



# AGENDA CITY COUNCIL

91136 N Willamette Street

541-682-7852 | [coburgoregon.org](http://coburgoregon.org)

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Tuesday, March 10, 2026 at 6:00 PM

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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](http://www.coburgoregon.org) (NO registration required). For questions, contact the City Recorder, Sammy Egbert, at [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us) or 541-682-7852.

## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## MAYOR COMMENTS

1. Arbor Day Proclamation
2. Child Abuse Awareness Proclamation

## 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.*)

3. Minutes January 31, City Council Retreat
4. Minutes February 10, 2026, City Council Meeting
5. Minutes February 24, 2026, City Council Work Session
6. Park | Tree Committee Appointment
7. Budget Officer Appointment

## SPECIAL GUEST

## ORDINANCES AND RESOLUTIONS

8. **Public Hearing | 1st Reading**  
**ORDINANCE A-258** AN ORDINANCE ESTABLISHING A PUBLIC SAFETY SUPPORT FEE
9. **RESOLUTION 2026-08** A RESOLUTION RENAMING PARK TO LAURA PARK AT THE PAVILION

## CONTRACTS

10. Bid Award and Contract Approval for Coleman Collector Street Phase I

## COUNCIL ACTION ITEMS

## ADMINISTRATIVE INFORMATION REPORTS

11. Administration Report
12. Financial Report

**LIAISON UPDATES AND COUNCIL COMMENTS**

13. Liaison Appointments

**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](mailto:sammy.egbert@ci.coburg.or.us).*



# ARBOR DAY 2026 PROCLAMATION

In 1872, Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees.

That special day became known as ARBOR DAY. It was observed by the planting of more than a million trees in the State of Nebraska.

Arbor Day is now observed throughout the nation and the world.

Trees can reduce erosion of precious topsoil by wind and water, lower heating and cooling costs, moderate temperatures, clean the air, produce oxygen, and create woodlands and habitats for wildlife.

Trees are a renewable resource, giving us paper, wood for our homes, fuel for our fires, and countless other wood products.

Trees, wherever they are planted, are a source of joy and spiritual renewal.

In keeping up with the spirit of Sterling Morton’s dream, I Nancy Bell, Mayor of the City of Coburg, do hereby proclaim April 24, 2026, as Arbor Day in the City of Coburg, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Proclaimed this 10<sup>th</sup> day of March, 2026

\_\_\_\_\_  
Nancy Bell, Mayor

Attest

\_\_\_\_\_  
Sammy Egbert, City Recorder

# COUNCIL MEMO

**MEETING DATE:** March 10, 2026

**STAFF:** Adam Hanks, City Administrator



## Arbor Day Celebration 2026 Tree Plantings & Community Collaboration

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In 2025, the City of Coburg was recognized for Year 28 of Recognition as a Tree City USA by the Arbor Day Foundation. Tree City USA began a movement to inspire communities to prioritize planting and caring for trees, strengthening the health and wellbeing of people and places.

Building upon the understanding of the value of trees and community partnerships, and the success of the RARE AmeriCorps member's native planting project last Arbor Day at Jacob Spores Park, the City will once again host tree planting activities in collaboration with the Coburg Community Charter School (CCCS), Countryside Christian Fellowship, Coburg Pizza and other partners.

This year, plantings are planned at two locations within the same northwest part of town. On Van Duyn St., five to six plantings are planned to replace the previous tree plantings that did not survive. Soil quality will be improved and irrigation added to increase viability of survival in the critical first two growing seasons. In the nearby Austin/Abby St. bioswale, three to four tree plantings are planned. These trees will have access to water through the function of the bioswale (stormwater) and will help enhance the natural ecosystem of the area in an efficient and aesthetically pleasing way.

City staff are excited to continue this partnership that holistically benefits the community's wellbeing and both the natural and built environment.



# Child Abuse Prevention

## 2026 Proclamation

Every child is a precious and unique gift who deserves the security of a healthy home.

We all have a responsibility, as individuals, neighbors, community members, and citizens of Coburg, to help create healthy, safe, nurturing experiences for children.

Preventing child abuse and neglect is a community value that depends on the involvement and education of citizens throughout the community.

Safe and healthy childhoods help produce confident and successful adults.

Child abuse and neglect not only directly harm children, but the trauma can also increase the likelihood of health problems, alcohol and substance abuse, continued family violence, and criminal behavior.

Effective child abuse prevention programs succeed because of partnerships among social service agencies, schools, faith communities, law enforcement agencies, and the business community.

We acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promoting the social and emotional well-being of children in a safe, stable, nurturing environment.

I Nancy Bell, Mayor of the City of Coburg, do hereby proclaim April 2026 as “**Child Abuse Prevention Month**” and call upon all citizens, community agencies, religious organizations, and businesses to increase their participation in our efforts to support children and their families in living safe and healthy lives, and in doing so, helping to prevent child abuse and neglect.

Proclaimed this 10<sup>th</sup> day of March, 2026

\_\_\_\_\_  
Nancy Bell, Mayor

Attest: \_\_\_\_\_  
Sammy Egbert, City Recorder

# COUNCIL MEMO

MEETING DATE: March 10, 2026

STAFF: Sammy Egbert, City Recorder



## Child Abuse Prevention and Mandatory Reporting Requirements

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### National Child Abuse Prevention Month

National Child Abuse Prevention Month is observed every April across the United States. It is dedicated to increasing awareness of child abuse and neglect, strengthening families, and promoting community-based prevention strategies. Key historical points include:

- The month was **officially designated in 1983** by President Ronald Reagan.
- Its foundation stems from the **1974 Child Abuse Prevention and Treatment Act (CAPTA)**, which emphasized prevention and family support.
- The **Blue Ribbon Campaign**, started in 1989, has become a national symbol of child abuse prevention.

### City of Coburg Participation

- The City of Coburg began issuing proclamations recognizing National Child Abuse Prevention Month in **2010**.
- Each April, staff share information, resources, and awareness materials with the community.
- The City also promotes the **Blue Ribbon Campaign** to encourage community involvement in child safety and family well-being.

### Mandatory Reporting Reminder for Elected Officials

During the 2021 Legislative Session, the Oregon Legislature passed **HB 3071**, amending ORS 419B.005 to expand the definition of “public or private official” for mandatory reporting purposes. The amendment added subsection (6)(s), which includes:

“An **elected official** of a branch of government of this state or a state agency, board, commission or department of a branch of government of this state or of a **city**, county or other political subdivision in this state.” This change became **operative January 1, 2022**, and city elected officials are now legally required to report suspected child abuse.

**Training Resource**

- The Oregon Department of Human Services (ODHS) provides: A dedicated webpage on **Mandatory Reporting of Child Abuse** and a **A 30-minute training video** covering: The role and responsibilities of mandatory reporters, Recognizing signs of abuse and neglect, How and when to make a report.
- League of Oregon Cities Oregon Municipal Handbook, Chapter 30: Abuse Reporting (attached)
- Oregon Department of Human Services flyer “Reporting Child Abuse in Oregon”

These resources support elected officials in fulfilling their statutory obligations.



# Reporting Child Abuse in Oregon

Everyone plays a role in preventing child abuse. Whether you are a mandatory reporter or a member of the public, you can help keep children safe in the community.

Knowing the signs and definitions of child abuse is a good first step. But when do you report — and when is it better to provide help to a family in need?

## Child abuse defined

For all children under age 18 abuse includes:

- Neglect
- Physical Abuse
- Mental Injury
- Sexual Abuse
- Threat of Harm

When under the age of 21 and residing in or receiving services from a licensed or certified home or facility\*, abuse includes the types described above **and** the following:

- Willful infliction of pain
- Abandonment
- Verbal abuse
- Financial exploitation
- Wrongful use of restraint
- Involuntary seclusion

## Deciding when to call

Our brains are wired to find patterns and make quick decisions. This can cause “implicit bias,” making assumptions without all the facts. Being aware of your bias can improve your decision-making and widen your perspective.

Before deciding to report to the Oregon Child Abuse Hotline, ask yourself, “Would I have the same level of concern if the child or family were of a similar race, gender, gender identity, sexual orientation, income, culture or religion as me?” If it were a different child or family, would the facts give reasonable cause to believe there is abuse?



