AGENDA

CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, July 14, 2026 at 6:00 PM

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

AGENDA REVIEW

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

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

1. Minutes June 9, 2026, City Council Meeting
2. Minutes June 23, 2026, City Council Work Session

SPECIAL GUEST

ORDINANCES AND RESOLUTIONS

3. **RESOLUTION 2026-17** A RESOLUTION UPDATEING AND APDOPTING THE CITY OF COBURG FINANCIAL POLICIES

CONTRACTS

4. Stallings Lane Waterline Project Bid Award and Contract Approval

COUNCIL ACTION ITEMS

5. Building Program Operating Plan Update
6. League of Oregon Cities 2027-28 Legislative Priorities

ADMINISTRATIVE INFORMATION REPORTS

7. Total Maximum Daily Load Report (TMDL)
8. Local Option Levy Timeline and Strategy
9. Police Department Quarterly Report
10. Financial Monthly Report
11. City Administration Monthly Report

LIAISON UPDATES AND COUNCIL COMMENTS

12. August City Council Recess

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.

MINUTES
Coburg City Council Meeting
June 9, 2026, at 6:00 PM
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: none

STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Megan Winner, Planning Director

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER
Mayor, Nancy Bell called the City Council meeting to order at 6:14 pm.

PLEDGE OF ALLEGIANCE
Mayor Bell led the Pledge of Allegiance.

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

AGENDA REVIEW
Ms. Egbert noted that their red folders included the Coburg Loop Path Presentation, the Local Option Levy report, and the City Administration Report. Ms. Egbert also noted a mistake in the agenda, noting that Resolution 2026-15 should say for fiscal year 2026-27, not 2025-26.

MAYOR'S COMMENTS
Mayor Bell recognized Terry Dawson who has served on the budget committee for 15 years and will no longer be on the budget committee next year. She thanked him and was very appreciative of his time spent on the committee, and his generosity in the community.

Ms. Bell also thanked Teri Kohley for her work on the Coburg Main Street Arts Committee and contributions to the community.

PUBLIC COMMENT
- Genie Morneau McKibben and Joe Morneau
  Genie and Joe spoke about how they sold their mother's property to the city in 2020. They requested that the city use that property to develop a park in their mother's name, Julia

Morneau. They stated that they worked with previous administrators on this project and were on the understanding that it would be done within two years. It has now been six years and has now been put off until 2030. They provided a handout of the Jan/Feb 2021 Our Town Newsletter which included an article about the new wellhouse purchase. They spoke on the planning of the project, and the property agreement. They requested to be able to go back to the agreement and have the park put in.

CONSENT AGENDA

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

2. **Minutes from May 12, 2026 City Council meeting**
3. **Minutes from May 26, 2026 City Council Work Session**

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

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

SPECIAL GUEST

4. **Coburg Loop Path Survey Presentation from U of O**

Megan Winner, Coburg Planning Director, introduced the student consultant team from the University of Oregon. She reviewed their scope of work and what projects prior teams have completed for the Loop Path.

The University of Oregon student team presented their report and findings of the Coburg Loop Path survey. Their portion of the project worked on community engagement. They developed a survey for Coburg Residents about the usability and amenities of the Coburg Loop Path. They received 82 responses for the survey over the span of three weeks, with 40% of the respondents using the path five or more times per week, and Booth Kelly being the most frequently used. They reviewed their findings and recommendations from the community. The student group created an informative brochure on the loop path, which provided more information on the concept, the development, and the design.

Council added some suggestions as well for signage and educational tools. Council had a few other questions about the findings, which the student team answered.

Mr. Hanks noted that the full report will go to the Park Tree Committee. That committee has had a lot of discussions on park projects, park maintenance, smaller sized projects and prioritization within the parks system.

ORDINANCES AND RESOLUTIONS

5. **Public Hearing**
   RESOLUTION 2026-12 A RESOLUTION CERTIFYING THE CITY OF COBURG'S ELIGIBILITY AND ELECTION TO RECEIVE STATE SHARED REVENUES FOR FY 2026-27

Ms. Bell opened the public hearing at 6:56pm and held the budget hearing for Resolution 2026-12.

Mr. Hanks presented a staff report on Resolution 2026-12, noting that this is a state-required process. Hanks reviewed the design of the state shared revenues and how that is calculated. There were no questions.

Ms. Bell closed the public hearing at 7:00pm.

> **MOTION:** Councilor Bouwman moved, seconded by Councilor Wells, to adopt resolution 2026-12, a resolution certifying the City of Coburg's eligibility and election to receive state shared revenues for FY 2026-27.
>
> ***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

6. **RESOLUTION 2026-14** A RESOLUTION ADOPTING SUPPLEMENTAL BUDGET APPROPRIATIONS AND TRANSFER OF APPROPRIATIONS IN FISCAL YEAR 2025-26

Mr. Hanks explained that the $18,000 supplemental budget is needed because the cybersecurity grant, applied jointly with LCOG, was originally expected to flow financially through LCOG, but ended up going through the City instead. Since Coburg received the grant revenue and paid the related invoices itself, and this activity was not included in the adopted budget, the supplemental budget is required to formally record the unanticipated revenue and expenses.

The transfers were for two reasons, one being cost allocation and the other being unanticipated water system repairs. The cost allocation process for staffing was recently changed to directly allocate instead of doing transfers from the general fund to the other funds. That has worked well in the last few years without that movement of funds. The current goal is to address the cost allocation for operations and maintenance. Mr. Hanks explained that process and the shortfall that they have seen.

In the water fund specifically, there were two emergency repairs that were not anticipated and was not budgeted for. These transfers all come from contingency, not from fund balances. Mr. Hanks explained the changes made to the capital funds and operations and maintenance funds, and how that affects the transfer and supplemental processes. Hanks answered any questions from council.

> **MOTION:** Councilor Myers moved, seconded by Councilor Bouwman, to adopt Resolution 2026-14, A Resolution Authorizing a Supplemental Budget and Transfers of appropriations in the City of Coburg’s 2025-2026 Fiscal Year Budget.
>
> ***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

7. **RESOLUTION 2026-15** A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2026-27

Mr. Hanks presented a staff report reviewing the salary and classification schedule for the upcoming fiscal year. This was also included in the budget packets and done at the same time as the budget process. The CPIW is used as the index for the cola, which is 2.57%. Hanks talked about the challenges with retaining and recruiting staff and trying to stay competitive.

Mr. Lehmann asked about the reserve officer pay listed on the schedule. Mr. Hanks explained that the amount is there to provide the opportunity to have them as a temporary employee for specific events or grant-related things, if needed or desired. This is not used very often but has been used in the past. Hanks also explained that not every position on the classification schedule is filled but are there as a placeholder. Only the filled positions are included in the budget and appropriations.

MOTION: Councilor Wells moved, seconded by Councilor Bouwman, to adopt Resolution 2026-15, A Resolution adopting the Salary and Classification Schedule for Fiscal Year 2026-27.

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

8. **Budget Hearing**
RESOLUTION 2026-16 A RESOLUTION ADOPTING THE CITY OF COBURG BUDGET FOR FISCAL YEAR 2026-27, CREATING APPROPRIATIONS, SETTING THE TAX, IMPOSING THE TAX, AND CATEGORIZING THE TAX

Ms. Bell opened the public hearing at 7:24pm.

Mr. Hanks reviewed the budget presentation, as presented in previous meetings, noting that the budget is balanced and slowly improving, staffing is stable with no FTE reductions or increases, the general fund and wastewater fund are improving with revenues being greater than expenses, and the city is headed towards financial sustainability.

He noted that they budgeted two vehicles for police services in the FY27 budget but were required to purchase them right away before they were gone. Therefore, they swapped the purchase of the vehicles (budgeted for FY27 but purchased in FY26) for the CAD costs (budgeted for FY26 but deferred until FY27). Hanks went over other details and larger items included in the budget.

Mr. Hanks reviewed the elements of each fund, including ending fund balance, capital needs, service levels, personnel service costs and staffing levels, materials and service costs, existing debt service, and revenues and expenses. Council had a few clarifying questions, which Hanks answered.

Ms. Bell closed the public hearing at 8:10pm.

MOTION: Councilor Bouwman moved, seconded by Councilor Bouwman, to adopt Resolution 2026-16 adopting the FY27 Annual Budget, setting, imposing and categorizing the property tax rate and creating appropriations.

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

CONTRACTS

9. Intergovernmental Agreement with Cottage Grove Building Permit Program Services Addendum

Mr. Hanks provided a staff report and stated that this is an updated agreement amendment with the City of Cottage Grove for their building and permit program. The city has a great working relationship with Cottage Grove, who also provides this service to Creswell and Veneta. Mr. Hanks explained the changes in the agreement associated with service costs that now align more consistently with development activity.

MOTION: Councilor Engebretson moved, seconded by Councilor Bouwman, to approve Addendum 5 to the existing Intergovernmental Agreement (IGA) with the City of Cottage Grove to provide Building Permit Program Services.

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

10. Building Program Operating Plan Update

This agenda item was removed and will be on the next meeting agenda.

ADMINISTRATIVE INFORMATION REPORTS

11. Monthly Administration Report

Mr. Hanks briefly went through the items in the report including Coleman Collector Street update, Public Works staffing update, Utility Billing online services overview, current projects and contracts, and department activity and statistics.

12. Financial Monthly Report

The April Financial Report was provided. There was no further discussion.

13. Local Options Levy Timeline and Strategy

A memo was provided. Mr. Hanks recapped the discussion and direction of the previous work session meeting and briefly talked about the related revenue streams and available revenue options, and how they may want to move forward with this process to best utilize this tool as effectively as possible.

Council discussed holding a retreat to explore the topic in greater depth and begin narrowing its focus. Ms. Bell proposed planning for a Saturday in October. Council had a discussion on the scheduling but tentatively settled on September. Mr. Hanks also noted the legal and required city business processes that must be followed. They will discuss this more at the next meeting as well.

LIAISON UPDATES AND COUNCIL COMMENTS

Mr. Bouwman mentioned that he has noticed an uptick in unsafe behavior on electric scooters and bikes, which make it hard and more unsafe to share the roads and sidewalks. Mr. Hanks said that staff is working on putting some community engagement materials together to address this and help educate the community.

Ms. Smith also mentioned possibly having a safety day at the park to help educate the community.

ADJOURNMENT

Ms. Bell adjourned the meeting at 9:02 pm.

APPROVED by the City of Coburg City Council on this 14th day of July, 2026.

____
Nancy Bell, Mayor of Coburg

ATTEST: ______________________________
Sammy L. Egbert, City Recorder

MINUTES
Coburg City Council Work Session
June 23, 2026 at 6:00 PM
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: Alan Wells (excused), Jaymason Bouwman (excused)

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

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER
Mayor Bell called the City Council Work Session to order at 6:00 pm.

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

WORK SESSION DISCUSSION ITEMS

Mr. Hanks briefly introduced the few items on the agenda. Ms. Bell also wanted to add a quick discussion on parking in the rights-of-way for the upcoming summer events.

Mr. Hanks gave a brief update on the well and electrical issues experienced over the weekend and into the week. Staff was fairly certain the problems were caused by fluctuations in power. He explained that although the wells have equipment designed to handle some power fluctuations, they do not have the heavy-duty harmonics equipment used in other systems at the wastewater plant.

The well outage occurred on Saturday, and it was determined that the well pump was the source of the failure. A replacement pump was being built, and once received, staff would need to disassemble the old unit and rebuild the new well motor. They did not yet have an exact timeline but were hoping for completion by Thursday.

Mr. Hanks noted that staff made direct contact with the large water users and asked them to try to conserve their water usage if possible, to help avoid overloading the system. As well as asking the community to voluntarily conserve water as well. Well #1 was operating just like it was supposed to, keeping up with the water usage well. Hanks answered a few clarifying questions from the council.

1. Local Option Levy Timeline and Strategy

Mr. Hanks reviewed the council look-ahead document, and the first few pages on finances and fund balances, highlighting that the city is hitting the marks well and will be at 100-105% on most revenue projections, and 90-94% range on expenses. License permits and fees and SDC charges were the lowest hitting projections, due to low development activity. Hanks went over other projections and the Well #3 bid award and projected timeline as well.

Ms. Bell also asked councilors if they had any dates in mind for the mini-retreat meeting to discuss the local option levy. Mr. Hanks noted that the included memo listed what he was expecting they would pull together and discuss for that meeting. Hanks went over some of those topics and details, and the strategies they will look into and consider more thoroughly, depending on wants and needs of the community. Councilors voiced their opinions on the timeline and strategic planning of a potential levy, as well as noting some conversations they have had with community members and the concerns the community has expressed.

Council also discussed the testimony at the last meeting regarding the park on Stallings Lane, and Hanks noted that they will be sending a letter to the concerned party regarding the legal process and the agreement.

Mr. Hanks talked about the ending fund balances, and the handout that was provided. They discussed the fund structures and how those funds can be used.

They are going to put some dates together to get input from councilors on what dates could work for the retreat.

2. Financial Policies | Cost Allocation Plan Update

a. Financial Policies

Mr. Hanks reviewed the financial policies document and ending fund balance target minimums that the Finance Audit Committee discussed at their last meeting. He noted the changes and updates they have made to the document since they started working on it, and the changes that were recently discussed.

Hanks explained that the ending fund balance target minimums are calculated using the number of months of expenditures that is desired to have on hand. That is different for each fund, with a proposed 2.5 months of expenditure for the general and street fund, and 3.5 months for the water and sewer funds. The city has more control over the expenditures in the general and street funds because they are not as regulatory. However, the water and sewer funds are more regulatory and operate differently, so they were a little more considerate for those minimum balance targets.

Mr. Hanks noted that between the previous cuts in police services, and the revenue from the public safety fee for the upcoming year, that is the reason the city actually has a budget that will meet those targets. Hanks answered questions from council regarding the specifics of the chart and understanding of the funds.

b. Cost Allocation Plan

Mr. Hanks then went over the Indirect Cost Allocation Plan from 2019. He mentioned that there are several expenses that reside in the general fund but are legally attributable to the other three funds. He briefly went over two theories for a methodology to allocate those costs as a monthly, quarterly or annual transfer or direct charge them on a per invoice basis. Hanks went over some specific details of direct allocation and expense transfers and how those processes work. The goal is to minimize exposure to the general fund for costs that don't have to be there but also not going beyond that line and being inaccurate in what and where things can be charged and allocated. This will go back to the finance audit committee as well for them to work on and give input.

3. Right-of-Way Parking

Ms. Bell clarified the parking situation in public right-of-way's during the summer and community events. Mr. Hanks stated that right-of-way's are public property that cannot be blocked off by residents and can be used for public parking. They discussed the many components and enforcement issues within this, including other public parking situations. Staff will look into ordinances and resolutions specific to this and work on some community education posts on the issue.

ADJOURNMENT

Ms. Bell adjourned the meeting at 8:16 pm.

APPROVED by the City of Coburg City Council on this **14th** day of July, 2026.

____
Nancy Bell, Mayor of Coburg

ATTEST: ______________________________
Sammy L. Egbert, City Recorder

CITY COUNCIL
STAFF REPORT

Bid Award and Contract Authorization

Stallings Lane Transmission Line Project

Meeting Date	Staff Contact	Email
July 14, 2026	Adam Hanks, City Administrator	Adam.Hanks@ci.coburg.or.us

SUMMARY AND REQUESTED COUNCIL ACTION

Acting in the role of the Local Contract Review Board, this item is a request for bid award to Wildish Construction Co as the responsible and responsive low bidder with a bid of $517,348.50 as well as an authorization for the City Administrator to execute the associated contract for the Stallings Lane Transmission line Construction Project. This project is the third phase of a three-phase project providing additional water supply to the City's municipal water system. The project was put out to bid on May 18, 2026 with a closing date of June 18, 2026.

Suggested Motion

I move to accept the bid and award the City of Coburg Stallings Lane Wellhouse project to Wildish Construction Co in the amount of $517,348.50 as the responsible and responsive low bidder as reviewed and determined by the City of Coburg contract City Engineer and authorize the City Administrator to execute the project contract as presented.

BACKGROUND

Utilizing the 2016 Water Master Plan, the City obtained a $5.6 million dollar Water Loan managed by Business Oregon in 2019 to make significant investments in the City's municipal water system. A number of important projects have been completed, including the Coleman waterline replacement, the waterline extension to the east side of I-5 (included a bore under I-5), purchase of the Stallings Lane property and the drilling/tapping of a well on Stallings, which represents phase one of this current three phase water supply project.

Water Loan Details

- Executed in 2019
- Project priorities and initial cost estimates taken from 2026 Water Master Plan
- Water Fund revenues (rates) estimated based on population growth estimates that projected much higher growth than actually occurred leaving a smaller customer base than anticipated
- Two extensions have been applied for and granted to extend the loan expiration date to March of 2026

- An additional $1 million was offered by Business Oregon and accepted by the City Council on April 14, 2026
- Debt service for the total loan amount begins in December of 2027 (FY28) with an estimated annual payment of $220,000.
- A one time accrued interest payment of approximately $250,000 will be due in early FY28 in advance of the initial annual debt service payment (interest from loan drawdowns since 2019).

As has been discussed in a number of Council meetings over the past several years, project costs have sharply increased, leading to the constriction on the number of projects accomplished with the water loan funds compared to the original estimate and plan. See below for a summary of the water supply project phasing/cost plan.

Stallings Lane Water Supply Project				
	Description	Bid, Construction & Purchase Costs	Design/Eng & Other Costs	TOTAL
Pre-project	Stallings Lane Land Purchase	$ 475,000	$ -	$ 475,000
Phase I	Well drilling/casing/capping	$ 550,000	$ 100,000	$ 650,000
Phase II	Wellhouse/Treatment/Equipment	$ 1,500,000	$ 700,000	$ 2,200,000
Phase III	Transmission Line to System	$ 900,000	$ 100,000	$ 1,000,000
		$ 3,425,000	$ 900,000	$ 4,325,000

As highlighted in the table above, the cost estimate for the transmission line was between $850,000 and $900,000 at the time the additional $1m loan amount was being secured. With indications from other recent, similar project bids around the region, City and Branch staff were cautiously optimistic that the project would come in under the prior estimate. As shown in the bid summary attachment, the bid responses ranged from $517,348 to $764,483 among the eight firms submitting qualified bids.

RECOMMENDATION

Staff recommends Council award the bid to Wildish Construction Co and direct the City Administrator to execute the associated contract as presented in the staff report attachment. The bid process had high participation levels with three distinct tiers of bids providing a solid reflection of the current public infrastructure construction marketplace.

BUDGET / FINANCIAL IMPACT

As noted above, the completion of the Stallings Lane Transmission line project completes three phase project that will allow for the long planned additional water supply and redundant distribution mechanism. This project also completes the eligible projects for the Water Loan funds and will result in future debt service payments of approximately $220,000 per year. Once this project is completed, staff will present Council with a complete summary of the projects, final costs and loan repayment details, likely in the spring/summer of 2027.

PUBLIC INVOLVEMENT

The Water Loan and the projects that it funds have been identified and discussed in a number of prior Council meetings and work sessions, most directly and formally in the July 2024 Council Work Session and the annual Capital Improvements Plan Council review/approval meetings (April 9, 2024 and February 11, 2025) and most recently in the April 14, 2026 Council meeting approving the additional $1m in available loan funds.

NEXT STEPS

If award is approved, staff will coordinate with Wildish Construction for contract execution and will schedule the initial pre-construction meetings to begin the transmission line construction as soon as possible with an expected completion in November/December of 2026.

ATTACHMENTS

1. Intent to Award Notice
2. Submitted Bid Summary – All bidders
3. Project Contract – Draft (as included in bid packet)
4. Project Bid Set - https://www.coburgoregon.gov/media/14661

Branch ENGINEERING inc
Since 1977
civil · transportation
structural · geotechnical
SURVEYING

June 23, 2026

City of Coburg
91136 N Willamette Street
Coburg, OR 97408
Attn: Brian Harmon, Public Works Director

RE: Stallings Lane Transmission Waterline Project Notice of Apparent Low Bidder and Engineer's Recommendation for Award of Contract

---

The City received the following bids for the Stallings Lane Transmission Waterline Project on June 18, 2026.

