	(540,542)	(540,542)	(545,201)	(549,900)	(554,640)	(559,420)
005-028-530447 Loan R23045 Fee	-	-	(42,570)	(39,890)	(39,890)	(37,188)	(34,462)	(31,712)	(28,939)
005-028-530450 Annual Loan Fees	(47,623)	(157,602)	-	-	-	-	-	-	-
005-028-530500 USDA Bond Principle	(77,582)	(5,639,130)	-	-	-	-	-	-	-
005-028-530501 USDA Bond Interest	(214,378)	(171,492)	-	-	-	-	-	-	-
005-028-530600 Sewer Bonded Debt Interest (FF&C)	-	(96,373)	(175,450)	(172,900)	(172,900)	(170,200)	(167,350)	(164,500)	(161,500)
005-028-530601 Sewer Bonded Debt Principal (FF&C)	-	(175,000)	(85,000)	(90,000)	(90,000)	(95,000)	(95,000)	(100,000)	(100,000)
700 Transfers	-	-	-	-	-	-	-	-	-
005-700-720028 Transfer to Sewer Debt	-	-	-	-	-	-	-	-	-
800 Contingency	-	-	(339,056)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
005-900-801800 Contingency -Reserve for Debt/ Emer. Equip	-	-	(339,056)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
900 Fund Balance Change	45,897	82,422	324,644	320,647	320,647	788,299	264,363	1,124,008	295,138
005-000-400100 Beginning Fund Balance	2,357,122	2,311,224	2,190,443	2,164,000	2,164,000	2,043,353	1,455,054	1,390,691	466,683
005-900-950000 Unappropriated Ending Balance	(2,311,225)	(2,228,802)	(690,483)	(739,706)	(739,706)	(255,054)	(190,691)	(266,683)	(171,545)
005-900-950003 Restricted for Sewer SDC	-	-	(1,175,316)	(1,103,647)	(1,103,647)	(1,000,000)	(1,000,000)	-	-
Grand Total	(0)	(0)	-	(0)	(0)	0	0	(0)	0

COBURG CITY COUNCIL
ISSUE ITEM

TOPIC: RESOLUTION 2022-16 Approving the Amendment to the Lane County Deadly Physical Force Plan

Meeting Date: June 14th, 2022
Staff Contact: Larry Larson, Chief of Police
Contact: 541-682-7853, larry.larson@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Suggested Motion: I move to adopt Resolution 2022-16, a resolution approving the amendments to the Lane County Deadly Force Plan.

BACKGROUND

The Oregon State Legislature passed Senate Bill 111 in 2007. The bill required the Sheriff and District Attorney to develop a Deadly Physical Force Plan to investigate deadly physical force by law enforcement personnel. The purpose of the plan is not to set the standards for the use of such force, or to be a substitute for agency policy regarding use of force, but rather to provide a framework for a consistent response to an officers use of deadly physical force that treats the law enforcement officer fairly, and promotes public confidence in the criminal justice system.

If a revision of the plan becomes advisable, the Planning Authority shall meet and discuss such a revision. If the Planning Authority adopts a revision, such revision shall be submitted for approval as provided by statue.

2022 Amendment to Deadly Physical Force Plan

Pursuant to ORS 161.195 to 161.275, as amended by section 8 of House Bill 4301, Oregon Laws 2020, the objective of the interagency Deadly Force Investigations Team will be to investigate and to determine the following:

(1) Whether the involved officer(s) use of deadly physical force was objectively reasonable, under the totality of the circumstances known to the peace officer, to believe that the person against whom forced was used posed an imminent threat of death or serious physical injury to the peace officer, or a third person and the use of deadly force was necessary to (1) make a lawful arrest when the peace officer had probable cause to believe the person had committed a violent felony, (2) defend the peace officer or a third person from imminent death or serious

physical injury, or (3) to prevent the escape from custody of the person when probable cause exists to believe the person committed a violent felony; and

(2) Whether there was a reasonable opportunity prior to the use of deadly physical force for the involved officer to (1) consider alternatives to the use of deadly physical force, or (2) give a verbal warning to the person that deadly physical force may be used with time for the person to comply.

The Lane County Board of Commissioners approved the amendments to the Lane County Deadly Physical Force Plan amendment submitted to it by the Lane County Use of Deadly Physical Force Planning Authority.

RECOMMENDATION AND ALTERNATIVES

Recommend the City Council approve the Lane County Deadly Force Plan amendment as submitted.

Alternative is to not approve the Lane County Deadly Force Plan as submitted.

BUDGET / FINANCIAL IMPACT

There is not financial impact to the City of Coburg.

PUBLIC INVOLVEMENT

The Oregon Legislature passed senate Bill 111 in 2007. Senate Bill 111 required the Sheriff and District Attorney to prepare a Deadly Force Plan.

Coburg City Council adopted the Lane County Deadly Force plan February 12, 2008.

The Lane County Board of Board of Commissioners approved the amendment March 29,2022.

NEXT STEPS

To approve the amendments to the Lane County Deadly Physical Force Plan.

ATTACHMENTS

1. Draft Resolution 2022-16
2. Lane County approved amendment and Plan

REVIEWED THROUGH:

Anne Heath, City Administrator
Sammy Egbert, City Recorder

ATTACHMENT A

RESOLUTION 2022-16

A RESOLUTION OF THE COUNCIL OF THE CITY OF COBURG TO APPROVE THE AMENDMENTS TO THE LANE COUNTY DEADLY PHYSICAL FORCE PLAN.

WHEREAS, the use of deadly physical force by police officers within Lane County, Oregon is a matter of importance; and

WHEREAS, the Oregon Legislature as adopted Senate Bill 111, Oregon Laws 2007 directing the appointment of a Lane County Deadly Force Planning Authority, and further directing that Authority to adopt a Lane County Deadly Force Plan; and

WHEREAS, the duly designated and appointed Lane County Deadly Physical Force Planning Authority Has adopted such a Plan; and

WHEREAS, Senate Bill 111, Oregon Laws 2007 requires the submission of the Plan for approval to the governing body of each law enforcement agency within Lane County; and

WHEREAS, the City of Coburg, is in receipt of the amended Lane County Deadly Physical Force Plan.

NOW THEREFORE, BE IT RESOLVED THAT, the City of Coburg does hereby adopt the amendments to the Lane County Deadly Physical Force Plan submitted to it by the Lane County Use of Deadly Physical Force Planning Authority.

Adopted by the City Council of the City of Coburg, Oregon, by a vote of _____for and _____ against, this _____ day of _____, 2022.

_____
Mayor Ray Smith

ATTEST:

_____
City Recorder, Sammy Egbert

March 30, 2022

The Honorable Ray Smith
Mayor of Coburg
91136 N. Willamette Street
Coburg, OR 97408

Dear Mayor Smith:

By this letter the Lane County Deadly Force Planning Authority hereby submits for your approval the amended Lane County Deadly Force Plan. This Plan was developed pursuant to Senate Bill 111 passed by the 2007 Oregon Legislature and approved by the City of Coburg on February 12, 2008. The amended plan is required to be submitted to the supervising body of each jurisdiction within the County that employs a law enforcement agency.

By the terms of Senate Bill 111, you must approve or disapprove of the Plan as submitted, you are not allowed to amend the Plan. Enclosed for your reference is the board order passed by the Lane County Board of Commissioners.

The undersigned are co-chairs of the Planning Authority, and will make ourselves available to answer any questions as part of the approval process.

Thank you for consideration of this matter.

Patricia W. Perlow
District Attorney

Clifton G. Harrold
Sheriff

Enclosures

c: Anne Heath, City Administrator
Larry Larson, Chief of Police

2022 Amendment to Deadly Physical Force Plan

Pursuant to ORS 161.195 to 161.275, as amended by section 8 of House Bill 4301, Oregon Laws 2020, the objective of the Interagency Deadly Force Investigations Team will be to investigate to determine the following:

(1) Whether the involved officer(s) use of deadly physical force was objectively reasonable, under the totality of the circumstances known to the peace officer, to believe that the person against whom forced was used posed an imminent threat of death or serious physical injury to the peace officer or a third person and the use of deadly force was necessary to (1) make a lawful arrest when the peace officer had probable cause to believe the person had committed a violent felony, (2) defend the peace officer or a third person from imminent death or serious physical injury, or (3) to prevent the escape from custody of the person when probable cause exists to believe the person committed a violent felony; and

(2) Whether there was a reasonable opportunity prior to the use of deadly physical force for the involved officer to (1) consider alternatives to the use of deadly physical force, or (2) give a verbal warning to the person that deadly physical force may be used with time for the person to comply.

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 22-03-29-04

In the Matter of Approving the Amendment to the Lane County Deadly Physical Force Plan

WHEREAS, the 2007 Oregon legislature passed Senate Bill 111 which requires the Sheriff and District Attorney as co-chairs of the planning authority to prepare a Deadly Physical Force Plan; and

WHEREAS, the Lane County Use of Deadly Physical Force Planning Authority has prepared an amendment to the plan and submitted it to the Board of County Commissioners for approval; and

WHEREAS, the Board has considered the amendment to the plan and being otherwise fully advised;

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

That the Lane County Board of Commissioners approves the amendment to the Lane County Deadly Physical Force Plan amendment submitted to it by the Lane County Use of Deadly Physical Force Planning Authority.

ADOPTED this 29th day of March, 2022.

Pat Farr, Chair
Lane County Board of Commissioners

DEADLY PHYSICAL FORCE PLAN

Lane County
Use of Deadly Physical Force
Planning Authority

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Members of the Planning Authority (rev. 1/25/2021)

Patricia Perlow, Lane County District Attorney (co-chair)
Sheriff Cliff Harrold, Lane County (co-chair)
Lieutenant Craig Flierl, Oregon State Police
Chief Andrew Shearer, Springfield Police Department
Deputy Eric Churchill, Labor Union Representative
David Crowell, Public Member

On January 2, 2007, this Plan was approved by the Planning Authority, and submitted for approval to governing bodies of the following jurisdictions:

Lane County----------Approved February 20, 2008

City of Coburg----------Approved February 12, 2008

City of Cottage Grove----------Approved January 14, 2008

City of Eugene----------Approved March 10, 2008

City of Florence----------Approved February 4, 2008

City of Junction City----------Approved February 12, 2008

City of Oakridge----------Approved January 17, 2008

City of Springfield----------Approved January 17, 2008

Preamble

The use of deadly physical force by law enforcement personnel is a matter of critical concern both to the public and to the law enforcement community. The purpose of this Plan is not to set the standards for the use of such force, or to be a substitute for agency policy regarding use of force, but rather to provide a framework for a consistent response to an officer's use of deadly physical force that treats the law enforcement officer fairly, and promotes public confidence in the criminal justice system.

Section 1: Administration

(1) In the event that a member of the planning authority is unable to continue to serve, a replacement shall be appointed as provided in Section 2(1) of Senate Bill 111, Oregon Laws 2007.

(2) There shall be six voting members of the Planning Authority. The approval of the Plan, elements or revisions thereof, shall be by majority vote.

(3) The presence of 2/3 of the voting members shall be required in order to hold any vote.

(4) Any meeting of a quorum of the voting members of the Planning Authority is subject to Oregon's open meeting law.

Section 2: Applicability of the Plan

(1) This plan shall be applicable, as set forth herein, to any use of deadly physical force by a police officer acting in the course of and in furtherance of his/her official duties, occurring within Lane County.

Section 3: Definitions

Agency – Means the law enforcement organization employing the officer who used deadly physical force.

Plan - Means the final document approved by the Planning Authority, adopted by two-thirds of the governing bodies employing law enforcement agencies, and approved by the Attorney General. Any approved revisions shall become a part of the Plan.

Police-Officer	Means a police officer or reserve officer as defined in ORS 181.610 and who is employed by a law enforcement agency to enforce the criminal laws of the State of Oregon.
Deadly – Physical Force	Means physical force that under the circumstances in which it is used is readily capable of causing death or serious physical injury.
Serious-Physical Injury	Has the same meaning as "serious physical injury" as defined in ORS 161.015(8).
Physical-Injury	Means impairment of physical condition or substantial pain that does not amount to "serious physical injury."
Involved-Officer	Means the person whose official conduct, or official order, was the cause in fact of the death of a person. "Involved Officer" also means an officer whose conduct was not the cause in fact of the death, but who was involved in the incident before or during the use of deadly physical force, and this involvement was reasonably likely to expose the officer to a heightened level of stress or trauma.

Section 4: Immediate Aftermath

(1) When an officer uses deadly physical force, the officer shall immediately take whatever steps are reasonable and necessary to protect the safety of the officer and any member of the public.

(a) After taking such steps, the officer shall immediately notify his or her agency of the use of deadly physical force.

(b) Thereafter, the officer, if able, shall take such steps as are reasonably necessary to preserve the integrity of the scene and to preserve evidence.

(c) Upon request, the officer shall provide information regarding the circumstances as necessary to protect persons and property, preserve any evidence, and to provide a framework for the investigation.

(2) If the use of deadly physical force results in physical injury, the Agency may employ its own resources to investigate and document the incident.

(a) This section does not prohibit the Agency from requesting assistance from an outside law enforcement agency.

Section 5: Serious Physical Injury/Death

When the use of deadly physical force results in death or serious physical injury to any person, in addition to the requirements of Section 4 (1) of this Plan, and notwithstanding agency policy, the following provisions apply:

(1) Upon the arrival of additional officers, sufficient to manage the scene, each Involved Officer shall be relieved of the above duties set forth in Section 4 (1) of the Plan, and the duties shall be re-assigned to uninvolved police personnel.

(2) As soon as practicable, each Involved Officer shall leave the scene, as directed by his or her supervisor, and be offered an opportunity for a medical examination. If the officer is not in need of medical treatment, the officer shall be taken to the Agency offices. If requested by the Involved Officer, the officer's union representative shall be notified.

(3) As soon as practicable, the duty weapon of any officer who fired their weapon or who was in the immediate vicinity where weapons were fired, shall be seized by investigators, and replaced with a substitute weapon, if appropriate.

(4) Interview of an "Involved Officer":

As used in this section "interview" refers to formal interview of the officer by assigned investigative personnel that occurs a reasonable time after the incident, and after the officer has had an opportunity to consult with counsel, if so desired.

(a) The interview of the involved officer(s) who discharged a firearm during a use of deadly physical force incident resulting in death or serious physical injury, shall occur after a reasonable period of time to prepare for the interview and taking into account the emotional and physical state of the officer(s). The interview shall occur no sooner than 48 hours after the incident, unless this waiting period is waived by the officer.

(b) The waiting period does not preclude an initial on-scene conversation with the officer to assess and make an initial evaluation of the incident.

(c) The on-scene supervisor shall take immediate action to stabilize the situation, ensure notification of the appropriate staff and agencies, and shall obtain a

preliminary statement from the involved officer as soon as possible. The purpose in obtaining this statement will be to obtain public safety information (e.g. outstanding suspects, location of evidence, direction of travel, etc.).

(d) The scene shall be secured and managed consistent with the control of any other major crime scene. Only personnel necessary to conduct the investigation shall be permitted access to the scene. When it is determined that no evidence will be contaminated or destroyed, the officer (s) involved may conduct a "walk through) to assist in the investigation.

(5) For at least 72 hours immediately following an incident in which the use of deadly physical force by a police officer resulted in the death of a person, a law enforcement agency may not return an Involved Officer to duties that might place the officer in a situation in which the officer has to use deadly force.

(a) Officer (s) involved in discharging his or her firearm that results in death or serious physical injury shall immediately be placed on administrative leave until such time as sufficient information exists to determine the justification in the use of deadly physical force and that the officer (s) have had an opportunity for mental health counseling with an outcome that no issues would preclude the officer (s) from performing the duties of a police officer.

(6) In the 6 months following a use of deadly physical force incident that results in a death, the Agency shall offer each Involved Officer a minimum of two opportunities for mental health counseling. The officer shall be required to attend at least one session of mental health counseling.

(a) At agency expense, the involved officer (s) shall be scheduled for an appointment with a licensed mental health counselor for a counseling session with a follow-up session scheduled at a date determined by the mental health professional.

(b) The counseling sessions are not to be considered fitness for duty evaluations, and are to be considered privileged between the officer and counselor.

(7) After consultation with the involved officer, the Agency or officer shall notify the officer's family according to the Agency's General Order, or other policy regarding such notification.

(8) As soon as practicable after the arrival of a supervisor, notification shall be made to the District Attorney as provided in Section 8 (1) of this Plan.

(a) This provision does not prevent the Agency from requiring additional notification requirements within their respective agency policies.

(9) In the event of a use of deadly force that results in death or serious physical injury, the investigation shall be conducted by the Interagency Deadly Force Investigations Team (IDFIT). A written agreement shall be adopted and approved by each jurisdiction employing a law enforcement agency. At a minimum, the agreement shall provide for:

(a) A mission statement.

(b) Who will be the supervisor of the investigating officers, and the manner in which conflicts of interest will be resolved.

(c) The membership of the team, and the manner for selecting the members.

(d) Investigative protocols that do not conflict with the requirements of this Plan.

(e) Training of the members in the investigation of use of deadly force incidents.

(f) The assignment of at least one officer from an agency other than the involved officer's agency.

(g) The assignment of at least one officer from the involved officer's agency.

(10) In the event that a conflict exists in the use of the IDFIT, the Involved Officer's Agency and the District Attorney shall consult and determine the appropriate manner in which the investigation will proceed.

(11) The assignment of outside investigative personnel does not preclude the agency involved from conducting a concurrent investigation for administrative purposes as established by that agency. Such investigations may be necessary for civil preparation, determination of policy violations or training issues.

(12) In order to preserve the integrity of the investigation and prosecution, if one occurs, the scene supervisor and investigative supervisor shall notify all involved officers to refrain from making public statements about the investigation, until

such time as the investigation has concluded and the District Attorney has made a determination regarding the criminal responsibility of all involved persons.

(13) The Agency shall designate a representative to make an initial public statement about the incident. Such statement shall include:

(a) The time and place of the incident.

(b) The condition of any suspect.

(c) The nature of the use of deadly physical force.

(14) Prior to a final determination being made by the District Attorney, the District Attorney and the primary investigative agency shall consult with each other and make a public release of information as is deemed appropriate.

Section 6: Investigation Protocols

(1) The investigation, at a minimum, shall consist of:

(a) Eyewitness interviews.

(b) Evidence collection. (c)

Scene documentation.

(d) Background interviews.

(e) Involved Officer interview(s)

(2) The investigation shall be documented in written reports.

(a) The IDFIT shall include in the Standard Operating Procedure, a provision regarding the filing of reports regarding the criminal investigation. All police reports regarding the criminal investigation shall be made available to the IDFIT.

(b) All police reports shall be provided to the District Attorney.

Section 7: District Attorney

(1) When an incident of the use of deadly physical force by an officer occurs, and death or serious physical injury results, the agency shall, as soon as practicable notify the District Attorney's Office.

(a) Notification shall be made to the District Attorney, Chief Deputy, or other senior member of the District Attorney's staff.

(2) When a use of deadly physical force by an officer occurs, and death or serious physical injury results, the District Attorney, and/or a senior member of his staff will consult with the agency regarding the investigation and implementation of the other elements of this plan.

(3) The District Attorney has the sole statutory and constitutional duty to make the decision on whether to present a matter to a Grand Jury.

(a) Preliminary Hearings will not be used as a method of reviewing an officer's use of deadly force.

(b) The District Attorney will consult with the investigating agency and make the decision on whether to present the case to a Grand Jury.

(1) The timing of the decision will be made by the District Attorney at such time as he has determined that sufficient information is available to competently make the decision.

(c) If the District Attorney decides to present a case to the Grand Jury, the District Attorney shall promptly notify the investigating agency, the involved officer's agency, and the involved officer's representative.

(d) If the District Attorney decides that the investigation reveals that the officers use of deadly force was justified under Oregon law, and that Grand Jury review is unnecessary, the District Attorney shall so notify the Agency, the involved officer, the involved officer's representative, and the public.

(4) If the use of deadly physical force results in physical injury to someone other than a police officer, upon completion of the investigation, all investigative information shall be forwarded to the District Attorney for review.

Section 8: Debriefing

The use of deadly physical force by an officer has the potential to create strong emotional reactions which have the potential to interfere with an officer's ability to function. These reactions may be manifested immediately, or over time. Further, these reactions may occur not only in an officer directly involved in the incident, but also in other officers within the Agency.

The requirements of this section provide a minimum framework, and are not intended to take the place of Agency policy. Agencies are encouraged to develop formal procedures to deal with an officer's stress response following a use of deadly force incident. Such policies should include a procedure that is implemented from the time of the incident and continue over time.

(1) Upon a final determination by the District Attorney, the Agency shall conduct an internal review of the matter for compliance with agency policy. Such review, at a minimum shall include a review of the incident with the involved officer.

(2) If the incident is of such a magnitude that agency-wide morale is implicated, the Agency shall take such steps as it deems necessary to ensure professional police services are provided, and to develop strategies to restore morale.

(3) Each agency shall provide for a process for any officer who makes a request, to participate in a critical incident debriefing.

(4) If available, agencies should encourage officers to take advantage of Employee Assistance Programs, and if appropriate, agencies should request assistance from other agencies that may have in place formal programs for dealing with critical incidents.

Section 9: Reporting, training, outreach

(1) Each law enforcement agency within Lane County, shall include in the agency policy regarding the use of deadly force, a provision regarding engaging members of the community in a discussion regarding the Agency's policies on the use of deadly force, and well as discussions regarding the use of deadly force by the Agency's personnel.

(2) Each law enforcement agency within Lane County shall provide a copy of this Plan to every officer, incorporate the plan into agency policy documents and provide training to officers on the implementation of the plan.

(3) Upon the conclusion of the investigation, the announcement by the District Attorney pursuant to Section 8 (3) of this Plan, and the debriefing, the Agency shall complete the Attorney General's report regarding the use of force, and submit the report to the Attorney General.

(4) The Board and Department of Public Safety Standards and Training requires 8 hours per year, 24 hours over a 3 year period of training from either the "firearms" or "use of force" subject areas. Each agency subject to this Plan shall require that a minimum of 4 hours per year, 12 hours over a 3 year period, of that training be on the use of force. The training must include education on the agency's use of force policy. This training may also include, but is not limited to:

a. Defensive Tactics.

b. Tactical Shooting.

c. SWAT training.

d. Use of force in making an arrest.

e. Use of less than lethal force.

f. Crisis intervention and the use of force.

g. Use of force in dealing with the mentally ill.

Each agency shall have a written policy and monitoring system to ensure that the standards are met.

(5) Upon adoption of this Plan, to the extent they are fiscally able, each agency shall take steps to publicize the Plan to their respective communities, by providing information to the media, general public, community organizations, and quasi-governmental bodies.

(6) At least once per calendar year, the Agencies subject to this Plan shall collectively conduct a seminar intended to educate the media, government lawyers, and selected members of the Lane County community in the use of force by law enforcement officers ,and the investigation of such incidents.

(7) Prior to the adoption of this Plan, the Planning Authority shall take steps to engage the Lane County community in a discussion regarding the purpose of the

Plan, and the elements contained therein. Such steps shall include, but are not limited to general public release of the draft, discussion with the media, providing the draft to agency employees, union representatives, elected officials, and members of relevant boards or commissions.

Section 10: Fiscal Impact

(1) At the conclusion of each fiscal year following the adoption of the Plan, each agency shall submit to the administrator of the Plan, a report outlining the fiscal impact of each element of the Plan as described in sections (a) to (e) of Section 2 (4) of Senate Bill 111, Oregon Laws 2006.

Section 11: Plan Revision

(1) As provided in the IDFIT written agreement, the Planning Authority shall meet to review and discuss the operation of the Plan and the IDIFT.

(2) If a revision of the Plan becomes advisable, the Planning Authority shall meet and discuss such a revision. If the Planning Authority adopts a revision, such revision shall be submitted for approval as provided by statute.

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Resolution 2022-17 Authorizing Funding through OTIB (Oregon Transportation Infrastructure Bank) for Street Project Funding in the amount of $999,500, and approve the City Administrator and/or Mayor to Sign the Commitment Letter and Loan Documents to OTIB

Meeting Date: June 14, 2022
Staff Contact: Anne Heath, City Administrator
Contact: 541-682-7871, Anne.Heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approval of Resolution:

Suggested motion: ***I move to adopt Resolution 2022-17, a resolution authorizing funding through OTIB (Oregon Transportation Infrastructure Bank) for street projects funding in the amount of $999,500 and approve the City Administrator and/or Mayor to sign the commitment letter and loan documents to OTIB.***

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED
City Council Goal #1 – Improve Infrastructure

HISTORICAL
In January, 2018 the City received a Pavement Management Report which specified the updates and maintenance needed for the streets in city limits of Coburg.

The Council then made the repair of streets a priority and formed an Ad-Hoc Committee to consider the report, gather information and make a recommendation for repairing the streets.

The recommendation of the Ad-Hoc Committee was that the City increase the local fuel tax to .06 cents, and to implement a Transportation Utility Fee for all properties in Coburg.

On December 10, 2019, Ordinance A-211-B was adopted which increased the fuel tax to .06 per gallon for gasoline. This was approved by the voters.

On July 27th, 2021, Ordinance A-252 was adopted establishing the Transportation Utility Fee. The establishment of the Transportation Utility Fee was delayed due to the Covid-19 emergency declaration and the limitations to the public process. In 2021, the City picked up the process and provided information and opportunity to the community to weigh in on the fee.

In early 2022, the staff completed a capital project list for the streets in Coburg and prioritized the projects.

In April, 2022, the City Council approved the submittal of a funding application to OTIB (Oregon Transportation Infrastructure Bank) through resolution 2022-09 for the purpose of funding the street projects.

LOAN AGREEMENT

The loan agreement includes a dollar amount for projects in the amount of $999,500 and a loan fee of 1% in the amount of $9,995.

Acceptance of the loan requires that the City pledges full faith and credit which means we are making available the following for repayment of the loan:

General Fund Revenues
Highway User Tax Apportionment
Local Fuel Tax
System Development Charges
Transportation Utility Fees

Equal annual payment of principal and interest is estimated at $114,000 and will commence on September 1, 2023. (See attached commitment letter for further payment terms)

Funds will be spent out by the City and reimbursed by OTIB as the City completes the projects.

PUBLIC INVOLVEMENT

Public involvement was allowed through TUF Process and through Budget Process

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NEXT STEPS

- City Administrator and/or Mayor to sign commitment letter and funding documents
- Street Project construction will begin in summer months

ATTACHMENTS

A. Resolution 2022-17
B. OTIB Loan Commitment Letter

REVIEWED BY:

Anne Davies, City Attorney

(DRAFT)
RESOLUTION 2022-17

AUTHORIZING FUNDING THROUGH OTIB (OREGON TRANSPORTATION INFRASTRUCTURE BANK) FOR STREET PROJECT FUNDING IN THE AMOUNT OF $999,500 AND APPROVE THE CITY ADMINISTRATOR AND/OR MAYOR TO SIGN THE COMMITTTMENT LETTER AND LOAN DOCUMENTS TO OTIB

WHEREAS The City Council of the City of Coburg finds:

A. Street repairs and maintenance are a priority for the City Coburg.

B. The City Council has authorized application for funding through OTIB (Oregon Transportation Infrastructure Bank.

C. A loan in the amount of $999,500 has been authorized and a commitment letter has been provided to the City.

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

1. Financing Loan Authorized. The City Council authorizes the City Administrator and/or Mayor to execute the Financing Contract (the "Financing Documents") and such other documents as may be required to obtain financial assistance including a loan from the OTIB on the condition that the principal amount of the loan from the OTIB to the City is not more than $999,500 and the interest rate is not more than 2.52% on a 10 year bond with an average life of 7 years and is rate per annum of the 7 year AA rated, Municipal Market Data index as of June 1, 2022. Interest shall be calculated on a basis of a 360-day year, consisting of twelve (12), thirty (30) day months
2. Equal annual payments of principal and interest, estimated at $114,000 each, commencing September 1, 2023. The actual payments shall be calculated so that they are level, and each payment includes all unpaid accrued interest and so much of the principal as is sufficient to fully amortize the loan amount set forth above by maturity date of the loan. The first payment may be adjusted so all accrued unpaid interest to the first payment date is included. The maturity date of the loan is ten (10) years from the date of the final disbursement of the loan or September 1, 2032, whichever is earlier.
3. Pledge of the City. Full faith & Credit of the City of Coburg is pledged as a source of repayment of the loan. Full faith and credit mean an obligation of the City of Coburg that is secured by all "lawfully available funds" (as defined in ORS 287A.001(11)) of City of Coburg
4. Sources of Repayment. The loan shall be payable from any funds legally available to the City. Legally available funds include, but are not limited to the City's:
    - General Fund
    - Highway User Tax Apportionment
    - Local Fuel Tax

- System Development Charges
- Transportation Utility Fees

5. Loan Fee. A loan fee equal to one percent (1%) of the loan. City's loan fee of $9,995 is due at loan closing.

Adopted by the City Council of the City of Coburg, Oregon by a vote of ___ for and___ against, this 14th day of June, 2022.

_____
Ray Smith, Mayor

Attest:

_____
Sammy Egbert, City Recorder

Oregon Department of Transportation
Financial Services – MS 21
355 Capitol ST. NE
Salem, OR 97301-3871
Office Phone: 503-986-6376
Fax Number: 503-986-4141

June 2, 2022

Anne Heath
City of Coburg
PO Box 8316
Coburg, OR 97408

Re: Oregon Transportation Infrastructure Bank Loan – Commitment Letter
Coburg Street Repair and Maintenance Project

Dear Ms. Heath:

I am pleased to inform you that on May 31, 2022 the State of Oregon, acting by and through the Department of Transportation (the "State"), on behalf of the Oregon Transportation Infrastructure Bank, approved a loan (the "Loan") from the Oregon Transportation Infrastructure Fund to the City of Coburg, (the "City") on the following terms and conditions:

Project: Coburg Street Repair and Maintenance Project

Loan Amount: Nine hundred ninety-nine thousand five hundred dollars ($999,500)

Interest Rate: The annual interest rate on the Loan is Two and 52/100 percent (2.52%). This rate is based on an equivalent 10 year bond with an average life of 7 years and is the rate per annum of the 7 year, AA Rated, Municipal Market Data index as of June 1, 2022. Interest shall be calculated on the basis of a 360-day year, consisting of twelve (12), thirty (30) day months.

Payment Terms: Equal annual payments of principal and interest, estimated at $114,000 each, commencing September 1, 2023. The actual payments shall be calculated so that they are level, and each payment includes all unpaid accrued interest and so much of the principal as is sufficient to fully amortize the Loan amount set forth above by the maturity date of the Loan. The first payment may be adjusted so all accrued unpaid interest to the first payment date is included. The maturity date of the Loan is ten (10) years from the date of final disbursement of the Loan, or September 1, 2032, whichever date is earlier.

Sources of Repayment and Pledge: The City pledges:

1) Full Faith & Credit of City of Coburg. "Full Faith & Credit of City of Coburg" means an obligation of City of Coburg that is secured by all "lawfully available funds" (as defined in ORS 287A.001(11)) of City of Coburg.

2) The Loan shall be payable from any funds legally available to the City. Legally available funds include, but are not limited to City's:

- General Fund
- Highway User Tax Apportionment
- Local Fuel Tax
- System Development Charges
- Transportation Utility Fees

Loan Fee: A Loan Fee equal to one percent (1%) of the Loan. City's Loan Fee of $9,995 is due at Loan closing.

The obligation of the State to make the Loan is subject to the following conditions:

1. There has been no material adverse change in the financial, or any other, condition of the City since the Loan application was filed. The State shall be under no duty or obligation to process and fund the Loan if the financial condition and credit standing of the City are not maintained in a manner satisfactory to the State.

2. All information, data, exhibits and other materials submitted in connection with the Loan and all other representations made by or on behalf of the City to the State shall be accurate and complete. If any of this information, data, exhibits or other materials is determined by the State to be materially inaccurate or incomplete, the State shall have no obligations hereunder. This provision shall survive the closing of the Loan.