**When a family needs support, not a report, connect them with services in their community.**



**\*Includes child-caring agency or proctor foster home, a certified foster/resource home or respite provider, or a developmental disabilities residential facility.**



## When you have reasonable cause to believe there is abuse, be prepared to provide the following (if known) to a screener at the Oregon Child Abuse Hotline:

- Name, date of birth or age, and location for all adults and children involved.
- A description of the suspected abuse, including whether the child has current injuries.
- Detailed observations and statements made by the child or others.
- If applicable, a description of the child's unique needs.
- Information related to family functioning, resources and supports.
- Contact information, addresses, or other means to locate the individuals of concern.
- Race, ethnicity and language spoken by the child and family.
- Whether the child or family identify American Indian or Alaska Native heritage.

### Confidentiality and you

- Oregon law protects the identity of the person making a report. Only Child Welfare staff and law enforcement may access the confidential reporter's information. In very few cases, court involvement may be required, and the reporter may be called as a witness.
- Mandatory reporters are required to identify themselves when calling the hotline. The hotline screener will ask for the mandatory reporter's name, contact information and date of birth.
- Do not ask someone else to make the report for you. Contact the Oregon Child Abuse Hotline if you suspect child abuse.

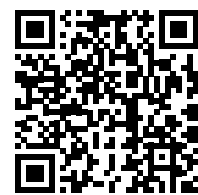
### Learn more about child abuse reporting



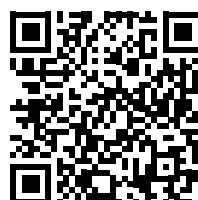
[Visit the Mandatory Reporting of Child Abuse web page.](#)



[Visit the 211info web page for housing, funding, food and other resources, or call 211.](#)



[Visit the Prevention Resources/Child Safety web page.](#)



[Take the Implicit Association Test \(IAT\) developed by Harvard to learn more about bias.](#)

# Oregon Child Welfare Screening and Child Protective Services (CPS) Process Map

Item 2.

## Step 1

Suspect child abuse?  
Call the Oregon Child Abuse Hotline at 1-855-503-7233 (SAFE).

## Step 2

Screener collects information and determines if the information requires documentation.

- When the incident involves certain settings, such as schools or residential facilities, it is forwarded to the ODHS Office of Training, Investigation and Safety (OTIS).

The information gathered from the screener will prompt them to cross report to law enforcement and proceed to either step 3 or step 4.

## Step 3

Reported information does not include an allegation of child abuse and is documented and “closed at screening.”

## Step 4

Reported information meets the definition of child abuse and is assigned for Child Protective Services (CPS) Assessment.

CPS worker conducts a Safety Assessment over the next 60 days.

- The CPS worker may contact the reporter for additional information. The reporter may also contact the worker directly.

At the end of the Safety Assessment, it receives one of the following disposition outcomes.

- **Founded** - There is reasonable cause to believe abuse occurred.
- **Unfounded** - No evidence abuse occurred.
- **Unable to determine** - Insufficient evidence to indicate abuse occurred.

At the end of the Safety Assessment, the children’s safety results in proceeding to either step 6 or step 7.

At either result, the reporter is notified of the outcome of the assessment and whether services were offered to the family.

## Step 6

If it is determined that the child is safe, the assessment is closed.

## Step 7

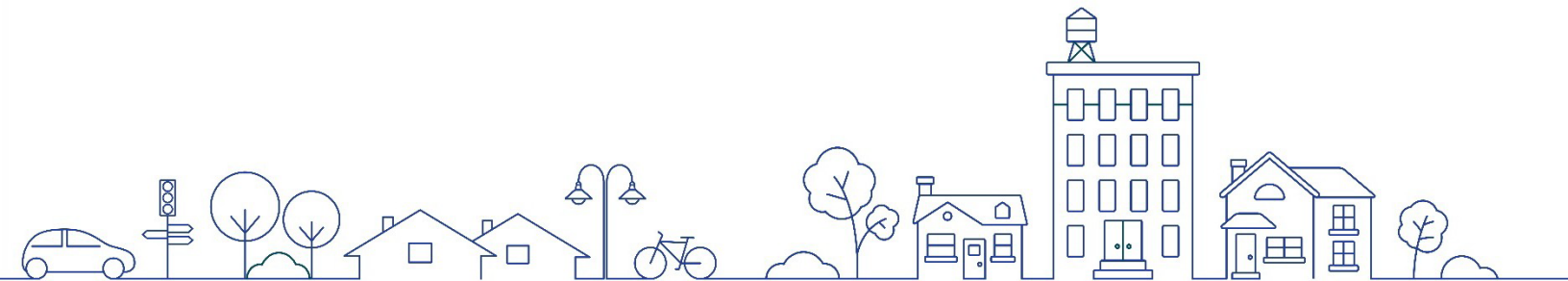
If it is determined that the child is unsafe, either an in-home or out-of home safety plan is developed with the family.

- The family will be referred to services. Court involvement also may be necessary.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Oregon Child Abuse Hotline at [Feedback.OregonChildAbuseHotline@odhsosha.oregon.gov](mailto:Feedback.OregonChildAbuseHotline@odhsosha.oregon.gov) or 1-855-503-7233 (v 10 text). We accept all relay calls.

# Oregon Municipal Handbook

## CHAPTER 30: ABUSE REPORTING



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## Chapter 30: Abuse Reporting

### Introduction

In Oregon, there are statewide mandatory abuse reporting laws that address when an individual is required by law to report suspected or known cases of child or elder abuse. This chapter will provide a brief overview of a city official's potential responsibilities relating to mandatory abuse reporting.

Disclaimer: These materials are not intended to substitute for obtaining legal advice from a competent attorney. Rather, these materials are intended to provide general information regarding mandatory abuse reporting requirements and provide city officials with general knowledge of when they may have a duty to report abuse.

### Child Abuse Reporting

Child abuse is defined to include:

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury;
- Any mental injury to a child;
- Rape of a child;
- Sexual abuse;
- Sexual exploitation;
- Negligent treatment or maltreatment of a child;
- Threatened harm;
- Buying or selling a person under 18 years of age;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; and
- Unlawful exposure to a controlled substance or unlawful manufacturing of a cannabinoid extract that subjects a child to substantial risk of harm to the child's health or safety.<sup>1</sup>

#### DHS Abuse Hotline:

Reports of abuse or neglect of any child or adult may be made to the Oregon Department of Human Services by calling:  
**1-855-503-SAFE (7233).**

A child is defined as an unmarried person under the age of 18, or under the age of 21 and residing in or receiving care or services at a child-caring agency.<sup>2</sup> The mandatory child abuse reporting law creates a duty that requires mandatory reporters to report suspected or known cases of child abuse to the appropriate officials.

<sup>1</sup> ORS 419B.005(1).

<sup>2</sup> ORS 419B.005(2).

### *Who has a duty to report?*

ORS 419B.005 specifically lists individuals who are considered a mandatory reporter. The list of mandatory reporters includes medical doctors, attorneys, licensed professional counselors, firefighters, EMTs, law enforcement officers, and social workers. Furthermore, the list of mandatory reporters includes all employees of a public organization that provides “child-related services or activities” – such as youth groups or centers, and summer or day camps.<sup>3</sup> As such, if the city offers one of these child-related services or activities, it is possible that all employees of the city – regardless of the employee’s involvement with the specific child-related service or activity are mandatory child abuse reporters.

Further, in the 2021 Legislative Session, HB 3071 amended ORS 419B.005 to include the language in subsection (6)(s): “An ***elected official*** of a branch of government of this state or a state agency, board, commission or department of a branch of government of this state or ***of a city***, county or other political subdivision in this state.” This amendment became operative as of January 1, 2022, and city elected officials are now bound by the state mandatory reporting statutes.

### *What does the mandatory reporting duty require?*

Any mandatory child abuse reporter having reasonable cause to believe that any child with whom the official comes in contact with must immediately report or cause a report to be made in the manner required in ORS 419B.015.<sup>4</sup> The reporting requirement may be accomplished orally by telephone or otherwise to a local Oregon Department of Human Services (DHS) office, a DHS representative or to a law enforcement agency within the county in which the person making the report is located at the time of contact.

The DHS provides information and training for mandatory child abuse reporters. Further information on Oregon’s child abuse reporting requirements may be accessible at: [https://www.oregon.gov/dhs/ABUSE/Pages/mandatory\\_report.aspx](https://www.oregon.gov/dhs/ABUSE/Pages/mandatory_report.aspx).