	Contractor	Bid Total
1.	Wildish Construction Co.	$ 517,348.50
2.	Pacific Excavation, Inc.	$ 544,480.00
3.	Babb Construction Co. dba Delta Construction Co.	$ 599,505.62
4.	H&J Construction, Inc.	$ 621,548.00
5.	Northcore USA, LLC	$ 632,644.00
6.	Visar Construction Co., Inc.	$ 664.835.00
7.	M. L. Houck Construction Co.	$ 724,425.40
8.	Greensuns, Inc.	$ 764,483.56

I have reviewed all bid packages and found them to be complete and responsive, with the exception of Northcore USA, LLC, which submitted an incomplete Addenda Certifications form and did not submit the First Tier Subcontractor form; Visar Construction Co., which did not fully complete Section 220, Schedule of Bid items; M. L. Houck Construction Co., which submitted a superseded page of Section 220 and did not submit the First Tier Subcontractor Form; and Greensuns, Inc., which submitted a superseded page of Section 220, resulting in the omission of contractual language in the Project Manual for this project.

I recommend that the contract be awarded to Wildish Construction Co. in the amount of $517,348.50.

Sincerely,

Julie Leland

Branch Engineering Inc.
Julie Leland, P.E.
City Engineer

City of Coburg
PROJECT 21-004I STALLINGS LANE TRANSMISSION WATERLINE
Bids Received 06/18/2026

ITEM No. ODOT SPEC	ITEM DESCRIPTION	QYT	UNIT	#1 Wildish Construction Co. UNIT COST	EXT. PRICE	#2 Pacific Excavation UNIT COST	EXT. PRICE	#3 Delta Construction UNIT COST	EXT. PRICE	#4 H & J Construction UNIT COST	EXT. PRICE
1	Mobilization, Bonds, And Insurance	1	Lump Sum	$ 50,000.00	$ 50,000.00	$ 30,286.00	$ 30,286.00	$ 88,338.00	$ 88,338.00	$ 68,500.00	$ 68,500.00
2	Temporary Work Zone Traffic Control, Complete	1	Lump Sum	$ 25,000.00	$ 25,000.00	$ 32,690.00	$ 32,690.00	$ 19,604.00	$ 19,604.00	$ 46,000.00	$ 46,000.00
3	Erosion Control	1	Lump Sum	$ 10,000.00	$ 10,000.00	$ 7,562.00	$ 7,562.00	$ 7,283.00	$ 7,283.00	$ 10,000.00	$ 10,000.00
4	`	1	Lump Sum	$ 5,500.00	$ 5,500.00	$ 2,797.00	$ 2,797.00	$ 8,670.00	$ 8,670.00	$ 7,000.00	$ 7,000.00
5	Saw Cutting (Includes second cut)	3,133	Lineal Feet	$ 2.50	$ 7,832.50	$ 3.00	$ 9,399.00	$ 4.24	$ 13,283.92	$ 6.00	$ 18,798.00
6	Removal of Valve and Valve Box	1	Each	$ 350.00	$ 350.00	$ 150.00	$ 150.00	$ 595.00	$ 595.00	$ 500.00	$ 500.00
7	Pothole Utility Conflicts	9	Each	$ 245.00	$ 2,205.00	$ 480.00	$ 4,320.00	$ 889.89	$ 8,009.01	$ 600.00	$ 5,400.00
8	Trench Resurfacing	2,861	Square Yard	$ 46.00	$ 131,606.00	$ 70.00	$ 200,270.00	$ 44.67	$ 127,800.87	$ 45.00	$ 128,745.00
9	Temporary Trench Resurfacing	1,125	Square Yard	$ 10.00	$ 11,250.00	$ 19.00	$ 21,375.00	$ 27.96	$ 31,455.00	$ 21.00	$ 23,625.00
10	Permanent Pavement Markings: 4" White line Striping	960	Lineal Feet	$ 3.00	$ 2,880.00	$ 3.00	$ 2,880.00	$ 2.55	$ 2,448.00	$ 2.75	$ 2,640.00
11	Permanent Pavement Markings: Staggered Continental Crosswalk 2' White Bars, Type B-HS	1	Lump Sum	$ 7,500.00	$ 7,500.00	$ 4,476.00	$ 4,476.00	$ 4,080.00	$ 4,080.00	$ 4,100.00	$ 4,100.00
12	Site Restoration, Permanent Seeding and Topsoil, Complete	1	Lump Sum	$ 7,000.00	$ 7,000.00	$ 2,798.00	$ 2,798.00	$ 5,567.00	$ 5,567.00	$ 6,500.00	$ 6,500.00
13	6-Inch C900 Potable Water Pipe, Fittings & Couplings with Restrained Joints and Class B Backfill, 3' minimum of Cover	29	Lineal Feet	$ 80.00	$ 2,320.00	$ 119.00	$ 3,451.00	$ 99.89	$ 2,896.81	$ 95.00	$ 2,755.00
14	8-Inch C900 Potable Water Pipe, Fittings & Couplings with Restrained Joints and Class B Backfill, 3'-4' Cover	2,085	Lineal Feet	$ 85.00	$ 177,225.00	$ 75.00	$ 156,375.00	$ 92.14	$ 192,111.90	$ 95.00	$ 198,075.00
15	8-Inch C900 Potable Water Pipe, Fittings & Couplings with Restrained Joints and Class B Backfill, 4'-5' Cover	508	Lineal Feet	$ 85.00	$ 43,180.00	$ 77.00	$ 39,116.00	$ 116.27	$ 59,065.16	$ 107.50	$ 54,610.00
16	~~8-Inch C900 Potable Water Pipe, Fittings & Couplings with Restrained Joints and Class B Backfill, 5'-6' Cover~~	-	Lineal Feet	-	-	-	-	-	-	-	-
17	8-Inch Connection to 8-Inch Existing Main	1	Each	$ 2,000.00	$ 2,000.00	$ 1,687.00	$ 1,687.00	$ 104.00	$ 104.00	$ 1,000.00	$ 1,000.00
18	8-Inch Connection to 12-Inch Existing Main	1	Each	$ 2,000.00	$ 2,000.00	$ 2,758.00	$ 2,758.00	$ 327.00	$ 327.00	$ 3,500.00	$ 3,500.00
19	Ductile Iron Pipe Bend, 8-Inch (22.5 Degree)	3	Each	$ 900.00	$ 2,700.00	$ 606.00	$ 1,818.00	$ 658.92	$ 1,976.76	$ 1,200.00	$ 3,600.00
20	Ductile Iron Pipe Bend, 8-Inch (45 Degree)	5	Each	$ 900.00	$ 4,500.00	$ 608.00	$ 3,040.00	$ 823.55	$ 4,117.75	$ 1,300.00	$ 6,500.00
21	Ductile Iron Pipe Tee, 8 x 6-Inch	2	Each	$ 1,200.00	$ 2,400.00	$ 855.00	$ 1,710.00	$ 852.72	$ 1,705.44	$ 1,300.00	$ 2,600.00
22	Ductile Iron Reducer, 12 x 8-Inch	1	Each	$ 900.00	$ 900.00	$ 883.00	$ 883.00	$ 1,352.00	$ 1,352.00	$ 1,500.00	$ 1,500.00
23	6-Inch Gate Valve	1	Each	$ 1,700.00	$ 1,700.00	$ 1,650.00	$ 1,650.00	$ 1,629.00	$ 1,629.00	$ 1,600.00	$ 1,600.00
24	6-Inch Gate Valve Relocation, Complete	1	Each	$ 800.00	$ 800.00	$ 318.00	$ 318.00	$ 680.00	$ 680.00	$ 3,500.00	$ 3,500.00
25	8-Inch Gate Valve	1	Each	$ 2,500.00	$ 2,500.00	$ 2,366.00	$ 2,366.00	$ 2,893.00	$ 2,893.00	$ 3,000.00	$ 3,000.00
26	1 Inch Combination Air Release/Air Vacuum Valve Assembly, Complete	1	Each	$ 6,500.00	$ 6,500.00	$ 4,367.00	$ 4,367.00	$ 7,374.00	$ 7,374.00	$ 6,500.00	$ 6,500.00
27	Hydrant Assembly, Complete	1	Each	$ 6,000.00	$ 6,000.00	$ 5,295.00	$ 5,295.00	$ 5,136.00	$ 5,136.00	$ 6,000.00	$ 6,000.00
28	Reconnecting Existing Hydrant	1	Each	$ 1,500.00	$ 1,500.00	$ 643.00	$ 643.00	$ 1,003.00	$ 1,003.00	$ 5,000.00	$ 5,000.00
			Bid Total	**$**	**517,348.50**	**$**	**544,480.00**	**$**	**599,505.62**	**$**	**621,548.00**

ITEM No. ODOT SPEC	#5 Northcore U.S.A. UNIT COST	EXT. PRICE	#6 Visar Construction UNIT COST	EXT. PRICE	#7 M.L. Houck Construction UNIT COST	EXT. PRICE	#8 Greensuns UNIT COST	EXT. PRICE
1	$ 53,013.00	$ 53,013.00	$ 65,000.00	$ 65,000.00	$ 63,625.00	$ 63,625.00	$ 29,240.00	$ 29,240.00
2	$ 41,642.00	$ 41,642.00	$ 56,000.00	$ 56,000.00	$ 39,000.00	$ 39,000.00	$ 81,000.00	$ 81,000.00
3	$ 13,094.00	$ 13,094.00	$ 13,000.00	$ 13,000.00	$ 8,745.00	$ 8,745.00	$ 16,000.00	$ 16,000.00
4	$ 4,411.00	$ 4,411.00	$ 6,825.00	$ 6,825.00	$ 24,000.00	$ 24,000.00	$ 5,400.00	$ 5,400.00
5	$ 2.00	$ 6,266.00	$ 4.00	$ 12,532.00	$ 4.25	$ 13,315.25	$ 4.37	$ 13,691.21
6	$ 1,003.00	$ 1,003.00	$ 1,000.00	$ 1,000.00	$ 1,100.00	$ 1,100.00	$ 500.00	$ 500.00
7	$ 606.00	$ 5,454.00	$ 2,000.00	$ 18,000.00	$ 1,000.00	$ 9,000.00	$ 486.11	$ 4,374.99
8	$ 74.00	$ 211,714.00	$ 54.00	$ 154,494.00	$ 59.65	$ 170,658.65	$ 104.26	$ 298,287.86
9	$ 37.00	$ 41,625.00	$ 54.00	$ 60,750.00	$ 23.00	$ 25,875.00	$ 14.84	$ 16,695.00
10	$ 3.00	$ 2,880.00	$ 4.25	$ 4,080.00	$ 2.70	$ 2,592.00	$ 1.20	$ 1,152.00
11	$ 496.00	$ 496.00	$ 3,800.00	$ 3,800.00	$ 4,325.00	$ 4,325.00	$ 1,775.00	$ 1,775.00
12	$ 9,939.00	$ 9,939.00	$ 10,000.00	$ 10,000.00	$ 6,500.00	$ 6,500.00	$ 3,275.00	$ 3,275.00
13	$ 129.00	$ 3,741.00	$ 110.00	$ 3,190.00	$ 162.00	$ 4,698.00	$ 62.07	$ 1,800.03
14	$ 77.00	$ 160,545.00	$ 77.00	$ 160,545.00	$ 121.00	$ 252,285.00	$ 96.47	$ 201,139.95
15	$ 73.00	$ 37,084.00	$ 78.00	$ 39,624.00	$ 115.50	$ 58,674.00	$ 94.69	$ 48,102.52
16	-	-	-	-	-	-	-	-
17	$ 4,075.00	$ 4,075.00	$ 5,200.00	$ 5,200.00	$ 3,345.00	$ 3,345.00	$ 2,700.00	$ 2,700.00
18	$ 4,092.00	$ 4,092.00	$ 6,000.00	$ 6,000.00	$ 5,500.00	$ 5,500.00	$ 3,750.00	$ 3,750.00
19	$ 761.00	$ 2,283.00	$ 1,300.00	$ 3,900.00	$ 864.50	$ 2,593.50	$ 1,500.00	$ 4,500.00
20	$ 762.00	$ 3,810.00	$ 1,300.00	$ 6,500.00	$ 920.00	$ 4,600.00	$ 1,270.00	$ 6,350.00
21	$ 1,017.00	$ 2,034.00	$ 2,825.00	$ 5,650.00	$ 1,012.00	$ 2,024.00	$ 1,700.00	$ 3,400.00
22	$ 1,867.00	$ 1,867.00	$ 3,560.00	$ 3,560.00	$ 1,315.00	$ 1,315.00	$ 1,800.00	$ 1,800.00
23	$ 2,121.00	$ 2,121.00	$ 2,875.00	$ 2,875.00	$ 1,825.00	$ 1,825.00	$ 2,450.00	$ 2,450.00
24	$ 463.00	$ 463.00	$ 1,550.00	$ 1,550.00	$ 1,280.00	$ 1,280.00	$ 1,900.00	$ 1,900.00
25	$ 3,045.00	$ 3,045.00	$ 3,110.00	$ 3,110.00	$ 2,495.00	$ 2,495.00	$ 3,150.00	$ 3,150.00
26	$ 6,129.00	$ 6,129.00	$ 7,800.00	$ 7,800.00	$ 5,725.00	$ 5,725.00	$ 3,850.00	$ 3,850.00
27	$ 7,453.00	$ 7,453.00	$ 6,850.00	$ 6,850.00	$ 7,650.00	$ 7,650.00	$ 6,000.00	$ 6,000.00
28	$ 2,365.00	$ 2,365.00	$ 3,000.00	$ 3,000.00	$ 1,680.00	$ 1,680.00	$ 2,200.00	$ 2,200.00
Bid Total	**$**	**632,644.00**	**$**	**664,835.00**	**$**	**724,425.40**	**$**	**764,483.56**

Submitted Section 220 reflects bid item prices rounded both up and down, resulting in a Bid Total Price of $764,465.00.

INDEPENDENT CONTRACT SERVICES AGREEMENT
CITY OF COBURG

PROJECT: Stallings Lane Transmission Waterline

Date: ______________________________________

Parties:

City of Coburg ("CITY")
PO Box 8316
91136 N Willamette St.
Coburg, Oregon 97408

and

Wildish Construction Co.
("Contractor")
3600 Wildish Lane,
Eugene, Oregon 97408

Additional Independent Contractor Information:

a. Type of Entity: Sole Proprietorship Partners ☐ Limited Liability Comp Corporation ☐
b. Address: 3600 Wildish Lane,Eugene, Oregon 97408
c. Telephone: (541) 485-1700
d. Fax No. (541) 683-7722
e. Email: estimating@wildish.com
f. SSN or Federal ID: 93-0491008
g. Professional License(s) No:____________________
h. Foreign Contractor ☐Yes ☒No
(Foreign means not domiciled in or registered to do business in Oregon)
i. SAM Registration Active ☐ Yes ☐No
j. DUNS Number____________________
k. Contractor Representative Name and Title Michael C. Wildish, 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 November 30th, 2026, 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 schedule of bid items proposal dated June 18th, 2026

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. The Contractor and all subcontractors shall complete and submit the DBE Six Good Faith Efforts worksheet following the pre-construction conference. **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 $517,348.50.

   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. **Changes in Federal Duties or Tariffs**. Contractor will not be held responsible for increased costs due to federal duties or tariffs imposed after the Bid Date, unless Contractor could have avoided such cost increases by the exercise of reasonable care, prudence, foresight, and diligence. Contractor must, promptly and before purchasing any materials or manufactured goods subject to a claim for increased costs due to duties or tariffs newly enacted or reimposed, provide written notice to the Owner's representative documenting the imposition of the duties or tariffs and their impact on Contractor's and Subcontractors' costs of materials or manufactured goods, including proof satisfactory to the Owner's representative. Thereafter, the Owner will analyze the impact of any such taxes or tariffs on the Owner's project budget, including contingency amounts, and may then require Contractor and Subcontractors to: (1) shift source selection to manufacturers not subject to the duties or tariffs, if feasible; (2) reduce or eliminate portions of the Scope of Work that rely on materials subject to cost increases; (3) authorize Contractor to acquire the materials subject to the duties or tariffs and pay the duties or tariffs; or (4) engage the project Architect or Engineer to redesign portions of the Work to reduce or eliminate the need for the materials subject to the duties or tariffs, or any of the foregoing in combination. The Owner's representative may then negotiate an equitable adjustment in the Contract Amount and Schedule to account for the cost impacts of the duties or tariffs.

25. **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.

26. **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.

27. **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.

28. **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.

29. **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.

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

31. **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.

32. **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.

33. **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_____________________________________

Title: ___________________________________
Date: ___________________

Contract Service Provider
Name of Entity _________________________
Signature________________________________
Printed Name_____________________________________

Title: ___________________________________
Date: _________________

EXHIBIT A

Section 220

SCHEDULE OF BID ITEMS - City of Coburg: Stallings Lane Transmission Waterline

Item No.	ITEM DESCIPTION	QTY	UNIT	UNIT COST	TOTAL BID PRICE
1 00210	Mobilization, Bonds, and Insurance	1	Lump Sum	$50,000-	$50,000-
2 00225	Temporary Work Zone Traffic Control, Complete	1	Lump Sum	$25,000-	$25,000-
3 00280	Erosion Control	1	Lump Sum	$10,000-	$10,000-
4 00305	Construction Staking & Surveying	1	Lump Sum	$5500-	$5500-
5 00310	Saw Cutting (Including Second Cut)	~~3,122~~ 3,133	Lineal Feet	$ 2.50	$7832.50
6 00310	Removal of Valve and Valve Box	1	Each	$ 350-	$ 350-
7 00490	Pothole Utility Conflicts	9	Each	$ 245-	$ 2205-
8 00495	Trench Resurfacing	~~2,858~~ 2,861	Sq Yd	$ 46-	$131,606-
9 00495	Temporary Trench Resurfacing	~~1,122~~ 1,125	Sq Yd	$ 10-	$ 11,250-
10 00867	Permanent Pavement Markings: 4" White line Striping	960	Lineal Feet	$ 3-	$ 2880-
11 00867	Permanent Pavement Markings: Staggered Continental Crosswalk 2' White Bars, Type B-HS	1	Lump Sum	$ 7500-	$ 7500-
12 01030	Site Restoration, Permanent Seeding and Topsoil, Complete	1	Lump Sum	$ 7000-	$ 7000-
13 01140	6-Inch C900 Potable Water Pipe, Fittings & Couplings with Restrained Joints and Class B Backfill, 3' minimum of Cover	29	Lineal Feet	$ 80-	$ 2320-
14 01140	8-Inch C900 Potable Water Pipe, Fittings & Couplings with Restrained Joints and Class B Backfill, 3'-4' Cover	~~621~~ 2,085	Lineal Feet	$ 85-	$ 177,225-
15 01140	8-Inch C900 Potable Water Pipe, Fittings & Couplings with Restrained Joints and Class B Backfill, 4'-5' Cover	~~1,588~~ 508	Lineal Feet	$ 85-	$ 43,180-
~~16~~ ~~01140~~	~~8-Inch C900 Potable Water Pipe, Fittings & Couplings with Restrained Joints and Class B Backfill, 5'-6' Cover~~	384	~~Lineal Feet~~	$ ——	$ ——

17 01140	8-Inch Connection to 8-Inch Existing Main	1	Each	$ 2000-	$ 2000-
18 01140	8-Inch Connection to 12-Inch Existing Main	1	Each	$ 2000-	$ 2000-
19 01140	Ductile Iron Pipe Bend, 8-Inch (22.5 Degree)	3	Each	$ 900-	$ 2700-
20 01140	Ductile Iron Pipe Bend, 8-Inch (45 Degree)	~~3~~ 5	Each	$ 900-	$ 4500-
21 01140	Ductile Iron Pipe Tee, 8 x 6-Inch	2	Each	$ 1200-	$ 2400-
22 01140	Ductile Iron Reducer, 12 x 8-Inch	1	Each	$ 900-	$ 900-
23 01150	6-Inch Gate Valve	1	Each	$ 1700-	$ 1700-
24 01150	6-Inch Gate Valve Relocation, Complete	1	Each	$ 800-	$ 800-
25 01150	8-Inch Gate Valve	1	Each	$ 2500-	$ 2500-
26 01150	1 Inch Combination Air Release/Air Vacuum Valve Assembly, Complete	1	Each	$ 6500-	$ 6500-
27 01160	Hydrant Assembly, Complete	1	Each	$ 6000-	$ 6000-
28 01160	Reconnecting Existing Hydrant	1	Each	$ 1500-	$ 1500-
			BID TOTAL	$ 517 348.50	

Total Amount of Bid $ 517,348.50

Total Bid price written out in words

Five hundred seventeen thousand three hundred forty eight and fifty cents

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.

No bid will be received and considered responsive by the City unless bidders signs and certifies, as follows:

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.

Bidder **IS** / **IS NOT** a "resident Bidder" as defined in ORS 279A.120 (**CIRCLE ONE**).

We hereby certify that Contractor agrees to be bound by and will comply with the provisions of ORS 279C.838, 279C.840 or 40 U.S.C. 3141 to 3148, as applicable.