3. There is sufficient money in the Oregon Transportation Infrastructure Fund available to fund the Loan.

4. City shall deliver to the State the following, all in form and substance satisfactory to the State and its counsel:

    a. Execution and delivery of documents required by the State and containing such terms and conditions as the State deems necessary and prudent. These documents may include but are not limited to a loan agreement, promissory note, and local agency agreement.

    b. A copy of the resolution, duly adopted by the City Council/Board of Commissioners/Board of Directors, authorizing this Loan, the pledge and execution of the Loan documents, which copy of ordinance/resolution shall be certified by an authorized officer of the City.

    c. Opinion(s) of the counsel(s) for the City.

Once we receive your acceptance of this commitment letter, we will be submitting loan documents to the Attorney General's office for review. We will forward them to you for your review once they have been approved.

DISCLAIMERS

The State of Oregon, acting by and through the Department of Transportation, may **not**:

A. Act as your attorney, engineer, or financial or tax consultant.

B. Guarantee you are making a good investment.

C. Insure that any project is safe, feasible, or operable.

D. Compel a contractor or engineer to remedy defects in construction or to live up to any contracts they may make with you.

E. Guarantee the confidentiality of application or loan files. ORS 192.501 and 192.502 define material exempt from public disclosure and also the circumstances under which such material may be subject to disclosure.

Please read the terms and conditions of this commitment letter carefully. If there are any which you are uncertain you can meet or perform, please contact us now. Some conditions may result in costs to you. Some may require professional help.

We recommend that you identify those requirements which can be more easily or inexpensively met and comply with those first so as to avoid the possible situation in which an expensive requirement is met only to find that failure to meet another requirement forces cancellation of this Loan commitment.

This Loan commitment is made for the express benefit of the City and is not transferable or assignable by the City without the prior written consent of the State, which consent may be withheld for any reason, in the sole discretion of the State.

The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this commitment letter, including, without limitation, its validity, interpretation, construction, performance, and enforcement. Any party bringing a legal action or proceeding against any other party arising out of or relating to this commitment letter shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Such party consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum. Notwithstanding the second sentence of this paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. The preceding sentence (1) applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court and (2) is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity or immunity based on the Eleventh Amendment to the Constitution of the United States.

This commitment can be withdrawn at any time prior to your acceptance. This commitment can be accepted only by having your authorized representative signing below where indicated and returning this signed copy to the State no later than July 8, 2022. Upon your failure to do so, this Loan commitment will be null and void, and the State shall have no further obligations hereunder.

Further, this commitment, even if accepted by the City on or prior to July 8, 2022, will expire if the Loan closing does not occur by September 9, 2022.

If you have any questions, please contact Cindy Lesmeister at Cindy.L.Lesmeister@odot.oregon.gov.

Sincerely,

State of Oregon, acting by and through its
Department of Transportation

By: _____ 6-2-2022
Tracy D. Wroblewski, Chief Financial Officer Date

CITY'S ACCEPTANCE OF LOAN COMMITMENT.

The undersigned City has read and understood the above Loan commitment letter and accepts the above Loan commitment on the terms and conditions described in this letter.

Jurisdiction

By: _____

Name: _____

Title: _____

Date: _____

Jim Gamble, Area 5 Manager
Jim West, Project Delivery Manager
Daniel Porter, Budget, Economic & Debt Services Manager
Cindy Lesmeister, Oregon Transportation Infrastructure Bank Staff

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Thomas Street Waterline Replacement Project

Meeting Date: June 14th 2022
Staff Contact: Brian Harmon Public Works Director
Contact: 541-682-7857 brian.harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approve Thomas Street Waterline Replacement Project Contract

RECOMMENDED MOTION: "*I move to approve the Thomas Street Waterline Replacement Project contract between the City of Coburg and Delta Construction Company.*"

BACKGROUND

As part of the multi-project Water Master Plan upgrades there have been many undersized Asbestos Cement Pipes identified for replacement. Thomas Street Waterline Replacement Project is replacing 6" pipe with new 8" pipe, new services, new fire hydrant, and the starting point for the rest of the pipe replacement and upsizing moving through the area. There were six construction firms that bid on this part of the Water Master Plan upgrades. Delta Construction Company out of Eugene, Oregon was the low bidder at $137,163. Once we have an executed or signed contract with Delta Construction Company we can schedule the pre-construction meeting and get their construction schedule.

This project should only take one to two weeks for completion.

The project does call out for one service that is located on another street to be replaced onto Thomas St. This may cause some issues with the Property owner.

BUDGET

- The estimated cost of this contract is $137,163. The funding source for this project is Business Oregon and some Water SDC Funds.

RECOMMENDATIONS AND ALTERNATIVES

1. Take no action. If the Council chooses this step the contract will not be awarded.
2. Approve the contract as drafted. The contract would become effective immediately and

end with final completion no later than September 15, 2022.

3. Adopt an amended contract. Council may make suggestions for contract changes. However, Council should consider that this contract language is the approved and required language of Business Oregon for the funded water projects.

PUBLIC INVOLVEMENT
N/A

RECOMMENDATIONS:
NEXT STEPS

- Contract Implementation

ATTACHMENTS
A. Draft Construction Contract

Reviewed by:
Anne Heath, City Administrator
Anne Davies, City Attorney

INDEPENDENT CONTRACT SERVICES AGREEMENT
CITY OF COBURG

PROJECT: East Thomas Street Waterline Replacement

Date: _____

Parties:

City of Coburg ("CITY") PO Box 8316 91136 N Willamette St. Coburg, Oregon 97408	and	BABB Construction Co., D.B.A. Delta Construction Co. 999 Division Ave. Eugene, OR 97404

Additional Independent Contractor Information:

a. Type of Entity: Sole Proprietorship Partners ☐ Limited Liability Comp Corporation [X]
b. Address: 999 Division Avenue, Eugene Oregon 97404
c. Telephone: 541-688-2233
d. Fax No. 541-688-8610
e. Email: _____
f. SSN or Federal ID: -93-0576941
g. Professional License(s) No: 62971 CCB
h. Foreign Contractor □Yes X No
(Foreign means not domiciled in or registered to do business in Oregon)
i. SAM Registration Active X Yes □No
j. DUNS Number_____
k. Contractor Representative Name and Title: Troy Hanson, Vice President

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

RECITALS

1. The Contractor was selected via a formal procurement process to provide services to the City of Coburg for the Federal Safe Drinking Water Project.

2. Contractor has the training, ability, knowledge and experience to provide the services desired by the City.

TERMS OF AGRREMENT

1. **Effective Date.** This Agreement is effective when signed by both parties. This agreement will expire on December 31, 2022, unless earlier terminated in accordance with the provisions of this Agreement or by mutual consent of the parties. Termination or expiration shall not extinguish or prejudice the City's right to enforce this Agreement with respect to any default or defect in performance that has not been cured.

2. **Services.** Contractor shall complete services previously agreed to and as listed in **Exhibit A, Scope of Work,** and as listed in the Bid proposal dated May 26, 2022.

3. **Water Project Specific Requirements.** Contractor shall accept the terms and requirements specific to Federal Safe Drinking Water Project requirements as specified in **Exhibit B.**

4. **Good Faith Efforts**. Any public water system receiving an award from the Safe Drinking Water Revolving Loan Fund and the Drinking Water Source Protection Fund must ensure good-faith implementation of the six good-faith efforts comprising the federal "Fair Share Program," for the solicitation of all contractors providing construction, equipment, supplies, engineering or other services that constitute the project financed by the award. **See Exhibit C.**

5. **Consideration.** City shall pay Contractor for the services based on time and materials as set forth in **Exhibit A**. The total payment for all services to complete the work under this Agreement, which includes allowable expenses or reimbursement and work performed to date, shall not exceed $137,163.

    a. Invoices will be directed to Branch Engineering, Attention Julie Leland 310 5th Street, Springfield, Oregon 97477. Invoices may also be emailed to Julie Leland at **juliel@branchengineering.com**. If an invoice is

delivered on a non-business day, the invoice shall be considered received on the next day the City's Finance Department is open for business. Invoices will be reviewed and then forwarded to the City for payment.

6. **Standard of Care.** Contractor will provide services with the degree of skill and diligence normally employed by professional performing the same or similar services at the time the services are performed. Contractor shall, at all times during the term of this Agreement be duly licensed to perform the Work, and if there is no licensing requirement for the profession or Work. Be duly qualified expert.

7. **Independent Contractor Status.** By its execution of this Agreement, Independent Contractor certifies its status as an "Independent Contractor" as that term is used under the laws of the State of Oregon, and that all performance of any labor or services required to be performed by Independent Contractor under the terms of this Agreement shall be performed in accordance with the standards set forth in ORS 670.600(1997), and incorporated herein by this reference.

8. **Conformance with Oregon Public Contracts Law** Independent Contractor shall comply with all applicable provisions of Oregon law for public contracts. This Agreement incorporates the provisions required to be in an agreement of this type by ORS 279B.200 through 279B.235 (**EXHIBIT D**).

9. **Tax Duties and Liabilities.** Independent Contractor shall be responsible for all federal, state and local taxes, if any, applicable to any payments received pursuant to this Agreement, including, but not limited to income tax, payroll tax, social security and self-employment tax. CITY shall not withhold, pay or in any other manner be responsible for payment of any taxes on behalf of Independent Contractor.

10. **Reimbursement of Expenses.** Independent Contractor shall not be entitled to reimbursement by CITY for any expenses incurred by Independent Contractor unless otherwise agreed in writing.

11. **Materials and Supplies.** Independent Contractor shall supply all materials and supplies needed to perform the services required unless otherwise agreed in writing.

12. **No Authority to Bind CITY.** Independent Contractor shall have no authority to enter into contracts on behalf of CITY, its officers, agents and employees. This Agreement shall not create a partnership or joint venture of any sort between the parties.

13. **Federal Employment Status.** In the event payment made pursuant to this Agreement is to be charged against federal funds, Independent Contractor hereby certifies that it is not currently employed by the Federal Government and the amount charged does not exceed Independent Contractor's normal charge for the type of services provided.

14. **Hold Harmless.** Independent Contractor shall defend and hold harmless CITY, its agents, servants and employees from and against all claims, demands and judgment (including attorney fees), made or recovered against them including, but not limited to damages to real or tangible personal property or for bodily injury or death to any person, arising out of, or in any manner connected with this Agreement, to the extent that any such damage, injury or death is caused by, or sustained in connection with the performance of, Independent Contractor, its employees, servants or agents. CITY shall promptly notify Independent Contractor in a reasonable manner to facilitate the defense of any such claim.

15. **Termination by City**, in whole or in part, whenever for any reason CITY shall determine that such termination is in the best interest of CITY. Thirty days' notice of termination shall be effected by delivery to the Independent Contractor of a Notice of Termination specifying the extent to which performance of the work under the Agreement is terminated and the date on which such termination is effective. Upon delivery to the Independent Contractor of a Notice of Termination under this paragraph, the Independent Contractor and CITY shall, by agreement, make an appropriate written modification to this Agreement governing completion of portions of the Independent Contractor's work and payment therefore by CITY. **A completed Federal Form W-9 shall accompany this signed document when returned by the Independent Contractor.**

16. **Independent Contractor Termination:** The Independent Contractor shall give the CITY a ninety-day notice of termination, which will be effected by deliverance of a Notice of Termination to the City. Such notice shall include the date on which the termination is effective. The Independent Contractor and CITY shall, by agreement, make an appropriate written modification to this Agreement governing completion of portions of the Independent Contractor's work and payment therefore by the City to the Independent Contractor.

17. **Rights in Data.** All original written material, including programs, card decks, tapes, listings, and other documentation originated and prepared for CITY pursuant to this Agreement, shall become exclusively the property of CITY. The

ideas, concepts, knowhow, or techniques developed during the course of this Agreement be Independent Contractor personnel can be used by either party in anyway it may deem appropriate. Material already in Independent Contractor's possession, independently developed by Independent Contractor outside the scope of this Agreement, or rightfully obtained by Independent Contractor from third parties, shall belong to Independent Contractor. This Agreement shall not preclude Independent Contractor from developing materials which are competitive, irrespective of their similarity to materials which might be delivered to CITY pursuant to this Agreement. Independent Contractor shall not, however, use any written materials developed under this Agreement in developing materials for others, except as provided in this section.

18. **Confidentiality.** During the course of performance hereunder, Independent Contractor or its agent, employees, or contractors, may receive confidential information. Independent Contractor agrees to use its best efforts to maintain the confidentiality of such information and to inform each agent and employee performing services of the confidentiality obligation that pertains to such information.

19. **Assignment/Subcontract.** Independent Contractor shall not assign, sell, transfer, subcontractor sublet rights, or delegate responsibilities under this Agreement, in whole or in part, without the prior written approval of CITY. No such written approval shall relieve Independent Contractor of any obligations of this Agreement, and any transferee or subcontractor shall be considered the agent of Independent Contractor. Independent Contractor shall remain liable as between the original parties to this Agreement as if no such assignment had occurred.

20. **Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to this Agreement and their respective successors and assigns.

21. **Compliance with all Government Regulations.** Independent Contractor shall comply with all federal, state and local laws, codes, regulations and ordinances applicable to the work performed under this Agreement. Failure to comply with such requirements shall constitute a breach of contract and shall be grounds for termination of this Agreement. Damages or costs resulting from noncompliance shall be the sole responsibility of Independent Contractor.

22. **Attorney Fees.** In the event a lawsuit of any kind is instituted on behalf of CITY to enforce any provision of this Agreement, Independent Contractor shall pay

such additional sums as the Court may adjudge reasonable for attorney fees plus all costs and disbursements at trial and on any appeal.

23. **Force Majeure.** Neither party to this Agreement shall be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. CITY may terminate this Agreement upon written notice after determining such delay or default will unreasonably prevent successful performance of the Agreement.

24. **Assistance regarding Patent and Copyright Infringement.** In the event of any claim or suit against CITY on account of any alleged patent or copyright infringement arising out of the performance of this Agreement or out of the use of any material furnished or work or services performed hereunder, Independent Contractor shall defend CITY against any such suit or claim and hold CITY harmless from any and all expenses, court costs, and attorney's fees in connection with such claim or suit.

25. **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 shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

26. **Access to Records.** CITY and its duly authorized representatives shall have access to books, documents, papers and records of Independent Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.

27. **Waiver.** Failure of CITY to enforce any provision of this Agreement shall not constitute a waiver or relinquishment by CITY of the right to such performance in the future nor of the right to enforce any other provision of this Agreement.

28. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, without prior written approval of CITY. No modification of this Agreement shall bind either party unless reduced to writing and subscribed by both parties, or ordered by a Court.

29. **Nondiscrimination.** Independent Contractor shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

30. **Dual Payment.** Independent Contractor shall not be compensated for work performed under this contract from any CITY agency other than the agency which is a party to this contract.

31. **Remedies.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, and any litigation arising out of this Agreement shall be conducted in the courts of the State of Oregon, County of Washington.

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

IN WITNESS WHEREOF the parties have executed this Agreement to be effective the date first set forth above.

CITY OF COBURG
Signature _____
Printed Name: Anne L. Heath,

Title: City Administrator
Date: _____

Contract Service Provider
Name of Entity: BABB CONSTRUCTION COMPANY
DBA DELTA CONSTRUCTION CO.

Signature_____
Printed Name: Troy Hanson

Title: Vice President
Date: _____

EXHIBIT A
SCOPE OF SERVICE

ITEM No. ODOT SPEC	ITEM DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL BID PRICE
1 00210	Mobilization, Bonds, And Insurance	1	Lump Sum	29,120.00	29,120.00
2 00225	Temporary Work Zone Traffic Control, Complete	1	Lump Sum	1,392.00	1,392.00
3 00280	Erosion Control	1	Lump Sum	2,045.00	2,045.00
4 00305	Site Layout, Complete	1	Lump Sum	4,000.00	4,000.00
5 00310	Saw Cutting (Includes Tee cut)	1700	Foot	2.00	3,400.00
6 00310	Removal of Surfacing	425	Square Yards	2.00	850.00
7 00490	Pothole Utility Conflicts	1	Each	1,500.00	1,500.00
8 00495	Trench Resurfacing	425	Square Yards	46.00	19,550.00
9 01030	Site Restoration, Permanent Seeding and Topsoil	1	Lump Sum	2,417.00	2,417.00
10 01140	6-Inch C900 Potable Water Pipe, Fittings & Couplings with Restrained Joints and Class B Backfill (3' Minimum Depth)	17	Lineal Feet	126.00	2,142.00
11 01140	6-Inch C900 Potable Water Pipe, Fittings & Couplings with Restrained Joints and Class E Backfill (3' Minimum Depth)	38	Lineal Feet	104.00	3,952.00
12 01140	8-Inch C900 Potable Water Pipe, Fittings & Couplings with Restrained Joints and Class B Backfill (3' Minimum Depth)	555	Lineal Feet	60.00	33,300.00
13 01140	6-Inch Waterline Connection to 6-Inch Existing Waterline	1	Each	2,425.00	2,425.00
14 01140	8x8x6-Inch Ductile Iron Pipe Tee	2	Each	290.00	580.00

Schedule of Bid Items
220-2

15 01140	Blowoff Assembly, Complete	1	Each	1,475 00	1,475 00
16 01140	Connect New Service to Existing Water Meter	4	Each	466 00	1,864 00
17 01150	8-Inch Blind Flange	1	Each	200 00	200 00
18 01150	6-Inch Gate Valve	2	Each	1,055 00	2,110 00
19 01150	8-Inch Gate Valve	1	Each	1,586 00	1,586 00
20 01150	3/4" Ball Valve	1	Each	252 00	252 00
21 01160	Hydrant Assemblies, Complete	1	Each	3,352 00	3,352 00
22 01160	Hydrant Removal, Complete	1	Each	528 00	528 00
23 01170	Remove and Relocate Water Meter Assembly	1	Each	3,213 00	3,213 00
24 01170	Reroute Private Water Service, Complete	1	Each	2,544 00	2,544 00
25 01170	1-Inch Water Meter Assembly	1	Each	555 00	555 00
26 01170	1-Inch Polyethylene Water Service Line SDR-7, Class B Backfill	56	Lineal Feet	95 00	5,320 00
27 01170	1-Inch Polyethylene Water Service Line SDR-7, Class E Backfill	77	Lineal Feet	83 00	6,391 00
28 01170	Identify Service from Water Meter into Private Property	7	Each	300 00	2,100 00
			BID TOTAL		

Total Amount of Base Bid $ 137,163 00

Total Base Bid price written out in words

One Hundred Thirty Seven Thousand One Hundred Sixty Three And 00/100

Note: All Unit Price Bids should be considered as "Furnished and Installed". Billing is to be as complete units and partial bills will not be paid.

To Be Considered Responsive, the following must be signed and completed by your firm:

We hereby certify to do the work as specified and at the price as quoted in conformance to all the City, State and Federal Regulations that are applicable and will indemnify the 'City of Coburg' against all claims arising out of any actions caused by our company during the performance of this contract.

We hereby certify that we will comply with the provisions of ORS279C.840 (BOLI Wage Requirements).

EXHIBIT B

Construction Contract Requirements for Recipients of Safe Drinking Water financing

SAM Registration and DUNS number are required for all entities that enter into direct contracts with the recipients of Safe Drinking Water Revolving Loan funds

SAM Registration: http://www.sam.gov/portal/public/SAM/ NOTE: The SAM registration expires annually and must be kept active until the SDWRLF project is closed	**DUNS Number** http://www.dnb.com/get-a-duns-number.html

Language to be included verbatim in construction contracts according to any accompanying instructions

Clauses required in all Contracts

☐ **Termination for Cause and for Convenience & Breach of Contract** (language to be included in all construction contracts and subcontracts in excess of $10,000:)

"Contractor shall address termination for cause and for convenience, including the manner by which it will be effected and the basis for settlement. In addition, contractor shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate."

☐ **Equal Employment Opportunity** (language to be included in all construction contracts and subcontracts in excess of $10,000:)

"Contractor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60)."

☐ **Procurement of Recovered Materials** (language to be included in all construction contracts and subcontracts in excess of $10,000:)

"Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, including procurement of recovered materials in a manner designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247."

☐ **Whistleblower** (language to be included in all construction contracts and subcontracts)
"Contractor receiving SDWRLF funds shall under or through this contract to, post notice of the rights and remedies provided to whistleblowers under No Fear Act Pub. L. 107-174. 29 CFR § 1614.703 (d)."

☐ **Source of Funds** (language to be included in all construction contracts and subcontracts)

"Work under this contract is funded by the federal Safe Drinking Water Revolving Loan Fund through Business Oregon and a partnership of Local and/or Private Funds. "

☐ **Suspension and Debarment** (language to be included in all construction contracts and subcontracts)

"Contractor certifies that it is not debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension", and shall not contract or permit any subcontract at any level with any party similarly excluded or ineligible. A list of excluded parties is available in the System for Award Management (SAM) at www.sam.gov, under "search records"."

☐ **Copeland "Anti-Kickback" Act** (language to be included in all construction contracts and subcontracts)

"Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 847) as supplemented in Department of Labor regulations (29 CFR part 3)."

☐ **Intellectual Property** (language to be included in all construction contracts and subcontracts:)

"Contractor hereby grants to the U.S. E.P.A. a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purposes, any intellectual property developed under this contract. Contractor shall secure from third parties the same license in the name of the U.S. E.P.A. regarding any intellectual property developed by third parties as subcontractors under this contract, or developed under contract with the Contractor specifically to fulfill Contractor's obligations related to this contract."

☐ **Inspections; Information** (language to be included in all construction contracts and subcontracts:)

"Contractor shall permit, and cause its subcontractors to allow City of Coburg, the State of Oregon, the federal government and any party designated by them to:

- Examine, visit and inspect, at any and all reasonable times, the property, if any, constituting the Project.
- Inspect and make copies of any accounts, books and records, including, without limitation, its records regarding receipts, disbursement, contracts, and any other matters relating to the Project, and to its financial standing, and shall supply such reports and information as reasonably requested.
- Interview any officer or employee of the Contractor, or its subcontractors, regarding the Project.

Contractor shall retain all records related to the Project for three years after final payments are made and any pending matters are closed.

☐ **Disadvantaged Business Enterprises** (language to be included in all construction contracts and subcontracts:)

Recipient will implement the good faith efforts for solicitation and contracting with Disadvantaged Business Enterprises ("DBE") described in Section 4.1 of the Safe Drinking Water Handbook. This applies to all solicitation and contracting for construction, equipment,

supplies, engineering or other services that constitute the Project financed by this Contract. Recipient will maintain documentation in a Project file on Disadvantaged Business Enterprises. Recipient will maintain documentation in a Project file and submit required forms, as described in Section 4.1 of the Safe Drinking Water Handbook. Recipient will ensure that all prime contractors and subcontractors implement the good faith efforts for solicitation and contracting, and comply with all DBE procurement forms, statements, and reporting requirements. Recipient will ensure that each procurement contract (prime plus all subcontractor contracts) includes the following term and condition:

"The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies."

Recipient will ensure that all prime contractors and subcontractors implement the good faith efforts for solicitation and contracting, and comply with all DBE procurement forms, statements, and reporting requirements.

(Include the following forms, found in the Business Oregon Preconstruction Packet:)

- *DBE Six Good Faith Efforts and Form*

☐ **American Iron Steel**

(language to be included in all construction contracts and subcontracts:)

The Contractor acknowledges to and for the benefit of the *[insert name of water system Owner]* ("Purchaser") and the State of Oregon (the "State") that it understands the goods and services under this Agreement are being funded with monies made available by the Drinking Water State Revolving Fund that have statutory requirements commonly known as "American Iron and Steel;" that requires all of the iron and steel products used in the project to be produced in the United States ("American Iron and Steel Requirement") including iron and steel products provided by the Contactor pursuant to this Agreement. The Contractor hereby represents and warrants to and for the benefit of the Purchaser and the State that (a) the Contractor has reviewed and understands the American Iron and Steel Requirement, (b) all of the iron and steel products used in the project will be and/or have been produced in the United States in a manner that complies with the American Iron and Steel Requirement, unless a waiver of the requirement is approved, and (c) the Contractor will provide any further verified information, certification or assurance of compliance with this paragraph, or information necessary to support a waiver of the American Iron and Steel Requirement, as may be requested by the Purchaser or the State. Notwithstanding any other provision of this Agreement, any failure to comply with this paragraph by the Contractor shall permit the Purchaser or State to recover as damages against the Contractor any loss, expense, or cost (including without limitation attorney's fees) incurred by the Purchaser or State resulting from any such failure (including without limitation any impairment or loss of funding, whether in whole or in part, from the State or any damages owed to the State by the Purchaser). While the Contractor has no direct contractual privity with the State, as a lender to the Purchaser for the funding of its project, the Purchaser and the Contractor agree that the State is a third-party beneficiary and neither this paragraph (nor any other provision of this Agreement necessary to give this paragraph force or effect) shall be amended or waived without the prior written consent of the State.

☐ **Federal Labor Standards**

(language to be included in all construction contracts and subcontracts.)

NOTE: Oregon Bureau of Labor and Industries (BOLI) prevailing wage requirements apply to public entities for projects over $50,000 and private entities for projects that utilize more than $750,000 of public funds.

Prevailing Wage Requirements.

"Construction projects assisted in whole or in part with the Safe Drinking Water Revolving Loan Fund Program (SDWRLF) must be carried out in compliance with Federal Davis Bacon and Related Acts and the Oregon Bureau of Labor and Industries (BOLI) requirements. Contractor shall pay each worker employed in the performance of this contract not less than the higher of the wage rate for the type of work being performed as set forth in either the Oregon Prevailing Wage "Prevailing Wage Rate for Public Works Contracts in Oregon" (if applicable) or the applicable federal Davis-Bacon Wage Decision. Contractor shall download a U.S. Department of Labor Employee Fair Compensation Notice and post it at the work site along with a list of locally prevailing wage rates. Contractor shall prepare and submit weekly Certified Payroll Reports on forms to be supplied by Business Oregon. Contractor shall permit access to construction site in order to conduct on-site interviews with workers during working hours."

(1) Minimum wages.

(i) All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.
Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed,
without regard to skill, except as provided in § 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
Sub recipients may obtain wage determinations from the U.S. Department of Labor's web site, www.dol.gov.

(ii)(A) The sub recipient(s), on behalf of EPA, shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The State award official shall approve a request for an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the sub recipient(s) agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), documentation of the action taken and the request, including the local wage determination shall be sent by the sub recipient (s) to the State award official. The State award official will transmit the request, to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210 and to the EPA DB Regional Coordinator concurrently. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification request within 30 days of receipt and so advise the State award official or will notify the State award official within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the sub recipient(s) do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the award official shall refer the request and the local wage determination, including the views of all interested parties and the recommendation of the State award official, to the Administrator for determination. The request shall be sent to the EPA DB Regional Coordinator concurrently. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt of the request and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii)(B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) Withholding. The sub recipient(s), shall upon written request of the EPA Award Official or an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or

any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the (Agency) may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records.

(i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The contractor shall submit weekly, for each week in which any contract work is performed, a copy of all payrolls to the sub recipient, that is, the entity that receives the sub-grant or loan from the State capitalization grant recipient. Such documentation shall be available on request of the State recipient or EPA. As to each payroll copy received, the sub recipient shall provide written confirmation in a form satisfactory to the State indicating whether or not the project is in compliance with the requirements of 29 CFR 5.5(a)(1) based on the most recent payroll copies for the specified week. The payrolls shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on the weekly payrolls. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at http://www.dol.gov/whd/forms/wh347instr.htm or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the sub recipient(s) for transmission to the State or EPA if requested by EPA, the State, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require

a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sub recipient(s).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under § 5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under § 5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the State, EPA or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency or State may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and trainees

(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater

than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended and 29 CFR part 30.

(5) Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

(6) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the EPA determines may by appropriate, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and sub recipient(s), State, EPA, the U.S. Department of Labor, or the employees or their representatives.

(10) Certification of eligibility.

(i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

Additional Clauses for Contracts greater than 100,000

Construction contracts and subcontracts greater than 100,000 must include all clauses listed above in addition to the clauses listed below

☐ **Federal Labor Standards**

4. **Contract Provision for Contracts in Excess of $100,000.**

(a) Contract Work Hours and Safety Standards Act. The sub recipient shall insert the following clauses set forth in paragraphs (a)(1), (2), (3), and (4) of this section in full in any contract in an amount in excess of $100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by Item 3, above or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or

mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (a)(1) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (a)(1) of this section, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (a)(1) of this section.
(3) Withholding for unpaid wages and liquidated damages. The sub recipient, upon written request of the EPA Award Official or an authorized representative of the Department of Labor, shall withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.
(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (a)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (a)(1) through
(4) of this section.
(b) In addition to the clauses contained in Item 3, above, in any contract subject only to the Contract Work Hours and Safety Standards Act and not to any of the other statutes cited in 29 CFR 5.1, the Sub recipient shall insert a clause requiring that the contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the Sub recipient shall insert in any such contract a clause providing hat the records to be maintained under this paragraph shall be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the (write the name of agency) and the Department of Labor, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job.
5. Compliance Verification
(a) The sub recipient shall periodically interview a sufficient number of employees entitled to DB prevailing wages (covered employees) to verify that contractors or subcontractors are paying the appropriate wage rates. As provided in 29 CFR 5.6(a)(6), all interviews must be conducted in confidence. The sub recipient must use Standard Form 1445 (SF 1445) or equivalent documentation to memorialize the interviews. Copies of the SF 1445 are available from EPA on request.
(b) The sub recipient shall establish and follow an interview schedule based on its assessment of the risks of noncompliance with DB posed by contractors or subcontractors and the duration of the contract or subcontract. Sub recipients must conduct more frequent interviews if the initial

interviews or other information indicated that there is a risk that the contractor or subcontractor is not complying with DB.
Sub recipients shall immediately conduct interviews in response to an alleged violation of the prevailing wage requirements. All interviews shall be conducted in confidence."
(c) The sub recipient shall periodically conduct spot checks of a representative sample of weekly payroll data to verify that contractors or subcontractors are paying the appropriate wage rates. The sub recipient shall establish and follow a spot check schedule based on its assessment of the risks of noncompliance with DB posed by contractors or subcontractors and the duration of the contract or subcontract. At a minimum, if practicable, the sub recipient should spot check payroll data within two weeks of each contractor or subcontractor's submission of its initial payroll data and two weeks prior to the completion date the contract or subcontract. Sub recipients must conduct more frequent spot checks if the initial spot check or other information indicates that there is a risk that the contractor or subcontractor is not complying with DB. In addition, during the examinations the sub recipient shall verify evidence of fringe benefit plans and payments there under by contractors and subcontractors who claim credit for fringe benefit contributions.
(d) The sub recipient shall periodically review contractors and subcontractor's use of apprentices and trainees to verify registration and certification with respect to apprenticeship and training programs approved by either the U.S Department of Labor or a state, as appropriate, and that contractors and subcontractors are not using disproportionate numbers of, laborers, trainees and apprentices. These reviews shall be conducted in accordance with the schedules for spot checks and interviews described in Item 5(b) and (c) above.
(e) Sub recipients must immediately report potential violations of the DB prevailing wage requirements to the EPA DB contact listed above and to the appropriate DOL Wage and Hour District Office listed at http://www.dol.gov/whd/america2.htm.

☐ **Environmental and Natural Resource Laws** (include the following language in all construction contracts and subcontracts in excess of $100,000:)

"Contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

☐ **Prohibition on the Use of Federal Funds for Lobbying** (Certification Regarding Lobbying form follows, for any contracts in excess of $100,000)

Certification Regarding Lobbying

(Awards to Contractors and Subcontractors in Excess of $100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in

connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signed _____

Title _____

Date _____

EXHIBIT C

GOOD FAITH EFFORS

Six Good-Faith Efforts

Any public water system receiving an award from the Safe Drinking Water Revolving Loan Fund and the Drinking Water Source Protection Fund must ensure good-faith implementation of the six good-faith efforts comprising the federal "Fair Share Program," for the solicitation of all contractors providing construction, equipment, supplies, engineering or other services that constitute the project financed by the award.