## **Elder Abuse Reporting**

Elder abuse is abuse of an elderly person which includes:

- Any non-accidental physical injury or injury which appears to be at variance from the explanation given of the injury;
- Neglect;
- Abandonment;
- Willful infliction of physical pain or injury;
- Verbal abuse;
- Financial exploitation;
- Sexual abuse;

- Involuntary seclusion for the convenience of a caregiver or to discipline the elderly person; and
- A wrongful use of physical or chemical restraint.<sup>5</sup>

An elderly person is defined to include any person 65 years of age or older.<sup>6</sup>

### *Who has a duty to report?*

For the purposes of elder abuse, the list of mandatory reporters is similar to the list of mandatory reporters for child abuse purposes. For example, the list of mandatory elder abuse reporters includes medical professionals and first responders.<sup>7</sup> However, the list of mandatory reporters does not include employees of a public organization that provides “child-related services or activities.” This means that unlike mandatory child abuse reporting, employees of cities with certain child-related programs may not be considered mandatory elder abuse reporters by virtue of the city having such child-related programs. A complete list of mandatory elder abuse reporters may be found under ORS 124.050(9).<sup>8</sup>

### *What does the mandatory reporting duty require?*

Similar to child abuse reporting, mandatory elder abuse reporters must immediately report instances of alleged or known elder abuse to the DHS, a local DHS office, or a local law enforcement agency.<sup>9</sup>

The DHS provides further information, guidance and training relating to elder abuse on its website accessible at: <https://www.oregon.gov/DHS/seniors-disabilities/SUA/Pages/Adult-Abuse-Prevention.aspx>.

## **Failure to Report**

A mandatory reporter making a good faith report of child or elder abuse receives immunity from criminal or civil liability.<sup>10</sup> Failure of a mandatory reporter to report of suspected or know case of abuse or cause a report to be made as required is a Class A violation which carries a maximum penalty of \$6,250 in fines and 364 days of imprisonment.<sup>11</sup>

For additional information and resources related to mandatory reporting requirements and child and elder abuse, please visit the DHS’s website at: <https://www.oregon.gov/odhs/report-abuse/pages/default.aspx>.

<sup>3</sup> ORS 419B.005.

<sup>4</sup> ORS 419B.010.

<sup>5</sup> ORS 124.050(1).

<sup>6</sup> ORS 124.050(2).

<sup>7</sup> ORS 124.050(9).

<sup>8</sup> A list of mandatory elder abuse reporters listed under ORS 124.050(9) is attached as Appendix B.

<sup>9</sup> OAR 411-020-0020.

<sup>10</sup> ORS 124.075; ORS 124.060; ORS 419B.025.

<sup>11</sup> ORS 124.990; ORS 419B.010(5).

## Appendix A

### List of Mandatory Reporters: Child Abuse<sup>12</sup>

- Physician or physician assistant licensed under ORS Chapter 677 or naturopathic physician, including any intern or resident.
- Dentist.
- School employee, including an employee of a higher education institution.
- Licensed practical nurse, registered nurse, nurse practitioner, nurse's aide, home health aide or employee of an in-home health service.
- Employee of the Department of Human Services, Oregon Health Authority, Early Learning Division, Department of Education, Youth Development Division, Office of Child Care, the Oregon Youth Authority, a local health department, a community mental health program, a community developmental disabilities program, a county juvenile department, a child-caring agency as that term is defined in [ORS 418.205](#) or an alcohol and drug treatment program.
- Peace officer.
- Psychologist.
- Member of the clergy.
- Regulated social worker.
- Optometrist.
- Chiropractor.
- Certified provider of foster care, or an employee thereof.
- Attorney.
- Licensed professional counselor.
- Licensed marriage and family therapist.
- Firefighter or emergency medical services provider.
- A court appointed special advocate, as defined in [ORS 419A.004](#).
- A child care provider registered or certified under [ORS 329A.030](#) and [329A.250](#) to [329A.450](#).
- An elected official of a branch of government of this state or a state agency, board, commission or department of a branch of government of this state or of a city, county or other political subdivision in this state.
- Member of the Legislative Assembly.
- Physical, speech or occupational therapist.
- Audiologist.
- Speech-language pathologist.

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<sup>12</sup> ORS 419B.005(6).

- Employee of the Teacher Standards and Practices Commission directly involved in investigations or discipline by the commission.
- Pharmacist.
- An operator of a preschool recorded program under [ORS 329A.255](#).
- An operator of a school-age recorded program under [ORS 329A.257](#).
- Employee of a private agency or organization facilitating the provision of respite services, as defined in [ORS 418.205](#), for parents pursuant to a properly executed power of attorney under [ORS 109.056](#).
- Employee of a public or private organization providing child-related services or activities:
  - Including but not limited to youth groups or centers, scout groups or camps, summer or day camps, survival camps or groups, centers or camps that are operated under the guidance, supervision or auspices of religious, public or private educational systems or community service organizations; and
  - Excluding community-based, nonprofit organizations whose primary purpose is to provide confidential, direct services to victims of domestic violence, sexual assault, stalking or human trafficking.
- A coach, assistant coach or trainer of an amateur, semiprofessional or professional athlete, if compensated and if the athlete is a child.
- Personal support worker, as defined in [ORS 410.600](#).
- Home care worker, as defined in [ORS 410.600](#).
- Animal control officer, as defined in [ORS 609.500](#).
- Member of a school district board or public charter school governing body.
- An individual who is paid by a public body, in accordance with [ORS 430.215](#), to provide a service identified in an individualized written service plan of a child with a developmental disability.

## Appendix B:

### List of Mandatory Reporters: Elder Abuse<sup>13</sup>

- Physician or physician assistant licensed under ORS Chapter 677, naturopathic physician or chiropractor, including any intern or resident.
- Licensed practical nurse, registered nurse, nurse practitioner, nurse's aide, home health aide or employee of an in-home health service.
- Employee of the Department of Human Services or community developmental disabilities program.
- Employee of the Oregon Health Authority, local health department or community mental health program.
- Peace officer.
- Member of the clergy.
- Regulated social worker.
- Physical, speech or occupational therapist.
- Senior center employee.
- Information and referral or outreach worker.
- Licensed professional counselor or licensed marriage and family therapist.
- Elected official of a branch of government of this state or a state agency, board, commission or department of a branch of government of this state or of a city, county or other political subdivision in this state.
- Member of the Legislative Assembly.
- Firefighter or emergency medical services provider.
- Psychologist.
- Provider of adult foster care or an employee of the provider.
- Audiologist.
- Speech-language pathologist.
- Attorney.
- Dentist.
- Optometrist.
- Chiropractor.
- Personal support worker, as defined in [ORS 410.600](#).
- Home care worker, as defined in [ORS 410.600](#).
- Referral agent, as defined in [ORS 443.370](#).

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<sup>13</sup> ORS 124.050(9).



## MINUTES

### Coburg City Council Retreat

January 31, 2026 at 9:30 AM

Coburg City Hall

91136 N Willamette Street

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

**MEMBERS ABSENT:** none

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder

#### RETREAT DISCUSSION

Mayor Bell welcomed everyone and referred to the welcome letter in the retreat packet, noting that during the retreat, Council will have an opportunity to review progress on existing goals, update, reset, or reconfirm priorities, and share concerns, possible solutions, and ideas to improve processes.

Council discussed many topics during the retreat, including the long-range vision, current and future financial, capital improvement projects, and staffing.

Hanks presented the Council Framework document, which included the FY2026 adopted version and the FY2027 Notes. Hanks and Council reviewed the Framework document, assessing each objective, progress made, and the next steps needed to move forward.

Hanks facilitated a discussion regarding the financial status of each of the four funds (general, street, water, sewer) with a focus on the General Fund, the reasoning behind the need for additional revenues along with an overview of cost mitigation actions that have already been taken and new explorations that are ongoing.

Hanks presented an issues/project list in a structure that utilizes three primary categories: three month, thirty month and three hundred month and provided examples of how that supports staff's efforts to complete day to day/week to week tasks, while also being mindful and allocating time for longer term items. Hanks noted that Council operates within this framework generally and noted the challenge of spending an adequate amount of time on the 300 month (25 years) category of issues/goals.

The session concluded with each Council member sharing individual thoughts on the current and future state of the community.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 4:00 pm.

**APPROVED** by the City of Coburg City Council on this 10th day of February, 2026.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder

DRAFT



**MINUTES**  
**Coburg City Council Meeting**  
February 10, 2026 at 6:00 PM  
Coburg City Hall  
91136 N Willamette Street

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

**MEMBERS ABSENT:** none

**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 meeting to order at 6:14pm.

**PLEDGE OF ALLEGIANCE**

Mayor Bell led the Pledge of Allegiance.