Company WILDISH CONSTRUCTION CO.

Address 3600 WILDISH LANE, EUGENE, OR 97408

Email Address estimating@wildish.com

By ______________________ Date 06/18/26
(Signature of Authorized Official)

By MICHAEL C. WILDISH, PRESIDENT Phone (541) 485-1700
(Type or Print Name)

Federal I.D. # 93-0491008 Fax (541) 683-7722

Surety Company (Performance Bond) LIBERTY MUTUAL INSURANCE COMPANY

Contact at Surety STEVE JARAMILLO Phone (206) 473-4340

CCB# 695 No. Years Registered w/CCB 53

The Contracting agency will not receive or consider an Offer for a Public Improvement Contract unless the Offeror is registered and in good standing with the Oregon Construction Contractors Board (CCB), or is licensed by the State Landscape Contractors Board, as specified in Rule 137-049-0230.

Are there any outstanding claims against your firm: Yes_____ No X

Protest of Contractor Selection/Contract Award must be made by Written Notice within Five (5) Days of the Posted Award Date in accordance with City Public contracting Rules 137-049-0260 and 137-049-0450, respectively.

All the prospective bidders will have specific line items to bid on and the award will be made on the lowest qualified bid on the total bid items. The City will reserve the right to add or delete items as the project goes forward.

1. **Liquidated Damages: See General Conditions 110.9.00.**
2. **Please invoice referencing the above exact line-item numbers and line items. All quantities must be approved by the Project Engineer before invoicing.**

EXHIBIT B

Construction Contract Requirements
for Recipients of Safe Drinking Water financing

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 *[insert name of water system Owner]*, 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*

☐ **Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment**

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

"As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Prohibitions extend to the use of Federal funds by recipients and subrecipients to enter into a contract with an entity that "uses any equipment, system, or service that uses covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system. Certain equipment, systems, or services, including equipment, systems, or services produced or provided by entities subject to the prohibition are recorded in the System for Award Management exclusion list."

☐ **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 lars 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 EFFORTS

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.

Project File Documentation of Good-Faith Efforts

In addition to narrative summaries of actions and decisions taken to fulfill each of the above affirmative steps, project file documentation must include any relevant information. The following are some examples, with the above step numbers in parentheses (#):

- Copies of solicitation lists including identified certified MBE/WBEs and small businesses (1 & 2)
- Printed lists of certified MBE/WBE businesses that may be qualified contractors, as obtained from web sites or other official sources (1 & 5)
- Options for dividing up or adjusting the pace of contracts in excess of $500,000 (3 & 4)
- Copies of advertisements, web postings, etc., for bid calls in relevant media (1 & 2)
- Correspondences with/information from relevant federal/state agencies, contractor clearinghouses and the like (2 & 5)
- Correspondences/bids from any disadvantaged business enterprise (2)
- Copies of any bid documentation and instructions to any general/prime contractor for purposes of that contractor's fulfillment of the six good faith efforts (6).

State or federal officials overseeing the SDWRLF may ascertain the existence of such project file documentation at any time, including but not limited to audits.

Each procurement contract (prime plus all subcontractor contracts) must include 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."

6 Good Faith Efforts Checklist

Project Name: ___________________________________ **Project No:** ___________________

Type of Service Solicited: ___ Engineering ___ Construction Contractor

___ Construction Sub-contractor ___ Equipment/Supplies ___ Other ________________

Name of Solicitor: ___________________ **Name of Company Selected:** __________________

#	Six Good-Faith Efforts	Did you pursue this effort?	**<u>If yes</u>**, please explain what you did and attach the supporting document. **<u>If no</u>**, please explain why this effort is not being pursued.
1	Ensure 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.	Yes No	
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.	Yes No	
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.	Yes No	
4	Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.	Yes No	
5	Utilize the services of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.	Yes No	
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.	Yes No	

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.

CITY COUNCIL
STAFF REPORT

Building Department Program Services

Updates to Operating Plan

Meeting Date	Staff Contact	Email
July 14, 2026	Adam Hanks, City Administrator Megan Winner, Planning Director	adam.hanks@coburgoregon.gov megan.winner@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

Acknowledge and approve the updated Building Department Program Operating Plan for the purpose of providing Building Department Program Services to the City of Coburg.

Suggested Motion

I move to acknowledge and accept the updated Building Department Program Operating Plan update to be submitted to the State of Oregon Building Codes Division as presented

BACKGROUND

Since June 2020, the City of Coburg has been working under an Intergovernmental Agreement with Cottage Grove for the purpose of providing Building Permit Program Services. At the June 9, 2026 Council meeting, amendments to the IGA were approved that more accurately reflect the cost and operations of the program with the cost structure changing from the previous flat percentage rate of the program to a time and materials cost. This more accurately reflect the cost of Coburg's participation in the program based on use and development activity.

The State of Oregon Building Codes Division (BCD) oversees and regulates the operation of Building Code Programs throughout Oregon and requires that each jurisdiction operating a program complete and submit an Operating Plan every four years to ensure up to date references and information. The City of Coburg's Building Department Program Operating Plan was last updated and submitted to the Building Codes Division in January of 2022.

Attached is an updated Building Department Program Operating Plan that will be submitted to BCD to satisfy this statutory requirement. The plan describes the responsibilities of the City and references the IGA between the cities of Coburg and Cottage Grove as the cornerstone of Coburg's Building Permit Program.

RECOMMENDATION
Staff recommend Council acknowledge and approve the Operating Plan as presented.

BUDGET / FINANCIAL IMPACT
As noted in the Cottage Grove IGA approval at the June 9, 2026 Council meeting, the new cost structure of the IGA allows the building permit program to largely pay for itself in that charges to the City will be associated with a percentage of permit fees, plus any additional work that is requested outside a building permit scope (pre-app meeting, consultation, research, etc.)

The Building Department Program Operating Plan has no specific budgetary or financial impacts in of itself as it is a regulatory compliance document and describes the general operating procedures and responsibilities.

RELEVENT COUNCIL GOAL, CITY POLICY OR COMPRENSIVE PLAN
From the 2026 adopted Council framework: V. Our Financial Resources

PUBLIC INVOLVEMENT
The Building Department Program Operating Plan was briefly discussed at the June 9, 2026 Council meeting in conjunction with the Cottage Grove IGA discussion and approval.

NEXT STEPS
Implement updated Operating Plan

ATTACHMENTS
1. 2026 Building Department Program Operating Plan

CITY OF COBURG

BUILDING DEPARTMENT PROGRAM

OPERATING PLAN

July 2026

TABLE OF CONTENTS

Introduction

The State Building Codes Division and every municipality that administers and enforces a building inspection program or desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan that describes the manner in which the municipality or the division will do so. The operating plan shall establish specific goals, consistent with the program standards described in OAR 918-020-0090.

This Operating Plan was developed to comply with the above administrative rule. The plan is on file with the State of Oregon Building Codes Division and is available through this office upon request.

This Plan reflects the standards, policies, procedures and services administered and offered through the City of Coburg. Coburg provides the plan review and inspection program services through an IGA contract with the City of Cottage Grove. The plan will be updated as necessary to reflect service changes.

Any questions related to this plan should be directed to:

Adam Hanks
City of Coburg
Coburg, Oregon 97408
541-682-7871 (Office)
E-mail: adam.hanks@coburgoregon.gov

Location
The City of Coburg (City) office is located at 91136 N. Willamette St. Coburg OR. 97408 The City can be reached at (541-682-7850) for permit information.

Service Delegation
The City of Coburg has a full-service Building Department offering plan review, permit and inspection services in all building code disciplines. The City of Coburg has been delegated these Building Inspection Programs by the State of Oregon, Department of Consumer and Business Services, Building Codes Division, according to Oregon Administrative Rule (OAR) 918-020-0080.

Contract Services
The City of Coburg will conform to these rules, as well as the rules pursuant to plan reviewers licensed under OAR 918-090-0210. The City of Coburg provides inspection program services through an IGA with the City of Cottage Grove.

Any questions of the Building Official related to this plan, should be directed to:

Melany Klemmer
City of Cottage Grove
Cottage Grove, Oregon 97424

541-942-3340 (Office)
E-mail: mklemmer@cottagegroveor.gov

Surcharge Report Contact
The contact for surcharge reports of the assumed program is as follows:

City of Coburg Community Development Department
91136 N Willamette St. Coburg, OR. 97408
Phone: 541-682-7850

Administrative Standards
918-020-0090

Administrative Standards. A building inspection program must:

(a) Provide adequate funds, equipment, and other resources necessary to administer and enforce the building inspection program in conformance with an approved operating plan;

Program Administration: Program administration is under the authority of the Community Development Manager for the City of Cottage Grove who coordinates the Building Inspection Program with staff; Building Official (A-Level Certified), Electrical Specialty Code Inspector, and Building Codes Specialist.

Adequate funds and equipment: All fees collected by the City of Coburg in connection with the administration and enforcement of building inspection programs are dedicated and are used only for the administration and enforcement of those programs. Permit fee schedules are on file at the Finance Department.

Equipment: Inspectors will be supplied equipment necessary to administer and enforce the State specialty codes in an efficient, effective, and timely manner.

Revenues and Expenditures: The City separately accounts for revenues and expenditures for the Building Inspection Program it administers and enforces, including income and expense. Revenue and expenses are individually tracked in the City's General Ledger for building permits and electrical permits. The budgets for the structural, plumbing, and mechanical programs have been consolidated because most of the plan review and inspection activities are integrated

(b) Document in writing the authority and responsibilities of the building official, plan reviewers, and inspectors based on an ordinance or resolution that authorizes the building official on behalf of the municipality to administer and enforce a building inspection program;

The City adopts the State adopted codes which include vesting of authority of the Building Official via ordinance . The authority and responsibilities of various positions are as follows:

Building Official: Is an employee of Cottage Grove that provides interpretations of the state building codes in conformance with the intent and purpose of each code. Provide administration of the program including oversight of conformance to the applicable State of Oregon Statutes and Rules.

Senior Lead Inspectors: Provide code guidance and council on technical issues and technology, advice and problem-solving assistance to City staff and inspectors. Provide specialty code interpretations in conformance with the intent and purpose of each code.

Plans Examiners: Examine commercial and residential construction and mechanical plans, blueprints, architectural drawings, designs, and other documents for compliance with applicable codes. Provide code interpretation guidance on technical issues, and advice and problem-solving assistance to City staff, inspectors, fire departments, architects, engineers, and others seeking assistance relevant to building codes.

Lead Structural/Mechanical/Plumbing Inspectors: Enforce the Oregon Structural Specialty Code, Oregon Plumbing Specialty Code and Oregon Mechanical Specialty Code through plan reviews and inspections of all building types.

Electrical Inspectors: Cottage Grove employs or lawfully contracts an Electrical Specialty Codes Inspector to enforce the Oregon Electrical Specialty Code through plan review and inspection of electrical installations in all building types.

Manufactured Dwelling Installation Inspectors: Enforce the Oregon Manufactured Dwelling Installation Specialty Code as well as the Oregon Manufactured Dwelling and Park Specialty Code adopted by reference in OAR 918-500-0020.

(c) Establish a local process to review appeals of technical and scientific determinations made by the building official regarding any provision of the specialty codes the municipality administers and enforces, to include a method to identify the local building official or designee and notify the aggrieved persons of the provisions of ORS 455.475;

Code Related Appeals

The City's Building Official reviews all verbal and written appeals of a plans examiner's or inspector's decisions at no cost for the initial appeal review. A decision is generally rendered within 48 hours of the request. Additional appeals under this section shall be made first to the State of Oregon Building Codes Division's appropriate specialty code chief. The decision of the State of Oregon Building Codes Division's specialty code chief may be appealed to the appropriate state board. Any person aggrieved by the final decision of a municipal appeals board may, within 30 days after the date of the decision, appeal to the appropriate state advisory board.

A person aggrieved by a decision of the City's Building Official may choose whether to appeal to the State of Oregon Building Codes Division. If the appeal relates to an inspection pursuant to the Electrical Specialty Code, the appeal shall be processed according to Oregon Administrative Rule 918-251-0040. A person aggrieved by the decision of the City's Building Official or designee may, in lieu of using the local appeals process, appeal to the appropriate State of Oregon Building Codes Division Specialty Code Chief according to the process in Oregon Administrative Rule OAR 918-001-0130. The aggrieved person may not change from one process to the other on the same issue. The aggrieved person, or the person whose decision generated the appeal, may appeal the decision of the specialty code chief to the appropriate state advisory board according to Oregon Administrative Rule OAR 918-001-0130

(d) Account for all revenues collected and expenditures made relating to administration and enforcement of the building inspection program, and account for the electrical program revenues and expenditures separately when administered by the municipality.

a. Prepare income and expense projections for each code program it will administer and enforce during the reporting period; and

The City's Finance Department prepares income and expense projections for the Building Division as part of the annual budget approval process for the City.

b. Describe how general administrative overhead costs and losses or surpluses, if any, will be allocated.

The City's Finance Department prepares budget reports for the Building Division indicating how operating expenses including general administrative overhead, and fund losses or surpluses are allocated as part of the annual budget update for the City.

(e) Establish policies and procedures for the retention and retrieval of records relating to the administration and enforcement of the specialty codes it administers and enforces;

All City records, including but not limited to, applications, permits, plan reviews, and financial records, are retained according to the rules of the Oregon State Archivist. In addition, the City currently keeps records for the intended life of the structure. Records are retained through a combination of electronic and hard copy file. All public records requests must be made in writing. The Public Records Request Form is available at City Hall.

(f) Make its operating plan available to the public;

The City will maintain an up-to-date operating plan and applicable ordinances reflecting the building program's current operations. This information will be posted on the City website and made available to any interested party, upon request.

(g) Establish a process to receive public inquiries, comments, and complaints;

Public comments or complaints may be submitted to the City verbally (in person or via telephone) or in writing (via website, mail, e-mail or personal delivery). Comments or complaints related to building code provisions will be referred to the Building Official who will determine the appropriate staff member for review and resolution. If the comment or complaint becomes an appeal, the appeal will be conducted according to the procedures set forth in this section of the Operating Plan. Responses to customer inquiries are generally provided on the same day they are received, but not later than 48 hours of receipt.

Comments or complaints related to a Cottage Grove or Coburg employee's behavior will be processed by the employee's supervisor according to each City's personnel policies.

(h) Adopt a process to receive and respond to customers' questions regarding permitting, plan review, and inspections;

The City's offices are located at 91136 N Willamette St. Coburg, OR 97408. The City maintains office hours from 8:30 am. to 4:30 pm., Monday throughThursday, except for recognized holidays, and possibly during inclement weather. Customers may inquire on matters related to permitting, plan review, or inspection process any time during business hours by visiting the Coburg City Hall, City website, e-mail or by telephone. Customers may mail inquiries of this nature at any time.

The City may be reached at (541-682-7850) for permit and planning information, and at (541-942-3340) for the Building Official. Inspection requests are accepted via inspection message phone at (541-942-9758) main phone at Coburg City Hall (541-682-7857), or may be scheduled using the State of Oregon ePermitting system.

Responses to customer inquiries are generally provided on the same day they are received, but not later than 48 hours of receipt.

(i) Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will receive and respond to customers' questions;

City Hall maintains business office hours from 8:30 a.m. to 4:30 p.m., Monday through Thursday excluding holidays. Telephones and e-mails are answered by administrative staff during business hours.

(j) Post its jurisdictional boundary, types of permits sold and hours of operation at each permit office it operations; and

The jurisdiction of the City's building program covers the Corporate Limits of the City of Coburg.

(k) Identify all persons in addition to the building official to whom notices issued pursuant to these rules should be sent.

Adam Hanks, City Administrator
91136 N Willamette St. Coburg, OR. 97408
Phone: 541-682-7850, Fax 541-485-0655
E-mail: adam.hanks@coburgoregon.gov

Megan Winner
91136 N Willamette St. Coburg, OR 97408
Phone: 541-682-7862, Fax 541-485-0655
E-mail:megan.winner@coburgoregon.gov

(l) When requested by the division, return a completed data request form to and as provided by the division annually;

A data request form will be provided annually as requested by the division

(m) Complete a program administration form, which is available on the division's website, for an initial building inspection program approval and assumption, for building program expansion approval and assumption, and thereafter when seeking to renew a program under OAR 918-020-0105

The City of Coburg maintains an Intergovernmental Agreement (IGA) with the City of Cottage Grove as the means of securing all necessary functions and operations outlined in this Operating Plan. This IGA is updated regularly via City of Coburg City Council review and approval. The most current IGA is attached as an addendum to this operating plan.

Permitting Standards
918-020-0090

Permitting Standards. A building inspection program must:

(a) Provide at least one office within its jurisdictional boundary where permits may be purchased;

The City Hall is located in Coburg Oregon. The Address to Coburg City Hall is 91136 N Willamette St. Coburg OR. 97408

(b) Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will make permits available for purchase;

Coburg City Hall maintains business office hours from 8:30 a.m. to 4:30 p.m., Monday through Thursday except for recognized holidays and possibly during inclement weather.

(c) Establish policies and procedures for receiving permit applications, determining whether permit applications are complete and notifying applicants what information, if any, is required to complete an application;

Purchasing Permits: All permits are applied for at Coburg City Hall or the State of Oregon ePermitting system. Permits may be purchased during City Hall business hours. City staff will assist applicants in applying for a permit. They may also be purchased through the State of Oregon ePermitting system.

All applications are made through the City Hall or directly through the State of Oregon ePermitting System, which will coordinate the process from intake to issuance. Applications and plans for City of Coburg permits will not be received by the City of Cottage Grove.

Checklists and general information regarding permits and codes can be found at the City's website: www.coburgoregon.gov/planning/page/building-permits

Permit applications that do not require plan review (i.e., residential plumbing, residential mechanical, and residential electrical permits): Permit applications not requiring a plan review or other review by city ordinances may be able to be obtained over the counter. Otherwise, they will be reviewed by staff and, if no further information is required, issued within 48 hours of application. If additional information is required the applicant will be advised of what is needed to complete the application. When the permit application is deemed complete, the requested permit will be issued immediately upon payment of permit fees.

License verification prior to issuing permits: Persons (other than homeowners) applying for permits will be required to provide proof of valid state construction license, bond or registration as applicable. The City will ensure that the license is valid at the time of issuance of the permit and that applicants are authorized to do the work they are applying for.

(d) Set reasonable time periods within which the municipality will:

a. Advise permit applicants whether an application is complete or requires additional information; and

b. Generally issue a permit after an application has been submitted and approved

Once a City approved application is provided to Cottage Grove, permits for work regulated by the Oregon Residential Specialty Code are issued. If an application is incomplete, or an in-depth review of the plans is required, Cottage Grove will notify the applicant accordingly. Applicants will be informed within three working days of receiving an application if the application is "complete" and whether or not it is for a "simple" residential plan. If a plan is defined as "complete" and "simple," the applicant will be informed of the time period in which the plan review will be completed.

Simple
The timeframe for the review of *"simple one-and-two-family dwelling plans"* is ten working days. The City will authorize the use of a licensed plan reviewer to perform plan reviews when the time periods for review of *"simple one-and-two-family dwelling plans"* exceeds the ten working days.

Complex
"Complex one-and-two-family dwelling plans" will be reviewed within fifteen working days. A plan that does not meet the definition of *"simple"* shall be deemed *"complex"*. The City's Building Official may accept a licensed plan reviewer's review of complex one-and-two-family dwelling plans in order to meet customer service timelines. This is solely at the discretion of the Building Official.

Manufactured Dwelling Permits
Once a City approved application is provided to Cottage Grove, permits for work regulated by the Oregon Manufactured Dwelling and Park Specialty Code are issued. If the permit requires some in-depth review, the applicant will be notified within three (3) working days of any plan deficiencies, and will complete the plan review within ten working days.

Commercial & Multi-Family Permits
Once a City approved application is provided to Cottage Grove, permits for work regulated by the Structural, Mechanical, Plumbing and Electrical Codes may be issued. If the permit requires some in-depth review, the applicant will be notified of any plan deficiencies within an average of three weeks for new construction and major additions. Plumbing plan review is only required for complex structures. See OAR 918-780-0040 for definition of a "complex structure". Electrical plan review is required pursuant to the Electrical Program Operating Plan attached hereto.

(e) Establish policies and procedure for issuing permits not requiring plan review, emergency permits, temporary permits, master permits, and minor labels;

Permits not involving a plan review are issued over-the-counter. The City participates in a minor label program, through the State Building Codes Division (BCD) as well as . Emergency permits and temporary permits can be issued over-the-counter or, with the approval of the Building Official, via any reasonable means.