Documentation demonstrating that these six good faith efforts have been taken must be included and maintained in the water system's project files. Likewise, once a **contractor** has been selected by the water system, that contractor must adhere to the following six good-faith efforts in soliciting its subcontractors:

1. Ensure Disadvantaged Business Enterprises (DBEs) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, state and local government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources. (Note: The acronym DBE used throughout this document is a global term for Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).

2. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, state and local government recipients, this will include dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

4. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

5. Utilize the services of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.

6. If the prime contractor awards subcontracts, require the prime contractor to take these six good-faith efforts in subcontracting with Disadvantaged Business Enterprises for any subcontract that they let.

Locating Disadvantaged Business Enterprises for Outreach

Applicable MBE / WBEs are certified by the Office of Minority, Women and Emerging Small Business (OMWESB), Small Business Administration, or by a federal agency.

The following sites may be of assistance for locating Minority or Women-Owned Business (MBE / WBE) firms and others may exist too:

• Office of Minority, Women and Emerging Small Business (OMWESB) Directory of Certified Firms at http://www.oregon4biz.com/How-We-Can-Help/OMWESB/

• Federal System for Award Management at https://www.sam.gov

• Minority Business Development Agency, US Dept. of Commerce at www.commerce.gov/os/ogc/minority-business-development-agency

• EPA's Office of Small Business Programs at www.epa.gov/osbp/

• Oregon Office of Economic & Business Equity at https://dasapp.oregon.gov/statephonebook/display.asp?agency=12100&division=12103

• U.S. Department of Transportation at www.dot.gov/osdbu/disadvantaged-business-enterprise

Prevention of Unfair Practices

Finally, there are a number of provisions designed to prevent unfair practices that may adversely affect DBEs that are now required of the prime contractor for every SDWRLF funded project:

• A SDWRLF loan recipient must require its prime contractor to pay its subcontractor for satisfactory performance no more than 30 days from the prime contractor's receipt of payment.

• A SDWRLF loan recipient must be notified in writing by its prime contractor prior to any termination of a DBE subcontractor for convenience by the prime contractor.

• If a DBE subcontractor fails to complete work under the subcontract for any reason, the SDWRLF loan recipient must require the prime contractor to employ the Six Good-Faith Efforts if soliciting a replacement subcontractor.

• A SDWRLF loan recipient must require its prime contractor to employ the Six Good Faith Efforts even if the prime contractor has achieved its fair share objectives.

EXHIBIT D

RELEVENT PROVISIONS OF ORS CHAPTER 279B

279B.220 Conditions concerning payment, contributions, liens, withholding. Every public contract shall
contain a condition that the contractor shall:

1. Make payment promptly, as due, to all persons supplying to the contractor for labor or material for the performance of the work provided for in the contract.
2. Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract.
3. Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.
4. Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.

279B.230 Condition concerning payment for medical care and providing workers' compensation.

1. Every public contract shall contain a condition that the contractor shall promptly, as due, make payment to any person, copartner ship, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services.
2. Every public contract shall contain a clause or condition that all subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126. [2003 c.794 §76c]

279B.235 Condition concerning hours of labor.

1. An employer must give notice in writing to employees who work on a public contract, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.
2. In the case of contracts for personal services as described in ORS 279A.055, the contract shall contain a provision that the employee shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, except for individuals under personal services contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.
    a. Except as provided in subsection (4) of this section, contracts for services must obtain a provision that requires that persons employed under the

contracts shall receive at least time and a half pay for work performed on the legal holidays specified in a collective bargaining agreement or in ORS 279B.020 (1)(b)(B) to (G) and for all time worked in excess of 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater.

b. An employer shall give notice in writing to employees who work on a contract for services, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Intergovernmental Agreement with City of Harrisburg to Provide Law Enforcement Services

Meeting Date: June 14, 2022
Staff Contact: Larry Larson, Chief of Police
Contact: 541-682-7855, larry.larson@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Suggested Acton: *I move we approve the City Administrator and the Chief of Police to negotiate the renewal of the Intergovernmental Agreement with the City of Harrisburg to Provide Law Enforcement Services.*

CITY COUNCIL GOAL (S):

Fiscal responsibility

BACKGROUND

In September 2019, the Council approved an IGA (Intergovernmental Agreement) with the City of Harrisburg to provide Police services. At that time, the contract reflected a pilot program in which both agencies agreed to test an inter-agency agreement, and to see how successful it would be.

The Chief of Police and the City Administrator worked with Harrisburg officials regarding hours and billable rates. Harrisburg representatives expressed great pleasure in how the program is working and so far, it has been successful. They expressed hope to be able to expand the program for 10 more hours a month of traffic enforcement.

The program would expand from 25 hours for traffic enforcement to 35 hours per month and increasing the hourly rate from $51.00 to $76.46 per hour. Coburg is currently allowed up to 10 hours for city ordinance enforcement and crime prevention.

The $76.46 was reached at combining the chargeable rates of all officers including reserves. We then averaged it to one chargeable rate. This decision was based on the intention that there would be some full-time officer and reserve officer patrols.

After the first year in the contract, we have found more full-time officer hours, as well as the Chiefs time was spent in Harrisburg. This is due to the lack of availability of the reserve officers, as well as the Chief spending time monitoring and reporting to Harrisburg on the program.

The Chief and the City Administrator have agreed to use the same computation while including the Chief's salary. This new chargeable rate is $76.46 per hour, which is the dollar figure we have given Harrisburg for the new contract year. Harrisburg is reviewing this within a work session with their Council and will be bringing the IGA to their council for approval in the coming weeks.

RECOMMENDATION AND ALTERNATIVES

Staff recommends that the Council approve the City Administrator and Chief to negotiate and sign the renewal of the IGA with Harrisburg.

The alternative is to not approve, the contract will expire, and we will no longer provide police services to Harrisburg.

BUDGET / FINANCIAL IMPACT

Both the revenues and expenses of providing these services will influence the budget.

Attached is a projected reconciliation. We took the hours spent in Harrisburg by all officers and utilizing the chargeable rate, came up with a cost for the officer time spent. Additionally, we took the projected year-end materials and services expenses and divided them by the amount of available hours to come to a cost of operating the police department per hour. This amount was charged against the amount of officer hours spent in Harrisburg.

PUBLIC INVOLVEMENT

None at this time

NEXT STEPS

1. Agree upon a final contract
2. Signature of both agencies to move forward.

ATTACHMENTS

1. Intergovernmental Agreement with the City of Harrisburg to Provide Law Enforcement Services
2. Projected reconciliation of revenues and expenses for the current contract

REVIEWED THROUGH:

Anne Heath, City Administrator
Anne Davies, City Attorney
Sammy Egbert, City Recorder

INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES

CITY OF HARRISBURG/CITY OF COBURG

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

WITNESSETH

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

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

WHEREAS; Representatives of both cities shall meet during the month of April, or at other mutually agreed time(s), to measure the success and mutual benefit of this IGA with due consideration of all necessary amendments to this agreement as well as possible expansion of this agreement to encompass additional, joint municipal services in 2023 and beyond. and;

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

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

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

1. **TERM:** The term of this agreement shall be two years, commencing July 1, 2022 and terminating June 30, 2024. except as may be extended and amended as mutually agreed or terminated in accordance with Section 8 of this agreement.
2. **COMPENSATION:** Harrisburg shall pay to Coburg for such law enforcement services as provided herein as follows:

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

ANNUAL CONTRACT RATE	BASE HRS/MONTH	HOURS/YEAR	HOURLY
July 1, 2022 to June 30, 2024	**45**	**540**	**$76.46**

b. In the event an incident within Harrisburg requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Harrisburg to exceed the 45-hour month average, Harrisburg shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrators shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.

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

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

a. **Traffic Patrols**. Police patrols with a minimum of 35 hours dedicated to traffic enforcement per month and up to a maximum of 10 hours per month of crime prevention and code enforcement patrol. Patrols shall be conducted on both a regular and irregular basis or as specifically requested by Harrisburg. The 35 hours dedicated to traffic enforcement will be in marked police vehicles.

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

1. Reporting possible code violations,

2. Delivering written violation notices and citations to responsible party(ies),

3. Make initial contact and investigate possible code violations as requested by the Code Enforcement Officer,

4. All code enforcement-related activities and functions shall be at the direction of the Harrisburg Code Enforcement Officer who shall have the authority to reduce or eliminate Coburg Police code enforcement functions in Harrisburg.

c. Travel time shall be charged at a rate of 15 minutes total per roundtrip to Harrisburg.

d. Immediate and appropriate response to calls, subject only to necessary priorities caused by concurrent matters. Priority non-traffic enforcement calls should go to Linn County Sheriff. Coburg will respond to these calls when requested by the Linn County Sheriff or Harrisburg staff and as priorities allow. Harrisburg will need to make the decision as to whether they wish to count the time spent on a priority non-traffic call as part of the 35 hours per this agreement, or if they wish to pay the City of Coburg for the officer time spent per the 'Average' hourly rate as established in Section 2 (a) of this agreement.

e. Provide a written report to Harrisburg on or before the 10th day of each month following the end of the quarter setting forth the actual number of calls for service and number of citations and arrests for the previous quarter. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as may be necessary and as requested by Harrisburg or Coburg.

f. Conduct spot radar enforcement as necessary to alert drivers of speed limits during normal duty hours. In addition, Coburg shall furnish Harrisburg a summary traffic survey, not later than June 30, 2023, documenting the type, frequency and severity of traffic violations noted by Coburg officers and/or traffic survey equipment. The Coburg Police Chief will work with the

Harrisburg staff to define the scope and delivery of a traffic survey. If the traffic survey scope and delivery is outside of the allocated 35 hours, then the City of Coburg will be reimbursed for the additional hours at the standard hourly charge established in Section 2 (a) of this agreement.

g. Prosecution of misdemeanors and infractions in Harrisburg Municipal Court as set forth in Section 6 of this Agreement. The Harrisburg Municipal Court normally convenes on the second Wednesday of every month. Citations issued shall be made available via encrypted email, by fax or dropped in person within seven days of issuance. Physical copies of the citations for the prior month shall be delivered or mailed to the Harrisburg Court Clerk to arrive not later than last day of that month.

h. Advise City officials of situations encountered by patrolling officers that may affect the health, safety and welfare of residents and visitors, including inadequate, missing or broken traffic or safety signs;

i. Advise City officials of the need for new ordinances or revisions to existing ordinances to address changes in state legislation and/or law enforcement concerns;

j. Assist the City Administrator in preparing responses to queries from County, State and other jurisdictions in matters relating to law enforcement needs and activities, jail facilities, reports and similar matters;

k. Maintain close liaison with City officials concerning law enforcement matters;

l. The Coburg Chief of Police or his designee shall attend Harrisburg City Council work sessions in April, July, October, and January, to review the quarterly report and upon request shall attend such other meetings as may be appropriate, and as may be mutually agreed.

m. Assist victims and witnesses at the crime scene;

n. Preserve crime scenes;

o. Retain evidence;

p. All original reports shall be maintained by the Coburg police department and made available upon request in accordance with state law;

q. Administration. The Coburg Chief of Police shall be under the administrative direction of the City Administrator of the City of Coburg and shall exercise all authority vested in that office.

r. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder. Harrisburg shall supply support for Coburg when able including but not limited to a 'Ready Room', emergency vehicle towing and repair, and other miscellaneous support of Coburg officers while within Harrisburg city limits or in transit to or from Coburg.

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

5. **ADDITIONAL ASSOCIATED PUBLIC SAFETY SERVICES:** As noted in Section 4.c. of this Agreement, Harrisburg may at times request associated public safety services typically performed by a city police department but not directly related to traffic enforcement. Coburg will reasonably endeavor to provide these services to the best of its ability, subject to availability of personnel and other limiting factors. These services will not be counted towards the 45 monthly hours and Coburg shall be reimbursed at the average hourly rate established in Section 2 of this agreement.

6. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Coburg.

   a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Coburg employees and all persons employed hereunder shall have City pensions, salary, worker's compensation and any status or rights under the provisions of City employment paid for by Coburg.
   b. Harrisburg shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Coburg personnel performing services hereunder for Harrisburg or any liability other than that provided for in this agreement. Except as otherwise herein specified, Harrisburg

shall not be liable for compensation or indemnity to any Coburg employee for any injury, or sickness arising out of his or her employment.

7. **COURT:** Upon request of the Harrisburg Municipal Court Judge or Clerk, Coburg may provide a bailiff for the Harrisburg Municipal Court who shall be present whenever the Court is in session. An Officer scheduled to testify at Court may serve as Bailiff. If Harrisburg elects to have an officer at Court, then Harrisburg shall pay for such services at the average hourly rate listed above. Hours served as Court Bailiff shall be counted as part of the 35 hours of traffic patrol described in Section 4.

8. **DISPUTE RESOLUTION:** Specifically, the Administrators shall attempt to resolve any disputes between the cities concerning the terms of this agreement and the performance thereof and may recommend that the cities enter into mediation or arbitration if the Administrators are unable to resolve a dispute matter. The type and quality of service shall be reviewed annually by the respective councils.

9. **TERMINATION**: This agreement may be terminated by either city at any time upon giving 30 days written notice of their intent to do so. Termination of this agreement may also be made by 24-hour emergency email notice by Coburg to the Harrisburg City Administrator, or notice by Harrisburg to the Coburg City Administrator in the event of an unforeseen or an urgent or emergency situation. These include, but are not limited to, the necessary allocation of City personnel or equipment elsewhere, a financial exigency, or other pressing City need as determined by the Coburg City Administrator or Harrisburg City Administrator.

10. **HOLD HARMLESS:** The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees. Coburg will provide Harrisburg a certificate of insurance indicating the City of Coburg carries an insurance policy providing liability insurance for its Police Department and any contractual arrangements with other agencies.

11. **MISCELLANEOUS**: Any amendments or modification hereto shall be made in writing as approved by respective councils.

IN WITNESS WHEREOF, this instrument has been executed in duplicate pursuant to resolutions heretofore duly and legally adopted by each of the parties hereto.

CITY OF COBURG

_____

Ray Smith, Mayor Date

_____

Anne Heath, Date
City Administrator

CITY OF HARRISBURG

_____

Bobby Duncan, Mayor Date

_____

John Hitt, Date
City Administrator

Police Harrisburg Patrol
Recap fo Officer Hours - July, 2021 - June 30, 2022

Rate	19	73	71	71	99	19	19	19	
Month	**Gregory**	**Lee**	**Miller**	**Wilson**	**Larson**	**Rupe**	**Ceniga**	**Anson**	**Total**
July	4	4	4	4	3	9	0	0	**28**
August	6	2	2	4	3	9	2	0	**28**
September	4	4	2	2	3	11	2	0	**28**
October	4	5	4	6	2	0	4		**25**
November	4	2	4	5	3	6	4	0	**28**
December	4	2	4	5	3	6	4	0	**28**
January	6	2	4	5	3	4	4	0	**28**
February	4	1	2	2	3	0	4	12	**28**
March	0	6	6	6	3	0	0	0	**21**
April	0	6	6	8	3	0	4	0	**27**
May	0	6	6	8	3	0	4	0	**27**
June	0	6	8	8	3	0	2	0	**27**
Total Hours	36	46	52	63	35	45	34	12	**323**
X rate/Total	**$684.00**	**$3,358.00**	**$3,692.00**	**$4,473.00**	**$3,465.00**	**$855.00**	**$646.00**	**$228.00**	**$17,401.00**

Materials & Services (projected)	$115,000.00
Available hours	8447
Cost per working hour for materials and services	$13.61
Total hours worked	$334.00
Total Cost of Materials and Services	**$4,547.18**
Total Projected Cost of Harrisburg Program	**$21,948.18**
Contract Budget	$26,880.00
Harrisburg Contract Revenue	**$4,931.82**

COBURG CITY COUNCIL
MONTHLY REPORTS

Contract: Municipal Court Prosecutor Services Contract Addendum

Meeting Date: June 14, 2022
Staff Contact: Mandy Balcom, Court Administrator
Contact: 541-682-7859 mandy.balcom@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Consider approval of the Addendum 2 to the 2021 City Prosecutors Service contract with London & Paris, LLP

Suggested Motion: "***I move to approve*** Addendum to the 2021 City Prosecutor Services with London & Paris, LLP.

CITY COUNCIL GOAL
Responsible Fiscal Stewardship

BACKGROUND

Jesse London and his law firm, London & Paris, LLP have been on contract and have provided City Prosecutor services for the past 2 ½ years. London & Paris, LLP came on as our Interim Prosecutor when Mr. Logan passed away unexpectedly. We then signed an annual contract with them to continue their services as the Coburg City Prosecutor.

There is one slight change this year and that is to make it a two-year contract (carrying us through FY24) instead of it being for one year only.

BUDGET
No change. Jesse London and his law firm, London & Paris, LLP have proposed that they will continue with the previous City Prosecutor contract. This contract will not exceed $13,000 for each fiscal year 2023 and 2024.

RECOMMENDATION
Staff recommends that the Council approve the contract.

NEXT STEPS

The next steps would be to execute and record the addendum. to the contract.

ATTACHMENTS

Addendum 2 as proposed
City Prosecutor Service January 1, 2021 Contract
May 11, 2021 Addendum 1.

REVIEWED THROUGH:

Anne Heath, City Administrator
Sammy Egbert, City Recorder

Contract
City Prosecutor Services

BETWEEN: London & Paris, LLP (L&P), of Eugene, Oregon

AND: **The City of Coburg** (CITY), a unit of local government of the State of Oregon

EFFECTIVE DATE: **January 1, 2021**

RECITALS

A. Provision of services for the remuneration specified in this agreement will mutually benefit the parties to it.

B. CITY and L&P desire to enter into an agreement where-in L&P will provide the services described in this agreement on the terms and conditions set forth herein and in Attachment A (attached hereto and incorporated herein by reference).

AGREEMENT

1. **Services to be Provided.** L&P agrees to provide City Prosecutor Services to CITY as described in Attachment A.

2. **Duration.** The agreement term shall be effective January 1, 2021 until June 30, 2021.

3. **Compensation.** CITY shall pay L&P monthly upon receipt of an invoice and detailed log of City Prosecutor's billed time. The invoice will be based on a fixed hourly rate of $110 per hour for L&P plus any direct expenses associated with the work performed. The total cost of this agreement shall not exceed $5,400.00 in City Fiscal Year 2021.

4. **Termination.** Upon thirty days' prior written notice delivered to the persons designated in paragraph 6, either party, without cause, may terminate its participation in this agreement.

5. **Amendments.** This agreement may be modified or extended by written amendment signed by both parties.

6. **Administration.** Each party designates the following as its representative for purposes of administering this agreement:

L&P:
London & Paris, LLP
66 Club Rd., Suite 200
Eugene, OR 97401

CITY:
Anne Heath, City Administrator
City of Coburg
PO Box 8316
Coburg, OR 97408

Either party may change its designated representative by giving written notice to the other as provided in paragraph 13.

7. **Records/Inspection.** CITY and L&P shall each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following completion of this agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records.

8. **Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to indemnify, defend, and save the other harmless from any claims, liability or damages including attorney

fees, at trial or on appeal, arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement.

9. **Insurance.** Each party working under this agreement is either a subject employer under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires each to provide Worker's Compensation coverage for all its subject workers, or is an employer that is exempt under ORS 656.126. L&P shall maintain liability insurance coverage in an amount of at least $300,000 for employees providing City Prosecutor services under this agreement.

10. **Subcontracting.** L&P shall not subcontract its work under this agreement, in whole or in part, without notifying the Coburg Municipal Court or receiving the CITY's prior written approval. L&P shall require any approved subcontractor to agree, as to the portion subcontracted, to comply with all obligations of L&P specified in this agreement. Notwithstanding the CITY's approval of a subcontractor, L&P shall remain obligated for full performance of this agreement and CITY shall incur no obligation to any sub-contractor.

11. **Assignment.** Neither party shall assign this agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.

12. **Compliance with Laws.** L&P shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the work.

13. **Notices.** Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United State mail, postage fully prepaid, certified, return receipt requested, addressed to the representative designated in paragraph 6. Either party may change its address by notice given to the other in accordance with this paragraph.

14. **Integration.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.

15. **Interpretation.** This agreement shall be governed by and interpreted in accordance with the laws of the state of Oregon.

16. **Signatures.**

LONDON & PARIS, LLP:

By: _____
Jesse London, Attorney at Law
Representative of London & Paris, LLP

Date: 2/16/21

CITY OF COBURG:

By: _____
Ray Smith, Mayor

Date: 2-17-2021

By: _____
Anne Heath, City Administrator

Date: 2-17-2021

ATTACHMENT A
City Prosecutor Services

1. **Personnel Assignment**. L&P shall serve as the City Prosecutor under this agreement. Any other personnel assignment must be approved in advance by City.

2. **Personnel Reporting**. City Prosecutor shall report to the City Administrator.

3. **Specific Functions**. City Prosecutor shall:
   a. Attend all regular meetings of the Coburg Municipal Court where required.
   b. Provide appropriate and timely oral or written legal advice and opinions as required or requested. Such advice or opinion will ordinarily be requested by the Police Chief as it related to prosecutor functions.
   c. Utilize his/her best efforts to identify and evaluate legal or risk exposures that could jeopardize the City's position in Court. Along with assigned work as required by the preceding paragraph, such efforts are to be self-initiated by City Prosecutor in response to his interactions with City Staff and Defendant's Counsel.
   d. Upon request, review police reports alleging violations of the City's Municipal Code and State Vehicle Code, to file appropriate charges and represent the City at trial, sentencing and, if necessary, appeal of those cases.
   e. Upon request, create charging documents, corresponding with victims and witnesses, responding to discovery requests, and maintaining case files.

4. **Conflicts of Interest**. It is the City Prosecutor's obligation to identify to the City actual any actual or potential conflicts of interest that arise concerning his work with City. City Prosecutor is solely responsible for assuring notice of such conflicts is received by City.

5. **Bar Membership**. City Prosecutor is responsible for maintaining City Attorney's professional standing as a member of the Oregon State Bar Association and the Oregon City Attorney's Association.

6. **Exclusivity**. This agreement is not an exclusive agreement. City may engage other attorneys for specialized work as it deems appropriate. City Prosecutor shall assist City in determining the need for other counsel and assist in legal matters so assigned.

Addendum 1

Contract Amendment
Extension of City Prosecutor Services
May 11, 2021

1. The City of Coburg currently has a contract with London & Paris, LLP, titled "City Prosecutor Services," for the provision of city prosecutor services through June 30, 2021. Agreement #5 of that contract provides that the contract could be modified or extended by written amendment signed by both parties. It is the intent of the City to extend this contract through June 30, 2022.

2. This contract amendment is between the following two parties named in the attached contract:

   City of Coburg
   91136 N. Willamette Street
   Coburg, OR 97408

   London & Paris, LLP
   66 Club Rd., Suite 200
   Eugene, OR 97401

3. It is agreed that these two parties to extend the contract for 1 year from the original end date of 06/30/2021. All terms and conditions stated in the original contract will remain the same for the new dates of this contract extension except for the last sentence in #3 Compensation, which shall now read:

   "The total cost of this agreement shall not exceed $11,000.00 in City Fiscal Year 2022."

Jesse London, Attorney at Law
Representative of London & Paris, LLP — Date: 05/29/2021

Ray Smith, Mayor — Date: 6/10/2021

Anne Heath, City Administrator — Date: 6-10-2021

ADDENDUM 2

Contract with London & Paris, LLC and City of Coburg for City Prosecutor Services

BETWEEN: City of Coburg

AND: London & Paris, LLP

EFFECTIVE DATE: July 1, 2022

RECITALS

1. City of Coburg and London & Paris, LLP entered into a contract on January 1, 2021.
2. Contract was amended in May 2011 to extend the duration of the contract to June 30, 2022.

AGREEMENT

In consideration of the foregoing recitals, which by this reference are incorporated herein, and the of the mutual covenants, conditions, and obligations on the part of each party to be kept and performed, it is hereby agreed as follows.

Section #2. Duration, of the contract, is hereby amended to read as follows:

> "This agreement term shall be effective July 1, 2022 through June 30, 2024."

Section 3. Compensation, of the contract, is hereby amended to read as follows:

> "The total cost of this agreement shall not exceed $13,000.00 annually in City Fiscal Years 2023 and 2024."

By execution of this Addendum, each party herby acknowledges that it has read the Addendum 2, understands this amendment, and reaffirms all unlamented provisions in the January 1, 2021 City Prosecutor Service Contract.

LONDON & PARIS, LLP:

_____ Date: _____
Jesse London, Attorney at Law
Representative of London & Paris, LLP

CITY OF COBURG:

_____ Date: _____
Ray Smith, Mayor

_____ Date: _____
Anne Heath, City Administrator

COBURG CITY COUNCIL
MONTHLY REPORTS

TOPIC: Intergovernmental Annual Agreements (IGA) with City of Cottage Grove and Lane Council of Governments

Meeting Date: June 14, 2022
Staff Contact: Anne Heath, City Administrator
Contact: 541-682-7852, anne.heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Approve three annual Intergovernmental Agreements

Suggested Motion: *"I move to approve annual Intergovernmental agreements with the City of Cottage Grove for building permit program services, and Lane Council of Governments for Information Systems services and Telecommunications System Management for 2022-2023.*

CITY COUNCIL GOAL: Operational Capacity

BACKGROUND

The City depends on intergovernmental agreements to provide services to our customers, and to receive services needed for the administration of the City. These are normal annual agreements that need to be renewed prior to the beginning of the new fiscal year.

The three Intergovernmental agreements to be renewed are as follows:

1. City of Cottage Grove Contract for Building Permit Program Services Addendum #2 to the June 8, 2021 IGA.
    - Annual adjustment to cover costs to provide Building Program Services service to the City.
        - 2020 Original IGA quarterly rate $14,257.50
        - 2021 Addendum 1 quarterly rate $16,454.50
        - **2022 Addendum 2 quarterly rate $17,648.00**

    The increase in the cost of this agreement is due to the increased budget for staffing in the Cottage Grove building permit office, as well as the projected growth in the City of Coburg in fiscal year 2023 which will require inspection services.

2. Lane Council of Governments (LCOG) Intergovernmental Agreement for Information System (IS) management.
    - Annual adjustment to cover the cost of providing Computer Support Technicians and administration of City data base, network, and servers.
        - 2020-21 IGA quarterly rate $15,000.00
        - 2021-22 IGA quarterly rate $15,525.00
        - **2022-23 IGA quarterly rate $15975.00**

3. LCOG Intergovernmental agreement for Telecommunications System Management and Service
    - Annual adjustment to cover the cost of providing Telecommunication System (phones). Includes full support including maintenance, system back-up, voicemail, 24/7 support, training and more.
        - 2020-21 IGA monthly rate $1432.00
        - 2021-22 IGA monthly rate $1432.00
        - **2022-23 IGA monthly rate $1216.00**

PURPOSE
Annual administration of services

BUDGET
The costs of these programs are covered in the planning budget for the building permit services, and in Administration for IT and Telecommunications services. This budget was reviewed by the budget committee and recommended for adoption.

RECOMMENDATION
Staff recommends that the Council approve the renewal of the intergovernmental agreements with the City of Cottage Grove and Lane Council of Governments.

NEXT STEPS
City Administrator will sign contracts and City Recorder will submit them to the other agencies.

ATTACHMENTS

- **A. Intergovernmental Agreement with City of Cottage Grove proposed addendum 2**
- **B. Intergovernmental agreement LCOG for IS managed Services**
- **C. Intergovernmental agreement LCOG for Telecommunications**

REVEWED THROUGH:

Sammy Egbert, City Recorder

ADDENDUM NO. 2

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF COTTAGE GROVE AND COBURG FOR BUILDING PERMIT PROGRAM SERVICES

BETWEEN: City of Cottage Grove (Cottage Grove)

AND: City of Coburg (Coburg)

EFFECTIVE DATE: July 1, 2022.

RECITALS

A. Cottage Grove and Coburg entered into an Intergovernmental Agreement for Building Permit Program Services, on June 8, 2021, with an effective date of July 1, 2021 (IGA).

B. Amendments to the Contract are needed to more accurately reflect Cottage Grove's costs to provide Coburg with Building Permit Program Services.

AGREEMENT

In consideration of the foregoing Recitals, which by this reference are incorporated herein, and of the mutual covenants, conditions and obligations on the part of each party to be kept and performed, it is hereby agreed as follows:

1. Section 4, Consideration, subsection (A) of the IGA, is hereby amended to read as follows:

> "$17,648.00 to Cottage Grove on a quarterly basis, by July 25th, October 25th, January 25th and March 25th each year this Agreement continues in effect. This amount represents the actual cost to Cottage Grove to provide Building Permit Program Services to Coburg, thus ensuring that all Building Permit funds collected by Coburg are properly dedicated to administration and enforcement of Coburg's Building Inspection Program."

By execution of this Addendum, each party hereby acknowledges that it has read this Addendum No. 2, understands this amendment, and reaffirms all unamended provisions of the IGA.

CITY OF COTTAGE GROVE,
an Oregon municipal corporation

By: _____
Name: _____
Title: _____

Date: _____, 2022

CITY OF COBURG.
an Oregon municipal corporation

By: _____
Name: _____
Title: _____

Date: _____, 2022

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Attachment
City of Cottage Grove Building Program
2020 IGA
2021 IGA Addendum 1

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF COTTAGE GROVE AND COBURG FOR BUILDING PERMIT PROGRAM SERVICES

This agreement is made and entered into by and between the cities of Coburg and Cottage Grove, hereinafter referred to respectively as "Coburg" and "Cottage Grove" or collectively as "Cities."

RECITALS

WHEREAS, Cities are authorized pursuant to ORS 190.003 through 190.110 to enter into intergovernmental agreements for the performance of any or all functions which a party to the agreement has the authority to perform; and

WHEREAS, Cities are authorized pursuant to ORS 455.148(3), ORS 455.150(3), and OAR 918-020-0090 to combine in the appointment of a single Building Official for the purpose of administering a Building Inspection Program within their communities; and

WHEREAS, the City of Cottage Grove Public Works & Development Department employs both a certified Building Official and an Electrical Specialty Code Inspector; and

WHEREAS, Cities find it beneficial to enter into this Intergovernmental Agreement (Agreement) to obligate and authorize Cottage Grove to provide building official, inspection, plan review, electrical specialty code and other building permit program services to Coburg, subject to the terms and conditions herein.

AGREEMENT

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Effective Date. This Agreement shall be effective on July 1, 2020.

2. Duration and Termination. The term of this Agreement will extend for one (1) year from the Effective Date, at which point it shall automatically renew for successive one (1) year terms unless and until either party provides at least [sixty] ([60]) days' written notice to the other party of its intent to terminate this Agreement. Termination of this Agreement shall not affect any obligations or liabilities accrued to the parties prior to such termination.

3. Services. Cottage Grove agrees to provide building official, inspection, plan review, and electrical specialty code services to Coburg, as more specifically outlined in the attached Exhibit A (collectively, "Building Permit Program Services").

4. Consideration. Coburg will pay $14,257.50 to Cottage Grove on a quarterly basis, by July 31, October 31, January 31 and March 31 each year this Agreement continues in

effect. This amount represents the actual cost to Cottage Grove to provide Building Permit Program Services to Coburg, thus ensuring that all Building Permit funds collected by Coburg are properly dedicated to administration and enforcement of Coburg's Building Inspection Program.

5. Coburg Obligations. Coburg shall:

A. Designate the Cottage Grove Building Official as the Coburg Building Official (Building Official). The Building Official shall have final authority over all building program decisions, and will hold full discretionary authority over Coburg's building program.

B. Designate the Cottage Grove Electrical Specialty Code Inspector as the Coburg Electrical Specialty Code Inspector. The Electrical Specialty Code Inspector shall have final authority over Coburg's electrical program and will hold full discretionary authority over Coburg's electrical program.

C. Maintain detailed financial records of all revenue received in the operation of Coburg's Building Permit Program.

D. Review site development plans for conformance with land use regulations and notify the Building Official when approved.

E. Provide Cottage Grove Building Permit Program Services providers space for storage of files and plans, and provision of necessary clerical support for the provisions of said Services.