**ROLL CALL**

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

**MAYOR’S COMMENTS**

Mayor Bell reminded councilors of the Presidents Regional LOC Meeting on Friday, February 13<sup>th</sup> in Albany. Bell and Hanks will be attending, and others are welcome to join.

Mayor Bell also shared a Coburg Strategic Planning document from 1997, reading through some of the topics in the document, and the similarities to today’s topics of concern.

**AGENDA REVIEW**

Ms. Egbert noted that item 3, the Council Retreat minutes, will be pulled from the agenda, as well as the financial report which will both be moved to March’s agenda.

**PUBLIC COMMENT**

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

## CONSENT AGENDA

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

1. **Minutes from January 13, 2026 City Council Meeting**
2. **Minutes from January 27, 2026 City Council Work Session**

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

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

## ORDINANCES AND RESOLUTIONS

### 3. Second Reading

**ORDINANCE A-163-W** AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCE ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE REPEALING ORDINANCE A-163-V

*The first reading of Ordinance A-163-W was held at the January 13, 2026 City Council meeting.*

There were no further questions or comments.

**MOTION:** Councilor Myers moved, seconded by Councilor Bouwman, to adopt Ordinance A-163-W, AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCE ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE, REPEALING ORDINANCE A-163-V.

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

### 4. **RESOLUTION 2026-06** A RESOLUTION ADOPTING THE FISCAL YEAR 2026-27 CAPITAL IMPROVEMENT PLAN

Mr. Hanks noted that this is the annual update of the five-year CIP. This was presented and discussed at the January work session. Hanks briefly went through some of the highlights noted in the staff report, including project prioritization, funding strategies, and its role in linking master plans to financial planning. Hanks answered questions from council as they arose. Hanks also noted that this document is not binding, it simply guides the city and council on what is of higher priority.

**MOTION:** Councilor Bouwman moved, seconded by Councilor Wells, to adopt Resolution 2026-06, A RESOLUTION ADOPTING THE FISCAL YEAR 2026-27 CAPITAL IMPROVEMENT PLAN as presented.

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

## 5. RESOLUTION 2026-07 A RESOLUTION ADOPTING THE FISCAL YEAR 2026-27 COUNCIL FRAMEWORK

Mr. Hanks provided a staff report, noting that this is another annual process reviewed during the council retreat. Each action in the framework was updated, some marked as complete or in progress, some stayed the same just updated for the new fiscal year. Hanks also mentioned that he raised the priority level of the codification process and wanted to make sure council was also on board with that. The codification project would require funding and would be primarily out of the general fund.

**MOTION:** Councilor Engebretson moved, seconded by Councilor Bouwman, to adopt Resolution 2026-07, A RESOLUTION ADOPTING THE FISCAL YEAR 2026-27 COUNCIL FRAMEWORK.

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

## COUNCIL ACTION ITEMS

### 6. Acceptance of the Audit for Fiscal Year 2024-25

Mr. Hanks presented the 2024-25 Audit report. Hanks noted delays due to auditor communication issues, but no compliance problems were found. This audit was also presented to the Finance Audit Committee, where they gave a formal recommendation for council to accept the audit. Hanks also mentioned that the single audit is separate and is still in progress.

The council discussed critical audit areas, the audit process, and the city's liabilities. Hanks answered any questions from council.

**MOTION:** Councilor Engebretson moved, seconded by Councilor Bouwman, to accept the Audit for Fiscal Year 2024-25 as presented.

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

## ADMINISTRATIVE INFORMATION REPORTS

### 7. Monthly Administration Report

Mr. Hanks went through the items in the report including the proposed general fund fee dedicated to public safety and the related FAQ document. Council gave feedback on the FAQ document about some key points to add or reiterate, and some additional questions or information to add to the document. Mayor Bell also said that she will have more community meetings to discuss this.

Other items in the Administration Report included an LCOG Regional Resiliency Evaluation report, updated population statistics, and the regular current projects and contracts, and department activity and statistics.

**8. Police Department Annual Report**

Chief Larson presented the Annual Police Department Report, covering community outreach and partnerships with local schools, traffic enforcement and crime prevention programs, a recent sex offender sweep, and CHETT program assistance for stranded travelers and domestic violence survivors.

Mr. Larson also presented use-of-force data, showing that 76% of arrests involved no force and 7% required physical force. He also presented traffic safety enforcement statistics and comparisons to other jurisdictions.

**COUNCIL COMMENTS & LIAISON UPDATES**

Ms. Bell recommended leaving the liaison assignments as they stand currently.

Mr. Myers said the Finance Audit Committee had a preview of the audits and discussion on the financial report.

Ms. Engebretson said they have a Lane ACT meeting tomorrow night, but there are some Oregon Transportation-related bills that are being discussed currently at the state level.

Mr. Bouwman has not been able to get ahold of LTE but will continue to try to get in touch. He also mentioned a state legislation bill related to match requirements for small cities on state/federal grants.

Ms. Smith was absent from the last Park and Tree meeting, but Mr. Hanks noted that they will be diving more into the design and concept plan for the new neighborhood park at the next meeting.

Ms. Bell said the MPO is looking at a list of funding from the Transportation Improvement Plan (TIP) of \$25 million which is already approved, so Coburg would need to get their request in early to even be considered for any of that funding. ODOT is facing a \$242 million shortfall currently. They will be making \$70 million worth of cuts, and two sets of \$70 million worth of layoffs. They are working on preserving core services, a CIP and statewide TIP, reviewing capital projects, balancing to include all communities and groups, and more. They will be looking to the ACT committee for more input and reporting on safety, mobility and access, and setting priorities.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 8:19 pm.

**APPROVED** by the City of Coburg City Council on this 10th day of March, 2026.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder



## MINUTES

### Coburg City Council Work Session

February 24, 2026 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Mayor Bell, Cathy Engebretson, John Lehmann, Jaymason Bouwman, Donnie Myers

**MEMBERS ABSENT:** Alan Wells, Claire Smith

**STAFF/GUESTS 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 6:02pm.

#### ROLL CALL

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

#### WORK SESSION ITEMS

##### 1. Public Safety Support Fee

Mr. Hanks noted that he made the edits and additions to the FAQ document that council suggested in the last meeting. These flyers will be put out on the city's social media, website and mailed in the next utility bills. Hanks said that the March meeting will entail the first reading of the ordinance that creates the fee, and the second reading would be in the April meeting along with the resolution to establish the fee amount. The effective date of the fee would be July 1, at the start of the next fiscal year.

Councilors had a few more suggestions and edits for the document. Mayor Bell mentioned again that Coburg is not alone in the general fund and revenue struggles. Many other cities in Oregon are in the same spot, including Eugene and Springfield.

##### 2. Communication and Community Engagement

Mr. Hanks went through the attached memo for communication and community engagement. This topic is one of the Council Framework goals, and this handout shows the more extensive ins and outs of the communications of the city to the community. Hanks went through the content of the document.

Council was happy with the work and results of the city communications and reiterated the importance of this work.

**3. Council Look-Ahead Document**

This document was added to the packet. Mr. Hanks went through this document, noting that it is updated after every meeting, crossing off what has been done or making edits to items that may have had some changes. He mentioned some of the upcoming or in progress items and those correlating plans. Hanks also said that a lot of these items are driven by budget needs.

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Ms. Bell extended the invitation for the LCOG Member Appreciation Dinner on March 6<sup>th</sup>, and if any councilors are interested to please let her and Sammy know so they can get enough tickets for everyone.

Ms. Engebretson had some questions about the dispatch services through Lane County and how that works with Coburg Police Department’s response. Chief Larson explained how the dispatch service works, and that Coburg PD does respond to all Coburg calls, however if another unit, possibly from another agency, is closer at the time they might be the first one on scene until Coburg can get there and take over.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 6:52 pm.

**APPROVED** by the City of Coburg City Council on this 10th day of March, 2026.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder



## Park | Tree Committee Appointment

Meeting Date	Staff Contact	Email
March 10, 2026	Sammy Egbert, City Recorder	<a href="mailto:sammy.egbert@coburgoregon.gov">sammy.egbert@coburgoregon.gov</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

Consider appointment to fill vacancy on the Park | Tree Advisory Committee.