Plumbing – BCD Minor Label Program: Licensed plumbing contractors may apply for commercial and residential minor plumbing labels through the BCD minor label program. Minor plumbing labels are "permits" for a limited scope of work, available only to licensed plumbing contractors. For specific information, please contact the minor label program at (503-378-2804) or www.oregon.gov/bcd/minlab

Electrical – BCD Minor Label Program: Licensed electrical contractors may apply for minor electrical labels the through the BCD minor label program. Minor electrical labels are "permits for a limited scope of work" and are subject to certain restrictions. For specific information, please contact the minor label program at 503-378-2804 or www.oregon.gov/bcd/minlab.

(f) *Require proof of licensing, registration, and certification of any person who proposes to engage in any activity regulated by ORS chapters 446, 447, 455, 479, 693, and 701 prior to issuing any permit.*

Prior to the issuance of any permit, staff verifies that the applicant meets the licensing and registration requirements of ORS Chapters 446, 447, 455, 479, 693 and 701. All City building permit applications have a space for the contractor's license number. Issues which may arise from this verification process are referred to the Building Official for resolution. The inspection staff also verifies licenses via spot checks of contractors during the inspection process.

Plan Review Standards
918-020-0090

Plan Review Standards. A building inspection program must:

(a) Establish policies and procedures for its plan review process to:

a. Assure compliance with the specialty codes it is responsible for administering and enforcing, including any current interpretive rulings adopted pursuant to ORS 455.060 or 455.475;

Plan review staff is certified by the State of Oregon in all codes administered by the Division. The plans examiners review and approve structural, mechanical, fire and life safety, energy, disabled access, and manufactured dwelling plans. Plumbing plans are reviewed and approved by a certified plumbing inspector. Electrical plans are reviewed and approved by a certified electrical inspector. All inspectors and plans examiners have internet access to current interpretive rulings adopted pursuant to ORS 455.060 or ORS 455.475 (2), and review them when making decisions.

b. Make available checklists or other materials at each permitting office it operates that reasonably apprises persons of the information required to constitute a complete permit application or set of plans;

Checklists and general information regarding permits and codes can be found at the City's website www.coburgoregon.org/planning/page/building-permits

c. Inform applicants within three working days of receiving an application, whether or not the application is complete and if it is for a simple residential plan. For the purposes of this rule and ORS 455.467, a "complete application" is defined by the division, taking into consideration the regional procedures in OAR chapter 918, division 50. If deemed a simple residential plan, the jurisdiction must also inform the applicant of the time period in which the plan review will generally be completed;

Permits for work regulated by the State Building Code are issued over-the-counter when possible. If the permit requires some in-depth review and cannot be issued over-the-counter, the applicant is notified within three (3) working days of receipt. Staff generally issues simple residential permits within ten (10) working days from the date that a complete application and all required department signoffs are received. The ten days shall start after the internal review of the plans by other appropriate City departments.

Permit applications requiring plans, i.e., structural, fire & life safety, commercial plumbing, and commercial mechanical: If plans are required, permits will not be issued until a digital or two paper copies of the set of plans have been submitted for review and approval. Plans may be submitted in person, mail, via e-mail, or through the State of Oregon ePermitting system. Plans received in person in City Hall are reviewed to verify appropriate information and materials are included with the plans. If plans are incomplete, a letter detailing information needed to complete the plan review will be sent by the most expedient method to the applicant. The plans are placed "on hold" until the information and/or appropriate fees are received. Prior to the plan reviewer receiving the plans they will be circulated to the appropriate City departments for approval and the Fire Marshal if required.

Plans complete but not in compliance: Where a plan has the required information, but is found to be in non-compliance with the applicable code, the applicant is notified immediately by the most expedient method. If the information needed is greater than can be handled by simpler means, a letter will be sent by the most expedient means identifying the areas of non-compliance with a request for corrective action or additional information. The plan is placed "on hold" until additional information is received.

Plans Complete & In Compliance: Where the plan is deemed complete, the plan will be stamped "reviewed for code compliance" by the plans examiner of record and returned to City Hall for Staff to complete the processing. The applicant will be notified when the permit is ready to issue and of the cost of the permit, minus the intake fee. Once paid, the permit can be picked up at City Hall.

d. *Establish a process that includes phased permitting and deferred submittals for plan review of commercial projects for all assumed specialty codes, taking into consideration the regional procedures in OAR chapter 918, division 50. The process may not allow a project to proceed beyond the level of approval authorized by the building official. The process must:*

   i. *Require the building official to issue permits in accordance with the state building code as defined in ORS 455.010 provided that adequate information and detailed statements have been submitted and approved with pertinent requirements of the appropriate code. Permits may include, but not be limited to: excavation, shoring, grading and site utilities, construction of foundations, structural frame, shell, or any other part of a building or structure.*

   The City of Coburg allows phased permitting for commercial projects within its jurisdiction as approved by the Building Official under OSSC 107.3.3

   ii. *Allow deferred submittals to be permitted within each phase with the approval of the building official;*

   The City of Coburg allows deferred submittals for projects within its jurisdiction as approved by the Building Official under OSSC 107.3.4.1.

   iii. *Require the applicant to be notified of the estimated timelines for phased plan reviews and that the applicant is proceeding without assurance that a permit for the entire structure will be granted when a phased permit is issued.*

   The City has a policy document to guide the processing of phased permit applications.

e. *Verify that all plans have been stamped by a registered design professional and licensed plan reviewer where required;*

When required, staff verifies that plans and related construction documents are appropriately stamped by a registered design professional to practice in the State of Oregon. Plans failing to meet this requirement are not approved until the appropriate stamp is provided.

f. *Verify for those architects and engineers requesting the use of alternative one and two family dwelling plan review program that all plans have been stamped by a registered professional who is also a residential plans examiner. This process must require the building official to:*

   i. *Establish policies and procedures in their operating plan for this process;*
   ii. *Waive building inspection program plan review requirements for conventional light frame construction for detached one and two family dwellings; and*
   iii. *Establish an appropriate fee for processing plans submitted under this rule.*

The City of Coburg has established a policy and process for architects and engineers requesting the use of alternative one and two family dwelling plan review program under ORS 455.628. The policy outlines steps for verification that the design professional is also a residential plans examiner, waives the building inspection program plan review, and establishes appropriate fee for processing plans submitted under this rule.

g. *Establish a process for plan review if non-certified individuals will be reviewing permit applications under OAR 918-098-1010.*

All plan reviews are performed by individuals properly certified under OAR 918-098-1010

(b) *Employ or contract with a person licensed, registered, or certified to provide consultation and advice on plan reviews as deemed necessary by the building official based on the complexity and scope of its customers' needs;*

The City of Cottage Grove's Building Official is the Building Official for Coburg.

Each plans examiner is appropriately certified by the State of Oregon in all codes under which they perform reviews.

(c) *Maintain a list of all persons it employs or contracts with to provide plan review services including licenses, registrations, and certifications held by each plan reviewer and evidence of compliance with all applicable statutory or professional continuing education requirements*

A roster of the plan review staff including current certifications and continuing education records is available on request to any interested party.

(d) *Designate at least three licensed plan reviewers from whom the municipality will accept plan reviews when the time periods in subsection (e) of this section cannot be met; and*

(e) *Allow an applicant to use a plan reviewer licensed under OAR 918-090-0210 and approved by the building official when the time period for review of "simple one- or two-family dwelling plans" exceeds 10 days where the population served is less than 300,000, or 15 days where the population served is 300,000 or greater.*

The City of Cottage Grove maintains a list of at least three licensed plan reviewers from whom Cottage Grove will accept plan reviews, should Cottage Grove be unable to meet the time requirements for plan review. The list is available upon request. In addition, Cottage Grove will accept "simple one- or two-family dwelling" plan reviews conducted by a plan reviewer licensed under OAR 918-090-0210 and pre-approved by the Building Official should Cottage Grove be unable to meet the time requirements for plan review.

Inspection Standards
918-020-0090

Inspection Standards. A building inspection program must:

a. Set reasonable time periods between 7 a.m. and 6 p.m. on days its permit office is open, weekends and holidays excluded, when it will provide inspection services or alternative inspection schedules agreed to by the municipality and permittee;

Cottage Grove will provide inspection services for the City Monday, Wednesday and Friday's, staff permitting.

b. Unless otherwise specified by statute or specialty code, establish reasonable time periods when inspection services will be provided following requests for inspections;

The City utilizes the State's ePermitting system for scheduling inspections. This IVR system is available 24 hours per day, 7 days a week. Requests made prior to 7:00 am are normally conducted the same working day. Inspection requests made after 7:00 am will be conducted the following working day unless a later date is requested. Inspection requests that are received after 7:00 am but which are needed on the same day requested due to unforeseen issues may be accomplished if approved by the Building Official.

c. Establish policies and procedures for inspection services;

Upon arrival at a job site, an inspector will verify the correct permit has been posted and that approved plans are onsite. Where approved plans are required, inspections will be performed based on the approved plans.

d. Leave a written copy of the inspection report on site;

Inspection results are posted by the inspector from the field at the time of inspection and are available to the customer immediately through the State's ePermitting system.The report reflects details of the inspection request and the inspector's approval, conditional approval, or failure. A conditional approval allows the work to proceed while documented corrections are made and a re-inspection requested. In the case of a failed inspection, a list of needed corrections is provided in the report. All required corrections include appropriate code citations.

e. Make available any inspection checklists

Inspection checklists will be used.

f. Maintain a list of all persons it employs or contracts with to provide inspection services including licenses, registrations, and certifications held by persons performing inspection services and evidence of compliance with all applicable statutory or professional continuing education requirements;

A roster of the inspection staff, including current certifications and continuing education records are available to any interested party on request.

g. *Vest the building official with authority to issue stop work orders for failure to comply with the specialty codes the municipality is responsible for administering and enforcing; and*

The City utilizes the stop work authority contained in the Oregon Structural Specialty Code for structural work, and the Oregon Mechanical Specialty Code for mechanical work and is adopted locally via Ordinance available on the City of Coburg website.

The City's authority to issue stop work orders is delegated to the Cottage Grove's inspection staff. City policy requires that an inspector contact the Building Official to discuss the decision prior to issuance of a stop work order and that the Building Official notify City Planning Director via email when a stop work order has been issued.

h. *Require inspectors to perform license enforcement inspections as part of routine installation inspections.*

    i. *Where a municipality investigates and enforces violations under ORS 455.156 or in accordance with the municipality's local compliance program, the municipality's inspectors must require proof of compliance with the licensing, permitting, registration, and certification requirements of persons engaged in any activity regulated by ORS chapters 446, 447, 455, 479, 693, and 701. Inspectors must report any violation of a licensing, permitting, registration, or certification requirement to the appropriate enforcement agency.*

    Electrical and plumbing inspectors conduct random spot checks to verify compliance with plumbing and electrical licensing and registration requirements. In cases of a violation, the inspector is provided the discretion to stop the work and (a) issue a warning; (b) issue a notice of proposed assessment of civil penalty; or (c) discuss alternative options with the Building Official. Complaints received related to alleged violations of plumbing or electrical licensing or registration requirements are investigated by the appropriate inspector. Where multiple violations have occurred and/or at the discretion of the Building Official, licensing issues may be forwarded to the State for appropriate assistance. Citations and process for licensing violations will be as identified in OAR 918-020-0091.

Compliance Programs
918-020-0090

Compliance Programs. A municipality administering a building inspection program may enact local regulations to create its own enforcement program with local procedures and penalties; utilize the division's compliance program by submitting compliance reports to the division; elect to act as an agent of a division board pursuant to ORS 455.156, or develop a program that may include, but not be limited to, a combination thereof. A building inspection program must establish in its operating plan:

a) Procedures to respond to public complaints regarding work performed without a license or permit or in violation of the specialty codes the municipality is responsible for administering and enforcing;

Reports of work being performed without permit, in violation of relevant City ordinances and/or in violation of ORS 479.550, 479.620, 447.030, 447.040, 693.030, and 693.040 are accepted in person, over the phone, by mail, or online. All reports are investigated by inspection staff.

b) Procedures requiring proof of licensure for work being performed under the state building code utilizing the approved citation process and procedures in OAR 918-020-0091.

The City has not adopted a formal local licensing compliance program. While investigating violations through Oregon Specialty Code provisions, staff routinely verifies proof of compliance with the licensing, permitting, registration, and certification requirements of persons engaged in any activity regulated by ORS chapters 446, 447, 455, 479, 693, and 701. Inspectors report any violation of a licensing, permitting, registration, or certification requirement to the appropriate enforcement agency.

c) Policies and procedures to implement their compliance program;

The City has not adopted a formal local licensing compliance program at this time.

d) Policies and procedures regarding investigation of complaints, where the municipality chooses to investigate and enforce violations pursuant to ORS 455.156; and

The City has not adopted a formal local licensing compliance program at this time.

e) Policies and procedures regarding issuance of notices of proposed assessments of civil penalties, where the municipality chooses to act as an agent of a board pursuant to ORS 455.156. Penalties under such a program are subject to the limitations set in ORS 455.156 and 455.89

The City has not adopted a formal local licensing compliance program at this time.

Electrical Programs
918-020-0090

Electrical Programs. Municipalities that administer and enforce an electrical program must demonstrate compliance with all applicable electrical rules adopted pursuant to ORS 479.855.

Delegation of Authority to Administer Electrical Program
The City of Coburg assumed enforcement and administration of the electrical safety program under the authority of ORS 479.855.

The City of Coburg is a municipal corporation. The electrical safety program encompasses all areas within the City limits.

The State of Oregon Electrical Specialty Code and One and Two-Family Dwelling Specialty Code are adopted locally via ordinance as follows:

A. Oregon Electrical Specialty Code.
E. Oregon Residential Specialty Code

The adopting ordinances are reviewed and updated annually as per OAR 918-308-0190.

Employment of Electrical Inspectors
The City of Coburg contracts with The City of Cottage Grove to provide, commercial electrical inspectors/plans examiners and residential electrical inspectors/plans examiners.

Electrical inspectors are employed or contracted by the City of Cottage Grove. Cottage Grove employs an A-Level electrical inspector that provides electrical inspections for Coburg.

The City of Cottage Grove maintains contracts with third-party providers in the event that additional electrical inspection services are required.

Public Contact Procedure
Electrical inspectors have established office hours between 8:00 a.m. and 9:30 a.m. each work day. Questions related to technical electrical requirements are received by inspectors via email at inspections@cottagergroveor.gov or phone at 541-942-3340. Inspectors make contact directly back to the customer.

Code Interpretations and Dispute Resolution
The electrical inspector is responsible for all initial interpretations of the Oregon Electrical Specialty Code and the electrical portions of the Oregon Residential Specialty Code. Any appeal of an inspector's decision is reviewed by the Building Official. The appeal may be verbal or in writing. There is no cost for this initial appeal. A decision is generally issued within 48 hours of the request.

Persons aggrieved by a decision of the Building Official related to administrative provisions of the electrical specialty code may submit a written request to the Coburg City Administrator

Persons aggrieved by a decision of the Building Official related to technical provisions of the electrical specialty code may utilize the appeal procedure outlined in OAR 918-001-0130 in which the appeal will be directed to the appropriate Specialty Code Chief at the State Building Codes Division.

Permit Sales Office
The City's Building Inspection Program is open to the public from 8:30 a.m. to 4:30 p.m. each work day. Electrical permit applications are available at any time during these hours or 24 hours via State of Oregon ePermitting system.

Electrical Permits
Applications for permits are made on forms provided by the City's Building Inspection Program or via the State of Oregon ePermitting system. . .

The City of Coburg participates in a minor installation label program, through the State Building Codes Division, which complies with OAR 918-309-0200 through 918-309-0260.

Internal Operations and Electrical Plan Review
Projects that meet the size and scope requirements outlined in OAR 918-311-0040 for 'complex structures' require an electrical plan review. Electrical work which requires a plan review is also summarized on the permit application.
Electrical Inspection Standards
Electrical Inspection services are provided by the City of Cottage Grove Monday, Wednesday and Friday's provided staffing is available.

The City utilizes the State's ePermitting system for scheduling inspections. This IVR system is available 24 hours per day, 7 days a week. Requests made prior to 7:00 a.m. are normally conducted the same working day. Inspection requests made after 7:00 a.m. will be conducted the following working day unless a later date is requested. Inspection requests that are received after 7:00 a.m. but which are needed on the same day requested due to unforeseen issues may be accomplished if approved by the Building Official
Inspection results are provided to the applicant as per OAR 918-271-0020 (3). The electrical inspector follows an established process to ensure that identified corrections are made and re-inspected. All inspection results are recorded in the State's ePermitting system and posted online at the end of each work day.

Plan for Compliance
The electrical inspector checks for appropriate electrical licenses while conducting field inspections. Licensing violations are reviewed with the Building Official, and, if appropriate, violations are processed through the established state compliance program.

Accounting Plan
All revenues collected under the electrical program are accounted for separately from other revenues. Any surplus electrical program revenues are carried forward to the next fiscal year. The fees collected by the City of Coburg for electrical plan reviews and permits, along with program interest, are used solely for the administration of the electrical safety program. Any financial records associated with the electrical program, including those of the past fiscal year, the current fiscal year, or projections for the upcoming fiscal year, are available upon request. Fees are reviewed annually and assessed for a program goal of cost recovery. Any proposed fee changes are sent to the State Building Codes Division for review and notice at least 45 days in advance of the opportunity for public comment. All fees are provided upon request and are included in the attachments of this plan.

CITY COUNCIL
STAFF REPORT

League of Oregon Cities

2027-28 Legislative Priorities Voting

Meeting Date	Staff Contact	Email
July 14, 2026	Adam Hanks, City Administrator Sammy Egbert, City Recorder	Adam.Hanks@coburgoregon.gov Sammy.egbert@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

As a a member of the League of Oregon Cities (LOC), Coburg has been asked to review a list and summary description of 27 legislative policy priorities developed by seven statewide elected and appointed City officials and LOC staff and submit a vote for its five highest ranking priorities from the list of 23 policy priorities provided below and attached.

Suggested Motion

I move to accept the staff recommendation for the City of Coburg's top legislative priorities to submit to the League of Oregon Cities to support the LOC efforts on behalf of its member jurisdictions in the upcoming two-year Oregon Legislative cycle.

BACKGROUND

In advance of the upcoming Oregon Legislature's 2027-28 Legislative Session in February of 2027, the League of Oregon Cities (LOC) assembles a comprehensive list of issues from its local government municipal membership. This is accomplished with the creation of seven statewide policy committees, comprised of elected and appointed officials from local governments across the state with a focus on representation from cities small, mid and large, as well as from all regions of the state. LOC staff facilities the policy committee meetings, provides the initial policy framework, supports the committees with background materials, context of prior legislative history and other valuable technical information that aids in the committee's discussion and final recommendations within its committee scope.

The seven committees for this cycles policy development process include:

- Broadband, Cybersecurity, AI, and Telecommunications
- General Government
- Housing, Land Use, and Community Development
- Energy and Environment
- Finance, Taxation, and Economic Development
- Transportation
- Water and Wastewater Committee

Local governments throughout the State (and nationally) are experiencing significant financial challenges hampering their ability to meet the expectations of their communities as well as to maintain acceptable levels of operations and maintenance services levels to meet regulatory requirements.

Selecting and submitting Coburg's top legislative priorities allows LOC to carry the Coburg City Council's local voice forward, along with the many other cities that share similar concerns and have similar challenges to face. As the 2027-28 Legislative session gets underway, staff will continue to monitor and take advantage of opportunities to work with LOC and other similar local government focused groups to voice concerns and issues important to Coburg.

Below is a list of the 27 legislative priorities available to narrow to Coburg's selection of its five top choices to submit back to LOC: (the full title and background of each item is available in the attached Voting Guide)

Broadband, Cybersecurity, Artificial Intelligence (AI), and Telecommunications Committee

- Promote the equitable Development of Sustainable Telecom Infrastructure
- Maintain Local Control of a Safe, Modern Right of Way
- Support Equitable Access to Technology
- Support Responsible Municipal Use of Technology
- Support Municipal Cybersecurity Proficiency

General Government Committee

- Administrative Procedures Act Reform
- Public Meetings Law Clarity

Housing, Lane Use, and Community Development Committee

- Funding and Coordination for Shelter and Homeless Response
- Full Funding and Streamlining for Housing Production
- Land Availability and Land Use Streamlining

Energy and Environment Committee

- Invest in Community Energy Resilience/Disaster Planning
- Support Expedited Local Renewable Energy Generation
- Support Increased Energy Transmission Capacity
- Maintain Affordable Energy While Supporting Grid Hardening and Modernization
- Resource Programs for Energy Efficiency Planning and Project Development
- Support Administrative Capacity

Finance, Taxation and Economic Development Committee

- Targeted Prevailing Wage Changes
- Alcohol Revenue Modernization
- Emergency Communication System Resources

- Strengthening Economic and Workforce Development

Transportation Committee

- 2027 Transportation Package
- Cautious Adoption of Autonomous Vehicles
- City Supported Street Sign Traditions
- Community Safety and Neighborhood Livability

Water and Wastewater Committee

- Infrastructure Funding
- Water Re-use
- Ratepayer Assistance
- Water Workforce Development

RECOMMENDATION

The staff recommended top five legislative priorities are as follows (in order of ballot, not priority ranked):

- ➢ Public Meeting Law Clarity
- ➢ Invest in Community Energy Resilience/Disaster Planning
- ➢ 2027 Transportation Package
- ➢ Infrastructure Funding
- ➢ Ratepayer Assistance

BUDGET / FINANCIAL IMPACT

There are no fiscal impacts associated with this agenda item and submittal to LOC, however, the recommended priorities contain potential future state/federal funding resources that would benefit Coburg and its delivery of core services to the community.