F. Per Section 4 of this Agreement, within thirty (30) days of receipt, pay Cottage Grove's invoiced fees on a quarterly basis for Cottage Grove's staffing, materials, and general office overhead costs needed to provide the Building Permit Program Services.

G. Receive all building permit applications and collect all building permit fees in accordance with the State of Oregon Building Code Division fee and evaluation schedules, in addition to any other Program fees properly adopted by Coburg.

6. Cottage Grove Obligations.

A. Cottage Grove will employ a qualified Building Official, in compliance with ORS 455.148(3) and OAR 918-020-0090, and an Electrical Specialty Code Inspector.

B. Delegation. Cottage Grove may not delegate discretionary responsibilities associated with its Building Permit Program Services, but may contract with other agencies or third-party contractors to perform ministerial services associated with inspections, plan review, or other technical assistance services.

C. Cottage Grove will keep a record of all hours worked by Cottage Grove employees and third-party contractors or agencies to provide Building Permit Program Services to Coburg and bill those amounts to Coburg that exceed Coburg's quarterly invoiced fee.

7. General Provisions.

A. Each City will designate Cottage Grove's Building Official to supervise and coordinate the Building Permit Program.

B. Each City is responsible for taking all steps required to maintain its own Building Permit Program, including, but not limited to, preparing and submitting to the State Building Code Division: a) monthly surcharge reports based on fees collected within each City; b) monthly and year-end building permit activity reports; and c) required notifications regarding its Program continuation every four years.

8. Mutual Indemnification. Each party shall defend, indemnify and hold the other harmless from and against any and all claims, lawsuits, or actions for damages, costs, losses or expenses arising from the indemnifying party's actions pursuant to this Agreement.

9. Attorneys' Fees. In the event an action, lawsuit or proceeding, including appeal therefrom, is brought for failure to fulfill or comply with any of the terms of this Agreement, each party shall be responsible for its own attorneys' fees, expenses, costs and disbursements for said action, lawsuit, proceeding or appeal.

10. No Waiver of Claims. The failure by either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that provision or any other provision of this Agreement.

11. Entire Agreement. This Agreement constitutes the entire Agreement between the parties concerning Building Permit Program Services and supersedes any and all prior or contemporaneous negotiations or agreements among the parties, if any, whether written or oral, concerning the Building Permit Program Services, which are not fully expressed herein. This Agreement may not be modified or amended except in writing signed by each party to this Agreement.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed by their duly authorized representatives as of the dates set forth below.

CITY OF COTTAGE GROVE, OREGON

By: _____
Richard Meyers, City Manager

Dated June 8, 2020

CITY OF COBURG, OREGON

By: _____
Anne Heath, City Administrator

Dated 5-13, 2020

Exhibit A
Building Permit Program Services

City of Coburg

Building Permit Program

• BUILDING OFFICIAL

The Building Official must be certified by the State of Oregon and develop a relationship with City Staff (Public Works, Planning, Administration) to provide excellent service related to administration of building inspection services.

Availability:

- Accessible via phone, email, and in person (by appointment, at Coburg City Hall)
- Adequate response time (reply within 48hrs) regarding disputed inspections and other concerns.
- Responsive to City Staff:
  - Available for Pre-application and pre-construction meetings, as requested/by appointment
  - Responsive to inquiry, as needed.
- Receives public complaints regarding code provisions and employee behavior
  - Code provisions: Referred to the most appropriate Staff member; may escalate to an appeal, at which point Appeal procedures are followed.
  - Employee behavior: Processed by Building Official per personnel procedures.

Extent:

- Provides and assures training and maintenance of examiners' and inspectors' certifications
- Collaborates with City Staff and the Fire Marshal to maintain appropriate policies and procedures for complying with State Building Code, including but not limited to:
  - Oregon Structural Specialty Code updates
  - Risk Areas: Floodplain, Steep Slopes (excavation and grading), Wetlands
- Issues initial Certificate of Occupancy, upon sign-off from City Staff (Public Works and Planning), as well as re-certifies Occupancy of existing buildings following modification or changes in use.
- Declares dangerous buildings or condemnation orders following evaluation criteria specified by the State of Oregon.
- Verifies licenses and registrations required under ORS Chapters 446, 447, 455, 479, 693 and 701
- Adjudicates appeals, as filed, per Oregon Revised Statutes

Process:

- Provides monthly Building Inspection report to City Staff for public review; aggregates data for an annual report to the City each fiscal year.
- Hears appeals from disputed inspections
- As per ORS 455.690, manages aggrieved/disputed inspections and appears before Coburg's appeals board or to the appropriate state advisory board.

- **PLANS EXAMINERS**

Plans Examiners provide code compliance review through three stages: 1) Primary plans examination, 2) Remedial review, and 3) As-built review.

1. **Primary Plans Examination** is the bulk of plan review for Specialty Code and Fire Code items.
2. **Remedial Review** is the additional review, as required, to remedy deficiencies identified in the primary review.
3. **As-Built Review** provides assurance that what is drawn and approved was built to noted specifications prior to issuance of a Certificate of Occupancy.

- Appointed by Building Official, certified by State of Oregon in one or more specialties (structural, mechanical, plumbing, electrical) for both/either Residential or Commercial construction.
- Available by phone, email, and in person (by appointment at least one day a week, at Coburg City Hall) between 9am and 5pm Tuesday and Thursday.
- Adequate response time (reply within 24hrs) regarding applicant inquiries and other concerns.
- Review for compliance with Oregon Structural Specialty Code, Oregon Fire Code.
- Provide additional review for compliance related to risk areas: Floodplain management, Grading and excavation.

- **INSPECTORS**

Inspectors build rapport with developers (residential and commercial) by providing clear expectations, personable and polite interaction, and fair assessment in assuring compliance with applicable Building Codes and Development Code Conditions of Approval.

Availability:

- Appointed by Building Official, certified by State of Oregon in one or more specialties (structural, mechanical, plumbing, electrical) for both/either Residential or Commercial construction.
- Must have an Electrical Specialty Code Inspector on staff to oversee and administer the Electrical Program that complies with state law.
- Adequate number of specialized inspectors to provide inspections consistent with the following schedule, within 24 hours of the request:
  - Residential Plumbing, Structural, Mechanical: Tuesday and Thursday
  - Electrical: Tuesday and Thursday
  - Commercial Plumbing, Structural, Mechanical: On Demand

  Requests for inspections and inquiries should provide similar response to Plans Examination response (24 hours) or sooner.
- Backup inspectors provided to assure coverage in case of absence.

Cost:

Building inspection services are a self-supporting endeavor. Coburg collects plan check and building inspection fees and Coburg will pay quarterly a minimum building program fee for staff, materials, services, and office overhead to Cottage Grove under a contract arrangement for plan check and

building inspection services. If service provision exceeds the minimum building program fee additions service provision will be billed on an hourly basis using the fee schedule. The remaining permit revenue will be retained by Coburg to offset administrative costs associated with the building inspection program and placed in reserve for building program expenses only. The Building Official will have access to all financial accounting pertaining to the building program.

Extent:

- Provide pre-development/pre-construction meetings upon request to discuss any unique aspects of the project, clarify special inspection requirements, coordinate public infrastructure issues, and reach consensus on any issues identified during the review process.
- Each inspection visit shall be documented and held on-file at the city as well as at the jobsite until Final Inspection is performed.
- May issue stop work orders after consultation with Staff regarding that decision
- Performs investigations into certifications, license/registration requirements in addition to verification of compliance of electrical, plumbing, mechanical, and other work.
- Responds to reported Code Violations to determine whether a violation exists.
- Issues civil penalties on the City's behalf as authorized by ORS 455.156

• PROGRAM PARTICIPATION

Building Inspection services shall work with the following programs, as delineated by the State, for all building disciplines:

- Bulk labels
- Temporary permits
- Master Permitting

Exhibit B
Fee Schedule

Cottage Grove hourly rates for technical services provided outside of Coburg collected Building Permit Fees are as follows:

Building Official:	$75
Electrical Inspector:	$75
Building Permit Specialist Services:	$45

Reimbursable expenses:

24" x 36" Blueprints:	$3.00/page
Federal Express/UPS Shipping:	Cost
U.S. Mail:	Cost
Black and White Standard Size Photocopies:	$ .25 each
11"x17" Photocopies:	$ .50 each
Large Media Black & White:	$ .05 per square foot
Color Copies: Regular	$1.00 each
Color 11"x17"	$2.00 each
Mileage:	$ .545 per mile

ADDENDUM NO. 1

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF COTTAGE GROVE AND COBURG FOR BUILDING PERMIT PROGRAM SERVICES

BETWEEN: City of Cottage Grove (Cottage Grove)

AND: City of Coburg (Coburg)

EFFECTIVE DATE: July 1, 2021.

RECITALS

A. Cottage Grove and Coburg entered into an Intergovernmental Agreement for Building Permit Program Services, on June 8, 2021, with an effective date of July 1, 2021 (IGA).

B. Amendments to the Contract are needed to more accurately reflect Cottage Grove's costs to provide Coburg with Building Permit Program Services.

AGREEMENT

In consideration of the foregoing Recitals, which by this reference are incorporated herein, and of the mutual covenants, conditions and obligations on the part of each party to be kept and performed, it is hereby agreed as follows:

1. Section 4, Consideration, subsection (A) of the IGA, is hereby amended to read as follows:

> "$16,454.50 to Cottage Grove on a quarterly basis, by July 25th, October 25th, January 25th and March 25th each year this Agreement continues in effect. This amount represents the actual cost to Cottage Grove to provide Building Permit Program Services to Coburg, thus ensuring that all Building Permit funds collected by Coburg are properly dedicated to administration and enforcement of Coburg's Building Inspection Program."

By execution of this Addendum, each party hereby acknowledges that it has read this Addendum No. 1, understands this amendment, and reaffirms all unamended provisions of the IGA.

CITY OF COTTAGE GROVE,
an Oregon municipal corporation

By: _____
Name: Richard Meyers
Title: City Manager

Date: Aug 19, 2021

CITY OF COBURG.
an Oregon municipal corporation

By: _____
Name: Anne Heath
Title: Coburg City Administrator

Date: July 29, 2021

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2021-2022 Building Program Costs

Total Staff Expenses $372,800.00

$152,330.00 Building Official
$152,336.00 Electrical Inspector
$ 68,134.00 Residential Building Inspector and Plans Examiner (75% of total cost)

Total Materials and Services $13,050.00

$1,500 Telephone
$ 1,000 Fuel and Lubricants
$ 100 Communication Service
$ 100 Postage
$ 500 Vehicle Expense
$ 500 Computer Service and Supplies
$ 500 Office Supplies
$ 500 Books, Maps, Periodicals
$1,000 Computer Equipment
$ 100 Minor Equipment
$ 250 Misc. Supplies & Expenses
$2,000 Professional Association Dues
$3,000 Education & Registration Fees
$2,000 Travel and Subsistence

Total Cottage Grove Building Program Expenses $209,359.00

$186,400.00 Staffing
$ 6,525.00 Materials & Services (billed quarterly as expended)
$ 15,434.00 General Office Overhead (8% of total costs)
$ 1,000.00 Vehicle Expense (Mileage Re-Imbursement)

Total Creswell Building Program Expenses $64,818.00 (Quarterly Payment $16,204.50)

$56,670.00 Staffing
$ 1,957.50 Materials & Services (billed quarterly as expended)
$ 4,690.00 General Office Overhead (8% of total costs)
$ 1,500.00 Vehicle Expense (Mileage Re-Imbursement)

Total Veneta Building Program Expenses $86,924.00 (Quarterly Payment $21,731.00)

$75,560.00 Staffing
$ 2,610.00 Materials & Services (billed quarterly as expended)
$ 6,254.00 General Office Overhead (8% of total costs)
$ 2,500.00 Vehicle Expense (Mileage Re-Imbursement)

Total Coburg Building Program Expenses $65,818.00 (Quarterly Payment $16,454.50)

$56,670.00 Staffing
$ 1,957.50 Materials & Services (billed quarterly as expended)
$ 4,690.00 General Office Overhead (8% of total costs)
$ 2,500.00 Vehicle Expense (Mileage Re-Imbursement)

Percentage of program expenses:

Cottage Grove 50%
Coburg 15%
Creswell 15%
Veneta 20%

By execution of this Addendum, each party hereby acknowledges that it has read this Addendum No. 1, understands this amendment, and reaffirms all unamended provisions of the IGA.

CITY OF COTTAGE GROVE,
an Oregon municipal corporation

By: _____
Name: Richard Meyers
Title: City Manager

Date: Aug 19, 2021

CITY OF COBURG.
an Oregon municipal corporation

By: _____
Name: Anne Heath
Title: Coburg City Administrator

Date: July 29, 2021

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INTERGOVERNMENTAL AGREEMENT

BETWEEN: **Lane Council of Governments** (LCOG), an organization of governments within Lane County, Oregon

AND: **City of Coburg** (AGENCY), a unit of local government of the State of Oregon

EFFECTIVE DATE: **7/1/2022**

RECITALS

A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.

B. Provision of services for the remuneration specified in this agreement will mutually benefit the parties.

C. AGENCY and LCOG desire to enter into an agreement where-in LCOG will provide the services described in this agreement and Attachment A (attached hereto and incorporated herein by reference).

AGREEMENT

1. **Duration.** The agreement term shall take effect on the Effective Date and shall continue in place until June 30th, 2023, or until earlier terminated pursuant to Paragraph 4 of this agreement.

2. **Services to be Provided.** LCOG agrees to provide services to AGENCY as outlined in Attachment A, Work Program.

3. **Compensation.** AGENCY shall pay LCOG upon receipt of an invoice, which shall be issued quarterly unless otherwise agreed to by the parties in writing. The invoice will reflect hourly rates for LCOG personnel plus any direct expenses associated with the Work performed. The total cost of this agreement shall not exceed $15,975.

4. **Termination.** Upon thirty days' prior written notice delivered to the persons designated in Paragraph 6 to receive notice, either party, without cause, may terminate its participation in this agreement.

5. **Amendments.** This agreement may be modified or extended by written amendment signed by both parties.

6. **Administration.** Each party designates the following person as its representative for purposes of administering this agreement. Either party may change its designated representative by giving written notice to the other as provided in paragraph 14.

For LCOG: Heidi Leyba 859 Willamette St., Suite 500 Eugene, OR 97401-2910 Ph: 541-682-4452	City of Coburg: Anne Heath PO Box 8316 91136 N Willamette St City of Coburg, OR 97408 Ph: 682-7871

7. **Records/Inspection.** AGENCY and LCOG shall each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following completion of this agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records related to this agreement.

8. **Limitation of Liability.** AGENCY contracts separately with a company named TAG, which supplies and supports a separate network for its Waste Management environment. LCOG's services under this Agreement

do not include tech support (including but not limited to backup, monitoring, management, antivirus, updates) for this network and shall not be responsible in any way for the management or operation of that network.

9. **Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to indemnify, defend, and save the other harmless from any claims, liability or damages including attorney fees, at trial and on appeal, arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement.

10. **Dispute Resolution**. The parties shall exert every effort to cooperatively resolve any disagreements they may have under this Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they agree to present their disagreements to a mutually agreeable mediator for mediation. Each party shall bear its own costs for mediation and the parties shall share the cost of the mediator. This mediation procedure shall be followed to its conclusion prior to either party seeking relief from the court, except in the case of an emergency.

    If the dispute remains unresolved through mediation, the parties may agree in writing to submit the dispute to arbitration, using such arbitration process as they may choose at the time and which includes the following conditions:

    a. The location of the arbitration shall be in Eugene, Oregon;
    b. Each party shall bear its own costs (except arbitration filing costs), witness fees, and attorney fees;
    c. Arbitration filing costs and any arbitrator's fees will be divided equally between the parties; and
    d. Judgment upon the award rendered by the arbitrator may be entered in the Circuit Court in Lane County, Oregon.

11. **Insurance.** Each party working under this agreement is either a subject employer under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires each to provide Worker's Compensation coverage for all its subject workers or is an employer that is exempt under ORS 656.126.

12. **Subcontracting.** LCOG shall not subcontract the Work under this agreement, in whole or in part, without the AGENCY's prior written approval. LCOG shall require any approved subcontractor to agree, as to the portion of the Work subcontracted, to comply with all obligations of LCOG specified in this agreement. Notwithstanding the AGENCY's approval of a subcontractor, LCOG shall remain obligated for full performance of this agreement and AGENCY shall incur no obligation to any sub-contractor.

13. **Assignment.** Neither party shall assign this agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.

14. **Compliance With Laws.** LCOG shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the Work, including all applicable State and local public contracting provisions.

15. **Notices.** Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to the representative designated in paragraph 6. Either party may change its address by notice given to the other in accordance with this paragraph.

16. **Integration.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.

17. **Interpretation.** This agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon.

LANE COUNCIL OF GOVERNMENTS:	**AGENCY: CITY OF COBURG**
By: _____	**By:** _____
Brendalee S. Wilson, Executive Director	Anne Heath, City Administrator
Date: _____	**Date:** _____

IS MANAGED SERVICES FY23 PROGRAM
Attachment A

Section 1: Introduction

The purpose of this cooperative program is to share the costs of IS (Information Systems) services across a collective of local governments, to facilitate more efficient management of enterprise systems at a lower total cost for all participating agencies. Participation in the IS Managed Services Program includes the City of Coburg; The City of Coburg, and Lane Regional Air Protection Agency (LRAPA). Individual agency participation may change during the agreement period without need for amending the agreement.

The systems used by the agencies are complex. It is difficult to independently fund and arrange for the level of technical skill and support required to successfully operate and maintain the technical infrastructure within each agency. Currently, LCOG has on staff the following technical resources to make available to the IS Managed Services Program:

- Computer Support Technicians
- Database Administrators
- Network Administrators
- Mobile/Web Developers
- Server/Systems Administrators

Section 2: Scope of Services

The IS Managed Services Program scope of services consists of basic break/fix services provided by LCOG staff, plus the following:

Desktop & Laptop Computer Support: LCOG will provide the labor to maintain the computer operating systems, Microsoft Office products, Adobe Acrobat, e-mail and virus scanning software, and your supported line of business applications. LCOG will provide the labor for hardware maintenance and repair for covered computers which are still under the manufacturer's warranty. Older computers will be repaired to the best of our ability to do so.

Server Support: LCOG will provide the labor to maintain server operating systems, e-mail and virus scanning software, and your line of business applications and databases, including Microsoft Exchange and SQL Server. LCOG will configure, maintain and, to the extent possible, monitor approved backup solutions and applications.

Network Support: LCOG will provide all labor related to maintenance, configuration, and monitoring of network equipment, including routers, firewalls, switches, and wireless access points on the client's local area network. LCOG will troubleshoot and diagnose connectivity issues between devices on the client's LAN as well as connectivity to the internet. LCOG will configure, maintain

and diagnose connectivity related issues and settings on network printers and scanners. As requested, LCOG will assist with administering the agency's security plans, securing the network infrastructure, and regulatory initiatives. TAG provides a separate environment and network, and LCOG's agreement to provide services does not include any work related to the TAG network.

Application Development/Database Administration: LCOG will make available application development and database administration resources. Features of this service include any combination of the following provisions: software development and integration, database analysis and design, business process automation and user experience and usability testing. Programming Language: Microsoft .NET; Database Language: MS SQL Server.

Web Updates: Most participating agencies have local staff technically capable of performing their own agency's web updates. However, we also understand that this may not present the optimum situation for agencies that may be short-staffed and have more important tasks assigned to these roles, or who have employees with some of the necessary skillsets, but not enough to complete more advanced programming. As a result, LCOG will provide labor related to performing web updates, as requested by agencies that would like to take advantage of this service.

The items reflected in the IS Managed Services Plan cover overall activities. Not all functions, activities or projects apply to all agencies.

Section 3: Service Level Agreement Information

The resources to perform the work assignments identified above are available to the IS Managed Services Agencies 8:00 AM-5:00 PM, Monday through Friday, except for LCOG holidays. In general, LCOG is not staffed to provide after-hours support. However, arrangements for after-hours assistance can be accommodated with an approved request when necessitated by business requirements.

Contact Information for IS Managed Services Support:

service-desk@lcog.assist.com **or 541-682-2322**

Text Support (NEW): 541-682-HELP (4357) – Please include the following information in your text message and a ticket will be automatically generated:

Your Name
Location
Preferred callback number
Brief summary of the problem

Clients will be responsible for submitting support requests based on their own internal processes. All services performed by LCOG are subject to mutually agreed upon maintenance windows.

LCOG's technical support staff is familiar with a wide variety of hardware and software systems and will make all reasonable efforts to answer questions and resolve issues in a timely manner. In some cases, referral to outside vendor support may become necessary. In these limited cases, LCOG staff will provide alternative recommendations.

As requested, LCOG will work together with each agency's staff and their vendor partners to develop backup and recovery options for business-critical applications and to configure those solutions. LCOG cannot guarantee an agency's ability to recover data. LCOG recommends data owners run tests to verify their application recovery plans work well.

Incoming project and services requests are triaged by LCOG IS support services, with priority given to critical emergencies and outages. Resources will be assigned in an equitable fashion based on time of request and business impact. Participating agencies will be provided the opportunity to attend meetings to review project status and resource allocation for the program.

Questions and concerns regarding priorities or services may be escalated to the following contacts at any time:

Heidi Leyba, Chief Technology Officer
hleyba@lcog.org
541-682-4452

Michael Wisth, Government Services Director
mwisth@lcog.org
541-682-4007

Section 4: Program Budget

IS Managed Services Program FY23 Budget	**Amount**
Personnel Services for IS Systems and Development Support	$36,862
Indirect	$8,713
Estimated Travel	$1,000
Operating Reserve (3%)	$1,350
Total Program Costs in FY22	***$47,925***

Direct Cost Technical Services Available Upon Request: (These services are outside the scope of the IS Managed Services plan and will be quoted and invoiced separately)

GIS Services
Network Phishing/Security Assessments
Television/Video Production Services
Telecommunications Support

Section 5: Budget Allocation

LCOG Managed IS Services Consortium Program Costs: FY23				
Agency/User	**Service Level**	**Monthly Total**	**Quarterly Total**	**Total FY23**
City of Coburg	Managed IS Services	$1,331	**$3,994**	$15,975
City of Veneta	Managed IS Services	$1,331	**$3,994**	$15,975
LRAPA	Managed IS Services	$1,331	**$3,994**	$15,975
			$ 11,981.25	$47,925

In this budget, formulas are used to allocate personnel services according to the amount of FTE dedicated to the IS Managed Services Program between July 1st, 2022, and June 30th, 2023. Costs are distributed based upon the total number of workstations in the program on July1, and they will not be adjusted during the fiscal year regardless of changes to the agencies' workstation counts.

For the individual members participating in this cooperative agreement, differing amounts of LCOG staff time or labor hours may be available from month to month. LCOG will maintain service history records for the IS Managed Services Program, so that costs can be redistributed annually on July 1st.

TELECOMMUNICATIONS SYSTEM MANAGEMENT AND SERVICE INTERGOVERNMENTAL AGREEMENT

BETWEEN: **Lane Council of Governments** (LCOG), an organization of governments within Lane County, Oregon

AND: **City of Coburg** (Coburg), a unit of local government of the State of Oregon

EFFECTIVE DATE: July 1, 2022

RECITALS

A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.

B. Provision of services for the remuneration specified in this agreement will mutually benefit the parties.

C. Since the 1980s, LCOG has staffed and managed the Telephone Consortium (Consortium), an organization of local governments formed to facilitate the maintenance of a shared telephone system, (Shared System). The Consortium benefits from shared management to improve compatibility and minimize costs to the participating local governments and agencies. COBURG has been participating in the Consortium and the shared system.

D. LCOG, on behalf of the Consortium, initiated the joint purchase of telephone equipment in 1985, and the Shared System has been maintained and periodically updated since that time including a comprehensive system replacement and transition to VoIP (voice over internet protocol) in 2018.

E. COBURG and LCOG have executed annual Management Services IGAs for LCOG's management of the Shared System.

F. As part of its ongoing management duties for the Consortium, LCOG entered in Maintenance and Requirements contracts with Structured Communications, Matrix Networks (Matrix), Calero, and V1 Datacom.

G. LCOG, representing the Consortium, also entered into agreements for long distance services, trunk services, wireless, and fiber through contracts with independent third parties that were intended to provide lower rates, as a result of the purchasing volume.

H. The parties wish to continue the ongoing relationship regarding the shared system, and to spell out LCOG's management duties and COBURG's rights and obligations with regard to the relationship and with regard to the contracts LCOG has entered into with third parties on behalf of COBURG, as a participant in the Consortium.

AGREEMENT

1. **Duration.** This Agreement shall take effect on the Effective Date, set forth above, and terminate on June 30, 2023, or until earlier terminated pursuant to Paragraph 6 of this Agreement.

2. **Scope of Work**. LCOG will provide telecommunications system management and services to the COBURG as described in Exhibit A (*Scope of Work*) and Exhibit B (*Catalog of Services, 2022-2023),* attached hereto.

3. **Consideration**.

   a. COBURG shall pay LCOG $1,216.00 for management and services, which will be billed in monthly installments. This amount is based on the Budget Summary document, attached hereto as Exhibit C (*Budget Summary Document, 2022-2023*).

   b. COBURG agrees to pay direct and pass through costs for maintenance and services as they accrue during the term of this Agreement.

4. **Contractual Rights**. COBURG may exercise any and all of LCOG's rights under its Maintenance and Requirements Contracts with third parties. COBURG agrees to pay LCOG for maintenance services attributable solely to COBURG. LCOG shall bill COBURG separately for those services.

5. **Termination.** Upon 60 days prior written notice delivered to the person designated in Paragraph 8 of this Agreement, either party may, without cause, terminate its participation in this agreement. However, if COBURG terminates prior to June 30, 2023, it remains responsible for all costs attributable COBURG that LCOG has budgeted for FY 2022-2023 (see Exhibit C). COBURG shall also be responsible for its allocated portion of annual obligations that LCOG has entered into with third party providers.

6. **Amendment**. This agreement may be modified or extended by written amendment signed by both parties.

7. **Administration.** Each party designates the following person as its representative for purposes of administering this agreement. Either party may change its designated representative by giving written notice to the other as provided in paragraph 14.

For LCOG: Heidi Leyba	For COBURG: Anne Heath
859 Willamette St., Suite 500 Eugene, OR 97401-2910 Ph: 541-682-4452	91136 N. Willamette St. Coburg, OR 97408 Ph: 541-682-7871

8. **Records/Inspection.** COBURG and LCOG shall each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following completion of this agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records related to this agreement.

9. **Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to indemnify, defend, and save the other harmless from any claims, liability or damages including attorney fees, at trial and on appeal, arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement. Obligations of both parties under this

provision are subject to limitation of the Oregon Tort Claims Act. Obligations of COBURG are subject to limitation of Article XI, Section 10, of the Oregon Constitution.

10. **Dispute Resolution**. The parties shall exert every effort to cooperatively resolve any disagreements they may have under this Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they agree to present their disagreements to a mutually agreeable mediator for mediation. Each party shall bear its own costs for mediation and the parties shall share the cost of the mediator. This mediation procedure shall be followed to its conclusion prior to either party seeking relief from the court, except in the case of an emergency.

    If the dispute remains unresolved through mediation, the parties may agree in writing to submit the dispute to arbitration, using such arbitration process as they may choose at the time and which includes the following conditions:

    a. The location of the arbitration shall be in Eugene, Oregon;

    b. Each party shall bear its own costs (except arbitration filing costs), witness fees, and attorney fees;

    c. Arbitration filing costs and any arbitrator's fees will be divided equally between the parties; and

    d. Judgment upon the award rendered by the arbitrator may be entered in the Circuit Court in Lane County, Oregon.

11. **Insurance.** Each party working under this agreement is either a subject employer under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires each to provide Worker's Compensation coverage for all its subject workers, or is an employer that is exempt under ORS 656.126.

12. **Assignment.** Neither party shall assign this agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.

13. **Compliance With Laws.** LCOG shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the Work, including all applicable State and local public contracting provisions.

14. **Notices.** Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to the representative designated in paragraph 7. Either party may change its address by notice given to the other in accordance with this paragraph.

15. **Integration.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.

16. **Interpretation.** This agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon. This Agreement may be changed upon the execution of amendments to the Agreement approved by LCOG and COBURG.

LANE COUNCIL OF GOVERNMENTS

Brendalee Wilson
Executive Director

Date:_____

CITY OF COBURG

Anne Heath
City Administrator

Date:_____

EXHIBIT A

Scope of Work

I. System Administration

1. Budget and allocate contract costs among system users; monitor budget
2. Determine rates

II. Contract Management

1. Manage procurement process for vendors, services, and equipment
2. Negotiate contracts
3. Monitor system operations and maintenance contract performance
4. Coordinate and advise maintenance operations with contractors as needed
5. Ongoing communications with contractors

III. Network Management

1. Manage billing for telephone system customers, when this service is provided, as well as vendors and contractors

IV. Additional Services

1. For a full list of services please visit: https://lcogteleconsortium.org/

EXHIBIT B

Service Catalog – Services Provided as Part of Telecom Consortium

System Backups
Routine Scheduled Maintenance
Support for voicemail system
Full support for MAC (Moves, Adds, Changes)
End user support for phones
System Maintenance
24/7 Support
Support for 4 Digit Dialing
Limited Call Accounting
Telco Billing
Provide user training for telephones, voicemail and other tools
Resolve trouble calls and system problems
Provide assistance to vendor partners in troubleshooting system problems
Administer changes
Verify telephone company billings
NEC Hardware/Software Maintenance
Physical Copper QSIG Support
Host Asset & Billing Solution (Calero)
Maintain Help Desk SysAid Ticketing System for Phone system
Handle call records requests
Conference Bridge Management
Analog system support and maintenance
System Holidays Management
Support and Management of Cordless phones
Business Continuation Routing (BCR)

EXHIBIT C
Budget Summary Document 2022-2023

I. Background Information

In this budget, formulas are used to allocate the costs for personnel services, including indirect, based upon estimates of time spent by LCOG staff with each agency. Each agency demands different amounts of staff time. The Shared System involves extensive end user contact and greater responsibility for bill allocation and payment.

II. Telecom Management, Maintenance, and Personnel Budget (2022-2023)

Budget Categories	**Amount**		
Personnel Services	FY20	FY21	FY23
Principal Telecommunications Systems Analyst	45,429.00	33,495.00	13,642.00
Telecom Call Accounting Specialist	8,524.00	15,127.00	4,615.49
Principal Systems Analyst	0.00	0.00	0.00
Sr. Financial Analyst	3,383.00	3,452.00	1,372.87
Indirect	14,088.00	16,380.00	7,769.20
Subtotal	71,424.00	68,454.00	27,400.66
Materials and Services			
Systems Software Maint.	17,100.00	2,000.00	2,000.00
Travel	1,000.00	500.00	400.00
Telephone	1,800.00	1,300.00	840.00
Misc Program Expense (ex. consulting)	10,000.00	22,230.00	13,000.00
Subtotal	29,900.00	26,030.00	16,240.00
Total	101,324.00	94,484.00	43,640.66

III. Telecom Consortium Annual Standard Allocations

Member	17-18	18-19	19-20	20-21	21-22	22-23
City of Coburg	0	1,091	1,216	1,437	1,216	**1,216**
City of Eugene	550	0	0	100	100	**500**
City of Springfield	14,171	10,406	11,599	14,171	14,171	**2,000**
Eugene School Dist 4J	18,218	13,378	14,911	18,218	18,218	**18,218**
Eugene Science Center	0	623	694	820	694	**694**
Homes For Good	0	8,102	9,031	10,670	9,031	**9,031**
LCC	6,829	5,015	5,590	6,829	6,829	**6,829**
LC Historical Museum	0	777	866	1,023	866	**866**
Lane ESD	5,481	4,025	4,486	5,481	5,481	**5,481**
Lane Transit District	0	0	0	100	100	**250**
LCOG	18,228	22,049	24,576	25,804	25,804	**25,804**
Oregon Judicial Dept.	16,853	15,659	0	100	100	**250**
Total	327,587	240,557	92,918	109,226	82,610	**71,139**

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

Topic: Budget Committee Vacancy

Meeting Date: June 14, 2022
Staff Contact: Sammy Egbert, City Recorder
Contact: 541-682-7852 sammy.egbert@ci.coburg.or.us

REQUESTED ACTION
Appoint Budget Committee members to new term.