#### Suggested Motion

*If approved under the consent agenda, the Council recommends Mayor Bell appoint Cheryl Quinlan to the Park Tree Advisory Committee Budget Committee for three-year terms from July 1, 2025, to June 30, 2028.*

*\*Suggested Motion if removed from the consent agenda, I move to, recommend that Mayor Bell appoint Ed McGhehee and Angela Witty to the Budget Committee for three-year terms from July 1, 2025, to June 30, 2028.*

### BACKGROUND

The Park Tree Advisory Committee bylaws state that membership shall consist of a maximum of seven(7) voting members. Prospective members shall file an application with the City Recorder. Applications must receive the committee's approval before the Mayor and City Council can appoint.

Lonna Meston resigned, creating a vacancy. Recruitment was publicly advertised, and Cheryl Quinlan submitted an application. The applicant attended the Park Tree Citizen Advisory Committee Meeting on February 17, 2026. A motion passed to recommend that the Mayor, with the consent of the City Council, appoint Cheryl Quinlan to the Park Tree Advisory Committee, term beginning March 17, 2026, through December 31, 2026.

If appointed, the applicant will be notified, and an orientation will be scheduled before the March 17, 2026, meeting.

### RECOMMENDATION

Staff recommends the appointment of Cheryl Quinlan.

**BUDGET / FINANCIAL IMPACT**

As with all public meetings, “soft costs” include staff time for meeting preparation, agenda/packets, notice requirements, and minutes. This committee meets monthly and is staffed by the City Administrator.

**ATTACHMENTS**

1. Application – Cheryl Quinlan



# CITY OF COBURG

91136 N Willamette | P.O. Box 8316

Coburg, Oregon 97408

## APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Please indicate the position you are applying for:

- Planning Commission                       Budget Committee                       Historic Preservation (Heritage Committee)
- Park|Tree Committee                       Finance|Audit Committee                       Other please indicate \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

How long have you lived in Coburg? \_\_\_\_\_ How long have you lived in Oregon? \_\_\_\_\_

Are you a registered Voter? \_\_\_\_ Yes \_\_\_\_ No

List boards, councils, or commissions, if any, that you have served on:

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List and briefly describe community or service oriented organizations of which you are or have been a member:

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Describe any goals, ideas or objectives you have for the City of Coburg:

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List any skills, training, or experience that you have that might be useful to this position:

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Why would you like to be appointed to this position?

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Appointment of the 2026-27 Budget Officer

Meeting Date	Staff Contact	Email
March 10, 2026	Sammy Egbert, City Recorder	sammy.egbert@coburgoregon.gov

## SUMMARY AND REQUESTED COUNCIL ACTION

Each local government must have a budget officer, either appointed by the governing body or designated by the local government’s charter. The budget officer is under the supervision of either the executive officer or the governing body. The budget officer prepares the proposed budget for the coming fiscal year. As ORS 294.331 states:

*“The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body.”*

### Suggested Motion

*If approved under the consent agenda, the Council will appoint City Administrator, Adam Hanks, as the 2026-27 Budget Officer.*

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## BACKGROUND

Each local government must have a budget officer, either appointed by the governing body or designated by the local government’s charter as ORS 294.331 states:

*“The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body.”*

Coburg Charter designates some of the responsibilities of a budget officer to the City Administrator, but does not clearly designate them as the Budget officer.

### Section 8.2 City Administrator

- (l) *“Coordinate and supervise preparation of the preliminary budget for submission to the Mayor, and administer the budget after its adoption.”*

The budget officer's responsibilities include preparing or supervising the proposed budget document, publishing required notices, and ensuring compliance with budget law. The Budget Officer works under the direction of the Mayor, serving as the Executive Officer of the City of Coburg.

**RECOMMENDATION**

The recommendation is to appoint City Administrator, Adam Hanks, as the 2026-27 Budget Officer.

**BUDGET / FINANCIAL IMPACT**

There is no financial impact of designating a budget officer.

**RELEVANT COUNCIL GOAL, CITY POLICY, OR COMPREHENSIVE PLAN**

This is a legal requirement of the State of Oregon, ORS 294.311

**NEXT STEPS**

2026 Budget Meetings

April 21, 2026      Budget Committee

May 5, 2026        City and URA Budget Committee



# Ordinance A-258 Establishing a Public Safety Support Fee First Reading

Meeting Date	Staff Contact	Email
March 10, 2026	Adam Hanks, City Administrator	<a href="mailto:adam.hanks@coburgoregon.gov">adam.hanks@coburgoregon.gov</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

Staff is presenting a draft ordinance to legally establish a new fee currently labeled as “Public Safety Support Fee”. The ordinance has been developed with a general format and structure similar to both the Tree Fee and Parks and Open Space Maintenance Support Fee and is consistent with the Council direction provided to staff in support of the Revenue Options Sub-Committee Final Recommendations presented to Council at its December 9, 2025 Meeting.

#### Suggested Motion

*Presented as part of public hearing for first reading only. Motion/Approval only required for Council requested alterations to specific wording of the ordinance presented.*

### BACKGROUND

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

The sub-committee reviewed revenues in three phases:

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

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

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

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

The final phase III recommendations of the sub-committee was presented and accepted by Council at the December 9, 2025 meeting. The full recommendations report is attached with the set of seven recommendations provided below:

**1) Public Safety Support Fee**

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

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

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

- Police Department
- Municipal Court
- Code Enforcement

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

**OR**

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

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

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

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

**3) Property Tax Revenue Analysis from termination of the Coburg Urban Renewal Agency in 2029**

When the URA reaches its \$9 million total contribution to the wastewater debt service, the properties and related property tax revenues within the URA assessment boundary will return to the overall City assessment valuation resulting in an increase in property tax revenue to the General Fund.

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

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

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

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

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

**RECOMMENDATION**

Staff is supportive of the set of recommendations described in the final memo as a means to improve the financial position of the General Fund and enabling the continuation of critical public safety services including the Police Department, Municipal Court and Code Enforcement.

The current and prior City Administrator have both indicated in the Budget Messages of the past three annual budgets of the growing concern of the inability of the City’s revenues to meet the rise of expenses within the General Fund.

While revenue was the focus of the sub-committee, staff continues to explore opportunities to stem the escalating costs associated with providing these services and feel strongly that cost containment (as opposed to cost savings) is possible and will occur but not at the scale necessary to avoid the need for additional revenue sources.

**BUDGET / FINANCIAL IMPACT**

The memo outlines a number of significant expenses in the upcoming five years that are currently not funded by the existing revenue streams, the most significant being the “structural deficit” created by annual revenue growth of 3-5% and annual expenditure increases of 12-15%, which amounts to an over \$200,000 a year shortfall between revenue and expenses. Considerations for the need for new revenue sources include:

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

**RELEVANT COUNCIL GOAL, CITY POLICY OR COMPREHENSIVE PLAN**

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

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

As noted in the prior year budget cycle, revenues across all funds will continue to strain to maintain current levels of service and may be limited in the amount of additional debt service

each fund can take on to facilitate needed infrastructure projects. This is most acute in the general fund, as revenue streams do not keep pace with the rise in expenditures needed to maintain status quo operations for Police, Parks, Planning, Municipal Court and general government (Admin).

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

#### FY2027 Actions

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

FY2027 Priority = 1

#### **PUBLIC INVOLVEMENT**

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

An information “FAQ” document was developed with Council input in the January and February Council meetings and published on the City website with additional background/reference materials as well as sent out with utility bills and posted on the City’s social media channel (Facebook). An open house hosted by Mayor Bell and City Administrator will be held at 5:00 PM on March 10 in the Council Chambers prior to the initial public hearing and additional open house meetings will be scheduled in March and April.

#### **NEXT STEPS**

- March 10, 2026 – Ordinance to create the Public Safety Support Fee – First Reading

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

**ATTACHMENTS**

1. Draft Ordinance A-258 – An Ordinance Establishing a Public Safety Support Fee
2. Revenue Options Sub-Committee – Final Recommendation Memo
3. Council Memo – January 13, 2025 – Public Safety Support Fee Structure and Public Communication
4. Public Safety Support Fee – Informational FAQ



# COUNCIL MEMO

## Council Revenue Sub-Committee

### Phase III Recommendation – Long Range Revenue Options

December 9, 2025

#### BACKGROUND

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

The sub-committee is reviewing revenues in three phases:

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

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

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

#### ANALYSIS & RECOMMENDATIONS

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

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

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

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

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

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

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

Parks	10,000
Administration	15,000
	<b>55,000</b>

**TOTAL 1,970,000**

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

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

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

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

**Final Recommendations**

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

**1) Public Safety Support Fee**

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

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

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

- Police Department
- Municipal Court
- Code Enforcement

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

**OR**

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

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

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

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

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

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

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

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

**6) Information Outreach** – The sub-committee understands the impact of the creation and collection of new fees on both residents and businesses in Coburg, but also understands the responsibility of Council

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

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



# COUNCIL MEMO

## Public Safety Support Fee Structure and Public Communication

January 13, 2025

### ISSUES

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

### Proposed Schedule

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

### Proposed Fee Structure

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

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

### Proposed Fee Amount

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

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

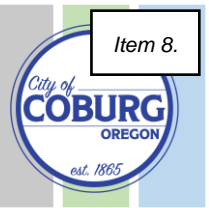
Options 1 – The Coburg City Council is considering the creation of a **\$20 per month** public safety support fee as a means to maintain the existing public safety services of the City.