PUBLIC INVOLVEMENT

No specific public involvement has occurred with this agenda item. Staff priority recommendations are informed by both Council dialogue and decisions in prior Council meetings as well as community input in those meetings. Additionally, both the City Administrator and Mayor Bell regularly attend LOC regional meetings where legislative issues are presented, discussed and debated which also inform the above recommendations.

NEXT STEPS

Upon Council selection of its top five priorities, Staff will submit the final list to LOC prior to the deadline of September 25, 2026.

ATTACHMENTS

1. LOC 2026 Member Voting Guide
2. LOC Priority Options Voting List

CITY COUNCIL
STAFF REPORT

League of Oregon Cities

2026 Member Voter Guide

2027-28 LOC Legislative Priorities

TABLE OF CONTENTS

2026 Member Voter Guide

Background: The LOC policy committees are the foundation of the League's policy development process. Each even-numbered year, the LOC appoints city officials to serve on these committees. They receive informational briefings, analyze policy and technical issues, and ultimately recommend positions and strategies for the upcoming two-year legislative cycle. We want to acknowledge officials that dedicated their time and expertise to develop the priorities – *thank you* for supporting the LOC in crafting a strong agenda to support our legislative work.

This year, seven committees identified 27 legislative policy priorities to advance to the full membership and LOC Board of Directors. It's important to understand that the issues that do not rise to the top based on member ranking are not diminished with respect to their value to the policy committee or the LOC's advocacy. These issues will still be key components of the LOC's legislative portfolio for the next two years.

Ballot/Voting Process: Each city is asked to review the recommendations from the each of the policy committees and provide input to the LOC Board of Directors, which will formally adopt the LOC's 2027-28 legislative agenda. While each city may have a different process when evaluating the issues, it's important for cities to engage with their mayor and entire council to ensure the issues are evaluated and become a shared set of priorities. During its October meeting, the LOC Board will formally adopt a set of priorities based on the ranking process through the survey and their evaluation.

Each city is permitted **one** ballot submission. **Once your city has reviewed the proposed legislative priorities, please complete the electronic ballot to indicate the top five (5) issues that your city would like the LOC to focus on during the 2027-28 legislative cycle**. The lead administrative staff member (city manager, city recorder, etc.) will be provided with a link to the electronic ballot. If your city did not receive a ballot link or needs an alternative way to vote, please reach out to Meghyn Fahndrich at mfahndrich@orcities.org and Nicole Stingh at nstingh@orcities.org.

Important Deadline: The deadline for submitting your city's vote is **5 p.m. on Friday, September 25, 2026.**

Broadband, Cybersecurity, Artificial Intelligence (AI), and Telecommunications Committee

LOC Contact: Greg Miller, gmiller@orcities.org

PROMOTE THE EQUITABLE DEVELOPMENT OF SUSTAINABLE TELECOM INFRASTRUCTURE

RECOMMENDATION: The LOC recognizes and has prioritized broadband access, and telecom infrastructure more broadly, as an "essential service" and will advocate for affordable, safe, reliable, high-speed infrastructure development and access in every city. This includes but is not limited to: supporting expansion of service options for municipalities; increasing rural cellular infrastructure; and maintaining open access to networks that provide choice to community members.

Background: Advancements in telecommunications technology have ushered in unprecedent investments in infrastructure development aimed at providing broadband access and other communication modalities to all. Deploying infrastructure in Oregon must be done equitably across the state's diverse landscape and focus on addressing current coverage gaps as well as statewide infrastructure that serves all.

MAINTAIN LOCAL CONTROL OF A SAFE, MODERN RIGHT OF WAY

RECOMMENDATION: The LOC will oppose any legislation seeking to preempt local control of municipal rights-of-way (ROW). The LOC will also support legislation aimed at codifying home rule management of the local ROW and the revenue derived from use of the ROW, while encouraging ROW users to timely upgrade and replace their infrastructure lost to natural disaster.

Background: Home rule authority and local ROW management allow local governments to safely manage ROW issues that arise after work is complete, and when the ROW work-related permit may no longer be in effect. It ensures that utilities installing facilities in the ROW have financial protections like insurance in place, which help protect the public using the ROW and other entities whose infrastructure may be damaged during utility work. It ensures that local taxpayers will not have to pay costs associated with utilities' use of the ROW. It also ensures accountability through a variety of enforcement mechanisms.

SUPPORT EQUITABLE ACCESS TO TECHNOLOGY

RECOMMENDATION: The LOC will support policies such as the Oregon Lifeline Program to ensure digital inclusion. The LOC will also continue to monitor implementation of the

U.S. Department of Justice's website accessibility rule implementation and support municipal resource opportunities for accessibility. Finally, the LOC will support funding for programs that increase digital skills, equity, and adoption.

Background: All individuals regardless of physical, financial, or any other barrier have a right to access advancements in telecom technology.

SUPPORT RESPONSIBLE MUNICIPAL USE OF TECHNOLOGY

RECOMMENDATION: The LOC will support legislation that acknowledges forward-thinking regulations, taking into account the rapid evolution of telecom systems. The LOC may also support agency policy options that include municipal telecom resilience and concepts such as municipal AI assessments, and an "AI Sandbox" to further understanding of AI risks and other technological advancements in a controlled environment. In this work, the LOC will work to prevent unfunded mandates.

Background: Advancements in technology, including but not limited to AI, have demonstrated operational efficiencies, yet those come with risks if not implemented correctly and used safely. The LOC is cautiously optimistic about the use of AI and other tools that increase service and operational efficiency, but recognizes that some regulation may be necessary to define appropriate municipal uses and foster an atmosphere of responsibility and data safety.

SUPPORT MUNICIPAL CYBERSECURITY PROFICIENCY

RECOMMENDATION: The LOC opposes unfunded mandates and will advocate for technical support and funding to give all cities access to innovative technology, enhanced state programs, cybersecurity notification resources and assistance protecting critical infrastructure and data during cyber-attacks.

Background: Cybercriminals target municipalities as vulnerable systems holding valuable personal data and financial records. Historical underfunding of cybersecurity, antiquated system architecture, and lack of cybersecurity training contribute to the increasing trend in municipal cyberattacks. Cyberattacks can impact services with dire consequences for residents. Hackers typically look for the easiest entry path, and local governments often lack the resources to respond.

General Government Committee

LOC Contact: Charlie Conrad, cconrad@orcities.org

ADMINISTRATIVE PROCEDURES ACT REFORM

RECOMMENDATION: The LOC will advocate for the comprehensive modernization of the Oregon Administrative Procedures Act (APA) to restore regulatory transparency, strict alignment with legislative intent, and meaningful public accountability across all state agencies. This advocacy should include:

- Standardizing the rulemaking process across all state agencies to eliminate regulatory fragmentation;
- Strengthening public and expert participation in all rulemaking and workgroup processes;
- Establishing independent oversight and auditing of fiscal impact statements;
- Limiting and restricting the use of emergency rulemaking to actual crises; and
- Reforming judicial deference standards to ensure state agencies remain answerable to elected leaders and voters.

Background: Established in 1971, the Oregon APA is the legal framework that dictates how state agencies create regulations. However, the system has not seen a major update in decades, resulting in an unpredictable regulatory environment. Because there is no single standard for all agencies, different departments often pass conflicting rules that make compliance incredibly difficult for organizations on the ground. Furthermore, many key agencies report to independent boards rather than the governor, which creates an accountability vacuum. Recent state court decisions have compounded the issue by granting agencies broad leeway, ruling that their regulations do not strictly have to align with the original legislative intent.

This regulatory breakdown directly impacts local governments. When uncoordinated state agencies issue overlapping or conflicting rules, cities are left trapped in the middle—forced to navigate a maze of contradictory mandates that drain municipal staff time and stretch city budgets. Furthermore, because recent court rulings have stripped away traditional checks on administrative reach, cities have lost the ability to challenge flawed, 'one-size-fits-all' state regulations that ignore local realities. This loss of local control and financial stability necessitates reform. Protecting municipal home rule, ensuring local voices are actually heard during the rulemaking process, and restoring a sense of predictability and fairness to how state policies are implemented on the ground is necessary.

PUBLIC MEETINGS LAW CLARITY

RECOMMENDATION: The LOC will advocate for a comprehensive statutory reset of the Oregon Public Meetings Law to restore operational functionality and practicality for local governments while protecting public transparency. This priority includes the following provisions:

- Establishing an Intentionality Requirement: Limit serial meeting violations strictly to actions taken "knowingly and intentionally" to protect volunteer elected officials from penalties for good-faith, inadvertent errors.
- Streamlining Complaint Enforcement: Authorize the Oregon Government Ethics Commission (OGEC) to immediately dismiss incomplete, trivial, or bad-faith complaints.
- Holding the Right Entity Accountable: Shift personal liability for purely administrative errors—such as delayed meeting notices—away from individual elected officials and onto the public body as an institution.
- Expanding the "Cure" Process: Provide flexible, accessible avenues for local governments to address and correct procedural complaints, including decision rescission or public acknowledgement with a corrective action plan.
- Right-Sizing Training Requirements: Reform mandatory compliance training to occur once per elected term rather than annually, while allowing incoming officials to complete the requirement prior to being sworn in.

Background: Oregon's Public Meetings Law prohibits local elected officials from deliberating in private, a rule that includes a ban on "serial meetings," where separate, smaller discussions are held over time that may add up to a quorum. Recent Oregon Government Ethics Commission (OGEC) rules and training on this topic have created widespread confusion, leaving public officials deeply uncertain about how they can communicate with each other, their residents, or the media. A diverse work group of local leaders and legislators spent months negotiating a bipartisan fix during the 2026 legislative session, but Governor Kotek ultimately vetoed the bill, calling for stakeholders to return to the drawing board for the 2027 session. Today, the interpretation of this law remains highly contentious, and ongoing discrepancies create massive structural ambiguities and political tensions, making it incredibly difficult for local leaders to effectively govern.

To make the public meetings law workable, several practical fixes are urgently needed to save taxpayer resources and provide clarity to local officials. The current system: forces volunteer leaders to face personal liability for minor staff mistakes like late meeting notices; offers no clear way for cities to self-correct simple procedural errors; and requires repetitive annual training. To keep local governments functioning, the state must shield individual officials from administrative liability, allow the OGEC's staff to quickly dismiss trivial or bad-faith complaints, create a clear path for cities to self-correct honest mistakes, and right-size compliance training to once per elected term.

Housing, Land Use, and Community Development Committee
LOC Contact: Alexandra Ring, aring@orcities.org

FUNDING AND COORDINATION FOR SHELTER AND HOMELESS RESPONSE

RECOMMENDATION: The LOC opposes cuts to the state shelter system funding and supports continued state investments in a comprehensive homeless response system to fund eviction prevention, shelter, and rehousing. These investments should include:

- Strengthening our coordinated regional homeless response;
- Funding a range of shelter types in cities across the state, including alternative shelter models, safe parking programs; and
- Funding eviction prevention, rapid rehousing, outreach, case management, staffing and administrative support, and other related services.

Background: The LOC recognizes that to end homelessness, a cross-sector coordinated approach to delivering services, housing, and programs is needed. Cities are not social service providers and largely do not have the additional revenue sources to fund new services outside their core services, amid ongoing budget cuts. Despite historic legislative investments in recent years, communities continue to struggle to support and rehouse Oregonians experiencing homelessness. In 2025, the Legislature passed HB 3644, which created the Statewide Shelter Program, a comprehensive funding program for state supported local shelters based in regional coordination. In addition to the statutory framework, the Legislature passed a funding package of $204 million to support sheltering efforts in the 2025-2027 biennium, with $102 million as the new baseline level of funding for all biennium through 2034. In a tight budget environment, the Legislature's ability and interest in continuing these investments is unclear.

As Oregon continues to face increasing rates of unsheltered homelessness, the LOC is committed to strengthening a regionally based, state-supported homeless response system to ensure all Oregonians can equitably access stable housing and maintain secure, thriving communities. Regional coordination is key to the system's success, and the state, cities, and counties must be part of the solution together.

FULL FUNDING AND STREAMLINING FOR HOUSING PRODUCTION

RECOMMENDATION: The LOC will seek opportunities to address structural barriers to production of different housing options at the regional and state level. This includes:

- Streamlining state agency programs, directives, funding metrics, and grant timelines that impact development;
- Accurate tracking of units produced on the ground, rather than units unlocked;
- Aligning state programs with local capital improvement and budget timelines; and
- Increasing connections between affordable housing resources at Oregon Housing and Community Services (OHCS) with the land use directives in the Oregon Housing Needs Analysis (OHNA) and Climate Friendly and Equitable Communities (CFEC) programs at the Oregon Department of Land Conservation and Development (DLCD).

Additionally, the LOC will advocate maintaining and increasing state investments to support the development and preservation of a range of needed housing types and affordability, including:

- Publicly supported affordable housing and related services;
- Affordable homeownership;
- Permanent supportive housing;
- Affordable modular and manufactured housing;
- Middle housing types; and
- Moderate-income workforce housing development.

Background: Recent legislation and executive orders have made significant changes to the state's land use planning process, including new housing production directives for cities and counties. And yet, housing production levels remain below our state's current needs. The state should prioritize implementation, funding, and coordination of existing programs in the 2027-2028 legislative sessions before considering any new policies, including direct funding for housing production to address the underlying economic challenges that prevent production.

LAND AVAILABILITY AND LAND USE STREAMLINING

RECOMMENDATION: The LOC supports updates and streamlining statutes to better support good land use planning and land availability for all needs. This includes:

- Refining land use statutes to provide more clarity and legal certainty for cities;
- Clarifying wetland statutes and inventories to allow efficient and orderly urbanization of land within urban growth boundaries (UGBs);
- Streamlining UGB expansion and swap processes for residential, commercial, and

industrial land;

- Improving urban reserves process and land prioritization; and
- Funding for technical assistance for code audits and updates to comply with new state statutes.

Background: Oregon's land use system has undergone substantial change over the past decade, without revisions to the underlying structure. Years of layering legislation with different requirements and new interpretations of existing law have increased regulatory complexity that cities must navigate to be compliant within Oregon's land use system. Complying with state land use laws has become expensive, time-consuming and confusing, and prevents cities from having sufficient land for all needs (housing, industrial, and commercial). This has created challenges for ensuring that communities have sufficient supplies of land for all types of development, impacting other the housing and economic development priorities of the state.

Energy and Environment Committee

LOC Contact: Greg Miller, gmiller@orcities.org

INVEST IN COMMUNITY ENERGY RESILIENCE/DISASTER PLANNING

RECOMMENDATION: The LOC will engage in efforts to provide planning resources, technical assistance and funding to cities preparing to withstand, maintain and recover their energy needs in the event of a disaster. This includes resources for energy efficiency and/or local energy generation like biomass, solar, hydro, biogas, and generators. It also includes virtual power plants, microgrids, energy storage, and other solutions that help cities and their communities increase energy resilience.

Background: Frequency and severity of natural disasters and growing regional energy shortages have demonstrated the potential to cripple Oregon communities during an emergency. Intentional disaster planning and community energy resource development can be costly, but will contribute to Oregon cities' resilience and ongoing viability during floods, seismic events, drought, wildfires, and energy brown/blackouts.

SUPPORT EXPEDITED LOCAL RENEWABLE ENERGY GENERATION

RECOMMENDATION: The LOC will continue to support traditional large renewable energy development and transmission projects while mitigating impacts on local control. To support Oregon clean/renewable energy targets and increased capacity, the LOC also supports local initiatives to develop alternative/renewable energy sources that fit the needs of each city.

Background: Recent studies of projected Pacific Northwest energy load growth in the next five years show a projected shortfall of 3GW (3,000,000kw) by 2030. That shortfall compounds by 2035. Viability of Oregon cities depends upon increased reliable energy generation.

SUPPORT INCREASED ENERGY TRANSMISSION CAPACITY

RECOMMENDATION: The LOC will explore and support initiatives that increase renewable energy transmission while mitigating impacts on local control.

Background: Large scale renewable energy is largely produced east of the Cascade divide. Maximizing current transmission and developing new capacity to make renewable energy available to all regions is an important factor in achieving equitable community energy resilience while meeting Oregon decarbonization and climate goals.

MAINTAIN AFFORDABLE ENERGY WHILE SUPPORTING GRID HARDENING AND MODERNIZATION

RECOMMENDATION: The LOC will support initiatives that balance necessary grid modernization against manageable rate increases for cities and residents.

Background: Growing and modernizing Oregon's aging electric grid is necessary. However, upgrades and increased capacity are challenging. Utilities are not insulated from recent inflation and face unprecedented increases in equipment and infrastructure costs. Customers are also seeing increased rates due to rising utility infrastructure costs and spending on wildfire mitigation.

RESOURCE PROGRAMS FOR ENERGY EFFICIENCY PLANNING AND PROJECT DEVELOPMENT

RECOMMENDATION: The LOC will support legislation that further supports Community Renewable Energy Programs, Green Bank Concepts, Home Energy Rebates, Solar and Storage Rebates, Electrification Incentives.

Background: Oregon's 241 incorporated cities are at the forefront of delivering on Oregon's climate and energy goals: building decarbonization, energy efficiency and renewable energy generation. These mandates, while important, fall largely upon local governments that are perpetually constrained financially. Continued legislative allocations to support climate/energy programs and local governments will be paramount to continue taking the incremental steps necessary to achieve the state's 2030 greenhouse gas reduction targets and 2040 emissions elimination goals.

SUPPORT ADMINISTRATIVE CAPACITY

RECOMMENDATION: The LOC will support state budgets that increase targeted agency capacity needed to adequately and efficiently provide technical assistance, permitting and resources to municipalities related to state and federal energy and climate goals. This includes fully funded and staffed local programs dedicated to implementation of state climate and decarbonization initiatives, especially those related to guidance derived from federal agencies.

Background: Looming large in the Pacific Northwest are concerns about federal energy policies and utility capabilities to meet Oregon's clean energy targets. Additional capacity at the state level will support communities that are navigating changing guidance and requirements.

Finance, Taxation, and Economic Development Committee

LOC Contact: Colette Tipper, ctipper@orcities.org

TARGETED PREVAILING WAGE CHANGES

RECOMMENDATION: The LOC will advocate for targeted changes to prevailing wage requirements that: recognize urgent needs for Oregon communities; consider the impact of inflation; and maintain the original intent of Oregon's prevailing wage law. This includes supporting reoccurring legislation to exempt publicly financed facilities aimed at addressing the housing crisis (affordable housing, shelters, day centers) and the lack of childcare, as well as efforts to address mounting infrastructure needs impacting housing and economic development. The LOC will support additional clarity around split determination issues that are impacting growth, ensuring cities can proactively prepare for growth without impacting future, private developments.

Background: Prevailing wage rates are minimum hourly rates a contractor must pay its employees under public works contracts; and while there are federal and state prevailing wage rates, the recommendation above impacts state prevailing wage laws. The wage rates vary by occupation and region, with the rates being set by the Oregon Bureau of Labor & Industries (BOLI). Oregon law requires prevailing wages to be paid on a project if it hits one of two specific triggers: the public agency trigger or the public funding trigger:

1. Public Agency Trigger - If a project meets the definition of a "public works" under ORS 2798C.800(6)(a) and the total cost of the project is $50,000 or more. Examples of qualifying projects include roads, buildings, and improvements – whether it's new construction, renovation, painting, demolition, or the removal of hazardous waste. The $50,000 threshold was set in 2005. If adjusted for inflation, the threshold would be roughly $86,000.
2. Public Funding Trigger - A project might be private, but it uses $750,000 or more of

taxpayer money. The same types of projects qualify for the public funding trigger. Note: there are very specific exceptions of public money being used that do not trigger prevailing wages (see ORS 279C.810(1)(a) and OAR 839-025-0004(11)(b)). The $750,000 threshold was set in 2007. If adjusted for inflation, the threshold would be roughly $1.2 million.