***Recommended Motion*:** *I move to recommend that Mayor appoint Todd Waters and Laura Tryon to the budget committee for a 3-year term expiring 6/30/2025.*

POLICIES OR CITY COUNCIL GOAL(S)

- **Citizen Committees and Commissions**
- **Fiscal Stewardship**

HISTORY OR BACKGROUND
ORS 294.414 states that the governing body of each municipal corporation shall establish a budget committee. Appointed Budget Committee members:

1. Are registered voters in the district.
2. Staggered for 3-year terms.
3. Cannot be officers, agents or employees.

Todd Waters has served on the budget committee since 2017. His term expires on June 30, 2022, and he is interested in serving again.

Laura Tryon submitted application during the recruitment period.

At the May 31, 2022 Budget Committee meeting the Committee interviewed both applicants and moved to recommend that the City Council and Mayor appoint Todd Waters and Laura Tryon.

RECOMMENDATION AND ALTERNATIVES

Recommendation is for City Council to recommend the Mayor appoint Todd Waters and Laura Tryon to serve three-year (3) term on Budget Committee.

BUDGET / FINANCIAL IMPACT

None

PUBLIC INVOLVEMENT

Budget Committee recruitment has been ongoing for a year.

NEXT STEPS

Appointment letters will go out following City Council action.

ATTACHMENTS

A. Todd Waters application
B. Laura Tryon application

REVIEWED THROUGH

Anne Heath, City Administrator

CITY OF COBURG

91136 N Willamette | P.O. Box 8316
Coburg, Oregon 97408

APPLICATION FOR COBURG BUDGET COMMITTEE

All applicants are requested to personally attend the Council Meeting for the purpose of an interview with the City Council.

Name: TODD WATERS Phone: (541) [illegible]

Email: TJWATERS3@GMAIL.COM

Physical Address: _____ Mailing Address: P.O. BOX 8222

Occupation: ADVERTISING STRATEGY DIR.

How long have you lived in Coburg? ALMOST 1 YR How long have you lived in Oregon? 17 YEARS

Are you a registered Voter? X Yes ____ No

List boards, councils, or commissions, if any, that you have served on:
YOUNG PROFESSIONALS NETWORK BOARD - EUG, OR CHAMBER OF COMMERCE
YOUNG PROFESSIONALS NETWORK SUMMIT 2017 COMMITTEE - EUG, OR

List and briefly describe community or service oriented organizations of which you are or have been a member:
SUSAN G. KOMEN RACE FOR A CURE - TUCSON, AZ
EUGENE MARATHON VOLUNTEER
30+ HOURS OF COMMUNITY SERVICE IN COLLEGE (U of A)

Describe any goals, ideas or objectives you have for the City of Coburg:
RESPONSIBLE GROWTH WHILE MAINTAINS UNIQUE COBURG CHARM.
REDUCE CITY BUDGET DEBT. PROMOTE COBURG COMMUNITY-BASED EVENTS THAT FOSTER GOODWILL. CONTINUED INVESTMENT IN DOWNTOWN COBURG BIKE LOOP CONSTRUCTION.

List any skills, training, or experience that you have that might be useful to the Coburg Budget Committee:
CURRENT ROLE REQUIRES THAT I EFFECTIVELY + EFFICIENTLY MANAGE THE ADVERTISING BUDGET OF OUR CLIENTS. BUDGET SIZES RANGE FROM $50,000 ANNUALLY TO $1 MILLION ANNUALLY
MIX OF PRAGMATIC + CREATIVE PROBLEM SOLVING SKILLS

Signature: _____ Date: 3/21/2017

CITY OF COBURG

91136 N Willamette | P.O. Box 8316
Coburg, Oregon 97408

APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Please indicate the position you are applying for:

(X) Planning Commission
( ) Park|Tree Committee
(X) Budget Committee
(X) Finance|Audit Committee
(X) Historic Preservation (Heritage Committee)
( ) Other please indicate_____

Name: Laura Tryon Phone: _____

Email: slltryon@yahoo.com

Physical Address: _____ Mailing Address: same

Occupation: Project Manager at SELCO Community Credit Union

How long have you lived in Coburg? 10+ years How long have you lived in Oregon? 30 years

Are you a registered Voter? X Yes ____ No

List boards, councils, or commissions, if any, that you have served on:

I have not served on any councils, but have been part of MANY committees at the credit union. Project groups, management teams, and credit union committees, both as a member and a facilitator for them.

List and briefly describe community or service oriented organizations of which you are or have been a member:

I have participated in many different events for Food For Lane County, I participated in the Relay for Life many many years, I was a reader at a local elementary school for a few years, Children Miracle Network Radio-a-thon, Bark in the Park, and participated in the Willamalane G.R.O.W. Project.

Describe any goals, ideas or objectives you have for the City of Coburg:

My goal is to keep Coburg the great place that it is. Maintaining its parks, roads, and small-town feel is important to me. The community events is an important way to showcase how great Coburg is and bring revenue to the city.

List any skills, training, or experience that you have that might be useful to this position:

As a former Corporate Trainer, Lending Manager, and now Project Manager at SELCO, I have knowledge and experience in project management, finance, training, and team building. I am skilled in MS Office; Excel, Word, Access, Powerpoint, etc.

Why would you like to be appointed to this position?

I am a positive contributor and solution-oriented. I would like to use my expertise to help in the community.

Signature: _____ Date: May 18, 2022

COBURG CITY COUNCIL
MONTHLY REPORTS

TOPIC: City Administration Report

Meeting Date: June 14, 2022
Staff Contact: Anne Heath, City Administrator
Contact: 541-682-7871, anne.heath@ci.coburg.or.us

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

GENERAL ADMINISTRATION

Water Project

- Well under design
- Thomas Street Intertie – Bid Awarded – Contract in Council packet under different tab
- Reservoir Feasibility Study- In process
- Public Works Shop is under design

Street Projects

- **McKenzie Street Rebuild –** Out for bid
- **Roberts Road –** Bid Awarded – Contract will be in Council **red folder**
- **Collector Streets –** Under Design/Summer of 2023 Construction
- **Funding options –** OTIB funding has been approved. Commitment letter and resolution under a different tab.

Noxious Weed Enforcement – Noxious Vegetation enforcement started on June 1 – October. City staff accept citizen complaints as well as try to identify properties that are out of compliance and notify the property owners with a compliance letter.

Douglas Fast Net (DFN) – Is coming to town. They will offer high speed internet for local businesses and residents. They have requested a location to place a control hut much like the City has granted Hunter on the City Hall Property. Douglas Fast Net will be placing their hut on the site of the Water Reservoirs on Sarah Lane. A lease agreement with DFN for the location will secure free internet service to City Hall in exchange for placing their hut. It is anticipated they will begin their work this summer. In addition to providing high speed to the City, DFN will also be mapping the City for service which is normally a report that communities will pay for. There will be no charge for this to Coburg. This allows us to know where service can go on existing lines, underground, and where there will need to be trenching in order to provide service. DFN is treating Coburg as their test City for conducting this service for small cities in

Lane County. The lease agreement between the City and DFN will be in the July City Council Packet.

League of Oregon Cities Elected Essentials Workshops – LOC has released their "Save the Date" for the Elected Essentials Workshops that will take place in the fall months. There are several dates and locations to choose from. Councils who wish to participate in a workshop should reserve the date and then may register in the fall. An information sheet is attached to this packet.

Auditor RFP – The City issued a Request for Proposals for audit services in early April. We received only one response which came from our current auditor Umpqua Financial. The Finance/Audit Committee conducted an interview with Steve Tuchscherer in late April. After discussion, the committee made the recommendation to continue our relationship with the current auditor Umpqua Financial. The contract for audit services will come before the City Council in the July Council packet.

Bypass Feasibility Study – City staff, the Mayor and City Engineer have held several meetings concerning the bypass road listed on the transportation plan that would serve as a freight route to the north of Coburg and thus reducing the traffic on Willamette Street. This is a long range plan that would require a feasibility study. The feasibility study was long ago placed in the regional transportation project list through the MPO (Metropolitan Planning Organization) which funds transportation projects for Lane County, Springfield, Eugene, Lane Transit and Coburg. City staff are working on a grant for $250,000 that would fund this feasibility study and will turn it in by the deadline of July 1. If funded the study would take place between 2025-2027.

Zoning Code Update – The Ad-Hoc Committee has finished its work and will meet on June 9th to form their recommendation for the changes they would like to see in the zoning code (development code). Once their recommendation has been made, the changes to the code will be made and reviewed by the City Attorney. There is then a required notification to the community regarding the changes that must sent prior to going to Planning Commission. It is anticipated that it will come to Planning Commission in July, and then to City Council in August or September (depending if an August meeting is held).

Goodbye to faces in City Hall – This month the City said goodbye to two employees. David Gregory, who was serving as the Police Evidence Tech, is leaving the City as his family is relocating to another state. Erin Brown has accepted a position in private industry. We will miss them both and wish them the best.

Upcoming Meetings

Planning Commission	6/14
Park Tree Committee	6/21
City Council	7/12

DEPARTMENTS AND OPERATIONS

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

City Recorder

- May 10th to June 14th managed eight Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded**.**
- Completed 8 lien searches.
- Published the legal budget hearing notices for City and Urban Renewal Agency.
- Utility Billing Specialist position became vacant as of June 1, 2022 with Erin taking another job. Working with staff review and identify if restructuring this position is necessary. We have shifted tasks and Sara Athey is taking the lead on Utility Billing while needed.
- Review and updating the administration and utility billing process and task sheets for staff. Including annual budget committee administrative process, special events, Utility Billing and more.

Administration Front Desk

- Budget Binders prepared and distributed to Budget Committee
- Special Events two special events were held in May and we are currently working on applications for one in June and two in July.
- Worked with the Coburg Community Charter School to move the monthly board meeting back to City Hall. Was able to accommodate eleven meetings for the 2022-23 school year.

Utility Billing

- May Utility bills covering 4/13 to 5/11
  - Billed Water $59,300 | Sewer $70,000 | TUF $12,375
  - Cash Receipts or Payments Received $138,900
  - Past dues charged 63
  - 2 Active payment plans
  - 1 change in service

- We are currently accepting applications for the Annual Limited Income Assistance (LIA) program June 1, 2022 to June 30, 2022. Information on this program is attached to this report.
- Will be training Finance Director as we do utility billing monthly bills and month end reconciliation for Utility Billing over the next 3 billing cycles.

Finance

- See Finance Report under separate tab.

Planning – Prepared by Megan Winner

- SR 01-22 & CUP 01-22: Application for site review and conditional use permit for restaurant and brewery at 91032 S Willamette (old Primrose Lane Antique) submitted;
- SR 02-22: Application for site review for industrial park at 90950 Roberts Rd submitted;
- SUB 02-20: Weichart Homes - Construction continues. Final approval letter pending. Building permits issued for first two homes;
- PA 01-22: Development Code update including the Central Business District form-based code project with Urban Collaborative LLC. is underway;
- Ten Structural/Plumbing/Mechanical/Electrical Permits issued in May including three new single family dwellings;
- New Transportation Options Specialist, Kelsey Moore, hired by LCOG to support Springfield and Coburg;
- Bike Hub ribbon cutting was a success. Members of partner agencies and organizations such as LCOG, LTD, GEARs and BEST participated;
- Planning Commission received information on the proposed Development Code updates at May meeting;
- Heritage Committee selected next round of Preservation Plaque recipients and award ceremony/distribution is being planned

Main Streets and Economic Development – Prepared by Tracey Pugh

- Working on Our Town newsletter for July/August 2022
- Finalized Coburg Main Street Bylaws
- Planted flowers in flower pots and distributed to downtown businesses
- Participated in UWLC Emergency Preparedness Trainings for Rural Community organizations
- Working on City of Coburg website - updating information, fixing broken links
- Working with designer on Coburg Business Map/Directory
- Working with designer to create logo for Coburg Main Street
- Working with Oregon RAIN to host a Business After Hours mixer in June
- Redesigning Chamber website for Main Street
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Coordinated/attended monthly Coburg Main Street committee meeting
- Assisting Coburg Antique Fair Director

- Participated in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
  - **Street**

    Tree Removal
    - Finished removing what crews could safely remove of the large Cottonwood Trees off of Booth Kelly Trail
    - **Projects**
      - Put out to bid the Roberts Road Project. This will close on the 8th of June.

  Water Utility
    - **New Service**
      - 3 new meters in the Coburg Creek Subdivision
    - **Projects**
      - Received bids for Thomas St Waterline Replacement Project
- **Sewer Utility**
  - **Collections**
    - **New Service Install**
      - 1
    - **Inspections**
      - 13
    - **Callouts**
      - 15
    - **Tanks Pumped**
      - 1
- **Parks Dept**
  - **Parks and Tree Committee**
    - Work Party worked on Veterans area at Norma Pfeiffer Park. Started gathering ideas for the new park at Coburg Creek.

  - **Park Maintenance**
    - Started working on the lawn at Johnny Diamond Park. Also getting quotes for cleaning up the flower beds and planter areas. Working on Pickle ball court design.
    - Installed Booth Kelly Historical signs. Still have some detail work to do on these.

- **Misc.**
  - **Locates 14**
  - **Work Orders** 58

Municipal Court - Prepared by Mandy Balcom

- **May 2022 Activity Measures:**
  - **Citations (Crimes and Violations)**

- New Citations for May 3, 2022 Court Date: 51

- **May 2022 Receipts Including Collections**,
  - **Total Fines**: $15,481.90 (total monies taken in for the month, nothing deducted), *compared to $23,366.82 in May of 2021*
  - **Net Fines**: $14,013.00 (City share only, NOT including collections), *compared to $12,212.00 in May of 2021*

- **May 2022 Professional Credit Service Collections**:
  - **Total Collection Revenue**: $ 1,468.90 *compared to $11,154.82 in May of 2021*
  - **Turned over to collection**: $ 25,705.00 *compared to $7,210.00 in May of 2021*

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

Other Information:

- **Upcoming Court Dates: Tuesday, June 7, 2022**
  Tuesday, July 12, 2022
- **Reviewed & Submitted City Prosecutor Contract for renewal**
- **Next Jury Trial Scheduled for September 20, 2022**

Police Department – Prepared by Chief Larry Larson

- Officer investigated an Safety harassment complaint.
- Officer investigated a DHS referral regarding a sexual assault.
- Officer investigated a DHS referral regarding physical abuse.
- Officer investigated a DHS referral for child neglect and determined it was unfounded.
- Officer investigated a DHS referral for sexual abuse and determined it was unfounded.
- Officer investigated a DHS referral regarding child endangerment.
- Officer investigated family dispute and seized paraphernalia; information sent to DHS.
- Officer investigated theft of heavy equipment and criminal mischief on Roberts Road
- Officer investigated an ID theft; suspect opened up an ATT account.
- Officer investigated a failure to register as a sex offender; suspect was cited for felony and misdemeanor.
- Officer investigated a failure to register as a sex offender; suspect was lodged for a felony.
- Officer investigated a failure to register as a sex offender; suspect was cited for a misdemeanor.
- Officer investigated a failure to register as a sex offender; suspect was lodged for a misdemeanor and misdemeanor warrant.

- Officer investigated a DUII; officer lodged the suspect at the jail for DUII-controlled substance.
- Officer investigated a Hit and Run MVA trails end; suspect was lodged for violation of a No Contact Order, hit and run, stolen car and reckless driving.
- Officer cited a female for a misdemeanor warrant.
- Officer investigated a suspicious person; suspect was lodged on three misdemeanor warrants and giving false information to a police officer.
- Officer investigated a theft of multiple catalytic converters.
- Officer investigated counterfeit money; suspect deemed to have dementia.
- Officer investigated theft of a rented vehicle; suspects later arrested in Douglas County.
- Officer investigated criminal mischief of City owned trees.
- Officers assisted the Sheriff's Office with searching for suspects.
- Officer attended and finished firearm instructed course.
- Officers conducted special speed and distracted driving enforcement.
- Officers returned a loose dog several times to the same owner.
- Officers provided security for the circus.
- Officers pulled an information report to destroy the 40 pounds of prescription drugs for the take back drop box
- Officers arrested a male for failing to register as a sex offender
- Officer worked several city ordinance violations
- Officers completed truck inspector training for the ODOT
- Officers worked bailiff duties at Coburg Municipal Court
- Officers investigate a motor vehicle crash on N Industrial road at Trails End Park. A female was located and arrested for violation of a restraining order, reckless driving and hit and run
- Officers responded to several alarm calls
- Officers received training on new legislative updates
- Officers investigated two DHS referrals regarding possible child abuse
- Officers worked bailiff duties at Harrisburg Municipal Court
- Officers completed their LEDS certification
- Officers arrested a male subject on outstanding warrants
- Officers completed several vehicle vin inspections
- Officers worked the ODOT grant for speed enforcement
- Officers work with the United States Marshals Service doing sex offender compliance checks
- Officers attended a Safety Team meeting with the Coburg Community Charter School
- Officer taught the "I Love U Guys" Standard Response Protocol to Coburg Community Charter School staff

Upcoming Events:

- Coburg Community Charter School Ice Cream Social event June 15th and 16th
- ODOT traffic grant enforcement pedestrian crosswalk safety in June
- ODOT traffic grant enforcement blitz for seatbelts in June
- United States Marshalls Service Operation Oregon Nights 2 sex offender compliance checks

ATTACHED

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

A.	5/11/2022	Heritage Committee
B.	5/17/2022	Park Tree Committee
C.	5/18/2022	Planning Commission
D.	5/24/2022	Budget Committee
E.	5/31/2022	URA Budget Committee
F.	5/31/2022	Budget Committee

CITY OF COBURG • P.O. BOX 8316 • COBURG OREGON 97408 • 541-682-7850 FAX 541-485-0655

Annual Limited Income Assistance FY 2022-23

Limited Income Assistance

The City of Coburg offers a *reduced fee* to income-eligible customers who are having trouble paying their utility bills*;* Ord. A-224-A (11.8).

This is a voluntary, value-added service offered by the City. Below, you will find information about these programs and how to access them.

If you are currently enrolled in the program you must **re-apply** every year during open enrollment. All rates are reset on July 1st.

If you would like to apply, the Limited Income Assistance for your Utility Bill. Application and income verification must be turned in to City Hall by **June 30th, 2022**. The form is available online at coburgoregon.org or at City Hall.

To discuss any issues related to your income and ability to pay your utility bill, contact Coburg Utility Billing at 541-682-7850.

Utility Billing Assistance

1. Open enrollment for this program is: **June 1, 2022** to **June 30, 2022**.
   Limited Income Assistance will go into effect on your August utility bill that covers your water usage for **July 1-31**.
2. No applications will be accepted after **June 30, 2022**, unless it is for a new account.
3. This is a program providing assistance for residential utility customers in the City Limits.
4. The applicant must provide the total **adjusted gross** income of all persons residing permanently at the applicant's address. A copy of 2021 federal tax return is the preferred supporting documentation.

Over

Table 1. Water/Wastewater Limited Income Assistance Eligibility
(FPL = Federal Poverty Level)

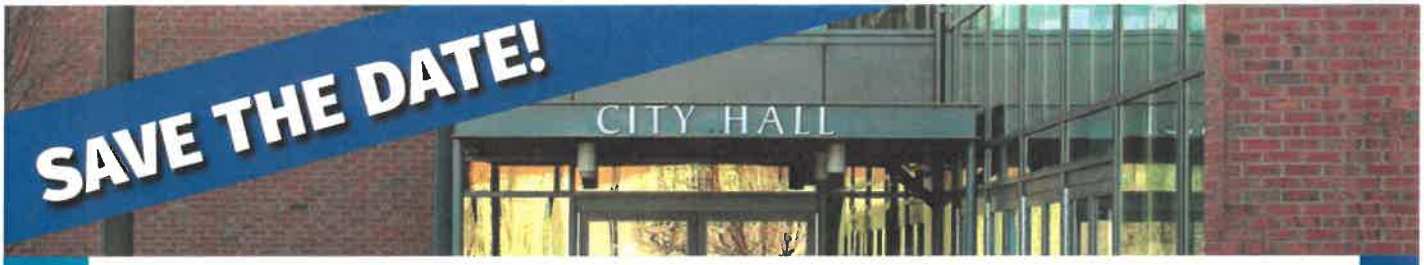
	Annual Gross Household Income		
Household Size	≤ *100% FPL*	≤ *125% FPL*	≤ *150% FPL*
1	$13,590	$16,988	$20,385
2	$18,310	$22,888	$27,465
3	$23,030	$28,788	$34,545
4	$27,750	$34,688	$41,625
5	$32,470	$40,588	$48,705
6	$37,190	$46,488	$55,785
7	$41,910	$52,388	$62,865
8	$46,630	$58,288	$69,945
TUF	**$3.04**	**$3.83**	**$4.62**
Water	**$23**	**$29**	**$35**
Wastewater	**$56.70**	**$62.70**	**$68.70**

Appeals

Applicants may appeal a final denial or revocation of eligibility for assistance by providing a written appeal that explains specifically why they believe the denial or revocation was issued in error. *The appeal must be received no later than 10 days after the denial.* The City Council will review appeals.

Notifying the City of a Change in Income

If a customer receiving Water or Wastewater rate assistance has a change in income that disqualifies him/her for relief assistance, then he/she must immediately provide written notice to the City of the change, and will no longer receive the assistance beginning the following billing cycle.



League of Oregon Cities

ELECTED ESSENTIALS WORKSHOPS

New to city government? Need a refresher on government fundamentals?

Plan now to attend one of 13 FREE trainings around the state.

Topics covered include:

- Public records and public meetings
- Ethics
- Roles and responsibilities of councilors, mayors, city managers and staff
- Legal powers & impediments affecting elected officials

New this year!

The Oregon Mayors Association (OMA) is hosting new mayors trainings in conjunction with Elected Essentials. The purpose of these trainings is to provide those new to the role of mayor with an introduction on what it means to be mayor, along with some tools and tips on how to succeed in the role. Veteran mayors are also encouraged to attend to continue their own education and to share their experiences.

Dates and locations:

McMinnville	Nov. 29, 2022	OMA New Mayors Workshop (evening)
	Nov. 30, 2022	Elected Essentials
Manzanita	Nov. 29, 2022	OMA New Mayors Workshop (evening)
	Nov. 30, 2022	Elected Essentials
Hillsboro	Nov. 30, 2022	OMA New Mayors Workshop (evening)
	Dec. 1, 2022	Elected Essentials
Depoe Bay	Dec. 1, 2022	Elected Essentials + OMA New Mayors Workshop (evening)
Albany	Dec. 5, 2022	OMA New Mayors Workshop (evening)
	Dec. 6, 2022	Elected Essentials
Klamath Falls	Dec. 6, 2022	Elected Essentials + OMA New Mayors Workshop (evening)
Bandon	Dec. 7, 2022	Elected Essentials + OMA New Mayors Workshop (evening)
Roseburg	Dec. 7, 2022	Elected Essentials + OMA New Mayors Workshop (evening)
Cascade Locks	Dec. 14, 2022	Elected Essentials + OMA New Mayors Workshop (evening)
Metolius	Dec. 15, 2022	Elected Essentials + OMA New Mayors Workshop (evening)
Island City	Jan. 18, 2023	OMA New Mayors Workshop (evening)
	Jan. 19, 2023	Elected Essentials
Keizer	Jan. 26, 2023	Elected Essentials + OMA New Mayors Workshop (evening)
Vale	Jan. 30, 2023	OMA New Mayors Workshop (evening)
	Jan. 31, 2023	Elected Essentials

MARK YOUR CALENDARS NOW! REGISTRATION WILL OPEN SEPTEMBER 26.
More information will be added as it becomes available at www.orcities.org.

COBURG CITY COUNCIL
WEEKLY REPORT

TOPIC: City Administration

Report Date: Friday, June 2, 2022
Staff Contact: Anne Heath, City Administrator
Contact: 541-682-7871, anne.heath@ci.coburg.or.us

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

Zoning Code Update (Also known as the Development Code)
The Ad-hoc Committee has wrapped up their work and will hold one more committee meeting in order to form a formal recommendation to the Planning Commission and City Council. Once their final recommendation is made it will be reviewed by the City Attorney and Planning for possible challenges or other tasks that must take place in order to bring it for adoption and hold public hearings. Planning staff are working on this as fast as they can. However, we have to adhere to state laws regarding these kinds of updates which include specific noticing requirements. It is likely to be heard by the Planning Commission in July.

Funding for Street Projects – OTIB
The City has been informed that we have been approved for funding as requested. I will be bringing a request to the Council to approve my signing of a commitment letter for the loan. This will allow for us to go ahead and get started on projects for which will want to submit reimbursement. Formal loan documents will come after that point which will require an additional resolution of the Council to approve the documents and give permission for signature. The commitment letter will be in your packet for the June City Council meeting.

Noise control fencing at Water Booster Station
The City consistently gets complaints regarding the industrial noise coming from Coburg Industrial North. We manage these complaints to the best of our ability and if a business is working outside of the City Ordinance we make them aware of it. We have a good relationship with the businesses and they do their best to comply. However, we can't change the fact that we have a residential neighborhood abutting an industrial zone. Staff recently spoke with a sound expert regarding the possibility that the City Water Towers are exacerbating that noise by creating an echo effect off of the metal tanks. We asked them to make a recommendation if there is anything the City could do to help alleviate some of the noise. They made a recommendation that the City could install a sound fence at the Water Booster Station on the North and Eastern fencing. This could be a simple fix but it can also be an expensive one. Staff see this as not just a decision about whether to spend funds on this issue, but also a policy decision. Does the City have a responsibility to create a buffer or sound fence between an industrial zone and residential communities over and above what is required in our zoning code? Staff will be bringing a report on this to the July City Council meeting.

Coburg Bottom Loop Designation

Coburg Bottom Loop is a County road with some parts of it within the City's jurisdiction. The County is amending their transportation plan and in their attempts to align with ODOT road designations, they wanted to change this road from a local street to a collector street which is what ODOT has it listed as. City staff were made aware of this from the County staff and they asked Coburg's opinion on this. Commissioner John Marshall, Mayor Smith and City staff met this week with the County and ODOT to discuss this week. The result of the meeting was that we are uncomfortable with this change at this time and the County has agreed to remove the change from their TSP amendment at this time. Thank you to John Marshall who did raise red flags about this and how it could impact transportation in Coburg. We are also deeply grateful for John's expertise in transportation and for the partnerships that we have with the County and ODOT in order to have these tough conversations and come away with solutions we can all be comfortable with.

Goodbye to Erin Brown

It is with sadness we say goodbye to Erin Brown who has been serving as our utility billing clerk at the City. Erin has accepted a job at a local private utility company. This company's pay scale and benefits **far** exceed what we are able to offer for this position. This is a challenge we face as a small City when we can at times serve as a training ground for employees that we will lose to private industry or a larger governmental entity. An exist interview with Erin was extremely positive and she shared she loved working at the City of Coburg. She had great leadership in Sammy Egbert, and she loved the culture of Coburg staff. However, she had to make a decision that was in the best interest of her family at this time.

Sarah Athey will be stepping up to train with Erin as the Utility Billing Clerk and we will be doing a needs analysis for the administrative office before advertising a new position this summer. At this time, Erin is returning to the City on Fridays to train Sarah on the Utility Billing System. Sarah is very capable and we are very happy to have her stepping into this role as well as taking on some of the front office management of the City.

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

MINUTES
Coburg Heritage Committee
Hybrid Meeting In-person and via Zoom
May 11, 2022 – 6:00 P.M
91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Marissa Doyle, Chair; Michelle Shattuck, Vice Chair; Stephan Sheehan.

COMMITTEE MEMBERS ABSENT: Shannon Sardell.

STAFF PRESENT: Megan Winner.

DRAFT

1. Call the Meeting to Order
Ms. Doyle called the meeting of the Heritage Committee to order at 6:03 p.m.

2. Roll Call
Ms. Winner called roll. Shannon Sardell was absent. A quorum was present.

3. Minutes for Approval | April 12th, 2022
MOTION: Ms. Shattuck moved, seconded by Mr. Sheehan, to approve the April 12, 2022, Heritage Committee meeting minutes as presented. The motion passed unanimously – 3:0.

4. Committee Business
- Review Mockups for Preservation Plaques
    - George Deffenbacher House
    - Pollard House
    - Healy House

Ms. Shattuck shared that she had contacted the same company in Portland that they used for the preservation plaques last year. They were available to make the plaques and once the order was put in, they expected a four to five week turn around. She said that once they were finished, she would drive to Portland and pick them up to avoid shipping costs.

The Committee needed to finalize the plaques before placing the order.

Mr. Sheehan asked if the Pollard house was built in1854 or 1847. Ms. Shattuck responded that it was listed in the historic database as 1854.

Ms. Winner asked if the Committee wanted the plaques to say "[house name] was built in [date built]" or just "[house name] built in [date built]". The Committee agreed to leave the word "was" out of the plaques.

Mr. Sheehan inquired into if they would help plaque recipients with the installation. Ms. Winner replied that for the previous year when they handed the plaques out, they offered installation help. Two recipients refused; one recipient accepted.

Ms. Shattuck asked what staff needed before moving forward with the purchase of the plaques. Ms. Winner told her that they needed the invoice from the company. Once they received the invoice the finance department could write a check.

Ms. Winner stated that they would plan how they would distribute the plaques once they were finished.

The Committee approved moving forward with the mockups without the word "was".

- Review Historic District Listings

Ms. Winner mentioned that Ms. Sardell had asked for the Committee to look at the historic district listings. They could go through the names of each property and discuss if any of them should be changed. It would also help members become familiar with the district.

Ms. Doyle asked if grant funds could be allocated for the district. Ms. Winner responded that they were eligible to get grants for the historic district.

Ms. Doyle noted that the historic district listings map had eligible significant and eligible contributing distinctions. She wanted to know what the difference between those distinctions were. Ms. Winner would investigate the difference and come back to the Committee with an answer.

Ms. Doyle wanted to know if the Ad-Hoc Code Committee could work on redoing the historic district code. Ms. Winner said that the Committee had finished their work on the downtown district code and if they wanted to look at another area of code, they would need to talk with City Council. Ms. Doyle was interested in the Committee talked about potential code changes they would want. She would present those options to the Ad-Hoc Code Committee and work with them to move forward on changing the historic district code.

Ms. Winner thought it could be a good idea to get a speaker to come to the Committee and talk about preservation and historic districts. The Committee was interested in that idea.

Mr. Sheehan shared that him and his wife were interested in painting their historic building a color outside the approved colors for historic homes. He wished that historic home guidelines were clear and not enforced but helped inform owners on how to keep their homes historic.

DRAFT

- Art Contest 2023

Mr. Sheehan emphasized the need to start the art contest earlier the next year.

Ms. Winner mentioned that Tracey from the Main Street Coordinator had talked to her about the Art & Wine Walk she was putting together. Ms. Winner thought they could collaborate with Main Street on that event. She would talk with Tracey and come back to the Committee with more details.

5. Future Meetings | Dates to Remember

- Next Heritage Committee Meeting: June 8, 2022

Ms. Doyle shared that someone had contacted staff saying they were a descendent of Jacob Spores and they wanted more information on him. Ms. Winner wondered if they should invite that person to one of their meetings. Ms. Doyle stated that they could, but she did not think the individual lived in the area.

Mr. Sheehan was interested in having a historian speak to the Committee about Coburg history. He thought they could reach out to someone from the Pioneer Museum.

Mr. Sheehan asked if they had a space for extra historical items. Ms. Winner replied that they did not. She mentioned that they could put together a displace area at the International Order of Odd Fellow (IOOF) building. If there was more space to displace items, people might be more interested in donating. Ms. Shattuck wanted the Committee to start focusing on getting more items. Mr. Sheehan agreed but thought they should get more display space first. Ms. Winner would see if they could use some of the grant money for historic item displays.