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

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

# Public Safety Support Fee

INFORMATIONAL FAQ



## 1 WHAT NEW FEE IS CITY COUNCIL CONSIDERING?

The City is considering a \$20 per month fee dedicated to supporting the existing public safety services currently provided by the City for the community of Coburg.

## 2 HOW DOES THIS FEE SUPPORT PUBLIC SAFETY IN COBURG?

The proposed dedicated fee would provide approximately \$200,000 of new revenue per year and would support approximately 20% of the total annual budget of the Coburg Police Department and Municipal Court, the City's two primary public safety services.

Coburg Rural Fire District serves Coburg and the surrounding areas with its own service district and dedicated property tax assessment and is not a part of the City of Coburg's budget.

## 3 WHEN WILL COUNCIL BE DECIDING ON THIS?

Council was presented a set of recommendations on revenue options at its December 9, 2025 meeting and will be presented with an ordinance creating the fee at its March 10, 2026 meeting. If approved, the fee amount will be set at the April 14, 2026 Council meeting with an effective date of July 1, 2026.

To submit formal comment for inclusion in the March 10, 2026 Council meeting packet, send comments to City Recorder, Sammy Egbert at [Sammy.egbert@coburgoregon.gov](mailto:Sammy.egbert@coburgoregon.gov)

## 4 DON'T PROPERTY TAXES PAY FOR PUBLIC SAFETY?

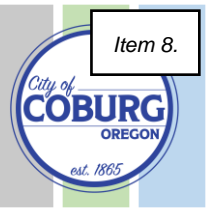
Yes, partially. The City of Coburg portion of property tax assessments (approx. 25% of the total property tax bill) provides just over \$1 million of revenue of the City's \$2 million annual General Fund. The General Fund includes Police, Municipal Court, Planning & Building, Parks and Administration/Finance. A summary of the General Fund is attached.

## 5 WHAT OTHER OPTIONS DID THE COUNCIL CONSIDER?

A Revenue Options Sub-committee studied a range of general fund revenue options including a Local Options Levy (five-year property tax assessment) and determined that the proposed service fee provides the minimum necessary revenue to maintain operations and serves as a bridge to potential longer-term solutions available at the completion of the City's Urban Renewal Agency

# Public Safety Support Fee

INFORMATIONAL FAQ



## 6 HAS COUNCIL AND STAFF CONSIDERED OR IMPLEMENTED COST REDUCTIONS?

Yes, Coburg Police Department staffing levels were reduced last year by one patrol officer and one-half (.50) of a Police Evidence/Property Technician, which represented a significant reduction in overall staffing from 5.0 to 3.5 total staff. Chief Larson has also initiated a number of innovative regional efforts for enhanced collaboration and cost sharing (training, certification, purchasing, technology, etc) among six small city police agencies in Lane County.

## 7 WHY AREN'T THE COST REDUCTIONS ENOUGH?

Coburg, like many cities in the region and around the State, is experiencing what is often called a “structural deficit”. This means that revenues in the general fund (separate from the water fund, street fund and sewer fund) rise each year approximately three to five percent (3%-5%) while expenses increase by approximately ten to fifteen percent (10%-15%) each year, a five to ten percent (5%-10%) annual deficit that is unsustainable over the long-term without drastic reductions in the core services that the City provides to the community or new revenues to maintain existing service levels. Fund balance reserves have been used to make up the difference and have dropped below required thresholds.

## 8 WILL THIS FEE AMOUNT GO UP EVERY YEAR?

The fee will be reviewed each year in parallel with the development of the annual budget. The fee cannot be increased without a formal action of Council. Additional and alternative revenue streams for the general fund will continue to be a Council and staff priority in the coming year.

## 9 HOW DO I GET MORE INFORMATION ABOUT THIS PROPOSED FEE?

The City’s website [www.coburgoregon.gov](http://www.coburgoregon.gov) will have a page dedicated to this proposed fee, including the full set of recommendations of the Revenue Options Council Sub-Committee and the draft ordinance and resolution that will be presented for Council review, deliberation and decision.

Mayor Bell and the City Administrator will continue holding Town Hall format meetings for community members to attend, learn about the issues, ask questions and provide feedback. Dates and times will be posted at City Hall, Coburg Post Office, City website social media.



# Resolution 2026-08

## A Resolution Renaming Pavilion Park to Laura Park at the Pavilion

Meeting Date	Staff Contact	Email
March 10, 2026	Adam Hanks, City Administrator Brian Harmon, Public Works Director	<a href="mailto:adam.hanks@coburgoregon.gov">adam.hanks@coburgoregon.gov</a> <a href="mailto:brian.harmon@coburgoregon.gov">brian.harmon@coburgoregon.gov</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

Staff is presenting a resolution for Council review and approval to formally rename Pavilion Park consistent with a prior contractual commitment and agreement associated with the donation of land by the Shepard family that allowed for the recently completed expansion and enhancements of Pavilion Park. The proposed renaming was mutually developed between City staff, Mayor Bell and the Shepard family and was also presented to the Park/Tree Committee who unanimously recommended Council approval of the renaming..

#### Suggested Motion

*I move to approve Resolution 2026-08, formally approving the renaming of Pavilion Park to Laura Park at the Pavilion.*

### BACKGROUND

The City and the Shepard family mutually developed a land swap/donation in 2022 to expand and enhance Pavilion Park. The appraised land values of the parcel adjacent to Pavilion Park owned by the Shepards and the parcel behind City Hall owned by the City had a difference of approximately \$40,000 in value. The Shepard family agreed to donate that difference in value and requested only that a renaming and a remembrance plaque be installed as a memorial to their daughter, Laura Harward.

### RECOMMENDATION

Staff recommends Council approval of the resolution as it is consistent with prior Council direction and approval associated with the land donation and has been reviewed and recommended by the Park/Tree Committee.

### BUDGET / FINANCIAL IMPACT

The land donation was a pivotal financial and functional component of the recently completed expansion and enhancement of the Park enabling the City to access a State Parks and Recreation

Department grant that provided over \$400,000 in funding for the enhancement project.

On a much smaller, big also impactful scale, the newly installed sign at the Park with the new park name was designed based on input from the Shepard family and was also funded and donated by the Shepard family.

**PUBLIC INVOLVEMENT**

The renaming was embedded in the land swap/donation agreements that were approved in public Council meetings in 2022 and was an agenda item at the June 17, 2025 Park/Tree Committee meeting.

**NEXT STEPS**

Staff will coordinate with the Shepard Family for the final component of their memorial donation agreement, which is a remembrance plaque located in the new area of the park for their daughter Laura.

**ATTACHMENTS**

1. Draft Resolution 2026-08

**RESOLUTION 2026-08**

**A RESOLUTION RENAMING PAVILION PARK TO LAURA PARK AT THE PAVILION**

**WHEREAS** a property exchange agreement between the City and the Shepard Family Investment Group LLC was approved by City Council in 2022 by Resolution 2022-03; and

**WHEREAS** the agreement and follow-up correspondence granted the Shepard Family Investment Group, LLC, the right to name the park or an area contained within the park after their daughter, Laura Harward; and

**WHEREAS** Mayor Bell, the City Administrator and representatives of the Shepard family mutually developed a proposal for the renaming of the park to “Laura Park at the Pavilion”; and

**WHEREAS** the Coburg Park and Open Space Plan tasks the Park and Tree Advisory Committee with reviewing and making recommendations on alternative naming when appropriate; and

**WHEREAS** the Coburg Park and Tree Advisory Committee voted to recommend to City Council that the “Pavilion Park” name be changed to “Laura Park at the Pavilion” at its June 17, 2025, meeting.