Additionally, Oregon law states that in the case of public-private partnerships, BOLI shall divide the project to separate the private and public aspects of the project. The public aspects of the project will be subject to prevailing wage, while the private aspects will not. This recently impacted developments in the Willamette Valley. Developable lots with publicly funded infrastructure should not mean that private projects automatically prevail.

ALCOHOL REVENUE MODERNIZATION

RECOMMENDATION: The LOC will advocate for alcohol tax revenue modernization that generates increased shared revenues for cities. This includes support for recommendations from the HB 3610 Task Force on Alcohol Pricing to increase beer and wine taxes while preserving the existing 34% revenue-sharing distribution to cities. This may also include legislation removing the preemption on local alcohol taxes.

Background: Cities have significant public safety costs related to alcohol consumption and must receive revenue commensurate to the cost of providing services related to alcohol. In considering an increase, the LOC will balance the economic and consumer pressures impacting breweries across the state.

Oregon is a control state and the Oregon Liquor and Cannabis Commission (OLCC, formerly known as the Oregon Liquor Control Commission) acts as the sole importer and distributor of liquor. Cities and other local governments are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% share of net state alcohol revenues. The OLCC has also imposed a 50-cent surcharge per bottle of liquor since the 2009-2011 biennium, which is directed towards the state's general fund. Oregon's beer tax has not increased since 1978 and is $2.60 per barrel, which equates to about 8.4 cents per gallon, or less than 5 cents on a six-pack. Oregon's wine tax is 67 cents per gallon and 77 cents per gallon on dessert wines. Oregon has one of the lowest beer taxes in the country (source) and the wine tax is closer to national average (source).

EMERGENCY COMMUNICATION SYSTEM RESOURCES

RECOMMENDATION: The LOC will support legislation enhancing the effectiveness of the state's emergency communications system through an increase in the 9-1-1 tax. Inflationary factors have lessened the impact of the emergency communications tax. State estimates indicate that this revenue covered 40% of dispatch center costs, but that figure is inaccurate, with some communities receiving as little as 20-25%.

Background: Oregon's 9-1-1 tax was increased to $1.00 per line or prepaid transaction effective January 1, 2020, and further increased to $1.25 effective January 1, 2021. Before this change from 2019's HB 2449, the rate had been 75 cents since 1995. The new tax increase on 9-1-1 expires January 1, 2030. Most cities will not receive this state shared revenue directly, as the city share is directed to the public safety answering point (PSAP) provider connected to the statewide network, and most of these are managed by counties or a regional entity, rather than a city. The PSAPs are only partially funded through the state's Emergency Communications Tax, with the balance of operating costs coming primarily from property taxes. Local governments receive approximately 60% of 9-1-1 taxes, but the taxes generally covered less than 25% of the costs of total PSAP operations before the recent rate increases. Ratios of individual PSAP costs to taxes received vary. The local government share of the state tax is distributed 1% to each county, with the remainder distributed per capita.

STRENGTHENING ECONOMIC AND WORKFORCE DEVELOPMENT

RECOMMENDATION: The LOC will support efforts to modernize and strengthen Oregon's existing economic development programs while advocating to maintain local flexibility and autonomy over local revenues. The LOC's advocacy includes strengthening and increasing funding for current state programs like Enterprise Zones (EZ), Long Term Rural Enterprise Zone (LTREZ), the Strategic Investment Program (SIP), the Industrial Site Loan Fund, Brownfield programs, and infrastructure programs, as well as new efforts to support a healthy economy.

The LOC will also support efforts to strengthen Oregon's workforce development initiatives that help to meet critical workforce shortages experienced by public and private employers throughout the state. The LOC will advocate for policies and investments that strengthen local talent pipelines, expand access to workforce education and training, and help communities recruit and retain the skilled workforce needed to support and grow a healthy economy.

Background: Communities across the state have leveraged local economic development incentive programs (Enterprise Zones (EZ), Long Term Rural Enterprise Zone (LTREZ), Strategic Investment Program (SIP), etc.) to support strong local economies, community investment, and long-term economic growth. These programs are intentionally designed to provide local governments with flexibility to attract and retain industries that align with local economic priorities, infrastructure capacity, and workforce needs. The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new business investment, while the SIP program allows local governments to offer a 15-year partial exemption on the value of new property exceeding a specified investment threshold.

These incentive programs are critical tools for maintaining Oregon's national competitiveness and generating substantial long-term benefits through job creation, enhanced economic activity, infrastructure investment, and increased tax revenues. Local governments absorb the primary impact of temporary property tax exemptions and provide the infrastructure and public services necessary to support development, while the state realizes significant revenue gains through increased income tax collections and broader economic activity generated by these investments. As the state increasingly benefits from local economic development efforts, it should also be a stronger financial partner in supporting and sustaining these programs. Preserving local discretion, predictability, and flexibility within economic development programs remains essential to ensuring communities can effectively compete for and support major economic development opportunities.

Public and private employers across the state are having trouble filling critical workforce needs. As an example, Oregon respondents to the 2025 Associated General Contractors of America Workforce Survey indicate that 56% expect to hire new employees and 54% have increased headcount in the last year. However, 52% of respondents report trouble hiring due to a lack of qualified and credentialed candidates. This challenge rings true for cities. Cities have reported trouble filling wastewater treatment positions due to lack of qualified candidates, while community colleges are neglecting to start programs because of the high cost of running them.

Transportation Committee

LOC Contact: Nicole Stingh, nstingh@orcities.org

2027 TRANSPORTATION PACKAGE

RECOMMENDATION: The LOC supports a robust transportation package that supports Oregon's multi-jurisdictional, multi-modal, and safety-oriented transportation system. Recognizing that Oregonians don't always know who owns what route they rely on, any revenue should support our shared transportation system. The LOC believes this is most effective through a statewide revenue source rather than more administratively burdensome and inequitable local revenue methods that are unable to ensure that all users pay their fair share (including through user fees).

Cities and locally owned transportation systems rely on a strong state partner to meet our shared goals of a system that moves people from "point a to point b" safely and effectively. In addition, the conditions of state and county routes impact cities by both directing additional traffic on city streets and affecting how residents get to where they need to go safely. This requires system expansion to be secondary to restoring funds in grant programs and transit services, protecting existing programs, and an overall focus on operation and maintenance.

Background: After a failed package in 2025, efforts are underway on a 2027 package to address the known need for state, county, and city infrastructure. The State Highway Fund (SHF) is the primary revenue source for the state's transportation infrastructure, and comes from various sources, including gas and diesel tax, weight mile tax, vehicle registration fees, vehicle title fees, and driver's license fees. These funds are distributed using a 50-30-20 formula, with 50% going to the state, 30% to counties, and 20% to cities. Continued investment in transportation infrastructure is critical for public safety objectives such as the Safe Routes to Schools and the Great Streets programs. In addition to those grant programs, local communities rely on the Statewide Transportation Improvement Fund and Oregon Community Paths resources. These programs are essential in cities to support efficient, convenient, safe, cost-effective transportation systems that are open to all members of our communities.

CAUTIOUS ADOPTION OF AUTONOMOUS VEHICLES

RECOMMENDATION: The LOC will advocate for necessary tools to support communities as autonomous vehicles (AVs) come to Oregon, particularly for private for-hire AVs. Cities are proactively and cautiously preparing for new technology, like autonomous vehicles, and it's crucial to get the regulations right to ensure proper coordination, alignment between all stakeholders, and flexibility as the technology is evolving rapidly.

AVs will impact city goals and requirements, ultimately impacting their transportation system plans. Cities must not be preempted in their ability to permit (as it relates to private for-hire AVs) and regulate the use of this new technology on city infrastructure. Cities should have the ability to:

- Ensure AVs follow the rules of the road and can receive traffic violations like human drivers, and that law enforcement officials are trained on ways to disengage an AV;
- Require geofenced areas to have operational standards based on the local needs or goals (like limiting 0 passenger trips), to accommodate special events, or to address infrastructure challenges that prevent safe deployment of technology;
- Allow revenue generation to offset costs for training law enforcement and first responders; and
- Limit the number of AVs that are allowed to operate in a city, potentially scaling up as predetermined performance benchmarks are reached.

At the same time, the LOC supports federal authority to determine if and when an AV is street ready. In addition, the state should determine cyber safety standards, insurance requirements, vehicle registration, and other activities.

Background: With new technologies comes new and unforeseen challenges and opportunities. AVs offer the ability to improve traffic safety by limiting human error, as industry data shows. AVs could also promote other economic activity and create access to our transportation system. At the same time, there are key risks to mitigate as we learn lessons from cities across the nation that have operated with AVs. One lesson – a slow rollout will help companies identify and address issues as they arise. From navigating weather to power outages, San Francisco transportation officials have learned a lot and shared that with the LOC's Transportation Policy Committee. Despite AVs being in operation for years, the California Department of Motor Vehicles recently created rules around traffic citations for AVs nearly two years after their state legislature passed authorizing legislation. Oregon would benefit from waiting until the technology has advanced, being a fast follower rather than an early adapter. In addition, Oregon should balance support for industry and competition with public trust and public good.

In addition, for more than 40 years, the state of Oregon has recognized that for-hire services like taxis and other vehicles for-hire are a necessary part of the transportation system and has left regulation to local authorities (see ORS 221.485, ORS 221.495). Private for-hire AVs should have higher standards for city regulation versus privately owned vehicles.

CITY SUPPORTED STREET SIGN TRADITIONS

RECOMMENDATION: The LOC will advocate to allow cities to support community activities and fundraisers through signs on light poles. Many cities hang signs on street light poles to recognize holidays, and in some cases these signs are sold as a fundraiser to support chambers, downtown organizations, or other community causes (examples include Mother's Day flowers and Christmas ornaments). State statute prevents this if the sign is visible from a state highway. The LOC will work to create flexibility for cities to support these fundraisers even if they are visible from a state highway.

Background: State statute prevents "advertising signs" within view of state highways, even if they are not on state right-of-way. The state considers advertising to be any exchange of compensation, regardless of its intended purpose. While this is a long-standing statute that is not actively consistently enforced, it has recently prevented one community from supporting a fundraiser for their downtown association. The LOC Transportation Policy Committee is flexible on the solutions and has directed staff to work with the Oregon Department of Transportation on bill language to address this in the least administratively burdensome manner, which will likely include a waiver for fundraising efforts that are endorsed by a city.

Water and Wastewater Committee

LOC Contact: Michael Martin, mmartin@orcities.org

INFRASTRUCTURE FUNDING

RECOMMENDATION: The LOC will advocate for increased and sustained investments in drinking water, wastewater, stormwater, and water reuse infrastructure needed to support housing production, economic development, public health, and environmental protection. This includes: expanding flexible, low-cost financing tools that reduce ratepayer burden; supporting infrastructure capacity needed for housing and economic development; investing in aquifer storage and recovery projects; protecting system development charge authority; and sustaining infrastructure financing programs, including the Special Public Works Fund, which help communities address critical infrastructure needs. The LOC will advocate for policies that recognize the increasing costs associated with regulatory compliance, environmental protection, and workforce needs.

Background: Water infrastructure (drinking water, wastewater, stormwater, and reuse) is essential to supporting housing production, economic development, public health, and environmental protection in communities across Oregon. Cities own and operate drinking water, wastewater, stormwater, and water reuse systems that require ongoing investment to maintain reliability, comply with state and federal regulations, and serve existing and future residents.

The 2024 LOC Infrastructure Survey identified approximately $6.4 billion in water infrastructure needs statewide. Cities continue to face increasing costs associated with aging infrastructure, regulatory compliance, environmental requirements, workforce challenges, and inflationary factors.

Without adequate infrastructure capacity, communities may struggle to accommodate needed housing development and economic growth. State investments should support direct infrastructure projects and proven financing programs that help communities plan, construct, and upgrade critical facilities. State programs like the Special Public Works Fund play an important role in helping communities address critical infrastructure needs.

WATER REUSE

RECOMMENDATION: The LOC will advocate for policies and investments that support the development and expansion of water reuse projects throughout Oregon. This includes: funding for planning, design, and construction; clear and predictable regulatory pathways; and technical assistance for local governments. The LOC will support maintaining local flexibility to implement community-specific reuse solutions that protect public health and environmental quality.

Background: The Legislature has recognized the value of water reuse through House Bill 2169 (2025). Despite growing interest in water reuse, many communities face financial, technical, and regulatory barriers that limit the development of water reuse. Cities need funding, technical assistance, and regulatory certainty to evaluate and implement reuse projects that meet local needs. As Oregon continues to invest in water infrastructure and community resilience, water reuse should be recognized as an important tool that complements existing water management strategies and helps communities achieve long-term sustainability goals.

RATEPAYER ASSISTANCE

RECOMMENDATION: The LOC will advocate for improved affordability for drinking water and wastewater customers while maintaining the financial stability necessary to operate, maintain, and improve local utility systems. This includes state-supported water and wastewater ratepayer assistance programs, and policies that consider affordability impacts on residents.

Background: Cites face the challenge of balancing affordability for residents with the investments necessary to maintain safe and reliable utility systems. State-supported ratepayer assistance programs and increased participating in infrastructure funding can help reduce financial burdens on households while preserving the financial sustainability of local utilities and ensuring continued access to essential water services. In 2025, the Legislature introduced House Bill 3527, which requested $11 million to continue funding the program, but the bill did not advance out of the budget committee.

WATER WORKFORCE DEVELOPMENT

RECOMMENDATION: The LOC will advocate for investments in workforce development programs that support the recruitment, training, certification, and retention of drinking water and wastewater professionals. This includes: support for operator-in-training and apprenticeship programs; certification and reciprocity improvements; regional training opportunities; and funding that helps communities develop and maintain a qualified water workforce.

Background: Oregon cities depend on certified operators and other utility professionals to provide safe drinking water, protect water quality, maintain regulatory compliance, and operate increasingly complex infrastructure systems. Water utilities across the state face growing challenges of recruiting, training, and retaining qualified personnel.

Investments in workforce development, training infrastructure, and career pathways will help ensure communities have the skilled workforce necessary to operate and maintain critical water infrastructure systems. The Legislature recently recognized the importance of this workforce with House Bill 4007 (2026), which established a "Water Professionals Appreciation Week" annually in October.

2. Please mark 5 boxes that reflect the top 5 issues your city recommends be added to the priorities for the League's 2027-2028 legislative cycle. Each city gets five total votes. *(required)*

- ☐ Promote the Equitable Development of Sustainable Telecom Infrastructure (Broadband, Cybersecurity, AI, and Telecommunications Committee)
- ☐ Maintain Local Control of a Safe, Modern Right of Way (Broadband, Cybersecurity, AI, and Telecommunications Committee)
- ☐ Support Equitable Access to Technology (Broadband, Cybersecurity, AI, and Telecommunications Committee)
- ☐ Support Responsible Municipal Use of Technology (Broadband, Cybersecurity, AI, and Telecommunications Committee)
- ☐ Support Municipal Cybersecurity Proficiency (Broadband, Cybersecurity, AI, and Telecommunications Committee)
- ☐ Administrative Procedures Act Reform (General Government Committee)
- ☐ Public Meetings Law Clarity (General Government Committee)
- ☐ Funding and Coordination for Shelter and Homeless Response (Housing, Land Use, and Community Development Committee)
- ☐ Full Funding And Streamlining For Housing Production (Housing, Land Use, and Community Development Committee)
- ☐ Land Availability And Land Use Streamlining (Housing, Land Use, and Community Development Committee)
- ☐ Invest In Community Energy Resilience/Disaster Planning (Energy and Environment Committee)
- ☐ Support Expedited Local Renewable Energy Generation (Energy and Environment Committee)
- ☐ Support Increased Energy Transmission Capacity (Energy and Environment Committee)
- ☐ Maintain Affordable Energy While Supporting Grid Hardening and Modernization (Energy and Environment Committee)
- ☐ Resource Programs For Energy Efficiency Planning and Project Development (Energy and Environment Committee)
- ☐ Support Administrative Capacity (Energy and Environment Committee)
- ☐ Targeted Prevailing Wage Changes (Finance, Taxation, and Economic Development Committee)
- ☐ Alcohol Revenue Modernization (Finance, Taxation, and Economic Development Committee)
- ☐ Emergency Communication System Resources (Finance, Taxation, and Economic Development Committee)
- ☐ Strengthening Economic and Workforce Development (Finance, Taxation, and Economic Development Committee)
- ☐ 2027 Transportation Package (Transportation Committee)
- ☐ Cautious Adoption of Autonomous Vehicles (Transportation Committee)
- ☐ City Supported Street Sign Traditions (Transportation Committee)
- ☐ Infrastructure Funding (Water and Wastewater Committee)
- ☐ Water Reuse (Water and Wastewater Committee)
- ☐ Ratepayer Assistance (Water and Wastewater Committee)
- ☐ Water Workforce Development (Water and Wastewater Committee)

CITY COUNCIL
STAFF REPORT

Total Maximum Daily Load (TMDL)
2025 DEQ Water Quality Implementation Activity Report

Meeting Date	Staff Contact	Email
July 14th 2026	Adam Hanks, City Administrator Brian Harmon, Public Works Director	Adam.Hanks@coburgoregon.gov Brian.Harmon@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

Staff requests Council's review and acceptance of the 2025 Total Maximum Daily Load (TMDL) Annual Report, a required component of the City's Department of Environmental Quality (DEQ) approved five-year TMDL Implementation Plan.

Suggested Motion

No motion required. Informational Report only

BACKGROUND

Coburg is part of the Upper Willamette sub-basin of the Willamette River and is a designated management agency responsible for supporting and implementing strategies that mitigate or eliminate heat, bacteria and mercury contributions to surface waters within the City of Coburg.

Under the regulatory oversight of the Oregon Department of Environmental Quality (DEQ), every five years, the City of Coburg is required to create a TMDL Implementation Plan. The Coburg Five Year TMDL Plan was last updated and approved in 2023 and is valid through 2028. As part of the implementation of the plan, an annual report is required to be generated, presented to Council and submitted to DEQ. Below is a summary report of activities completed in 2025 that support the implementation plan categorized by pollutant/source.

Mercury

Source #1: Stormwater Runoff: Pollution Prevention and Good Housekeeping for Municipal Operations

Strategy: Properly operate and maintain its facilities using prudent pollution prevention and good housekeeping to reduce discharge of mercury related pollutants.

Status update:
- Existing bioswales are mowed and maintained to reduce noxious weeds.
- No repairs were performed or necessary in 2025
- Work performed is as needed and tracked through task management software via work orders with the capability of logging hours, equipment used, notes, and photos.
- 90 hours of Bioswale maintenance activity

- 129 hours of street sweeping completed
- 77 hours of leaf collections completed

Source #2 : Erosion and Sedimentation

Strategy: Develop bio-swale management program

Status update: Vegetation Management and Maintenance Plan is in final steps of development and should be ready to implement in late 2026. Public Works staff attended three hours of classroom training on stormwater management.

Temperature

Source #1: Solar radiation

Strategy: Protect and enhance existing shading vegetation

Status update: Creation and distribution of infographic bookmark (RARE) to the Coburg Charter School and significant updates to the City website focused on water quality

Source #2: Wastewater Treatment plant discharge

Strategy: Maintain low effluent temperature.

Status update: One permit violation in 2025. Worked with Muddy Creek Irrigation Project Board to arrange for greater flow in this area over the summer months to alleviate higher temperatures by increasing the dilution of the discharge to water ratio. In addition, staff reduced the effluent by irrigating inside the treatment compound.

Bacteria

Source: Pet and animal waste

Strategy: Reduce the amount of pet waste that is not properly disposed of.

Status update: Stations are inspected daily and refilled weekly. The City of Coburg supplied an estimated 38,400 bags in 2025.

All Pollutants

Source #1: Riparian restoration

Strategy: Engage with the Muddy Creek Irrigation Project

Status update: Public Works Director attended eight Muddy Creek Irrigation Project Board meetings

Source #2: Storm water runoff

Strategy: Develop stormwater master plan.

Status update: Stormwater Master Plan is complete and was adopted by City Council in January 2026.

Strategy: Perform tree planting on available city property.

Status update: Planted eight trees in two different locations (Van Duyn St. & the Austin/Abby bioswale), the largest Arbor Day planting celebration yet.

Source #3: Public outreach and education activities.

Strategy: Inform the public of the impact they have on the TMDL. Add to website

Status update: Maintained water quality content updates to the City Website including interactive game and video options and resources for youth.