6. Adjournment

Ms. Doyle adjourned the meeting at 6:52 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by Heritage Committee on this 8th day of June 2022.

_____
Marissa Doyle, Chair

ATTEST:

_____
Sammy L. Egbert, City Recorder

DRAFT

MINUTES
Coburg Parks | Tree Committee
City Hall, 91136 N. Willamette
April 19, 2022 – 6:00 p.m.

COMMITTEE MEMBERS PRESENT: Mary Mosier, Chair; Tom Beatty, Vice Chair; Coleen Marshall, Lonna Meston, Claire Smith, Joe Morneau

COMMITTEE MEMBERS ABSENT: Karen Coury

GUESTS: Councilor Patricia McConnell

STAFF PRESENT: Brian Harmon

1. **Call to Order:**
   Mary Mosier called the meeting of the Coburg Park | Trees Committee to order at 6:00 pm.

2. **Roll Call:**
   Brian Harmon called roll. A quorum was present.

3. **Agenda Review:**
   Chair Mosier called for additions to the agenda. Ms. Smith asked to add a question about volunteer hours.

4. **Minutes Review:**
   Ms. Marshall pointed out multiple misspellings of the word 'fir' on page two. She further pointed out that on page three, a sentence in the second paragraph referred to Johnny Diamond Park, reading "staff wanted at least one of the projects to get done that year." Ms. Marshall requested clarification of whether 'that year' referred to the current fiscal year or the upcoming fiscal year. Mr. Harmon clarified that it referred to the current year. A correction to 'this year' was requested.

   MOTION: Chair Mosier moved, seconded by Ms. Marshall, to approve the March 17, 2022, Park & Tree Committee meeting minutes as amended. The motion passed – 4:0:2. Ms. Smith and Mr. Morneau abstained.

5. **City Administrator Report:**

Ms. Smith commented that she was surprised at how full the rentals were. Ms. Mosier asked Mr. Harmon if staff were able to keep up with park maintenance, considering the volume of rentals. He confirmed that they were. Ms. Mosier inquired if there had been a rise in costs. Mr. Harmon responded that there had not. Ms. Smith expressed concern over whether local residents were able to use the space freely and requested that the committee remain alert to any conflicts of use.

6. **Committee Business**

· Capital Project Options

Mr. Harmon reminded the committee that at the last meeting, they had discussed whether to use funding for redoing the grass area at Johnny Diamond Park or putting in a pickle ball court. He said that after talking to Mr. Beatty, they may have a low-cost solution for Johnny Diamond Park, leaving funding free for the pickle ball court.

Mr. Harmon said he met with Kathy Emerson and Ms. Pagner at the court for consultation and received contact information for the Emerald Valley Pickle Ball Association's president and vice president. Mr. Harmon relayed that the Association would guide the committee through the process of resurfacing the court, laying out the lines and installing the removable net. He confirmed that the court would be multi-use.

Chair Mosier asked if the court needed fencing. Mr. Harmon replied that the current fencing was adequate. Ms. Mosier asked if he had a cost estimate; he responded that he did not. Mr. Harmon went on to say that Emerald Valley might supply equipment, but that he was unsure how that would work financially.

Mr. Morneau praised the Emerald Valley Pickle Ball Association. Mr. Harmon stated that he might take a trip to view the Association's courts in Cottage Grove.

Chair Mosier asked if there were questions. Vice Chair Beatty asked Mr. Harmon if he had turned the light on (he had not) and explained that it was off because of neighborhood complaints. Mr. Beatty suggested they consider a timer for the lights.

· Johnny Diamond Park Update

Mr. Harmon reported that he had found a better aerator with a 6-inch plug and that the plan was to aerate the grass area really well, fill the holes with sharp sand and overseed. He mentioned the possibility of putting together a city staff work party day to weed,

reseal the structures and perform general maintenance.

Mr. Harmon indicated that City Administrator, Anne Heath, had suggested hiring a landscaping company to do a one-time cleanup of Johnny Diamond Park. He was of the opinion that the best options were either to hire out the work or to spray for weeds. He mentioned that he had spoken to Jennifer Ray about spraying.

Ms. Marshall communicated that Ms. Ray had set up a work party which had poor attendance. Therefore, Ms. Ray would be postponing the next one until improvements were made. Ms. Marshall suggested advertising the work parties. Mr. Harmon agreed. Ms. Smith put forth the idea of using sandwich boards to announce volunteer events. Mr. Morneau offered to donate his sandwich boards for use, stating that they were located in the Grange. Ms. Smith asked Mr. Harmon to contact Megan Winner about getting more boards.

Mr. Harmon pointed out that he had added the Parks and Tree Work Party to the agenda under Future Meetings, scheduled for June 20, the day before the June 21st Parks | Tree Committee meeting. He requested clarification that the date was correct, as it had been suggested in a previous meeting. The date was approved. Mr. Harmon advised the committee that if they scheduled a few months out, he could add specific information to the agenda such as the locations, times and goals of each work party.

· Arbor Day

Mr. Harmon gave an update on Arbor Day, saying that it had been a success. Two white firs and their stumps had been removed, and two red oaks were planted.

Mr. Morneau asked if the tree location had been a committee decision. Mr. Harmon replied that yes, it was a tree sub-committee decision. Mr. Morneau asked that future planting decisions be brought before the Parks committee for approval before moving forward. Chair Mosier reminded the committee that they'd had previous opportunities to comment on the sub-committee. Ms. Smith stated that when the sub-committee was formed they were given discretion on tree placement. The topic was shelved.

· Annette Peters Plaque

Mr. Harmon gave an update, saying that the donor was pleased with the placement of the plaque. Ms. Smith suggested sharing the plaque's background in the newsletter or explaining that it was part of a long trail project during the bike path opening ceremony.

Mr. Harmon interjected that there would be a ribbon cutting for the bike trail opening on May 26th from 10 am to noon. An unknown Claire from LCOG was slated to be in

attendance. LCOG would hand out helmets, lights, coffee and scones. Ms. Winner had invited everyone present to attend the ribbon cutting.

Chair Mosier had a question for Ms. Winner about pressure washing versus weathering lumber; Mr. Harmon responded that pressure washing and staining the kiosk and gazebo had been added into the Pavilion plan to avoid spending city funds.

Chair Mosier remarked that the side of the mural without artwork was bland; Ms. Smith reminded the committee that maps would be placed inside and inquired as to the timeline. Mr. Harmon confirmed that wayfinding was part of the grant for the Plaza update, but did not know the timeline.

Chair Mosier acknowledged guest Councilor McConnell. Councilor McConnell said she believed that Main Street was working on the wayfinding project. Mr. Harmon said he would talk to Tracy. Chair Mosier commented that it would be nice if the frames matched. Councilor McConnell said that the art committee had paint, but no funding. Chair Mosier mused that the Parks committee might be able to come up with stain and manpower.

· Upcoming Work Party Date & Location

Ms. Marshall gave an update on the May 16th work party at Norma Pfeiffer Park. Ms. Marshall, Ms. Meston, Ms. Mosier and Mr. Beatty had removed bulbs, pruned roses, pulled weeds and trimmed snowberries. Mulch was spread on planted areas. Public Works would reportedly mulch around the snowberries along Diamond Street.

Chair Mosier interjected that she wanted to talk about the flagpole.

Ms. Marshall said that the work party scheduled for June 20th would pull weeds in Johnny Diamond Park.

Chair Mosier thanked the team and mentioned that she would not be available for the next work party. She suggested adding a second work party in July.

· Coburg Creek Subdivision Park Sub Committee

Ms. Meston reported that the subcommittee needed maps of the area. She went on to say that it seemed to be a simple design, which might be in two stages. She stressed that the area needed shade trees. Corner plantings and a walking path were also suggested.

Vice Chair Beatty suggested that an intern from the University of Oregon work on the design and said he would consult with Ms. Heath.

Ms. Smith wondered if there would be anything unique for children in the design and suggested a bike trail in the bio swale. Ms. Marshall suggested a community shelter. A barbecue and benches were also proposed.

Vice Chair Beatty mentioned that the demographics of the residents were unknown, in regards to what ages of children should be considered during planning.

After more discussion of a bike trail, it was established that the bio swale was not within the Parks jurisdiction.

· Addition to Agenda: Volunteer Hours

Ms. Smith asked for clarification of what types of volunteer hours count towards matching funds for grants. She stressed the importance of logging all volunteer hours, including travel and research time, and pointed out that showing volunteer hours in the planning stages could affect a grant proposal. She suggested adding volunteer hours to the meeting minutes.

Ms. Meston proposed consulting with Sammy Egbert to find out what documentation was needed. She also asked if they should each keep a volunteer form at home to log hours. Chair Mosier made a note to have the office staff send the committee members volunteer forms.

· Update on Pavilion Grant

Mr. Harmon indicated that the committee could use the total value of the land swap as a match, $275,000. Therefore, the money budgeted to match from Parks capital would not have to be used, and it would not cost the city anything. He reported that Parks and Rec had sent a note to Ms. Heath which praised the grant application and advised the committee to request more funding.

Chair Mosier reminded the committee that it was time to make a quarterly report to council. She advised a review of the draft work plan goals. She said she would not be able to attend the City Council meeting on June 14th. Presentation options were discussed, including sending printed copies or having Vice Chair Beatty report in person.

Ms. Smith pointed out that it would be nice to let the Council know when projects reach completion. Completed projects included the tree groupings at Trail's End, the children's table and pop-up tables, the planting of a donated tree and the installation of five historical signs.

Mr. Harmon mentioned that the signs still needed some minor work. Ms. Smith suggested sending a 'Thank You' to Terry.

· Veterans' Memorial

Chair Mosier reported that to move forward with Mr. Beatty's design, funding was needed. She proposed contacting the Veterans of Foreign Wars (VFW). Mr. Morneau offered to research a phone number. The American Legion and Coburg VFW were mentioned as possible participants. Ms. Smith suggested community donations and wondered if such donations might be acknowledged in some way, such as bricks, plaques or banners.

Mr. Morneau mentioned that there would be 27 banners by October.

Ms. Smith requested a schematic of Mr. Beatty's design along with a cost analysis to share with the community to encourage donations. Chair Mosier agreed that schematics were necessary and asked Mr. Harmon to get a timeline for drawings from the engineer.

After more discussion of possible ways to acknowledge donors, the topic was shelved.

7. Adjournment

Chair Mosier adjourned the meeting at 6:56 p.m.

(Recorded by Angela Kern)
APPROVED by Park & Tree Committee on this 21st day of June 2022.

DRAFT

_____
Mary Mosier, Chair

ATTEST:

_____
Sammy L. Egbert, City Recorder

Coburg Planning Commission
May 18, 2022 at 7:00 p.m.
Coburg City Hall
91136 N. Willamette St.
Hybrid Meeting

COMMISSIONERS PRESENT: Paul Thompson, Chair, John Marshall, Seth Clark, Alan Wells, and Marissa Doyle, Planning Commissioner William Wood, Vice Chair arrived at 7:03.

COMMISSIONERS ABSENT: Jonathan Derby.

STAFF PRESENT: Anne Heath and Megan Winner

GUEST PRESENT: Zoe Anton, Adnya Sarasmita, and Mark Gillam from Urban Collaborative LLC, and Cathy Engebretson.

1. Call Meeting to Order
Chair Thompson opened the Planning Commission work session at 7:00 p.m.

2. Roll Call
Megan Winner called roll. A quorum was present.

3. Agenda Review
There were no changes to the agenda.

4. Minutes Approval
MOTION: Commissioner Doyle moved, seconded by Commissioner Wells to approve the April 20, 2022 Planning Commission Meeting minutes as presented. The motion passed unanimously. Vote: 6-0.

5. Public Testimony
Megan Winner stated that there were no public speakers.

6. Commission Business

- Coburg Development Code Amendments. Ms. Zoe Anton presented prepared materials to The Commission and intended to orient the Planning Commissioners to them, as well as gave context. The significant form-based code focused on the built environment and its desired look and feel.
- Central Core Business District: Ms. Anton noted that the area was for mixed use and current codes were to remain in the updates. She stated that the purpose of that area was intended to preserve and enhance the downtown area as a historic community. The location would be central to commercial services, civic functions, and mixed use. Ms. Anton stated that code revisions would be used to regulate and preserve the historical and architectural character of Coburg, using updated code language and form-based code overlay.

Commissioner Wells did not remember previous meeting discussions on planned changes. Ms. Anton gave explanations of those previous discussions, including roof pitches, store fronts, areas sloping down to residential, among other subjects.

Commissioner Wells stated he was one of the downtown area owners and did not remember or understand how the separation lines from core to flex came about. He was also concerned about push back from other owners, regarding those proposed changes. Ms. Anton went into greater detail of previous discussions. She stated that it was only an overlay of existing codes. Mr. Wells appreciated her detailed explanation.

- Downtown Flex: Ms. Anton noted that changes would be subtle. There would be clarification on window fronts, existing residential and amendments that would allow for development to happen, when needed. She said that the biggest difference was that the Downtown Flex did not have as much storefront. The code language regarding architecture would be amended to give a choice to developers instead of having to install all of those items, such as windows, decorative doors, and transoms.

Commissioner Wells inquired as to how the lines between Flex and Core were chosen. Ms. Anton reminded him that it was discussed in the previous meeting, and then they took a site walk through. A survey was taken of existing buildings, roof pitches, window fronts and other details. Ms. Anton said that it was a process of triangulation. Subtle changes to ensure buildings with current uses, and would allow for new development when needed. Mr. Wells asked if the revisions The Ad Hoc Committee came up with, would not require a public hearing and that the ones Ms. Anton had proposed, would.

Ms. Heath interjected, stating that any changes to the Zoning Code , would still require a heavy public involvement process and Public Hearings

Commissioner Wells continued to take issue with the proposed amendments. Ad-Hoc Committee members offered reminders and explanations. Ms. Anton stated that anything pre-existing would be grandfathered in, but new construction would adhere to new codes. She then noted that the biggest difference to The Core would be a minimum of two stories with no more than three stories total. No residential would be allowed on the first floor facing Main Street. There would be a couple other subtle differences, which would maintain Coburg's historical feel. Ms. Anton noted that details of garage setbacks and city parking lots would need to be discussed further with the commission.

- Ms. Anton provided three options for the Planning Commission to consider, which would aid in code language clarification for garage setbacks and parking lot design. Ms. Anton recommended sustainable landscaping. She concluded, stating that a Development Checklist had been created for each parcel type, downtown core and downtown flex. The checklist would encourage development, making it easier for developers, staff and the Planning Commission to understand and uphold design standards.

7. **City Updates**

Ms. Heath announced the water project and the street engineering project were ongoing. She noted the location for the reservoir on the east side of town would have to be abandoned and an elevated tank location would need to be found. A letter regarding the matter would be issued to.

8. **Adjournment**

Chair Thompson adjourned the work session at 8:30 p.m.

(Minutes recorded by Trenay Ryan, LCOG)

APPROVED by The Planning Commission of the City of Coburg on this June 15, 2022

_____

Paul Thompson, Commission Chair

ATTEST:

DRAFT

_____
Sammy L. Egbert, City Recorder

DRAFT

Coburg City Council

Budget Committee Meeting

May 24, 2022 at 7:00 P.M.
Coburg City Hall
91136 N Willamette Street
Hybrid Meeting in-person or via Zoom

DRAFT

PRESENT: John Fox (Chair) Linda Kroeger (Vice Chair), John Lehmann, Terry Dawson, Elise Landry, Jeffrey Milam, Todd Waters (via Zoom)

ABSENT: Markus Alexander, Patty McConnell, Nancy Bell, Kyle Blain, Paul Thompson

STAFF PRESENT: Ray Smith, Mayor; Anne Heath, City Administrator; Tim Gaines, Finance Director; Sammy Egbert, City Recorder; Brian Harmon, Public Works Director; Larry Larson, Chief of Police

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

1. CALL TO ORDER

Mayor Smith called the meeting to order at 6:03 pm.
The mayor reminded everyone to speak into their microphones for the benefit of those attending via Zoom. He proposed that Zoom attendees touch their ears if they were having trouble hearing. He then requested that Ms. Egbert call roll.

2. ROLL CALL

Ms. Egbert called roll. A quorum was present.

3. MAYOR'S WELCOME

Mayor Smith introduced and welcomed new committee member Elise Landry. He then briefly explained the process of setting goals to prioritize how the budget was spent. The mayor reminded the committee that he was not a member but could vote to break a tie. He then announced that the first order of business was to elect the Chair and Vice Chair.

4. ELECTION OF BUDGET CHAIR & VICE CHAIR

MOTION: Councilor Lehmann moved, Mr. Waters seconded to elect John Fox as Chair of the Budget Committee for the 2022 meetings; the motion passed unanimously, 7:0.

MOTION: Chair Fox moved, Mr. Dawson seconded to elect Linda Kroeger as Vice Chair of the Budget Committee for the 2022 meetings; the motion passed unanimously, 7:0.

5. MINUTES REVIEW

Vice Chair Kroeger suggested that on page three, paragraph six of the May 5th, 2021 minutes, a correction be made to amend 'pooled' to 'pulled'.

MOTION: Mr. Dawson moved, seconded by Ms. Kroeger, to approve the Committee meeting minutes as amended. The motion passed – 7:0.

6. BUDGET BINDER MATERIAL REVIEW

Mr. Gaines took the podium and explained that the handout delivered to the committee was a correction of what was in the binder, which had been rendered illegible by a printing error. He assured the committee that the information was all correct. Moving on, Mr. Gaines called for questions regarding the book itself.

Chair Fox commented that it was well put together.

Ms. Egbert suggested providing an overview for the new member.

Ms. Heath explained that they had been inspired by a design from a city which had won a budget award. Describing the book's contents, she told the committee that each department had a written message from its head. She pointed out extra documentation in the back of the book having to do with debt, pay scale, and allocations. Ms. Heath noted that the book did not contain the URA budget and indicated that the committee would receive it after the meeting.

Ms. Heath displayed the back of the book, explained that information about the committee and the calendar could be found there, and requested that everyone present confirm that their name and information was correct.

Chair Fox recognized Ms. Landry for a question. Ms. Landry noted that her name was not on the list on the back of the binder. Ms. Heath responded that the handout included a new version of the list (with Ms. Landry's name) as well as a printed copy of the upcoming PowerPoint presentation.

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7. DEPARTMENT PRESENTATION & OVERVIEW

Chair Fox called for Ms. Heath to begin the presentation. Ms. Heath confirmed that Zoom attendees Mayor Smith and Mr. Waters could view the presentation.

Ms. Heath mentioned that it was the first meeting in the new suite, and that all future budget meetings would be offered both in-person and via Zoom, giving credit to Ms. Egbert for her hard work. She reminded the council to lean forward and speak into their microphones for the benefit of those attending digitally.

Ms. Heath explained that this year Finance Director Gaines would be presenting with her assistance. She reminded the committee that Mr. Gaines was new to the position of Budget Officer.

Ms. Heath shared the *Priority-Based Budgeting* slide, which illustrated the process of setting budget goals, and advised the Budget Committee of its role. She explained that as the budget meetings now included Zoom attendees, the information would be presented in the form of slides rather than staff presentations. She confirmed that department heads would be available to answer questions.

Ms. Heath opened with *Work Plan Achievements*, which included a completed salary analysis, upgrades to city hall, passing the transportation utility fee, implementing Main Streets, and implementing a franchise with Douglas Fast Net (DFN). She stated that DFN had chosen Coburg as a pilot program. Further, the annexation of 107 acres on light industrial zone was passed, and a 26-home subdivision was approved. The bike kiosk was completed, as well.

She continued, stating that the Public Works shop design was in process. Emergency training and drills continued. A land swap with Shepherd Investments was completed for land adjacent to Pavilion Park and a $450,000 grant had been applied for to enhance a public plaza in that space.

The ad hoc committee had completed their work on the development code for the central business district and is in the process of making of making a recommendations for changes, which would be presented to the planning commission at their next meeting.

Ms. Heath mentioned that there were upcoming Park | Tree Committee work parties.

Ms. Heath moved on to a slide titled *Challenges & Unknowns.* She praised the City for its resilience and tenacity throughout the pandemic, going on to state that the full economic and employment impacts were not yet known. She went down the list, elaborating on each challenge. Covid's long-term impact could hamper state-shared revenues, she said, and there were effects on franchise fees. She noted that the cost of goods had risen by 7 -22%. Ms. Heath

mentioned that roads were one of the biggest challenges and repair costs were unknown. Development of the 107-acre light industrial zone might be delayed.

Ms. Heath took questions. Mr. Lehmann asked how many bids were expected in regards to repairing the roads. Ms. Heath replied that while there were usually between three to seven, that number was currently unknown.

Moving on to the *Water Project* slide, Ms. Heath said a letter had been posted on Facebook to inform residents of the status of the water project and stated that the information would be included in utility billings and the newsletter, as well. She then detailed the status of the water reservior project, noting that construction costs had risen by 6 - 28% and that the site presented challenges. Therefore, the council had approved a feasibility study to look at alternative sites, other options for the water tower, the health of the current reservoirs, and growth projections. Ms. Heath calculated that the project would require additional funding and could raise utility rates. She switched to the *Council Approved Timeline on Water Project and Utility Rate Discussion* slide and pointed out the fee scenario presentation scheduled for June or July and the feasibility study in September.

Ms. Heath then reported on a meeting with ODOT regarding funds to complete street projects. She had learned that the city would need to borrow less than expected. She asserted that, due to the possibility of grants and to the uncertainty of interest rates, staff would rework the Street Budget and present it the following week. She then turned the podium over to Mr. Gaines.

Mr. Gaines opened with the *Financial Condition from Audited Financial Statements* slide. He explained that the net position in the city was up by $733,000, the general fund balance was down $113,000, cash investments were up by $136,000, assets were down (mainly due to depreciation), capital debts were down $308,000, and county taxes were up by about $50,000. Franchise fees were down $23,000 between 2020 -2021, which was under investigation. Utilities were higher by $115,000. Mr. Gaines called for questions.

Chair Fox asked if franchise fees had been up or down in 2019. Mr. Gaines replied that they had been up. Ms. Heath interjected that before 2020, they had been growing. Mr. Fox inquired if the deficit had been growing annually or if it had flatlined. Mr. Gaines responded that since the current fiscal year had not concluded, he could not report on that, but would as soon as he was able.

Mr. Lehmann asked why the Capital Assets had dropped from $28 million to $19 million. Ms. Heath remarked that she believed it had to do with depreciation and explained the formula.

Moving on to a slide titled *Budget Comparison -- Whole City*, Mr. Gaines said that it was a comparison of the 2012-22 budget versus the 2022-23 budget. He shared that the beginning fund balance was up by $200,000, revenues were up $1.57 million, expenses were up $1.66 million, and personnel was up $304,000. Contingency was down $300,000, but the ending fund balance was up $360,000 across all funds. Chair Fox wondered if the reduction in the contingency was due to Covid and unexpected expenses. Mr. Gaines responded that part of the loss was due to franchise fees being down.

Mr. Gaines called for questions. As there were none, he moved to the next slide, *Proposed Budget for Fiscal Year 2022-23* and said the city would be budgeting $17,103,837 in appropriations, which compared to $15,223,510 in 2021-22.

As there were no questions, Mr. Gaines moved to the *Large Increases in Budget Fiscal Year 2023* slide. After a brief overview, he called for questions.

Chair Fox inquired if the Roberts Road reconstruction anticipated the cost changes. Ms. Heath responded that there was a 30% contingency and that many of the engineering costs had been paid up front.

Mr. Gaines then moved on to the department slides, giving a brief description and calling for questions after each.

· Administration

Ms. Heath mentioned that although the city hall facade appeared in the priorities, it had been removed from the budget as it was not necessary for operations.

· City Recorder

· Utility Billing

· Emergency Management

Ms. Heath noted that Emergency Coordinator Jim Bell would be stepping down in June and that his duties would be absorbed by the Public Works department. Chair Fox inquired if there was a need for an outside coordinator. Ms. Heath asserted that the emergency responders were well trained and that Public Works Director Harmon would be able to appoint a staff member to handle the duties. Mayor Smith concurred and praised Mr. Bell for his work as coordinator.

· Office Administration

· Public Works:

· Park Department

· Street Department

Chair Fox wondered if any projects were being delayed due to the economic situation. Mr. Harmon replied not at this time. Mr. Fox asked for more information on the street sweeper schedule. Mr. Harmon took the podium and

returned to the previous question, stating that cost issues could cause delays but currently the projects were on schedule. He went on to detail that the street sweeping and crack sealing equipment were budgeted into the next fiscal year (2024) of the five-year plan.

Mr. Lehmann inquired if the Public Works department would still be doing crack sealing in the summer of 2022. Mr. Harmon replied in the affirmative. Ms. Heath informed the council that $50,000 was budgeted annually for crack sealing and pavement preservation. Ms. Landry asked if the department had conducted a cost analysis regarding contracting versus owning the crack sealing machine. Mr. Harmon said they had not, and briefly detailed how the department made purchasing decisions.

· Water Department

· Sewer Department

Chair Fox asked for an overview of the progresson the public works shops and what was expected over the next year. Mr. Harmon calculated that the project, still in the engineering and final design phase, was at about 60% and that construction was anticipated to begin in late spring of 2023. Mr. Lehmann inquired as to the square footage of the completed building. Mr. Harmon did not have those figures but put it at around 5,000, just under the threshold requiring a sprinkler system. Mr. Lehmann asked if that was large enough for growth. Mr. Harmon said yes.

Mr. Harmon then discussed the planned construction of a two-bay facility in conjunction with the fire department. Ms. Heath mentioned that the sewer department would own it, although the cost was spread over three departments. Mr. Harmon expressed the Public Works department's gratitude for the new space.

Chair Fox asked if the concept for the design was intentionally left under the square footage for the sprinkler requirement. Mr. Harmon explained that although the costs were a consideration, the plans had been based on a fire station in Eastern Oregon.

Mr. Fox followed up with a concern about the sewer depreciation. Ms. Heath briefly explained that depreciation was an accounting term and asserted that there was almost a million dollars set aside in System Development Charges (SDC) to enhance the plant. Mr. Harmon assured the council that Public Works did preventative maintenance to preserve equipment.

DRAFT

Mayor Smith asked about the status of the cartridge filter and whether the $300,000 allocated to its replacement would still be sufficient. Mr. Harmon responded with a detailed description of the upcoming work planned for the membrane and assured the mayor that it was in good condition. He declined to speculate on the possible cost increase of a replacement.

· Municipal Court

· Finance

Mr. Lehmann asked for an update on the Finance department's request for new software. Mr. Gaines outlined the process of putting out a Request for Proposal (RFP) and selecting a vendor. He stated that vendors were booked 12 - 15 months out and estimated it would be another year before it went online. Mr. Lehmann wondered if it added more capacity or efficiency. Mr. Gaines confirmed that it was much more efficient. Mr. Lehmann inquired as to the cost. Mr. Gaines explained that although the figures were approximations from a year prior, the cost with the Cloud was about $35,000 while the cost with servers was close to $85,000.

· Planning

· Economic Development Main Street

· Police Department

Mr. Gaines pointed out the police department statistics slides and Ms. Heath noted that the figures had been requested by the previous year's budget committee.

Mr. Lehmann asked if the total number of reserve officers was down. Chief Larson responded that yes, a few had transferred to Oregon State Police (OSP). Mr. Lehmann wondered how the spots would be filled. Chief Larson explained that the department would advertise and hire some reserves.

Vice Chair Kroeger thanks Chief Larson for the statistics, remarking that it would enable the council to better support the police.

Chair Fox asked if the statistics covered Harrisburg. Chief Larson said yes. Mr. Fox wondered if the numbers included vehicle costs for Harrisburg. The chief confirmed that they did. Ms. Heath explained that the figures were arrived at by calculating all administrative costs and dividing those costs by the hours available to get the cost-per-hour to run the police department, with personnel cost calculated separately.

Ms. Heath expounded on the importance of the Officer Time Record statistics, pointing out that monitoring how police time was spent would reveal areas that needed attention. Mr. Lehmann suggested that future reports also show the distribution of total hours on the clock that officers and reserve officers were logging and how that changed over time.

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8. PROPOSED FY 2022-23 BUDGET REVIEW

Mr. Gaines called for questions. Mr. Lehmann asked if there was anything that concerned him, personally. Mr. Gaines responded that the cost of living was of concern, impacting every part of the budget. Mr. Lehmann inquired if the budget had the reserves to address cost-of-living impacts. Mr. Gaines replied that yes, the current fiscal year had sufficient reserves, and reminded the council that it was a five-year projection. Ms. Heath added that it was a conservative budget but that it predicted growth. She enumerated the possibilities for growth, stating that they were speculative, then explained that the projected decline in 2026 was the cost of personnel compounding. Ms. Heath expressed that the five-year budget gave the city plenty of time to assess future needs.

Chair Fox noted that delinquent taxes had risen. Ms. Heath explained that the number was a placeholder, as there was no way to calculate an exact figure.

Ms. Landry asked that a glossary of abbreviations for the revenue sources listed for each capital project be provided. Mr. Gaines said he would provide one.

Mr. Gaines gave the floor to Ms. Heath to discuss the Street Fund budget. She disclosed that after meeting with Oregon Transportation Infrastructure Bank (OTIB), the application for funds would be adjusted from $2.5 million to $999,500 to avoid a long wait and possible interest rate increases. She noted that the application could be amended in upcoming years to request more funds as needed. Meanwhile, grants and other funding would be pursued. She indicated that she would approach the council with the contract for $999,500 to fund the Roberts Road and McKenzie Street projects. Chair Fox asked when the Oregon Department of Transportation (ODOT) would have the authority to approve $5 million. Ms. Heath believed their policy change would take place in the summer of 2022.

Ms. Heath indicated that she would return to the council with a budget update the following week.

Mr. Milam wondered if the budget was tracking unemployment insurance. Ms. Heath replied that as a small city they might be exempt.

Mr. Gaines moved through the Water and Sewer Fund slides, then opened the floor to general questions.

9. QUESTIONS FROM BUDGET COMMITTEE

Mr. Harmon took the podium and informed the council that bid opening for one of the first major water line replacement projects would take place Thursday, May 26th, at which time he could convey projected construction costs to the council.

Ms. Heath shared that because the reservoir project was delayed, there was a general question of whether the town had enough water. She reassured the council that with two existing wells and a third in development as a priority project, water shortages were not a current concern.

Mr. Lehmann asked for an update on Bigfoot and the 107-acre light industrial property, in regards to water consumption and income from franchise fees. Ms. Heath declined to speculate, stating that no applications had been received yet. Mr. Lehmann wondered when an application might be forthcoming. Ms. Heath said that Bigfoot had requested a different piece of property. She went on to say that there was no way to gauge what future usage might be.

Chair Fox called for final questions from the in-person and Zoom attendees.

10. ADJOURNMENT

Chair Fox adjourned the meeting at 6:37 p.m.

DRAFT

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

_____
Chair

ATTEST:

_____
Sammy L. Egbert, City Recorder

Coburg City Council

Urban Renewal Agency Budget Committee Meeting

Tuesday, May 31, 2022 at 6:00 PM
91136 N. Willamette Street
Hybrid Meeting: In-Person or via Zoom

DRAFT

PRESENT: John Fox (Chair), Linda Kroeger (Vice Chair), Terry Dawson, Elise Landry, Jeffrey Milam, Todd Waters, John Lehmann (via Zoom)

ABSENT: Markus Alexander, Patty McConnell, Nancy Bell, Kyle Blain, Paul Thompson

STAFF PRESENT:
Via Zoom: Ray Smith, Mayor; Brian Harmon, Public Works Director; Larry Larson, Chief of Police
In Person: Anne Heath, City Administrator; Tim Gaines, Finance Director; Sammy Egbert, City Recorder

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

1. CALL TO ORDER

Chair Fox called the meeting to order at 6:05 p.m.

2. ROLL CALL

Ms. Egbert called roll. A quorum was present.

3. MINUTES REVIEW

MOTION: Ms. Kroeger moved, seconded by Mr. Dawson, to approve the Urban Renewal Agency (URA) May 25th, 2021 meeting minutes. The motion passed – 7:0.

4. PUBLIC COMMENT

Chair Fox called for public comment. There was none.