**THE CITY OF COBURG RESOLVES AS FOLLOWS:**

SECTION 1. The name change from Pavilion Park on tax lots 160333230 2500 and 160333230 2600 to “Laura Park at the Pavilion” is hereby approved.

SECTION 2. This Resolution is effective upon adoption.

**Adopted** by the **City Council** of the **City of Coburg**, Oregon, by a vote of \_\_\_ for and \_\_\_ against, this 10<sup>th</sup> day of March, 2026.

\_\_\_\_\_  
Nancy Bell, Mayor

ATTEST:

\_\_\_\_\_  
Sammy L. Egbert, City Recorder



# Bid Award and Contract Approval

## Coleman Collector Street – Phase I

Meeting Date	Staff Contact	Email
March 10, 2026	Adam Hanks, City Administrator Brian Harmon, Public Works Director	<a href="mailto:adam.hanks@coburgoregon.gov">adam.hanks@coburgoregon.gov</a> <a href="mailto:brian.harmon@coburgoregon.gov">brian.harmon@coburgoregon.gov</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

Staff is presenting the results of the public bidding process for Phase I of the Coleman Collector Street project. The project was put out to bid on January 14, 2026, bid opening was February 24, 2026 and the preliminary bid award and notice with AB Utility Contractors as the lowest qualified bidder for the project. Council, in its role as the Local Contract Review Board, is responsible for review of the bidding process, budgetary compliance for funding appropriations/availability and approval of the associated contract for the City Administrator to execute on behalf of the City of Coburg.

#### Suggested Motion

*I move to award the Phase I Coleman Collector Street Project to AB Utility Contractors in the amount of \$287,501 as presented and authorize the City Administrator to execute the associated project contract.*

### BACKGROUND

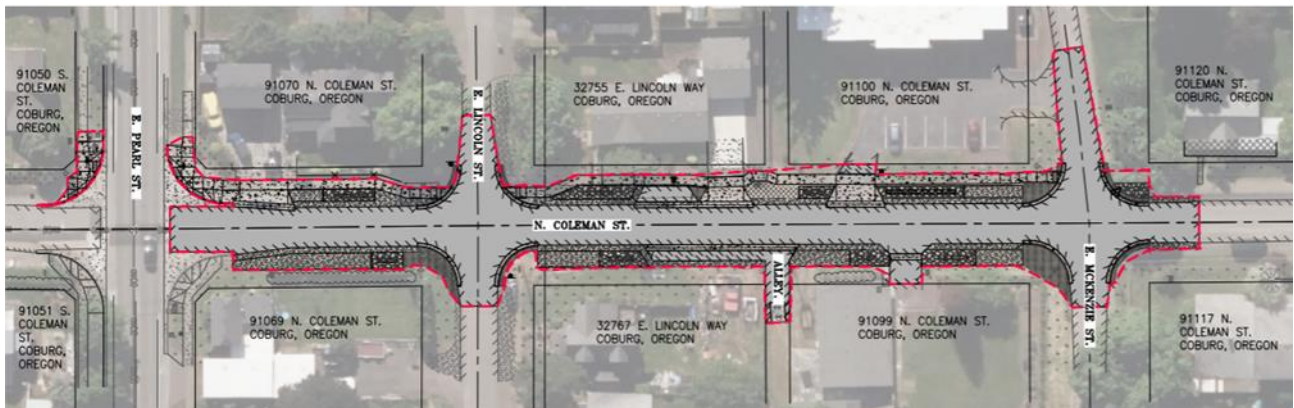
The Coleman Collector Street project was originally funded with Metropolitan Planning Organization (MPO) state/federal funding. A fund exchange between the City of Coburg, MPO and Lane County removed federal restrictions, most notably the requirement that the project be managed by a certified agency (City of Coburg is not). This fund exchange also resulted in the City receiving the funds in advance of the project, rather than the more typical reimbursement process.

\$748,000 was disbursed to the City in FY24 in the Street Fund. In the process of engineering/design, it became clear that the original scope of N Coleman from Pearl to Mill St and Mill St from Coleman to Skinner would result in a project cost beyond the funding allocation. Staff presented options to Council to determine whether utilization of local Street fund capital should be added to the project funding to preserve the ability to complete the original project scope or whether the project scope should be reduced to ensure the project did not utilize local Street Fund capital funds.

Council directed staff to reduce the project scope to ensure the estimated project costs (engineering/design, construction bid and project management) did not exceed the grant funding of \$748,000. Council also directed staff to incorporate a recommendation from the 2024-25 Transportation Safety Ad-Hoc Committee for the installation of a marked pedestrian crossing at Pearl and Coleman Streets. This resulted in the current project scope of:

### Coleman Collector Phase I

- N Coleman Street road surface replacement between Pearl and McKenzie Streets
- Marked Sidewalk installation on the west side of N Coleman Street (Pearl to McKenzie)
- ADA Ramp/Intersection improvements on both sides of Coleman at Pearl Street
- Relocation/ADA improvements to Lane Transit District transit stops at Coleman/Pearl
- Stormwater swales and infiltration system installation (Pearl to McKenzie)
- McKenzie St road surface improvements west of McKenzie/N Coleman intersection
- Driveway aprons and paved, dedicated parking spaces on N Coleman



As part of the Lane County permitting process for the activity and improvements impacting the Pearl Street right-of-way, it was determined that the AD curb/ramps on the NE corner will also need to be replaced. Additionally, staff from Lane County, Lane Transit District and the City were able to coordinate project activities to integrate ADA improvements to both the east and west transit stops on Pearl Street. These transit improvements will be coordinated through this project and will be funded by Lane Transit District, providing a cost-effective means of improved access for the transit system and the Coburg community.

**RECOMMENDATION**

Staff recommends approval of the bid award and contract execution authorization by the City Administrator. The low bid came in well below prior estimates with a significant number of bidders, with several very close to the winning bid.

**BUDGET / FINANCIAL IMPACT**

Staff anticipates a Phase I total cost of approximately \$500,000 (\$200,000 engineering/design/permitting/project mgmt., \$300,000 construction), leaving an estimated \$248,000 remaining for future Collector Street project work. Upon completion of the project, Staff will develop options for Council consideration for next phase project scope, funding and timeline for future Collector Street improvements that can be incorporated into future Street Fund CIP and Budget approvals.

**PUBLIC INVOLVEMENT**

The Coleman Collector Project has been on prior Council agenda's a number of times, including Council approval for application for MPO funds, acceptance of funds, multiple Capital Improvement Plan adoptions, a work session on Transportation Project Updates in July of 2025. Most notably, property owners and residents within the project area were notified via information letter in early February of the upcoming project (see attached).

**NEXT STEPS**

Upon Council approval, staff will coordinate contract execution. A project schedule will then be developed and provided to staff with active construction likely beginning in April with a target completion date of August 1, 2026. Staff will communicate with property owners/residents within the project area with a second information notice mailing when the detailed construction schedule is finalized as disruptions in road and driveway access and parking will occur at times throughout the construction process.

**ATTACHMENTS**

1. Coleman Collector Phase I – Bid award packet (including contract)
2. Coleman Collector Phase I – Informational Letter #1



February 26, 2026

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

**RE: Collector Street Reconstruction – Phase I Project Notice of Apparent Low Bidder and Engineer’s Recommendation for Award of Contract**

The City received the following bids for the Collector Street Reconstruction – Phase I Project on February 24, 2026.

<u>Contractor</u>	<u>Bid Total</u>
1. <u>AB Utility Contractors, Inc.</u>	\$ 287,501.00
2. <u>Wildish Construction Co.</u>	\$ 316,963.00
3. <u>RiverBend Construction, Inc.</u>	\$ 319,793.25
4. <u>Pacific North Construction</u>	\$ 343,000.00
5. <u>Delta Construction Co.</u>	\$ 361,011.00
6. <u>Knife River Corporation - Northwest</u>	\$ 377,634.25
7. <u>Pacific Excavation, Inc.</u>	\$ 393,013.52
8. <u>H&amp;J Construction, Inc.</u>	\$ 401,677.50
9. <u>Northwest Community Builders, LLC</u>	\$ 442,590.30
10. <u>Alpha Environmental Services, Inc.</u>	\$ 459,410.00
11. <u>North Santiam Paving Co.</u>	\$ 466,235.00
12. <u>Skip Tracer &amp; Lads</u>	\$ 480,288.63
13. <u>Jesse Rodriguez Construction, LLC</u>	\$ 493,133.25
14. <u>Northcore USA, LLC</u>	Not Applicable

I have reviewed all bid packages and found all to be complete and responsive, with the exception of Knife River Corporation - Northwest, which did not submit the signed Addenda Certifications form, and North Santiam Paving Co., which did not submit a First Tier Subcontractor form. Northcore USA, LLC bid package was not considered since it was not sealed as stated in Section 010 Invitation for Bids of the Project Manual for this project.