Status update: Staff continues to develop knowledge and skill relating to the most efficient means of operating a water and wastewater facility. Public Works Director attended state level water/wastewater conferences in 2025.

RECOMMENDATION
N/A – Informational report from staff.

BUDGET / FINANCIAL IMPACT
No direct revenue streams exist to support the TMDL implementation activities and reporting. Actions taken by staff are supported through existing revenues relating to water quality in the Street Fund (storm drain) and Water Fund, as well as some soft costs within the General Fund (administration).

RELEVENT COUNCIL GOAL, CITY POLICY OR COMPRENSIVE PLAN
Council Framework Goals/Objectives FY26-27: Action II-4 Vegetation Management and Maintenance Plan

PUBLIC INVOLVEMENT
Staff continue to explore methods of community engagement and education activities to further the effectiveness and support for Coburg's regulatory and environmental commitment to maintaining and improving water quality locally and within the Upper Willamette River basin.

NEXT STEPS
Staff will continue working on implementation of the strategy to meet timelines and provide City Council and Oregon DEQ with status updates.

ATTACHMENTS
1. Coburg Five Year TMDL Implementation Matrix 2025 Annual Update Report

City of Coburg ETLL Reduction Plan 2026

This plan outlines the City of Coburg Water Reclamation Facility (WRF) operational plan to reduce Excess Thermal Load Limit (ETLL) and prevent exceedances during the 2026 irrigation season. The plan includes operational, monitoring, and coordination measures intended to comply with Oregon DEQ requirements.

Proposed Actions for Spring and Summer of 2026

1. Biosolids Basin Drawdown: The WRF will lower the biosolids basin to allow approximately two days of effluent storage. The stored liquid will be treated through headworks and discharged. Work will occur in May.

2. East Ditch Maintenance: The ditch, from West Ditch diversion to the outfall, will be cleared and cleaned in mid-May. Daily monitoring will occur during summer to support optimal conveyance and mixing conditions.

3. MCIP Coordination: The City will communicate daily with the Muddy Creek Irrigation Project (MCIP) at the start of the irrigation season and weekly thereafter to monitor the agreed upon goal of maintaining a flow increase from 1.3 cfs to 2.5 cfs for improved dilution and ETLL reduction.

4. Spare Cooling Well Pump: The City will purchase and install a spare cooling water well pump and motor to minimize downtime risk and ensure continuous cooling capacity.

5. Onsite Irrigation for Flow Reduction: Irrigation inside the facility's fenced compound will occur daily from late June through September. This is expected to reduce effluent discharge from approximately 0.170 MGD to 0.060 MGD.

Monitoring and Reporting

The City will implement enhanced monitoring for effluent temperature, flows, and receiving water conditions. Daily checks, calibration logs, and data verification procedures will be maintained. Monthly summaries will be prepared for internal review and future DEQ reporting.

Task List Schedule

1) April 6, 2026 - Order backup pump and motor for Cooling Water Well.
2) May 18 -21, 2026 - Biosolids Basin drawdown
3) June 1 - September 30, 2026 - East Ditch maintenance
4) June 15 – September 30, 2026 - Onsite(inside the compound of the WRF) irrigation
5) October 1st send memo to DEQ on status of plan.
6) Continuous - Monitoring of effluent flows, effluent temperature, and flows from MCIP in East Ditch

Developed and Submitted by:

Date 4-13-26

Brian Harmon
Public Works Director
City of Coburg

City of Coburg TMDL 5-year Implementation Plan Update 2023- 2028 (2025 ANNUAL REPORT & STATUS UPDATE)
Receiving waters: Coburg are Muddy Creek Irrigation Ditch and the Mill Slough

Pollutant	Source	Strategy	Implementation	Benchmark	Measure	Timeline	Funding	Status Update
Temperature	Solar radiation	1. Protect and enhance existing shading vegetation.	a. Maintain Goal 5 inventory and protect and enhance Coburg local wetlands and riparian area inventory listed in ordinance A-237.	Number of documented violations decrease overtime. photo points used to show increases in health vegetation.	Track the number of violations and follow-up actions. Document photo points and visual changes in every fifth year of implementation.	Year 1-5 continuation of ordinance enforcement; annual review Year 5 1, 3, and 5: Assessment of photos; every other year	Grant. Park/Street	**See effluent temperature below**
		2. Provide outreach and education to property owners about importance of riparian functions, protection and enhancement.	a. Include information in the city newsletter on a semi-annual basis.	Information to be included in newsletter is available for distribution	Track and document information included in newsletter	Years 1-5: Develop and distribute outreach materials twice a year.	Street	**Maintained water quality content updates to the City Website including interactive game and video options and resources for kids**
	Waste water Treatment plant discharge	1. Maintain low effluent temperature.	a. Maintain compliance with current NPDES permit requirements. Utilize the plants cooling water system to maintain lower temperatures.	Perform testing of the effluent discharge. File test results, Compliance benchmark with current NPDES permit.	Monitor effluent temperatures/test results.	Ongoing; annual review	Sewer	**One permit violation in 2025, see attached plan.**
Pollutant	**Source**	**Strategy**	**Implementation**	**Benchmark**	**Measure**	**Expected Timeline**	**Funding**	**Status Update**
Bacteria	Pet and animal waste	1. Reduce the amount of pet waste that is not properly disposed of.	a. Install additional pet waste stations b. Maintain current stations. c. Enforce existing pet waste pick-up ordinance ORD A-171.	Continue maintaining existing stations. Add more stations as need increases and space is available.	Pet waste stations installed. Track number of bags used or cost to supply bags on annual basis. Track the number of citations issued.	Year 1-5: Keep pet waste stations supplied and track enforcement of ORD A-171.	Parks	**38,400 bags were distributed in 2025. Stations are inspected daily and refilled weekly.**
	Wastewater treatment plant.	1. Maintain compliance with the current NPDES permit for the facility.	a. Perform regular inspections and tests of the effluent quality leaving the plant.	Follow current Benchmarks set by the current NPDES permit. Perform the weekly Bacteria testing with QC.	Lab testing of effluent with tracking and filing of lab results.	Existing; on-going.	Sewer	**No violations in 2025 Data is recorded daily and reported to the DEQ monthly.**

	Stormwater runoff	See Mercury Section						
Pollutant	**Source**	**Strategy**	**Implementation**	**Benchmark**	**Measure**	**Expected Timeline**	**Funding**	**Status Update**
Mercury	Stormwater Runoff: Pollution Prevention and Good Housekeeping for Municipal Operations	1. Properly operate and maintain its facilities using prudent pollution prevention and good housekeeping to reduce discharge of mercury related pollutants.	The city will obtain a 1200-Z permit for any facility that requires one.	If the city obtains a facility with industrial activity.	Record retention of activities that will require a 1200-Z.	To be determined	Water/Wastewater budget	**No development activities in 2025 required a 1200Z permit**
			Catch Basin Cleaning and repair and maintenance of pipes and culverts	Perform inspections of existing pipes and culverts; clean catch basins on annual basis and repair infrastructure as needed	Track Catch Basin cleaned per year, and number and locations of pipe and culvert repairs	Years 1-5: Perform inspections; track issues and repairs	Street	**Bioswales mowed and maintained to reduce noxious weeds.** **No repairs were performed or necessary in 2024** **Work tracked through work order software with the capability of logging hours, equipment used, notes, and photos.** **Public Works spent 90hrs of maintaining Bioswales**
			Reduce debris and materials that enter stormwater conveyance system and local waterbodies	Develop street sweeping schedule/program. provide street sweeping services.	Evaluate street sweeping program annually Document amount of debris removed during sweeping.	Year 1: Draft street sweeping schedule. Year 2-5:Implement street sweeping program.	General funds Grant	**130hrs of sweeping performed** **100hrs of leaf collections were performed**
	Stormwater Runoff: Erosion and sedimentation	1. Develop bio swale management program.	a. Develop and implement a bio swale inspection program and schedule	1. Inspect bioswales on a quarterly basis or more often depending on conditions, e.g. heavy storms, draught etc.	Fill out inspection forms. Track the number of inspections and repairs.	Year 1: Develop inspection program and schedule Year 2: Implement, and track inspections,	Street	**Vegetation Management and Maintenance Plan in development.** **Continued BMP**

				2. Follow BMP for bio swale maintenance quarterly.		issues and follow-up actions.		
		2. Provide training opportunities for public works staff	a. Staff attend at least one training a year, e.g. training may include erosion and sediment control BMPs, inspection protocols, complaint response, and other topics related to program implementation.	Attend at least one course annually to ensure proper practices are being implemented.	Track and document courses attended, topics covered, and staff that attended	Year 1: Identify staff that will attend trainings, and which trainings or certifications will be pursued. Years 1-5: Staff will attend relevant training at least one time a year.	Street	**Public Works Staff attended 3hrs of classroom training on Stormwater Maintenance**
		3. Reduce erosion and sediment from development	a. Require erosion and sediment control plan and proof of DEQ 1200-C permit coverage for new development and/or redevelopment activities that disturb one- acre or more b. Follow development code for new development and redevelopment until new code is adopted to cover one half acre.	Include 1200-C permit information in building permit packet or at permit counter c. Draft erosion and sediment control requirement from one half acre to one acre in the development code.	a. Track and document that all development that disturbs one acre or more has a DEQ 1200-C permit. b. Track and document the number of erosion and sediment control plans.	a. Year 1-3: Work with planning to draft amendment to current permit requirements. Year 4-5: annual review b. City's sediment erosion and control plan requirements for developments ½ acre or more to be completed and fully implemented by March 3, 2031	Planning	**No 1200-C permits issued or required in 2025**
		4. Post construction site runoff	a. Follow current development code for new development and redevelopment. (Coburg Zoning Code Article VII, Section 5)	1. Ensure proper post construction site runoff plans are met during planning phase. 2. Perform inspections post construction before finalizing permit. 3. Perform annual inspections of stormwater system.	1. Track and document stormwater controls during planning phase. 2. Track and document results of inspections of stormwater	Year 1-5: Annually	Sewer/parks/streets	**1200C permits are required and approved prior to building permit issuance. This is documented in the permit record.** **No development occurred in 2025 that would have started this process.**

				4. Require maintenance agreements for any privately owned stormwater facilities	system post construction. 3. Track and document results of annual inspections of stormwater system.			
		escalating enforcement and response procedures	b. Follow written enforcement and response procedures outlined in Ordinance A-108-1, sections 54-62 for all qualifying construction sites.	Continue implementing current enforcement and response procedures.	Keep records of violations and repeat violations.	Year 1-5: Annually	Sewer/parks/streets	**No violations occurred in 2025**
	Stormwater Runoff: Illicit Discharge	1. Enforce illicit discharge/ illegal dumping ordinances; respond to and address illicit discharges	Enforce Nuisance Ordinance A – 108 – I, which includes water pollution, placed waste, solid waste (debris) and other discharges	Continue to enforce ordinance Revise code to include allowable non-stormwater discharges	Track and document violations, follow-up and enforcement actions	Ongoing; annual review Revised code completed and begin implementation by March 3, 2027	Sewer/parks/streets	**No illicit discharges were found in 2025**
			Develop a complaint form available at city hall and online for community members to report illicit discharges or illegal dumping; clearly identify on the city's website what phone number to call if someone has a concern about an illicit discharge or illegal dumping.	All complaints are to be responded to within three working days	Track complaints received and follow-up actions	Year 1: Develop complaint form; clearly identify phone number to call on city's website if someone has a report of an illicit discharge or illegal dumping. Year 2: Send a form to everyone in the local newsletter. Years 3-5: Continuous use of the form for complaints.		**No complaints were documented in 2025**
			1. Develop and maintain up-to-date map of catch basins and stormwater conveyance system	a. Update map as needed	Map of stormwater conveyance system is current	Map of stormwater conveyance system is current	Year 1: Review all catch basins and other stormwater conveyance owned or maintained by the city and confirm system map is current	**This process is in final stages of development after 2024** **RARE member developed shapefiles of catch basin system & points in ArcGIS**

							Years 2-5: Update map as needed	
	Stormwater Runoff: Public Outreach and Education	1. Provide outreach education to local students.	Presentation of the effects of storm water issues in the community using city website and other outreach and education tools/ methods. 1. Public works will promote a booth at local city events. 2. Review city website annually to keep information relevant.		Perform at least one qualitative assessment on annual basis for one outreach/ education effort	Year 1: draft education presentation materials. Year 2: Education outreach effort will be designed with a qualitative assessment. Year 3-5: Continuation of program		**Graduate student intern toured Water Reclamation Facility for the City of Coburg as part of their wastewater regionalization capstone project.**
		2.	Provide information and education for safe disposal/recycling options for items such as fluorescent bulbs and hazardous waste. Provide annual education to the public regarding the importance of proper disposal of hazardous items containing mercury.	a. Inform the public of events or locations to dispose of their hazardous waste. b. Advertise county wide collection events sponsored by county or other entities	Track and save records of events and newsletters sent regarding the locations.	Year 1-5: Ongoing; annual review	General/street/parks	**Dumpster Day event by the Coburg community foundation** **Coburg PD and Fire Dist held document Shred-a-thon event. The City also provides information on battery recycling and hazardous waste on City website**
	Stormwater Runoff: Public Involvement and Participation	1. Present TMDL reports and five year matrix updates at City Council meeting. 2. Provide Public opportunities to participate in stormwater control measures.	Follow current public notice requirement procedures as well as continuing to keep the city website up to date with TMDL related materials, contact information, and education materials.	Annually, present TMDL report to city council.	Retain documentation of city Council meetings as well as public notices related to stormwater. Document any changes to city website in relation to TMDL.	Year 1-5: continue presenting annual TMDL reports to city council.		**The 2025 report will be presented to City Council in July of 2026**

Pollutant	Source	Strategy	Implementation	Benchmark	Measure	Expected Timeline	Funding	Status Update
	Riparian restoration	1. Engage with the Muddy Creek Irrigation Project	a. Attend meetings, record and file information gained.	Quarterly attendance.	Track the number of meetings attended, document discussions	Years 1-5: attend meetings Quarterly	Admin	**Public works Director attended 8 board meetings**

			b. Meet with SWCD staff to discuss opportunities to better engage with Muddy Creek Irrigation Project water users		with irrigation district and next steps for engaging irrigation district.			
	Storm water runoff	Develop storm water master plan	Create and adopt storm water master plan	Draft SWMP	Perform revision every five years.	Year 1: Develop draft plan. Year 2: Implement plan. Year 5: Review plan at least once every five years	SDC/General	**Master Plan is complete and adopted by City Council**
		Perform tree planting on available city property.	a. The city participates in an annual Arbor day celebration by planting trees with the local school children	Budgeted for annual Arbor day celebration activity.	Location and the number of trees planted.	Years 1-5: Trees planted on city property each year	Parks/street	**Planted eight trees in two different locations, the largest Arbor Day planting celebration yet. The students were engaged to learn about ecological and aesthetic benefits and invest in the community.**
	Public outreach and education activities.	Inform the public of the impact they have on the TMDL. Add to website	Write an article in the local news letter on best practice management practices. Add to website	Address a topic on a biannual basis	Track outreach efforts	Year 1-5: Biannual	Parks/streets	**Maintained website content**
		Keep City Council aware of TML program implementation, successes, challenges, and funding needs.	Present TMDL matrix and annual report or five-year review to City Council at least once a year	TMDL program staff are on the City Council meeting agenda	Document meeting presentation date and agenda	Years 1-5: annually	Admin/general	**Annual report will be presented to City Council during the July 2026 meeting**
	Staff Training	1.training for pest management.	Provide training to public works crew training on proper pesticide and fertilizer application rates and techniques	Perform training every two years	Document training and report every two years.	Years 1-5 annually	Parks dept	**Due to the fact that Coburg Public Works does not use pesticides we did not have any training in 2025**
		2. staff training in spill response.	Provide spill training and refresher courses to staff initially responding to spills.	Perform annually.	Track the number of staff in attendance.	Year 1-5 annually	Streets dept.	**Training was performed as part of the monthly safety meetings**
		3. Promote staff education related to Environmentally friendly solutions	Participate in and attend environmental and water quality related professional meetings and conferences.	Attend at least one meeting or conference annually	Track the number of meetings and staff in attendance	Year 1-5 annually	Water/sewer dept.	**Public works Director attends a conference every year for water**

								and sewer relat topics
	Tracking and reporting	Track and document implementation progress and challenges. Revise implementation plan as needed	Submit annual report or Year Five Review to DEQ	Annual	Submit complete annual report or Year Five Review by due dates	Year 1-5 annually	Admin/general	**2025 annual report to be submitted in summer of 2026**

Police Department

Quarterly Report to Council

July 14th, 2026

Coburg Police Department Highlights

April - June 2026

Coburg Police Department Updates

In the second quarter of 2026, the Coburg Police Department worked diligently to update departmental equipment to meet the industry standards, as well as to stay current with other agencies we work together with on a day-to-day basis.

One of the upgrades and updates includes new department issued handguns. The Coburg Police Department has furnished each of the full-time officers with a Glock model 47, chambered in 9mm. These weapons are equipped with optics which allow the officers to have a faster "on target time," meaning the time from the drawing of the weapon until when the officer fires a shot, is much faster than acquiring a sight picture with traditional iron sights. Additionally, testing shows that the optic is much more accurate than traditional sights, especially in a "high stress encounter." Another advantage to the Glock 47 is that the weapon carries 17 rounds in the weapon, compared to the 13 rounds carried in our current .45 caliber handguns.

Another update has been the addition of two 2018 Ford Police Interceptor SUVs purchased from the Lane County Sheriff's Office at an extremely reduced rate. These SUVs will replace two 2014 Ford Interceptor SUVs which are assigned to Officer Wilson and Chief Larson. The 2014 Interceptors will then be assigned to the reserve officer vehicle pool to be utilized while on patrol. The reserve program has previously been assigned a 2009 and 2011 Crown Victorias which will be taken out of service and surplused.

The Coburg Police Department is dispatched by the Lane County Sheriff's Office. The Sheriff's Office utilizes a computer system which shows the individual subjects unique to each call for service, the notes added by a call taker in real time and the ability to run subjects for driver's license status and for wants/warrants. The Coburg Police Department has ordered laptops which will be compatible with the sheriff's office's computer system to allow us the same ability to see and manage our calls for service as the other, larger agencies. This is not only a huge time saver, but it will assist us with serving the citizens of Coburg while utilizing up-to-date technology.

Quarterly Trends

- ***Crimes Against Society –*** With the good weather comes more visitors, children are on summer break, more people are traveling on the interstate, and more people are out late at night. With the influx of more people, crime rates generally are higher as a result. The highest rate of crime usually seen during this time of year are "crimes against society." These types of crimes include loud noise complaints, city ordinance violations, DUII investigations, traffic crashes, illegal camping, criminal mischief, motor vehicle accidents and behavioral health problems. The officers of the Coburg Police Department are out on patrol to combat these issues. We ask that any citizen who is a victim and/or witnesses these types of events contact the Lane County Sheriff's Office at (541) 682-4051. We cannot do our jobs and enforce these laws if we know nothing about their occurrences.
- ***End of the School Year-*** The Coburg Police Department hosts Bubba's Ice Cream at the Coburg Charter School on the last day of school. This year's annual event was a huge success with a total of over 200 ice cream treats purchased for the students and staff of the Coburg Charter School. This has become one of the officer's favorite events, as we are able to spend time with each of the students. It is our goal to develop a bond with the children and to foster a relationship with all of the students in the area.

Police Statistics for Quarter Ended June 30, 2026

Coburg Police Department stats are divided into the following seven categories.

1. **Traffic/person stops**
   Traffic stops, person stops, truck inspections,

2. **Patrol/business checks**

3. **Person Crimes/calls for service**
   Assaults, rape, sex abuse, all other sex crimes, subject down, fight, menacing, all domestic violence crimes, welfare checks, harassment, runaways, suicidal subject, deceased subject, peace officer hold (POH Mental hold) etc.

4. **Property crimes/calls for service**
   Theft, unlawful use of a motor vehicle, unlawful entry into a motor vehicle, alarms, criminal mischief, motor vehicle accident, fraud, criminal trespassing etc.

5. **Society crimes/calls for service**
   DUII, reckless driving, unlawful possession of a controlled substance, disorderly conduct, illegal camping, assist public, all dog and animal issues, suspicious vehicle, speeding vehicle, suspicious conditions, abandoned vehicle, traffic hazard, ATL drunk driver, disabled vehicle, city ordinance violations, prowler, etc.