5. URBAN RENEWAL AGENCY BUDGET MESSAGE

Mr. Gaines took the podium and reminded the Council that staff had been investigating why taxes were lower than anticipated. He invited Ms. Heath to elaborate.

Ms. Heath expressed that she had asked the County for a report on the value and tax receipts of every property in the county. She indicated that several properties with lowered values had been identified, one of which was substantial. Based on that information, an analysis was created. She assured the Council that another conversation with the County would be conducted to discover the cause of the reductions in property values. She shared that the County would reassess the Coburg industrial area later in 2022.

Chair Fox inquired if "every property" included community property. Ms. Heath clarified that the report only covered properties within the URA. Mr. Fox asked how many had reduced in value. Fifteen to twenty, Ms. Heath responded. Mr. Fox wondered whether the County notified staff of such changes. Ms. Heath said the County did not.

Mr. Gaines called for questions on the budget. Ms. Landry inquired as to why the received amount on the Tax Receipt History for 2022-23 was lower. Mr. Gaines explained that it was based on the 98% projected in the % Received column.

6. PROPOSED FY 2022-23 URBAN RENEWAL AGENCY BUDGET REVIEW & DISCUSSION

Chair Fox called for discussion. There was none.

7. CONSIDER APPROVING THE URBAN RENEWAL AGENCY BUDGET FOR FISCAL YEAR 2022-23

Chair Fox called for a motion.

MOTION: Mr. Waters moved, seconded by Mr. Milan, to approve the Urban Renewal Agency Budget for Fiscal Year 2022-23. The motion passed – 7:0.

8. ADJOURNMENT

Chair Fox adjourned at 6:14 p.m.

APPROVED by the Coburg Urban Renewal Agency Budget Committee on this ____ day of _____, _____.

_____
Chair

ATTEST:

_____
Sammy L. Egbert, City Recorder

Coburg City Council

Coburg Budget Committee Meeting

Tuesday, May 31, 2022 at 6:15 PM
91136 N. Willamette Street
Hybrid Meeting: In-Person or via Zoom

DRAFT

PRESENT: John Fox (Chair), Linda Kroeger (Vice Chair), Terry Dawson, Elise Landry, Jeffrey Milam, Todd Waters, John Lehmann (via Zoom)

ABSENT: Markus Alexander, Patty McConnell, Nancy Bell, Kyle Blain, Paul Thompson

STAFF PRESENT:
Via Zoom: Ray Smith, Mayor; Brian Harmon, Public Works Director; Larry Larson, Chief of Police
In Person: Anne Heath, City Administrator; Tim Gaines, Finance Director; Sammy Egbert, City Recorder

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

1. CALL TO ORDER

Chair Fox called the meeting to order at 6:15 p.m.

2. ROLL CALL

Ms. Egbert called roll. A quorum was present.

3. PUBLIC COMMENT

Chair Fox called for public comment. There was none.

4. PUBLIC HEARING: RESOLUTION 2022-23 A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

Chair Fox declared that this Oregon revised statute requires a public hearing be held by the budget committee, giving citizens the opportunity to discuss possible uses of the funds. He opened the hearing to the public at 6:16 p.m.

Mr. Gaines took the podium and provided a staff report.

Hearing no questions and no public testimony, Chair Fox closed the public hearing at 6:17 p.m. He reminded the Council that a second hearing was scheduled for June 14th, 2022 at the City Council Meeting.

5. FOLLOW UP QUESTIONS AND REQUESTED INFORMATION FROM MAY 24, 2022

Chair Fox called for follow up questions. There were none.

6. PROPOSED FY 2022-23 BUDGET REVIEW

Chair Fox called for discussion. Mr. Gaines indicated that a questionable drop in the Capital Assets from the Financial Condition from Audited Financial Statements sheet was due to a typographical error. Rather than $19,419, 000, the correct figure was $29,419,000.

Mr. Gaines added that the glossary of acronyms and abbreviations requested by Ms. Landry had been included at the bottom of the amended sheets.

Mr. Gaines presented his final sheet, *Large Decreases in Budget Year 2022-23*, and noted that the projects depicted had either been completed or moved to a different fund. As examples, he cited the Storm water Master Plan, which had been moved from the General Fund to the Street Fund; and the Bike Kiosk, considered completed as there were no further expenses associated with it. He mentioned that the Street Overlay/Reconstruction Project's 2023 cost had dropped to zero because it had been divided into smaller projects with their own associated costs.

7. CONSIDER APPROVAL AND RECOMMENDATION TO COUNCIL FY 2022-23 FISCAL YEAR BUDGET

Chair Fox called for a motion.

> **MOTION:** Mr. Dawson moved, seconded by Vice Chair Kroeger, to approve the Budget for Fiscal Year 2022-23. The motion passed – 7:0.

8. BUDGET COMMITTEE ANNUAL RECRUITMENT

Chair Fox explained that the Budget Committee would recruit and review applications directly rather than City Council appointing them. Two applicants were up for review: current member Todd Waters and first-time applicant Laura Tryon.

Vice Chair Kroeger inquired as to how many positions were open. Ms. Egbert informed her that two openings were available as terms expired on June 20th, 2022. She noted that she had been unable to contact Mr. Thompson about renewing his term.

Chair Fox called for questions. Mr. Dawson asked Mr. Waters how he felt about the evolution of the process in his six years on the committee. Mr. Waters responded that he enjoyed the addition of the presentations by the departments and that having a physical copy was helpful.

Mr. Dawson asked applicant Tryon why she had applied for multiple councils and which she felt best suited to. She replied that with experience in finance, the Planning, Finance, and Budget committees were natural choices, while the Heritage Committee sounded enjoyable.

> **MOTION:** Mr. Dawson moved, seconded by Milam, to recommend to the City Council that Laura Tryon be appointed to a three-year term expiring June 30th, 2025. The motion passed – 7:0.

> **MOTION:** Mr. Dawson moved, seconded by Milam, to recommend to the City Council that Todd Waters be appointed to a three-year term expiring June 30th, 2025. The motion passed – 6:0:1. Mr. Waters abstained.

Before adjournment, Ms. Heath offered the committee the opportunity to comment on how Staff might improve.

Mr. Dawson expressed that he appreciated the slideshow presentation and written materials, but pointed out that having the department heads present personally helped to build and strengthen relationships.

Ms. Heath concurred, stating that most of the heads would be pleased to present. She reminded the Committee that the hybrid meetings called for a simplified format.

Mayor Smith asked if Mr. Dawson had any specific suggestions. Mr. Dawson suggested that the heads could give a summary, make their needs known, or present the department highlights. He reiterated that personal interaction built relationships. Mayor Smith concurred.

Ms. Heath inquired if there were any additions to the binder the committee would like to see. Mr. Dawson replied that he would not want the written reports to be reduced.

Chair Fox stated that the reduction in property values had come as a surprise and perhaps the staff could confer with the County in April to prevent surprises the following year. Ms. Heath assured him that the plan was to do so.

9. ADJOURNMENT

Chair Fox adjourned at 6:43 pm.

DRAFT

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

_____
, Budget Committee Chair

ATTEST:

_____
Sammy L. Egbert, City Recorder

DRAFT

CITY OF COBURG
GENERAL FUND BUDGET PERFORMANCE ANALYSIS
April 30, 2022

CURRENT BUDGET YEAR 2021-2022

Account #	Account Name	HISTORICAL ACTUALS 2016-17	2017-18	2018-19	2019-20	2020-21	Actual JUL	Actual AUG	Actual SEPT	Actual OCT	Actual NOV	Actual DEC	Actual JAN	Actual FEB	Actual MAR	Actual APR	Budget MAY	Budget JUN	YTD ACT/PROJ	YTD BUDGET	Variance (fav)/UnFav	YTD %
TOTAL GENERAL FUND REVENUE		**1,920,492**	**2,322,272**	**2,764,876**	**2,075,738**	**2,299,185**	**70,091**	**285,476**	**118,022**	**109,820**	**717,867**	**350,292**	**117,274**	**163,361**	**148,583**	**132,343**	**264,386**	**264,386**	**2,741,901**	**3,172,634**	**430,732.77**	**86%**
																				750,000	Beginning Fund Balance	
PERSONAL SERVICES																				**3,922,634**		
	ADMINISTRATION	305,091	339,253	412,997	448,344	450,154	35,576	37,928	58,129	42,346	42,028	42,988	44,706	45,324	63,775	45,391	46,800	46,800	**551,794**	**561,604**	**9,810**	**98%**
	PLANNING	49,664	60,154	87,192	79,098	39,402	2,784	4,734	5,388	4,172	4,917	4,393	4,459	4,478	6,602	4,676	4,911	4,911	**56,426**	**58,937**	**2,511**	**96%**
	POLICE	284,948	354,383	390,597	401,572	469,242	28,033	40,410	58,692	43,684	45,082	44,404	46,334	45,097	65,097	47,264	48,761	48,761	**561,618**	**585,135**	**23,517**	**96%**
	COURT	86,201	95,160	97,451	104,352	105,729	6,473	9,955	12,027	8,728	8,728	9,215	9,228	8,719	13,003	9,473	9,764	9,764	**115,077**	**117,171**	**2,094**	**98%**
	ECONOMIC DEVELOPMENT	49,664	60,154	87,192	79,098	39,402	0	862	3,097	2,189	2,414	2,342	2,603	2,697	4,631	2,755	2,198	2,198	**27,983**	**26,370**	**-1,613**	**106%**
	PUBLIC WORKS	298,864	273,993	330,627	397,303	404,159	24,721	36,413	52,469	41,649	38,465	37,595	40,433	41,856	60,139	41,329	42,904	42,904	**500,876**	**514,847**	**13,971**	**97%**
TOTAL PERSONAL SERVICES		**1,024,768**	**1,183,097**	**1,406,056**	**1,509,767**	**1,508,088**	**97,587**	**130,301**	**189,801**	**142,768**	**141,634**	**140,938**	**147,763**	**148,171**	**213,247**	**150,887**	**155,339**	**155,339**	**1,813,774**	**1,864,064**	**50,290**	**97%**
																			1,813,774 proof			
MATERIALS AND SERVICES																						
	ADMINISTRATION	226,043	248,187	220,817	219,341	252,167	74,479	12,698	27,675	11,001	23,800	9,668	14,530	7,471	16,901	8,905	21,525	21,525	**250,180**	**258,300**	**8,120**	**97%**
	FACILITIES	97,833	170,524	82,624	153,795	99,485	3,928	9,543	1,522	24,516	10,358	12,436	9,100	16,449	17,211	13,672	12,342	12,342	**143,417**	**148,100**	**4,683**	**97%**
	PLANNING	151,662	235,060	258,088	101,478	159,930	17,444	10,514	1,408	29,562	24,127	61,665	34,222	9,961	27,221	23,070	23,274	23,274	**285,742**	**279,290**	**-6,452**	**102%**
	POLICE	115,200	117,469	118,724	142,855	160,800	4,564	2,596	2,071	2,745	25,154	26,390	5,309	3,951	21,269	5,611	18,849	18,849	**137,359**	**226,190**	**88,831**	**61%**
	COURT	19,796	28,606	27,291	38,908	42,050	3,280	2,011	711	2,421	1,196	2,471	2,008	1,222	2,140	2,454	3,671	3,671	**27,256**	**44,050**	**16,794**	**62%**
	ECONOMIC DEVELOPMENT	50,451	23,836	42,939	80,991	21,600	12,996	1,035	6,159	7,866	1,643	3,623	768	1,080	0	16,142	5,892	5,892	**63,096**	**70,700**	**7,604**	**89%**
	PARK & PARK CAPITAL	67,307	90,399	59,280	450,213	97,450	2,030	2,327	3,067	3,184	1,670	3,429	4,284	1,016	20,978	3,832	8,956	8,956	**63,727**	**107,469**	**43,742**	**59%**
TOTAL MATERIALS AND SERVICES		**728,292**	**914,081**	**809,763**	**1,187,581**	**833,482**	**118,720**	**40,724**	**42,614**	**81,297**	**87,947**	**119,682**	**70,222**	**41,150**	**105,720**	**73,685**	**94,508**	**94,508**	**970,777**	**1,134,099**	**163,322**	**86%**
																			970,777 proof			
INTERFUND TRANSFERS-OUT																						
	PARK FUND		0	0	0	0																
	WATER CAPITAL FUND		0	0	0	0																
	PAYROLL ALLOCATION -PLANNING	19,601	0	0	0	0																
	STREET FUND			50,000	50,000	50,000																
	SEWER FUND	50,000	0	0	0	0																
TOTAL TRANSFERS OUT		69,601	0	50,000	50,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	**0**			
					0																	
TOTAL EXPENSES		**1,822,661**	**2,097,178**	**2,265,819**	**2,747,348**	**2,391,570**	**216,307**	**171,025**	**232,415**	**224,065**	**229,581**	**260,620**	**217,984**	**189,321**	**318,967**	**224,571**	**249,847**	**249,847**	**2,784,551**	**2,998,163**	213,612	**93%**
TOTAL REVENUE/(LOSS)		**97,831**	**225,094**	**499,057**	**586,250**	**-92,385**	**-146,215**	**114,450**	**-114,393**	**-114,245**	**488,286**	**89,672**	**-100,710**	**-25,960**	**-170,384**	**-92,229**	**14,539**	**14,539**	**-42,649**			
																			Net Income/Loss	**250,000**	Contingency	
	CASH IN BANK BEGINNING						910,837	676,407	718,071	984,318	523,759	1,005,371	1,095,066	997,889	971,164	803,545	712,457	726,996	***-42,649***	**159,936**	Restricted for Park SDC	
	Revenue/(Loss)						-146,215	114,450	-114,393	-114,245	488,286	89,672	-100,710	-25,960	-170,384	-92,229	14,539	14,539		**514,535**	Ending Fund Balance	
	Balance Sheet Adjustments						-88,215	-72,786	380,640	-346,314	-6,673	22	3,534	-765	2,765	1,140				**3,922,634**	Budget Expenditures	
	CASH IN BANK ENDING						676,407	718,071	984,318	523,759	1,005,371	1,095,066	997,889	971,164	803,545	712,457	726,996	741,535	**Projected Ending Cash**			

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

General Fund Cash	712,457
Park Reserve	
Total Cash on Hand	**712,457**

CITY OF COBURG

April 30, 2022 Fiscal Year 2022

CASH ON HAND PER FUND

	Bank Accounts							
Funds	**KEY BANK - GEN**	**SP GEN.**	**SP SDC**	**For**	**SP SAVINGS**	**For**	**POLICE EVID.**	**TOTAL**
GEN 001	84,743	323,519			122,064			530,326
PD Drug Educ.								-
Park Cap	137,095		45,036	Park SDC				182,131
STREET 003	173,052	288,420	410,465	Street SDC				871,937
WATER 004	400,254	1,036,370	48,760	Water SDC				1,485,383
SEWER 005	646,635		907,712	Sewer SDC	27,380	Membrane Replace		1,581,728
SEWER DEBT	100,481				121,990	Sewer Debt Reserve		222,471
EVIDENCE		-					100	100
TOTAL	1,542,259	1,648,309	1,411,973		271,435		100	4,874,076

CIP SDCs

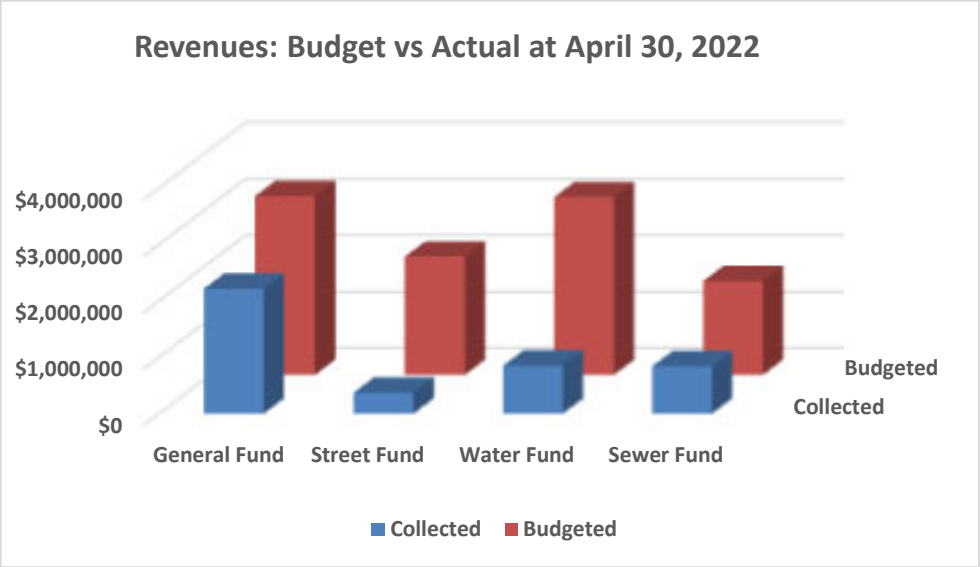
Cash Balance 4/30/2022	$4,874,076
Cash Balance 4/30/2021	$4,978,792
Difference	*(104,716)*

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

CITY OF COBURG

REVENUES COLLECTED COMPARED TO BUDGET
Fiscal Year To Date As of April 2022

Fund	Collected	Budgeted	Difference	Percentage
General Fund	$2,215,450	$3,172,634	$957,184	70%
Street Fund	$371,883	$2,098,569	$1,726,686	18%
Water Fund	$856,413	$3,155,768	$2,299,355	27%
Sewer Fund	$841,824	$1,664,700	$822,876	51%
TOTAL ALL FUNDS	**$4,285,570**	**$10,091,671**	**$5,806,101**	**42%**

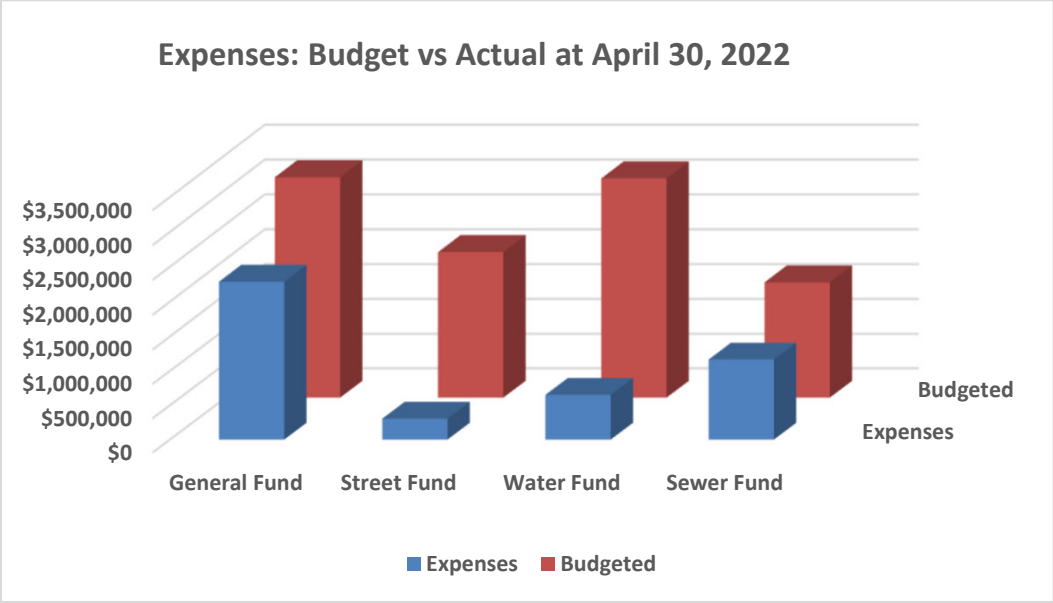


Important Notes:

Overall revenues should be 83% if spread evenly throughout the year.
Budgeted revenues are net of Beginning Fund balance,
which means the budgeted amounts do not include Beginning Fund Balance
Property tax receipts for the month of March were $3,674.
Grant Funds and Debt Reimbursement (Water Project) have not been received yet.
City Fuel Taxes received through the month of March were $129,606, 84% of budget.
State Fuel Taxes received through the month of March were $80,892, 79% of budget.
Transportation Utility Fee (TUF) has collected $87,390 through March.
Total Property tax receipts to date were $850,188, 95% of Budget.

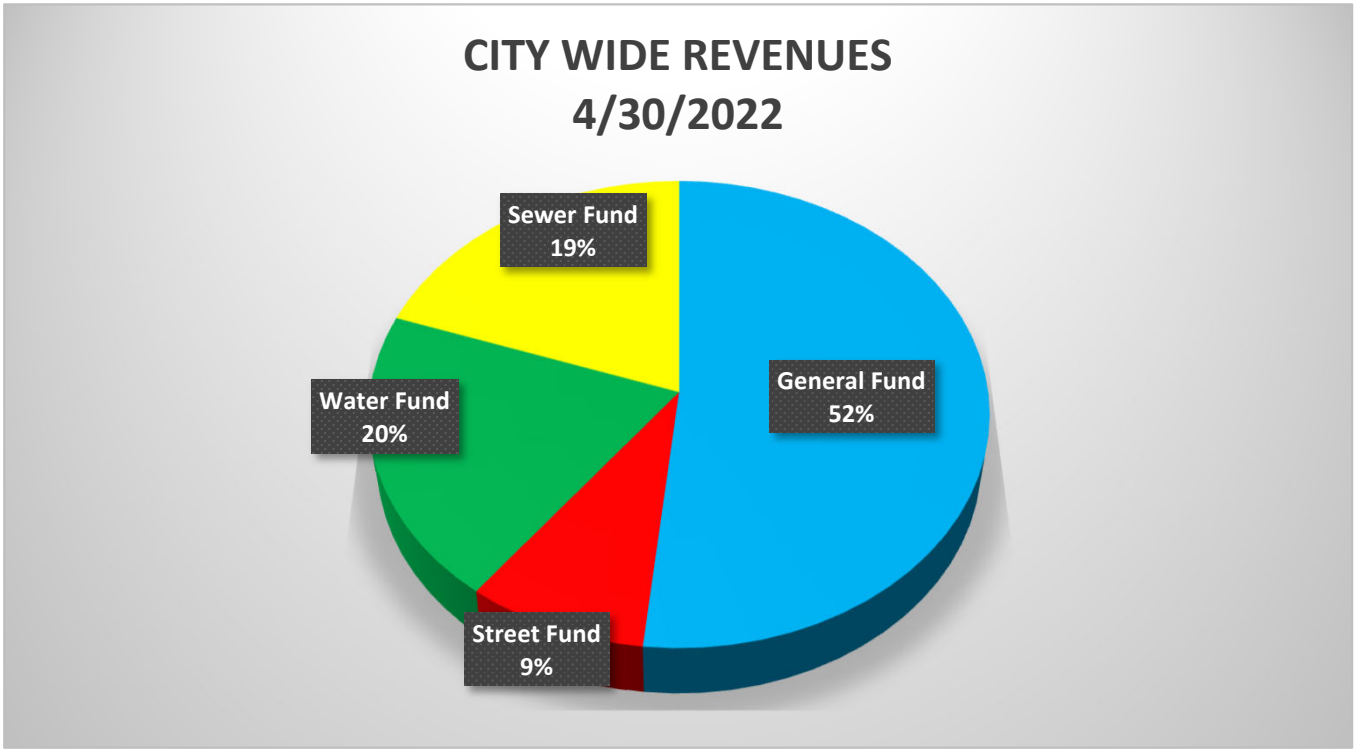
CITY OF COBURG
EXPENSES INCURRED COMPARED TO BUDGET
Fiscal Year To Date As of April 2022

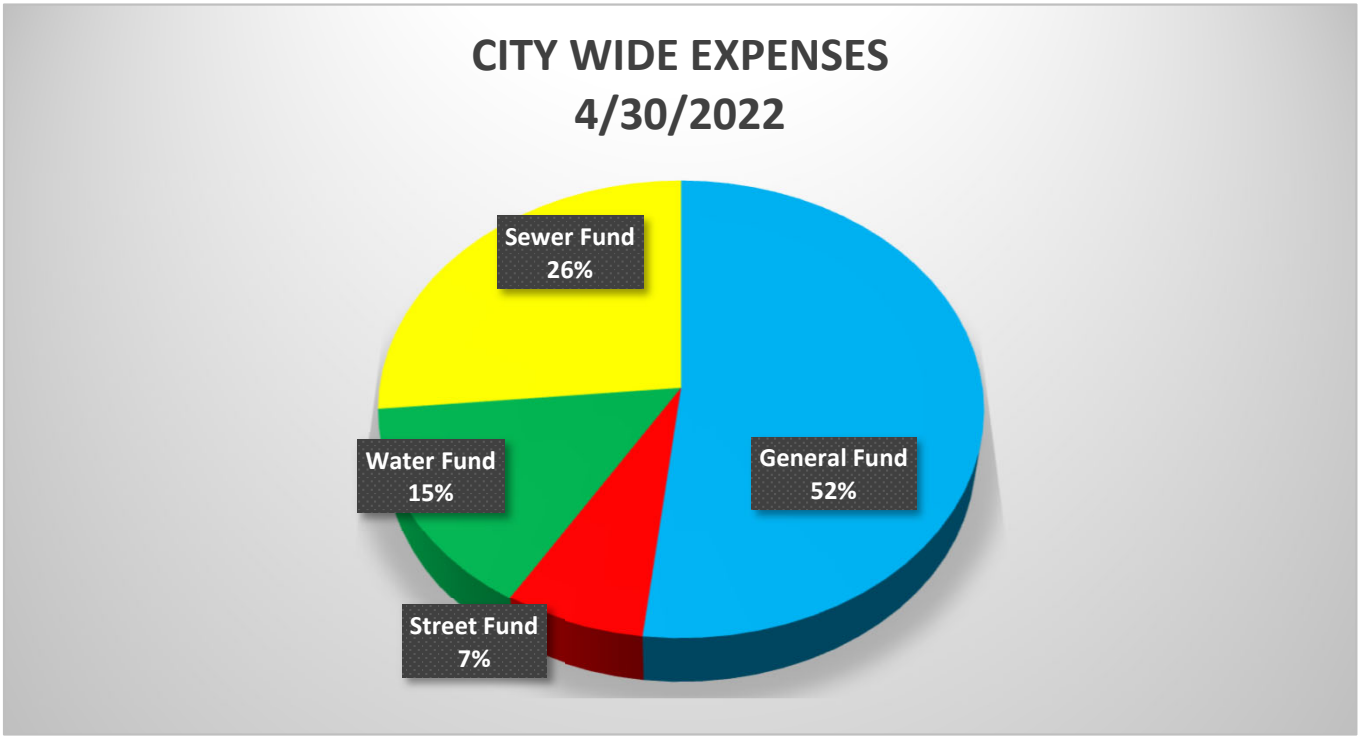
Fund	Expenses	Budgeted	Difference	Percentage
General Fund	$2,284,801	$3,172,634	$887,833	72%
Street Fund	$304,186	$2,098,569	$1,794,383	14%
Water Fund	$651,636	$3,155,768	$2,504,132	21%
Sewer Fund	$1,166,358	$1,664,700	$498,342	70%
TOTAL ALL FUNDS	$4,406,981	$10,091,671	$5,684,690	44%



Important Notes

Overall expenses should be 83% if spread evenly throughout the year.
Water and Street projects have been delayed due to Covid-19
Budgeted expenses are net of Beginning Fund balance,
which means the budgeted amounts do not include Beginning Fund Balance
All Personal Services are within budget.
Materials & Services are all within budget.
Scheduled Capital Projects are time sensitive and not reflected until later in the year.