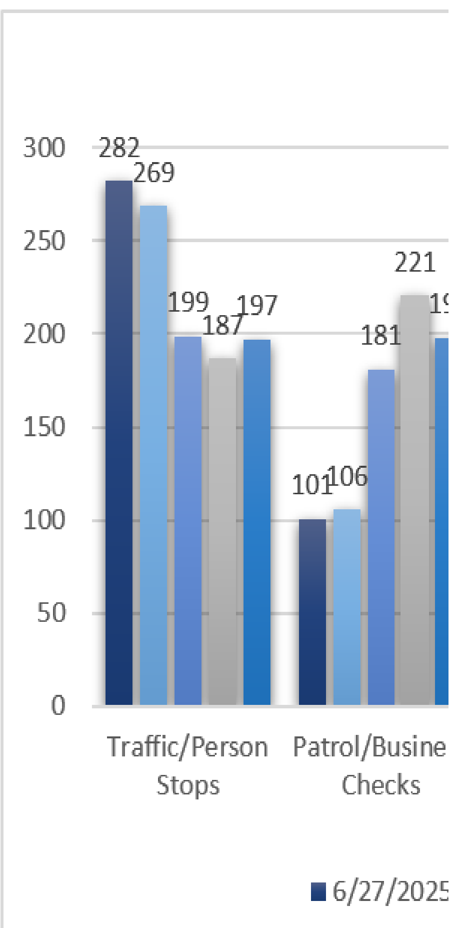
6. **Warrant arrests/fugitive from Justice**

7. **All other crimes/calls for service**
   Citizen contact, assist other agency LCSO, OSP, Coburg Fire Department, follow up investigation, VIN inspections, training, court, special assignment, stop sign down, etc.

(1) Traffic/Person stops	197	**(5) Society crimes/calls for service**	85
(2) Patrol/Business checks	198	**(6) Warrant arrest/fugitive from justice**	3
(3) Person crimes/calls for service	23	**(7) All other crimes/calls for service**	60
(4) Property crimes/calls for service	42		

Total Calls for Service by Quarter

12/31/2024	3/31/2025	6/27/2025	9/30/2025	12/31/2025	3/31/2026	6/30/2026
617	**773**	**624**	**642**	**567**	**583**	**608**



City of Coburg
Balances
FY 2026
As of 05/31/2026

Cash Balances

	FY 2026 Actual	FY 2025 Actual	EOY FY 2025
General Fund	516,054	73,547	92,468
Street Fund	505,646	602,616	879,706
Water Fund	2,151,026	2,147,568	2,165,834
Sewer Fund	1,182,672	1,317,049	1,335,062
Total Cash	4,355,398	4,140,780	4,473,070

Fund Balances

	FY 2026 Actual	FY 2026 Budget	FY 2025 Actual	EOY FY 2025
General Fund	517,553	225,081	12,761	193,523
Street Fund	545,440	355,924	621,468	891,709
Water Fund	2,749,441	2,590,651	2,611,730	2,584,283
Sewer Fund	1,391,476	1,163,478	1,395,767	1,445,496
Total Fund Balance	5,203,909	4,335,134	4,641,726	5,115,011

Interest Earnings Summary

Balance in Banks:	Cash	Percent in account	Interest Rate
Local Government Investment Pool	4,678,029	95%	4.00%
Key Bank	241,756	5%	0.00%
Total Cash	4,919,785	100%	

City of Coburg
Fund Statements
City Wide
FY 2026
As of 05/31/2026

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Revenues:					
Taxes and Assessments	1,223,557	1,235,603	99%	1,066,058	1,211,913
Intergovernmental	643,719	663,000	97%	534,653	559,775
Franchise Fees	266,552	287,500	93%	238,426	274,994
Licenses, Permits & Fees	51,203	92,000	56%	74,784	90,998
Fines and Forfeitures	143,878	101,000	142%	82,632	104,467
Investment Revenue	149,103	66,000	226%	77,619	85,698
Grants and Donations	45,985	251,000	18%	1,470	423,686
Charges for Services	2,312,112	2,364,000	98%	1,798,235	2,179,041
Charges for Services -SDC	128,753	312,000	41%	385,032	450,263
Other Revenue	19,267	22,000	88%	21,667	22,606
Bond Proceeds	820,904	1,300,000	63%	252,935	253,803
Transfer In	137,500	150,000	92%	104,170	125,000
Total Revenue	5,942,533	6,844,103	87%	4,637,681	5,782,244
Operating Expenditures:					
Personnel Services	1,763,079	2,170,350	81%	1,616,827	1,977,730
Materials and Services	1,128,983	1,211,750	93%	1,046,191	1,229,172
Debt Service	1,129,885	1,129,811	100%	850,056	1,133,256
Capital Outlay	1,694,189	2,615,000	65%	1,593,500	1,956,747
Transfers Out	137,500	150,000	92%	104,170	125,000
Contingencies	-	500,000	0%	-	-
Total Expenditure	5,853,635	7,776,911	75%	5,210,744	6,421,905
Net Change	88,898	(932,808)	-10%	(573,063)	(639,661)
Fund Balance - June 30,	5,115,011	5,267,942	97%	5,754,134	5,754,672
Fund Balance	5,203,909	4,335,134	120%	5,181,071	5,115,011

City of Coburg
Fund Statements
General Fund
FY 2026
As of 05/31/2026

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Revenues:					
Taxes and Assessments	1,055,565	1,072,603	98%	1,019,356	1,047,451
Intergovernmental	36,515	51,000	72%	40,134	42,465
Franchise Fees	266,552	287,500	93%	257,816	274,994
Licenses, Permits & Fees	51,203	92,000	56%	84,698	90,998
Fines and Forfeitures	143,878	101,000	142%	93,284	104,467
Investment Revenue	8,739	5,000	175%	1,425	1,522
Grants and Donations	45,985	1,000	4598%	1,470	173,686
Charges for Services	153,681	146,500	105%	78,679	90,906
Charges for Services -SDC	12,138	65,000	19%	82,265	85,967
Other Revenue	6,411	13,000	49%	8,849	9,547
Transfer In - Admin Fee	137,500	150,000	92%	114,587	125,000
Total Revenue	1,918,166	1,984,603	97%	1,782,564	2,047,003
Expenditures					
Administration Department	395,643	469,190	84%	498,374	518,169
Facility Management Department	131,574	104,500	126%	138,306	104,921
Planning Department	144,892	195,640	74%	167,303	182,680
Police Department	622,539	793,150	78%	674,293	764,684
Municipal Court	155,340	183,550	85%	141,056	157,854
Economic Development	35,295	43,500	81%	44,604	44,626
Parks (Public Works)	79,974	118,780	67%	479,796	455,015
Debt Service:					
Principal	-	15,000	0%	15,000	15,000
Interest	28,879	13,800	209%	14,250	14,250
Contingency	-	50,000	0%	-	-
Total Expenditures	1,594,136	1,987,110	80%	2,172,982	2,257,199
Net Change	324,030	(2,507)	-12925%	(390,418)	(210,196)
Fund Balance - June 30,	193,523	227,588	85%	403,179	403,719
Fund Balance	517,553	225,081	230%	12,761	193,523

City of Coburg
Fund Statements
Street Fund
FY 2026
As of 05/31/2026

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Revenues:					
Taxes and Assessments	167,993	160,000	105%	54,099	150,209
Intergovernmental	107,204	112,000	96%	107,146	117,310
Investment Revenue	24,445	8,000	306%	4,953	5,025
Grants and Donations	-	250,000	0%	-	250,000
Charges for Services	177,813	191,500	93%	152,370	167,103
Charges for Services -SDC	35,893	85,000	42%	99,968	104,771
Other Revenue	6,883	-	0%	986	1,062
Bond Proceeds	-	-	0%	-	-
Total Revenue	520,230	806,500	65%	419,523	795,480
Expenditures					
Administration Department	76,994	130,070	59%	77,687	87,321
Public Works Department	252,226	269,540	94%	174,930	219,584
Capital	395,379	800,000	49%	851,777	901,117
Transfer Out	27,500	30,000	92%	22,913	25,000
Debt Service:					
Principal	93,839	93,865	100%	92,523	92,523
Interest	20,561	20,540	100%	21,877	21,877
Contingency	-	50,000	0%	-	-
Total Expenditures	866,499	1,394,015	62%	1,241,707	1,347,422
Net Change	(346,269)	(587,515)	59%	(822,184)	(551,942)
Fund Balance - June 30,	891,709	943,439	95%	1,443,651	1,443,651
Fund Balance	545,440	355,924	153%	621,468	891,709

City of Coburg
Fund Statements
Water Fund
FY 2026
As of 05/31/2026

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Revenues:					
Investment Revenue	77,526	50,000	155%	68,432	71,063
Grants and Donations	-	-	0%	-	-
Charges for Services	1,013,069	1,106,000	92%	933,412	1,029,881
Charges for Services -SDC	81,660	72,000	113%	79,743	98,756
Other Revenue	199	-	0%	4,621	4,621
Bond Proceeds	820,904	1,300,000	63%	252,935	253,803
Total Revenue	1,993,357	2,528,000	79%	1,339,144	1,458,124
Expenditures					
Administration Department	102,896	154,480	67%	98,723	111,983
Public Works Department	350,852	282,780	124%	280,337	340,187
Capital	1,237,051	1,800,000	69%	456,610	525,764
Transfer Out	55,000	60,000	92%	45,837	50,000
Debt Service:					
Principal	80,000	80,000	100%	80,000	80,000
Interest	2,400	2,400	100%	4,800	4,800
Contingency	-	200,000	0%	-	-
Total Expenditures	1,828,199	2,579,660	71%	966,307	1,112,734
Net Change	165,158	(51,660)	-320%	372,837	345,390
Fund Balance - June 30,	2,584,283	2,642,311	98%	2,238,893	2,238,893
Fund Balance	2,749,441	2,590,651	106%	2,611,730	2,584,283

City of Coburg
Fund Statements
Sewer Fund
FY 2026
As of 05/31/2026

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Revenues:					
Taxes and Assessments	-	3,000	0%	14,253	14,253
Intergovernmental	500,000	500,000	100%	400,000	400,000
Investment Revenue	38,394	3,000	1280%	7,448	8,088
Grants and Donations	-	-	0%	-	-
Charges for Services	967,550	920,000	105%	811,735	891,151
Charges for Services -SDC	(938)	90,000	-1%	131,844	160,769
Other Revenue	5,775	9,000	64%	7,376	7,376
Bond Proceeds	-	-	0%	-	
Total Revenue	1,510,780	1,525,000	99%	1,372,656	1,481,637
Expenditures					
Administration Department	103,819	154,480	67%	75,316	80,663
Public Works Department	501,775	497,440	101%	411,837	483,391
Capital	-	-	0%	185,690	185,690
Transfer Out	55,000	60,000	92%	45,837	50,000
Debt Service:					
Principal	654,640	654,640	100%	644,900	644,900
Interest	249,566	249,566	100%	259,906	259,906
Contingency	-	200,000	0%	-	-
Total Expenditures	1,564,800	1,816,126	86%	1,623,486	1,704,550
Net Change	(54,020)	(291,126)	19%	(250,830)	(222,913)
Fund Balance - June 30,	1,445,496	1,454,604	99%	1,668,411	1,668,409
Fund Balance	1,391,476	1,163,478	120%	1,417,581	1,445,496

City of Coburg
Department Summary of Expenditures by Fund
FY 2026
As of 05/31/2026
91.67% Target

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
General Fund					
Administration Department					
Personnel Services	232,924	238,190	97.79%	264,694	307,961
Material and Services	162,720	231,000	70.44%	205,243	210,208
Total Administration Department	395,643	469,190	84.32%	469,937	518,169
Facility Management Department					
Material and Services	107,499	99,500	108.04%	108,795	89,921
Capital	24,075	5,000	481.50%	15,000	15,000
Total Facility	131,574	104,500	125.91%	123,795	104,921
Public Works Administration					
Personnel Services	49,846	82,580	60.36%	78,384	96,136
Material and Services	-	-	0.00%	587	598
Total Public Works	49,846	82,580	60.36%	78,971	96,734
Planning Department					
Personnel Services	78,732	92,890	84.76%	64,901	60,408
Material and Services	66,160	102,750	64.39%	94,167	122,272
Total Planning Department	144,892	195,640	74.06%	159,068	182,680
Police Department					
Personnel Services	488,748	636,150	76.83%	530,180	623,212
Material and Services	113,041	157,000	72.00%	101,091	141,472
Capital Outlay	20,750		0.00%	-	-
Total Police Department	622,539	793,150	78.49%	631,271	764,684
Municipal Court					
Personnel Services	124,516	144,650	86.08%	104,285	129,026
Material and Services	30,824	38,900	79.24%	22,682	28,828
Total Municipal Court	155,340	183,550	84.63%	126,967	157,854
Economic Development					
Personnel Services	-	-	0.00%	-	-
Material and Services	35,295	43,500	81.14%	44,582	44,626
Total Economic Department	35,295	43,500	81.14%	44,582	44,626

City of Coburg
Department Summary of Expenditures by Fund
FY 2026
As of 05/31/2026
91.67% Target

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Park					
Material and Services	13,193	26,200	50.36%	25,143	29,105
Capital	16,934	10,000	169.34%	288,754	329,176
Total Park	30,127	36,200	83.23%	313,897	358,281
Debt Service:					
Principal	-	15,000	0.00%	-	15,000
Interest	28,879	13,800	209.27%	7,125	14,250
Total Debt	28,879	28,800	100.27%	7,125	29,250
Total General Fund Expenditures	1,594,136	1,937,110	82.29%	1,955,613	2,257,199

City of Coburg
Department Summary of Expenditures by Fund
FY 2026
As of 05/31/2026
91.67% Target

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Street Fund					
Administration Department					
Personnel Services	76,668	125,070	61.30%	70,660	87,172
Material and Services	327	5,000	6.53%	149	149
Total Administration Department	76,994	130,070	59.19%	70,809	87,321
Public Works Administration					
Personnel Services	114,642	170,640	67.18%	90,681	134,166
Material and Services	137,585	98,900	139.11%	66,692	85,418
Total Public Works	252,226	269,540	93.58%	157,373	219,584
Capital	395,379	800,000	49.42%	751,770	901,117
Transfer Out	27,500	30,000	91.67%	20,830	25,000
Debt Service:					
Principal	93,839	93,865	99.97%	92,523	92,523
Interest	20,561	20,540	100.10%	21,877	21,877
Total Debt	114,400	114,405	100.00%	114,400	114,400
Total Street Fund Expenditures	866,499	1,344,015	64.47%	1,115,182	1,347,422

City of Coburg
Department Summary of Expenditures by Fund
FY 2026
As of 05/31/2026
91.67% Target

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Water Fund					
Administration Department					
Personnel Services	102,896	154,480	66.61%	86,676	109,437
Material and Services	-	-	0.00%	2,546	2,546
Total Administration Department	102,896	154,480	66.61%	89,222	111,983
Public Works Administration					
Personnel Services	150,704	151,280	99.62%	114,084	147,262
Material and Services	200,148	131,500	152.20%	142,496	192,925
Total Public Works	350,852	282,780	124.07%	256,580	340,187
Capital	1,237,051	1,800,000	68.73%	352,462	525,764
Transfer Out	55,000	60,000	91.67%	41,670	50,000
Debt Service:					
Principal	80,000	80,000	100.00%	-	80,000
Interest	2,400	2,400	0.00%	2,400	4,800
Total Debt	82,400	82,400	100.00%	2,400	84,800
Total Water Fund Expenditures	1,828,199	2,379,660	76.83%	742,334	1,112,734

City of Coburg
Department Summary of Expenditures by Fund
FY 2026
As of 05/31/2026
91.67% Target

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	Audited EOY
Sewer Fund					
Administration Department					
Personnel Services	103,781	154,480	67.18%	66,118	84,501
Material and Services	37	-	0.00%	1,525	(3,838)
Total Administration Department	103,819	154,480	67.21%	67,643	80,663
Public Works Administration					
Personnel Services	239,622	219,940	108.95%	146,164	198,449
Material and Services	262,154	277,500	94.47%	230,493	284,942
Total Public Works	501,775	497,440	100.87%	376,657	483,391
Capital	-	-	0.00%	185,514	185,690
Transfer Out	55,000	60,000	91.67%	41,670	50,000
Debt Service:					
Principal	654,640	654,640	100.00%	549,900	644,900
Interest	249,566	249,566	100.00%	176,231	259,906
Total Debt	904,206	904,206	100.00%	726,131	904,806
Total Sewer Fund Expenditures	1,564,800	1,616,126	96.82%	1,397,615	1,704,550
Total City Expenditure	5,853,635	7,276,911	80.44%	5,210,744	6,421,905

City of Coburg
Budgetary Compliance
FY 2026
Resolution 2025-13
As of 05/31/2026
91.67% Target

	ACTUAL	ADOTPED BUDGET	% BUDGET to ACTUAL	BALANCE
General Fund				
Administration Department	395,643	469,190	84%	73,547
Facility Management Department	131,574	104,500	126%	(27,074)
Planning Department	144,892	195,640	74%	50,748
Police Department	622,539	793,150	78%	170,611
Municipal Court	155,340	183,550	85%	28,210
Economic Development	35,295	43,500	81%	8,205
Parks (Public Works)	79,974	118,780	67%	38,806
Debt Service	28,879	28,800	100%	(79)
Contingency	-	50,000		50,000
Total General Fund	1,594,136	1,987,110	80%	392,974

Street Fund				
Administration Department	76,994	130,070	59%	53,076
Public Works Department	252,226	269,540	94%	17,314
Capital	395,379	800,000	49%	404,621
Transfer Out	27,500	30,000	92%	2,500
Debt Service	114,400	114,405	100%	5
Contingency	-	50,000		50,000
Total Street Fund	866,499	1,394,015	62%	527,516

Water Fund				
Administration Department	102,896	154,480	67%	51,584
Public Works Department	350,852	282,780	124%	(68,072)
Capital	1,237,051	1,800,000	69%	562,949
Transfer Out	55,000	60,000	92%	5,000
Debt Service	82,400	82,400	100%	-
Contingency	-	200,000		200,000
Total Water Fund	1,828,199	2,579,660	71%	751,461

City of Coburg
Budgetary Compliance
FY 2026
Resolution 2025-13
As of 05/31/2026
91.67% Target

	ACTUAL	ADOTPED BUDGET	% BUDGET to ACTUAL	BALANCE
Wastewater Fund				
Administration Department	103,819	154,480	67%	50,661
Public Works Department	501,775	497,440	101%	(4,335)
Capital	-	-	0%	-
Transfer Out	55,000	60,000	92%	5,000
Debt Service	904,206	904,206	100%	-
Contingency	-	200,000		200,000
Total Wastewater Fund	1,564,800	1,816,126	86%	251,326
Total Appropriations	5,853,635	7,776,911	75%	1,923,276

CITY COUNCIL
STAFF REPORT

August City Council Recess

Meeting Date	Staff Contact	Email
July 14, 2026	Sammy Egbert, City Recorder	Sammy.egbert@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION
Council considers taking a recess at the August 11, 2026, regular City Council meeting, as permitted by the Charter and Council Rules.

Suggested Motion
I move to recess the regularly scheduled August meeting, with the next regular meeting to be September 8, 2026.

BACKGROUND
The City Council typically holds regular monthly meetings on the second Tuesday of the month to conduct municipal business. For the last two years, the City Council and all committees have taken a recess in August.

The Charter and Council Rules permit the Council to take up to two recesses per calendar year. Depending on deadlines and workloads, August is typically designated as a recess month for the Council and advisory committees.

A recess provides a predictable break for elected officials and staff to recharge. Staff will use recess to focus on goals and projects and to catch up on operational and administrative tasks in their departments.

If an emergency or time-sensitive item comes up, a Special or Emergency meeting can be scheduled.

Charter "Section 3.5. Meetings. The Council must meet at least once a month at a time and place designated by its rules, and may meet at other times in accordance with the rules and laws of the state of Oregon.

a) The Council may take up to two recesses per calendar year when agreed upon by a majority vote of the City Council."

CITY COUNCIL
STAFF REPORT

RECOMMENDATION
The staff recommendation based on workload and deadlines is that the City Council approve a motion to recess the regularly scheduled August 11, 2026, Council Meeting.

BUDGET / FINANCIAL IMPACT
There is no direct negative fiscal impact associated with this agenda item. The city will save on operational costs associated with facilitating the meeting.

PUBLIC INVOLVEMENT
The public involvement notice will be the same public meeting notice as all Council meetings, notifying the public of the Council recess and that no meeting will be held.

NEXT STEPS
- An official recess notice will be posted on the City website and in all areas where agendas are normally posted.
- Public (legislative) calendar will be updated to read "August 11, 2026 City Council – RECESS No meeting.
- Staff liaisons will notify and coordinate the recess with the Planning Commission and other committees.

ATTACHMENTS - None