CITY WIDE REVENUES
4/30/2022
Sewer Fund
19%
General Fund
52%
Water Fund
20%
Street Fund
9%


CITY WIDE EXPENSES
4/30/2022
Sewer Fund
26%
Water Fund
15%
General Fund
52%
Street Fund
7%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,922,634.00	132,342.80	2,215,449.90	1,707,184.10	0.00	1,707,184.10	43.52
	Fund Expense Sub Totals:	3,922,634.00	224,571.49	2,284,801.07	1,637,832.93	0.00	1,637,832.93	41.75
	Fund 001 Sub Totals:	0.00	92,228.69	69,351.17	-69,351.17	0.00		

General Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	2,980,763.00	49,501.07	371,882.89	2,608,880.11	0.00	2,608,880.11	87.52
	Fund Expense Sub Totals:	2,980,763.00	34,679.19	304,186.14	2,676,576.86	0.00	2,676,576.86	89.80
	Fund 003 Sub Totals:	0.00	-14,821.88	-67,696.75	67,696.75	0.00		

Street Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	4,464,970.00	-3,867,666.34	856,413.41	3,608,556.59	0.00	3,608,556.59	80.82
	Fund Expense Sub Totals:	4,464,970.00	72,094.04	651,635.89	3,813,334.11	0.00	3,813,334.11	85.41
	Fund 004 Sub Totals:	0.00	3,939,760.38	-204,777.52	204,777.52	0.00		

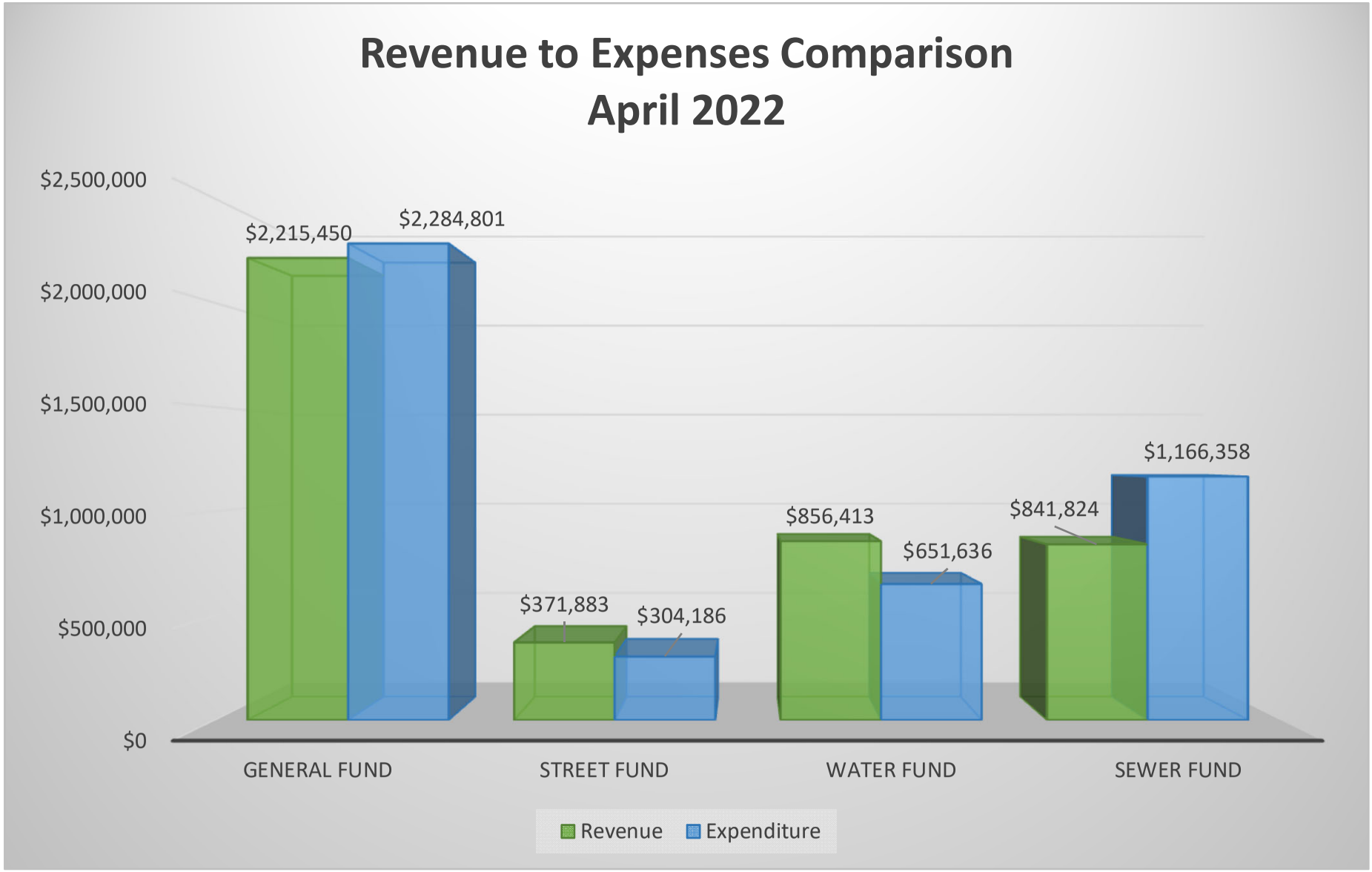
Water Fund

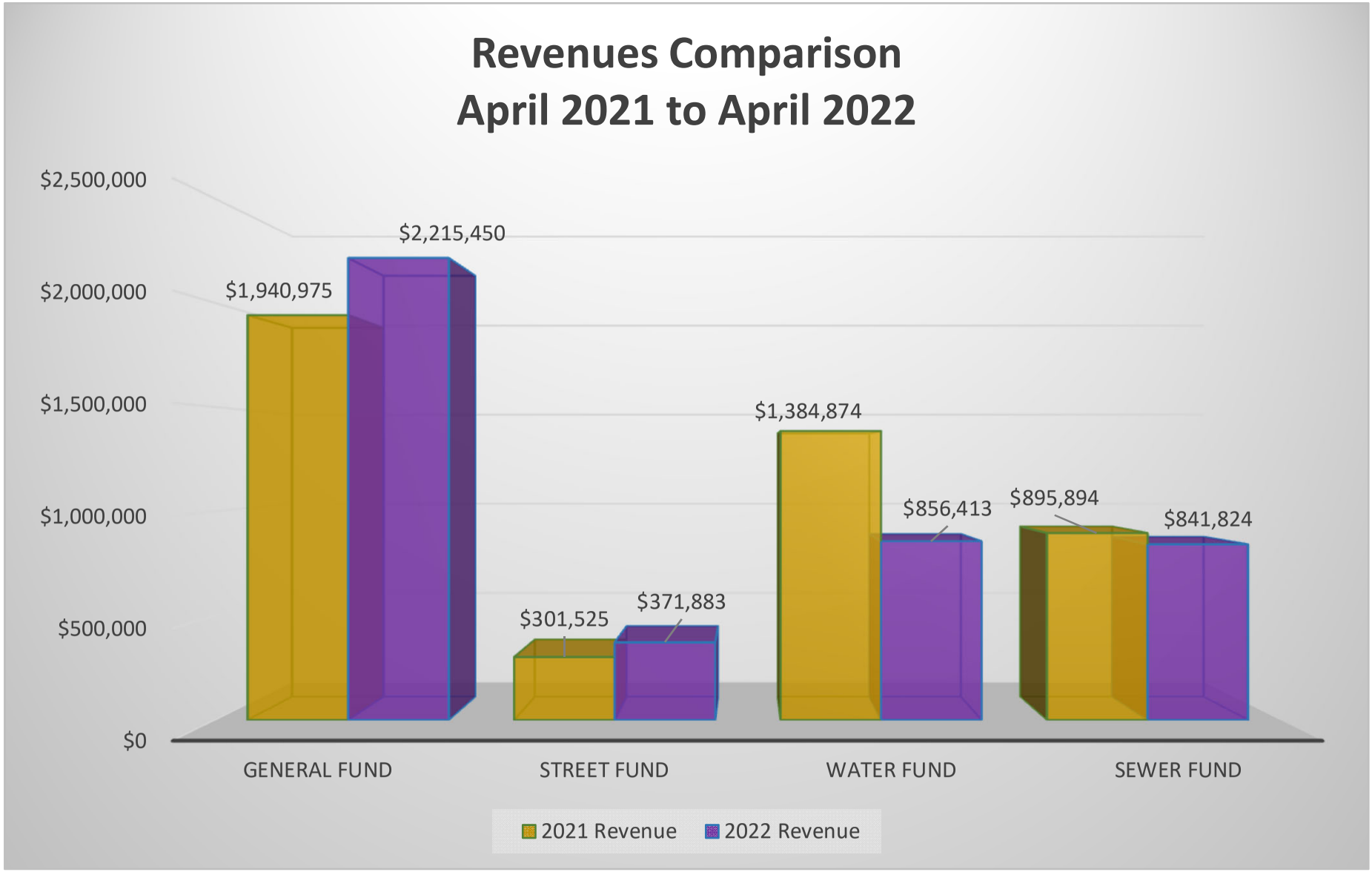
Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,855,143.00	88,700.57	841,823.84	3,013,319.16	0.00	3,013,319.16	78.16
	Fund Expense Sub Totals:	3,855,143.00	39,727.71	1,166,357.65	2,688,785.35	0.00	2,688,785.35	69.75
	Fund 005 Sub Totals:	0.00	-48,972.86	324,533.81	-324,533.81	0.00		

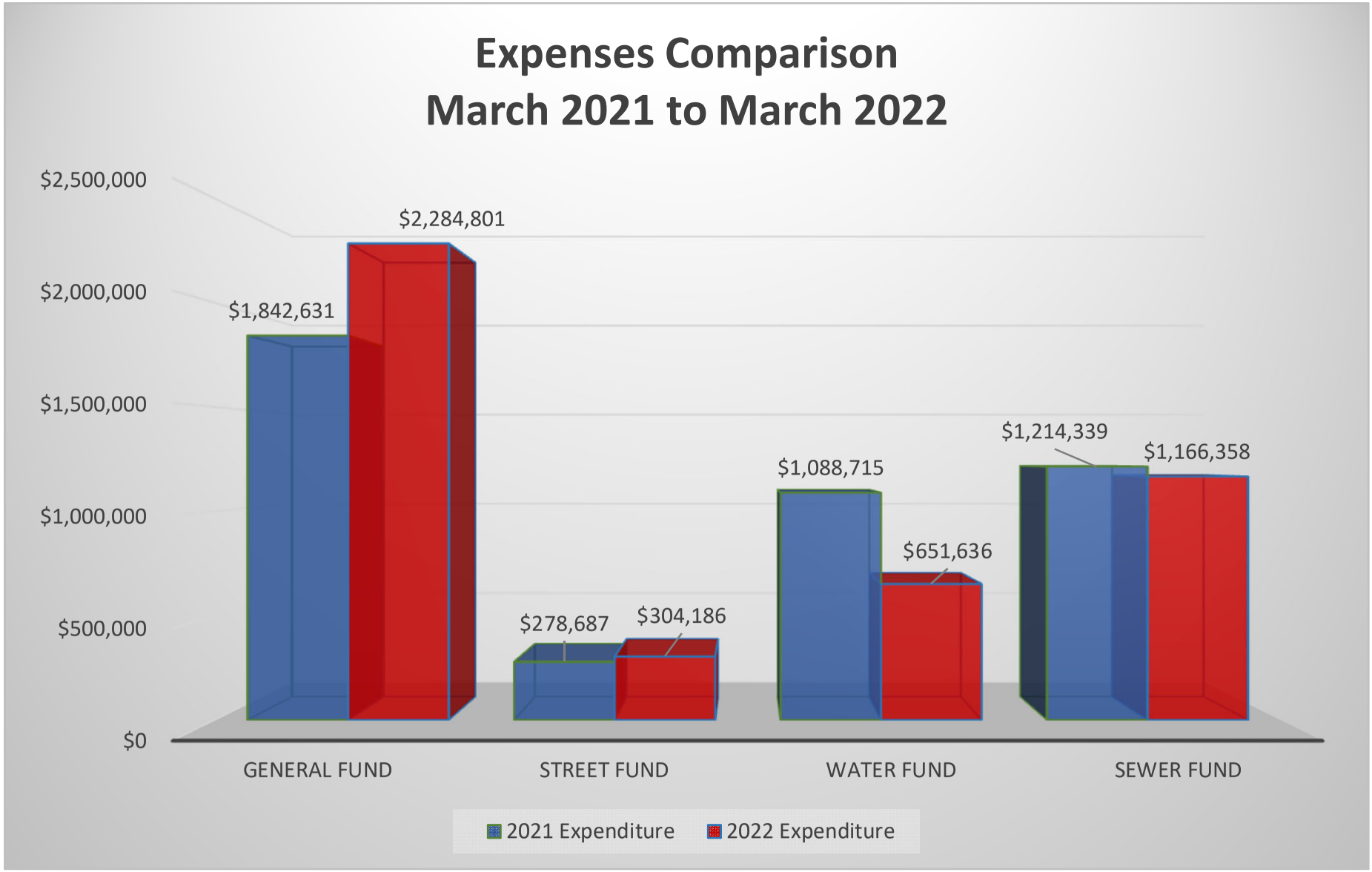
Sewer Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	15,223,510.00	-3,597,121.90	4,285,570.04	10,937,939.96	0.00	10,937,939.96	71.85
	Expense Totals:	15,223,510.00	371,072.43	4,406,980.75	10,816,529.25	0.00	10,816,529.25	71.05
	Report Totals:	0.00	3,968,194.33	121,410.71	-121,410.71	0.00		

Total All Funds


Revenue to Expenses Comparison
April 2022
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
$2,215,450
$2,284,801
$371,883
$304,186
$856,413
$651,636
$841,824
$1,166,358
GENERAL FUND
STREET FUND
WATER FUND
SEWER FUND
Revenue
Expenditure


Revenues Comparison
April 2021 to April 2022
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
$1,940,975
$2,215,450
$301,525
$371,883
$1,384,874
$856,413
$895,894
$841,824
GENERAL FUND
STREET FUND
WATER FUND
SEWER FUND
2021 Revenue
2022 Revenue


Expenses Comparison
March 2021 to March 2022
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
$1,842,631
$2,284,801
$278,687
$304,186
$1,088,715
$651,636
$1,214,339
$1,166,358
GENERAL FUND
STREET FUND
WATER FUND
SEWER FUND
2021 Expenditure
2022 Expenditure

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

69 31 T 908 00000 R EM AO
CITY OF COBURG
GENERAL ACCOUNT
PO BOX 8316
COBURG OR 97408-1310

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

Public Transaction
CITY OF COBURG
GENERAL ACCOUNT

Beginning balance 3-31-22	$1,378,359.28
81 Additions	+219,279.62
92 Subtractions	-358,879.67
Net fees and charges	-518.12
Ending balance 4-30-22	**$1,238,241.11**

Additions

Deposits	*Date*	*Serial #*	*Source*	
	4-1		Key Capture Deposit	$2,974.96
	4-1		Key Capture Deposit	60.00
	4-1		Merchant Svcs Merch Dep 8008238142	50.00
	4-4		Direct Deposit, Merchant S 8030298668	35,099.18
	4-4		Key Capture Deposit	9,074.77
	4-4		Merchant Svcs Merch Dep 8008238126	1,409.34
	4-4		Merchant Svcs Merch Dep 8008238142	315.00
	4-4		Direct Deposit, Merchant S 8030298668	299.00
	4-5		Direct Deposit, City of Coburg Consumer	28,070.05
	4-5		Key Capture Deposit	4,657.25
	4-5		Direct Deposit, City of Coburg Cons Coll	3,288.00
	4-5		Merchant Svcs Merch Dep 8008238126	1,914.74
	4-5		Merchant Svcs Merch Dep 8008238142	510.00
	4-5		Key Capture Deposit	79.00
	4-6		Merchant Svcs Merch Dep 8008238126	1,891.39
	4-6		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,533.27
	4-6		Merchant Svcs Merch Dep 8008238142	1,182.00
	4-7		Merchant Svcs Merch Dep 8008238126	966.79
	4-7		Key Capture Deposit	446.20
	4-7		Key Capture Deposit	422.40
	4-7		Merchant Svcs Merch Dep 8008238142	365.00
	4-8		Merchant Svcs Merch Dep 8008238142	545.00
	4-8		Merchant Svcs Merch Dep 8008238126	153.70
	4-11		Merchant Svcs Merch Dep 8008238126	767.40

Additions
(con't)

Deposits	*Date*	*Serial #*	*Source*	
	4-11		Merchant Svcs Merch Dep 8008238142	655.00
	4-11		Direct Deposit, Merchant S 8030298668	621.00
	4-12		Key Capture Deposit	3,300.33
	4-12		Key Capture Deposit	1,363.50
	4-12		Key Capture Deposit	409.93
	4-12		Merchant Svcs Merch Dep 8008238126	153.70
	4-12		Key Capture Deposit	123.91
	4-12		Key Capture Deposit	25.00
	4-13		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,252.56
	4-13		Merchant Svcs Merch Dep 8008238142	1,074.00
	4-13		Merchant Svcs Merch Dep 8008238126	742.81
	4-13		Key Capture Deposit	521.10
	4-13		Direct Deposit, Merchant S 8030298668	147.20
	4-14		Merchant Svcs Merch Dep 8008238126	556.10
	4-15		Key Capture Deposit	14,392.10
	4-15		Key Capture Deposit	3,880.37
	4-15		Merchant Svcs Merch Dep 8008238126	778.42
	4-15		Deposit Branch 0067 Oregon	630.00
	4-15		Merchant Svcs Merch Dep 8008238142	620.00
	4-15		Deposit Branch 0067 Oregon	295.70
	4-15		Deposit Branch 0067 Oregon	60.00
	4-15		Deposit Branch 0067 Oregon	15.00
	4-18		Key Capture Deposit	6,567.37
	4-18		Merchant Svcs Merch Dep 8008238126	886.84
	4-18		Merchant Svcs Merch Dep 8008238142	50.00
	4-19		Key Capture Deposit	4,476.35
	4-19		Merchant Svcs Merch Dep 8008238126	1,227.57
	4-19		Merchant Svcs Merch Dep 8008238142	791.00
	4-19		Key Capture Deposit	265.00
	4-20		Merchant Svcs Merch Dep 8008238126	2,551.21
	4-20		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,041.47
	4-20		Direct Deposit, Merchant S 8030298668	86.25
	4-21		Key Capture Deposit	2,698.76
	4-21		Merchant Svcs Merch Dep 8008238126	792.74
	4-21		Merchant Svcs Merch Dep 8008238142	230.00
	4-22		Key Capture Deposit	16,500.32
	4-22		Key Capture Deposit	15,266.72
	4-22		Merchant Svcs Merch Dep 8008238126	608.26
	4-25		Key Capture Deposit	7,920.14
	4-25		Merchant Svcs Merch Dep 8008238126	1,046.95
	4-25		Merchant Svcs Merch Dep 8008238142	265.00
	4-26		Key Capture Deposit	9,845.21
	4-26		Key Capture Deposit	5,669.82
	4-26		Merchant Svcs Merch Dep 8008238126	779.23
	4-27		Key Capture Deposit	2,382.50
	4-27		Merchant Svcs Merch Dep 8008238126	268.70
	4-28		Merchant Svcs Merch Dep 8008238126	1,348.27
	4-28		Merchant Svcs Merch Dep 8008238142	530.00
	4-28		Direct Deposit, Pcs OR Trust Pcs OR Tr	321.12
	4-29		Key Capture Deposit	5,259.15

Additions
(con't)

Deposits	*Date*	*Serial #*	*Source*	
	4-29		Merchant Svcs Merch Dep 8008238142	705.00
	4-29		Key Capture Deposit	480.00
	4-29		Merchant Svcs Merch Dep 8008238126	451.10
	4-29		Direct Deposit, Merchant S 8030298668	110.40
	4-29		Deposit Branch 0062 Oregon	100.00
	4-29		Deposit Branch 0067 Oregon	50.00
	4-29		Deposit Branch 0067 Oregon	15.00
			Total additions	**$219,279.62**

Subtractions

Paper Checks ** check missing from sequence*

Check	*Date*	*Amount*	*Check*	*Date*	*Amount*	*Check*	*Date*	*Amount*
87400	4-6	$365.00	87505	4-19	53.00	87529	4-19	782.50
*87446	4-4	1,029.00	87506	4-12	274.54	87530	4-18	434.00
*87458	4-4	170.75	87507	4-12	359.37	87531	4-21	75.60
*87471	4-1	238.51	87508	4-12	2,319.94	87532	4-18	440.00
*87476	4-22	275.00	87509	4-18	26.85	87533	4-25	100.62
*87480	4-5	59.68	87510	4-26	25.86	87534	4-18	1,951.50
*87482	4-1	100.62	87511	4-12	53.00	87535	4-19	193.20
*87488	4-14	200.00	87512	4-12	420.00	87536	4-20	217.48
*87490	4-6	11,210.10	87513	4-12	610.50	87537	4-19	1,187.92
87491	4-5	1,932.99	87514	4-11	14,750.00	87538	4-26	382.94
87492	4-12	323.75	87515	4-12	750.47	*87540	4-27	306.00
87493	4-5	29,282.66	87516	4-12	652.24	*87542	4-26	272.58
87494	4-4	15,855.30	87517	4-12	875.00	87543	4-28	248.06
87495	4-12	52.67	87518	4-21	62.16	87544	4-26	300.00
87496	4-12	577.50	87519	4-21	306.00	87545	4-26	5,909.08
87497	4-13	16,454.50	87520	4-19	62,337.59	87546	4-25	541.42
87498	4-11	1,133.31	87521	4-21	117.39	87547	4-26	1,233.33
87499	4-13	539.04	*87523	4-22	262.73	*87549	4-21	891.00
87500	4-13	32.00	87524	4-26	175.00	87550	4-26	1,361.52
87501	4-11	1,141.51	87525	4-20	24.18	*87552	4-28	2,280.00
87502	4-12	794.51	87526	4-21	315.55	87553	4-25	1,200.00
87503	4-14	366.43	87527	4-18	902.25	87554	4-26	583.40
87504	4-11	623.88	87528	4-22	484.00	87555	4-26	792.28
						Paper Checks Paid		**$190,600.76**

Withdrawals	*Date*	*Serial #*	*Location*	
	4-1		Direct Withdrawal, City of Coburg Payroll	$950.00
	4-1		Merchant Svcs Merch Fee 8008238126	1,327.19
	4-1		Direct Withdrawal, Asi Hc220331	551.00
	4-1		Merchant Svcs Merch Fee 8008238142	420.16
	4-4		Direct Withdrawal, Merchant S 8030298668	219.50
	4-6		Direct Withdrawal, Cis Trust 5037633834	27,888.66
	4-6		Direct Withdrawal, Irs Usataxpymt	11,378.25
	4-6		Direct Withdrawal, OR Revenue Dept Taxpayment	3,205.50
	4-7		Direct Withdrawal, City of Coburg Return	148.70
	4-11		Direct Withdrawal, Invoice PA00037Rbilling	163.50
	4-11		Direct Withdrawal, Asi Asi Fees	22.50

Subtractions

(con't)

Withdrawals	*Date*	*Serial #*	*Location*	
	4-12		Direct Withdrawal, City of Coburg Dir Dep	34,013.92
	4-12		Direct Withdrawal, Employer Contrb Pers Cntrb	22,704.82
	4-12		Direct Withdrawal, Employer Contrb Pers Cntrb	7,441.13
	4-12		Direct Withdrawal, KeyBank Auto Pymt	5,929.61
	4-12		Direct Withdrawal, Employer Contrb Pers Cntrb	19.38
	4-13		Debit Adjustment	338.77
	4-20		Direct Withdrawal, Irs Usataxpymt	10,942.80
	4-20		Direct Withdrawal, OR Revenue Dept Taxpayment	3,094.38
	4-25		Direct Withdrawal, Valic Eremit Prm	4,808.49
	4-25		Direct Withdrawal, Invoice PA0003E1Billing	116.00
	4-26		Direct Withdrawal, City of Coburg Dir Dep	32,043.65
	4-28		Direct Withdrawal, Asi Hc220427	551.00
			Total subtractions	**$358,879.67**

Stop payments

Number	*Check Date*	*Amount*	*Issued*	*Expires*
87359	2-3-22	$1,932.99	3-31-22	9-30-22

All stop payments expire on date shown, unless you notify us.

Fees and charges

Date		*Quantity*	*Unit Charge*	
4-8-22	Mar Analysis Service Chg	1	518.12	-$518.12
	Fees and charges assessed this period			**-$518.12**

See your Account Analysis statement for details.

Accounts Payable

Checks by Date - Summary by Check Date

User: Tim Gaines
Printed: 6/1/2022 6:23 PM

Check No	Vendor No	Vendor Name	Check Date		Check Amount
87495	CenLin	CenturyLink	04/06/2022		52.67
87496	CIS180	CIS Trust	04/06/2022		577.50
87497	CityCott	City of Cottage Grove	04/06/2022	**Planning Review**	16,454.50
87498	CTX	Copytronix	04/06/2022		1,133.31
87499	DCBS	DCBS Fiscal Services	04/06/2022		539.04
87500	DOCU	DocuTRAK Imaging, Inc.	04/06/2022		32.00
87501	EDMS	EDMS	04/06/2022		1,141.51
87502	FORMOS	Farmers Insurance	04/06/2022		794.51
87503	IRO100	Iron Mountain	04/06/2022		366.43
87504	Lanfin	Lane County Finance Department	04/06/2022		623.88
87505	HL	Hector Lopezpalma	04/06/2022		53.00
87506	NOR146	NW Natural	04/06/2022		274.54
87507	OffDep	Office Depot Credit Plan	04/06/2022		359.37
87508	OreRev	Oregon Dept. of Revenue	04/06/2022		2,319.94
87509	SSW	Sierra Springs	04/06/2022		26.85
87510	TS	Tamara D Steele	04/06/2022		25.86
87511	AMS	Alexander M Strehlke	04/06/2022		53.00
87512	TANG	Tangent	04/06/2022		420.00
87513	TYLE	Tyler Technologies	04/06/2022		610.50
87514	UQVF	Umpqua Valley Financial	04/06/2022	**Audit Fee**	14,750.00
87515	Verizon	Verizon Wireless	04/06/2022		750.47
87516	WelWel	Welt & Welt, Inc	04/06/2022		652.24
87517	PhWill	Phillip Williams	04/06/2022		875.00
			Total for 4/6/2022:		42,886.12
87518	AllSea	All Seasons Equipment	04/13/2022		62.16
87519	ANA165	Analytical Laboratory Group	04/13/2022		306.00
87520	BRA344	Branch Engineering	04/13/2022	**Various Projects**	62,337.59
87521	CAR476	Carquest Auto Parts	04/13/2022		117.39
87522	CasCol	Cascade Columbia Dist Co	04/13/2022		1,913.32
87523	CINTA	Cintas Corporation	04/13/2022		262.73
87524	CSC	Coyote Steel & Co.	04/13/2022		175.00
87525	EME131	Emerald People's Utility	04/13/2022		24.18
87526	HUNTER	Hunter Communications	04/13/2022		315.55
87527	LAN129	Lane Council of Governments	04/13/2022		902.25
87528	JLOND	London & Paris, LLP	04/13/2022		484.00
87529	MidState	Mid-State Industrial Service inc	04/13/2022		782.50
87530	NMM	Nation's Mini Mix, Inc.	04/13/2022		434.00
87531	ONE193	One Call Concepts, Inc.	04/13/2022		75.60
87532	Rexius	Rexius	04/13/2022		440.00
87533	Stanley	Stanley Convergent Security Solutions, Inc.	04/13/2022		100.62
87534	TAG	The Automation Group, Inc.	04/13/2022		1,951.50
87535	VA	Valley Agromomics LLC	04/13/2022		193.20
87536	WaltNels	Walter E. Nelson Co.	04/13/2022		217.48
87537	WelWel	Welt & Welt, Inc	04/13/2022		1,187.92

Check No	Vendor No	Vendor Name	Check Date	Check
			Total for 4/13/2022:	72,282.99
87538	FERG	Ferguson Waterworks	04/14/2022	382.94
			Total for 4/14/2022:	382.94
87540	ANA165	Analytical Laboratory Group	04/20/2022	306.00
87542	CenLin	CenturyLink	04/20/2022	272.58
87543	CINTA	Cintas Corporation	04/20/2022	248.06
87544	DCMWI	David C Malpass Warehouse Inc	04/20/2022	300.00
87545	EME131	Emerald People's Utility	04/20/2022	5,909.08
87546	HDFow	HD Fowler Company	04/20/2022	541.42
87547	JCPS	Junction City Point S LLC	04/20/2022	1,233.33
87548	NEL100	Nelson Tree Svcs Inc	04/20/2022	1,500.00
87549	OHS	Old Hickory Sheds	04/20/2022	891.00
87550	PAC150	Pacific Power	04/20/2022	1,361.52
87551	RVBD	Riverbend Materials	04/20/2022	59.43
87552	RoyFlu	Royal Flush Environmental	04/20/2022	2,280.00
87553	TAG	The Automation Group, Inc.	04/20/2022	1,200.00
87554	WFFL	Wells Fargo Financial Leasing, Inc.	04/20/2022	583.40
87555	WelWel	Welt & Welt, Inc	04/20/2022	792.28
			Total for 4/20/2022:	17,478.10
87556	AFL250	AFLAC	04/28/2022	612.74
87557	BalMan	Mandy Balcom	04/28/2022	183.11
87558	CenLin	CenturyLink	04/28/2022	174.39
87559	DIEX	D & I Excavating Inc	04/28/2022	4,127.55
87560	FCSG	FCS Group	04/28/2022	458.75
87561	HDEPOT	Home Depot Credit Services	04/28/2022	1,178.62
87562	LAN129	Lane Council of Governments	04/28/2022	2,376.79
87563	OHS	Old Hickory Sheds	04/28/2022	8,019.00
87564	PacificS	PacificSource Administrators	04/28/2022	869.53
87565	TANG	Tangent	04/28/2022	426.77
87566	OSGP	Voya-Oregon Savings Growth Plan	04/28/2022	200.00
			Total for 4/28/2022:	18,627.25
			Report Total (70 checks):	151,657.40

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

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

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

Public Transaction
CITY OF COBURG
POLICE EVIDENCE TRUST

Beginning balance 3-31-22	$100.00
Ending balance 4-30-22	**$100.00**

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

OREGON STATE TREASURY

Account Statement

For the Month Ending **April 30, 2022**

Consolidated Summary Statement

COBURG CITY OF

Account Number	Account Name	Opening Balance	Purchases	Redemptions	Closing Balance	Dividends
3711	COBURG CITY OF / SDC	1,411,242.51	730.75	0.00	1,411,973.26	730.75
3784	COBURG CITY OF / GENERAL FUND SAVINGS	301,279.14	156.00	0.00	301,435.14	156.00
5968	COBURG CITY OF / URBAN RENEWAL DISTRICT	402,798.67	1,859.59	(8,000.00)	396,658.26	206.40
5969	COBURG CITY OF / GENERAL	1,931,682.34	16,626.45	(0.10)	1,948,308.69	1,003.97
Total		**$4,047,002.66**	**$19,372.79**	**($8,000.10)**	**$4,058,375.35**	**$2,097.12**

OREGON STATE TREASURY

Account Statement - Transaction Summary

For the Month Ending **April 30, 2022**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Oregon LGIP	
Opening Balance	1,931,682.34
Purchases	16,626.45
Redemptions	(0.10)
Closing Balance	**$1,948,308.69**
Dividends	1,003.97

Asset Summary

	April 30, 2022	March 31, 2022
Oregon LGIP	1,948,308.69	1,931,682.34
Total	**$1,948,308.69**	**$1,931,682.34**

OREGON STATE TREASURY

Account Statement

For the Month Ending **April 30, 2022**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					**1,931,682.34**
04/01/22	04/01/22	LGIP Fees - Received ACH (1 @ $0.10 - From 5969) - March 2022	1.00	(0.10)	1,931,682.24
04/13/22	04/13/22	Lane County - Tax Seg for March 01-31-2022	1.00	3,673.80	1,935,356.04
04/19/22	04/19/22	ODOT - ODOT PYMNT	1.00	11,948.68	1,947,304.72
04/29/22	05/02/22	Accrual Income Div Reinvestment - Distributions	1.00	1,003.97	1,948,308.69
Closing Balance					**1,948,308.69**

	Month of April	Fiscal YTD July-April
Opening Balance	1,931,682.34	1,686,282.71
Purchases	16,626.45	1,524,379.35
Redemptions	(0.10)	(1,262,353.37)
Closing Balance	**1,948,308.69**	**1,948,308.69**
Dividends	1,003.97	7,857.55

Closing Balance	1,948,308.69
Average Monthly Balance	1,938,732.92
Monthly Distribution Yield	0.63%

OREGON STATE TREASURY

Account Statement - Transaction Summary

For the Month Ending **April 30, 2022**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Oregon LGIP	
Opening Balance	1,411,242.51
Purchases	730.75
Redemptions	0.00
Closing Balance	**$1,411,973.26**
Dividends	730.75

Asset Summary		
	April 30, 2022	**March 31, 2022**
Oregon LGIP	1,411,973.26	1,411,242.51
Total	**$1,411,973.26**	**$1,411,242.51**

OREGON STATE TREASURY

Account Statement

For the Month Ending **April 30, 2022**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					**1,411,242.51**
04/29/22	05/02/22	Accrual Income Div Reinvestment - Distributions	1.00	730.75	1,411,973.26
Closing Balance					**1,411,973.26**

	Month of April	Fiscal YTD July-April
Opening Balance	1,411,242.51	1,405,968.14
Purchases	730.75	6,005.12
Redemptions	0.00	0.00
Closing Balance	**1,411,973.26**	**1,411,973.26**
Dividends	730.75	6,005.12

Closing Balance	1,411,973.26
Average Monthly Balance	1,411,291.23
Monthly Distribution Yield	0.63%

OREGON STATE TREASURY

Account Statement - Transaction Summary

For the Month Ending **April 30, 2022**

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

Oregon LGIP	
Opening Balance	301,279.14
Purchases	156.00
Redemptions	0.00
Closing Balance	**$301,435.14**
Dividends	156.00

Asset Summary	April 30, 2022	March 31, 2022
Oregon LGIP	301,435.14	301,279.14
Total	**$301,435.14**	**$301,279.14**

OREGON STATE TREASURY

Account Statement

For the Month Ending **April 30, 2022**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					**301,279.14**
04/29/22	05/02/22	Accrual Income Div Reinvestment - Distributions	1.00	156.00	301,435.14
Closing Balance					**301,435.14**

	Month of April	Fiscal YTD July-April
Opening Balance	301,279.14	170,426.12
Purchases	156.00	313,497.02
Redemptions	0.00	(182,488.00)
Closing Balance	**301,435.14**	**301,435.14**
Dividends	156.00	1,144.85

Closing Balance	301,435.14
Average Monthly Balance	301,289.54
Monthly Distribution Yield	0.63%

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Finance Department Monthly Report

Meeting Date: June 14, 2022
Staff Contact: Tim Gaines
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

REQUESTED COUNCIL ACTION

- Information only

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

2021-22 City Council Goals:

- Fiscal Stewardship

ANALYSIS

Important notes regarding the month ended April 2022

- April is the 10th month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 83% of budget with each.
    - **Whole City Revenue** received $4,285,570, which is 42% of budgeted. Compared to $4,523,268 last year at April month end.
    - **Whole City Expenses** are $4,406,981, which is 44% of budgeted. Compared to $4,424,372 last year at April month end.
    - There is a 2% difference between Revenues received and Expenditures.
- As of April 30, 2022, tax receipts were $850,188, which is 95% of budget for current taxes to be received.
- Revenues budgeted are often time sensitive such as grant funds or reimbursements for projects. Therefore, revenues may seem behind, but in reality, they are fine. Good examples of this would be County Taxes that are mostly received in November and the URA transfer to the Sewer Debt Department will take place in June. That amount is $375,000.
- Water Fees are exceeding budgeted revenues. Currently Water User Fees collected through April 30, 2022 are $776,017, which is approximately 89% of budget. We submitted a Water

System Improvements Disbursement Request to LCOG for review in March. We should receive approximately $272,000 for the Water Fund before June 30, 2022.

- Sewer Fees are not reaching budgeted revenues. Currently Sewer User Fees collected through April 30, 2022 are $699,490, which is approximately 76% of budget.

- All Funds, General, Streets, Water, Sewer are operating within their budgets.

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

- Adopt Budget
- Continue work on Water Project

ATTACHMENTS

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

REVIEWED BY:

Anne Heath, City Administrator