I recommend that the contract be awarded to AB Utility Contractors, Inc. in the amount of \$287,501.00.

Sincerely,

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

**Section 310 - Contract**

**CITY OF COBURG  
PUBLIC IMPROVEMENT CONTRACT**

**PROJECT: Collector Street Reconstruction - Phase 1**

This Contract is between the **City of Coburg**, an Oregon Municipal Corporation (“**City**”) and **AB Utility Contractors, Inc.** (“**Contractor**”).

**Recital**

City of Coburg selected a contractor to perform work for the City by a competitive bid process. Contractor submitted the lowest qualified bid for the Project.

**Contractor Information**

Address: 910 S 2<sup>nd</sup> Street, Harrisburg, Oregon 97446 Phone: 541-995-9445  
Fax: 541-995-9245 Contact: Christina M. Fiducia E-Mail: [christy@abutility.net](mailto:christy@abutility.net)  
CCB No.: 66907 Fed ID (Tax) No. 91-1788843

**TERMS & CONDITIONS OF CONTRACT**

**1. TERM – DURATION OF CONTRACT**

This Contract shall be effective when signed by both parties and Contractor has submitted the required certificates of insurance and performance and payment bonds. It shall remain in effect until the work on the Project has been completed, the improvement accepted by the City, and the warranty period has expired. The expiration of the term does not affect any right that arose prior to expiration, and terms that by their nature survive expiration shall remain in effect after expiration.

- Work shall commence as stated in the notice to proceed from City to Contractor
- Work shall be substantially complete by July 31, 2026 and totally complete by August 31, 2026.

**2. SCOPE OF WORK**

Contractor shall construct **Collector Street Reconstruction - Phase 1** (the “Project”) in the City of Coburg, Oregon. The project is located along N. Coleman Street from Pearl St. to E. McKenzie Street in Coburg, Lane County, Oregon. The Project is described in more detail in the attached Contractor’s Proposal “Exhibit A” and as detailed in the City’s specifications and drawings for this Project. Contractor hereby agrees to furnish all of the materials, labor, water, tools, equipment, light, power, transportation, and other work needed to construct the Project. Collectively all documents herein, plans, referenced laws, statutes, codes, procedures, material specifications, and schedules are applicable to the scope of Work.

**3. PAYMENT**

City shall pay Contractor according to the schedules and unit prices as quoted by Contractor “Exhibit A”. The maximum total payment under this Contract without approved written change orders is **\$287,501.00.**

**a. Application for Payment**

Contractor shall invoice the City monthly for work performed, based on an estimate of the amount of work completed and the value of the completed work. Contractor shall direct the application for payment or invoice to:  
Branch Engineering

310 5<sup>th</sup> Street s  
Springfield, OR 97477  
Attn: Julie Leland  
-OR- Via email:  
[juliel@branchengineering.com](mailto:juliel@branchengineering.com)

City shall make progress payment equal to the value of the completed work, less amounts previously paid, less retainage of five percent, less any deduction for claims and damages paid by the City of Coburg due to acts or omissions of the Contractor and for which he/she is liable under this Contract within 15 days of receipt of the invoice and the prevailing wage certificates certifying that he/she has paid not less than the prevailing rate of wages as required by ORS 279C.840. The form/application for payment shall be acceptable to the City of Coburg.

**b. Application Free of Encumbrances**

Contractor warrants and guarantees that all work, materials and equipment covered by any application for payment, will pass to City of Coburg at the time of payment free and clear of liens, claims, security interests and encumbrances.

**c. Engineer Review & Approval of Application for Payment**

City Engineer will, after receipt of each application for payment, either indicate in writing his/her approval of payment and present the application to the City of Coburg, or return the application to Contractor indicating in writing his/her reasons for refusing to approve payment. In the latter case, Contractor may make the necessary corrections and resubmit for application.

**d. Payment on Estimated Quantities**

Nothing contained in this contract shall be construed to affect the right, hereby reserved, to reject the whole or any part of the aforesaid work should such work be later found not to comply with any of the provisions of this Contract document. All estimated quantities of work for which progress payments have been made are subject to review and correction on the final estimate. Acceptance by the Contractor of progress payments based on periodic estimates of quantities of work shall not, in any way, constitute acceptance of the estimated quantities used as the basis for computing the amounts of the progress payments.

**e. Final Payment**

Final payment shall be made in accordance with Section 111.5.00 of the General Conditions. (“General Conditions” are Section 400 of the Project Manual for the Collector Street Reconstruction - Phase 1.)

**4. 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.

**5. COMPLIANCE WITH LAW**

Contractor shall comply with applicable federal, state and local laws, ordinances, and regulation. When multiple standards apply, Contractor shall comply with the more stringent standard. Contractor shall comply with Title VI of the Civil Rights Act of 1964, with Section V of the Rehabilitation Act of 1973, and will all applicable requirements of federal, state and City civil rights and rehabilitation statutes, ordinances, rules and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990 (Pub L No. 101-336), (ORS 659A.142), and all regulations and administrative rules established pursuant to those laws. Contractor agrees to comply with ADA in its employment practices, and that it shall perform its contractual obligations consistently with ADA requirements and regulations, state law, and applicable regulations. In addition, 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 279C (**EXHIBIT B**).

**6. RESPONSIBILITY FOR DAMAGES / INDEMNITY:**

- a. Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay that may be caused by, or result from, the carrying out of the Work to be done under this Contract, or from any act, omission or neglect of the Contractor, its Subcontractors, personnel, or agents.
- b. The Contractor shall indemnify, hold harmless, and defend the Owner, its officers, employees and agents from any and all claims, losses, damages, attorney fees, costs and liabilities arising out of accidents, unforeseen difficulties, or intentional, reckless or negligent acts or omissions of the Contractor, its Subcontractors, suppliers, employees, or agents in performance of the Work. Claims include any assertion of a right to monetary damages or equitable relief or any combination thereof.
- c. Owner shall notify Contractor of any claim of which it is aware that requires Contractor to defend, indemnify and hold Owner harmless. Thereafter, Contractor shall notify Owner in writing within 30 days that it will defend, indemnify and hold Owner harmless. Contractor's failure to provide such notification is a breach of Contract. In the event the Contractor fails to give notice within 30 days, Owner may defend the claim and charge Contractor with any costs associated with that effort.
- d. Owner reserves the right to participate in any claim irrespective of the Contractor's obligations to indemnify, hold harmless, defend or notify. However, if Owner elects to participate in any claim after receiving notification from Contractor, Contractor is not obligated to indemnify Owner for the costs associated with that participation, although its other obligations to indemnify, hold harmless and defend remain intact.
- e. In claims against any person or entity indemnified under this Section 7 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under this Section 7 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.
- f. If any provision of this Contract is determined to require either party to indemnify, defend, reimburse, hold harmless or provide insurance to the other party (or that party's insurers or sureties) in a manner that would violate applicable law (including but not limited to ORS 30.140), then the offending provision shall be construed such that it is given the broadest meaning and effect allowed by law.
- g. The indemnities and other covenants of this Section 6 shall survive the termination of the Contract.

**7. INSURANCE****a. General Liability**

Contractor shall purchase and maintain commercial general liability insurance with minimum coverage of \$1 million per occurrence and \$2 million aggregate. The policy shall name the City as an additional insured and cover acts and omissions of Contractor and its Subcontractors of any level. Contractor shall be liable for the full amount of any claims resulting from negligence or intentional misconduct of Contractor, its subcontractors, and their officials, agents and employees in the performance of this Contract, even if not covered by or in excess of insurance. In addition, Section 104.3.00, 104.4.00 and 104.5.00 of the General Conditions is applicable to this Contract.

**b. Workers Compensation**

Workers compensation insurance as required by ORS Chapter 656. Contractor shall ensure that each subcontractor obtains workers compensation insurance. The Contractor shall ensure that its insurance carrier files a guaranty contract with the Oregon Workers' Compensation Division

before performing Work. In addition, Section “Oregon State Public Contract Provisions” – subsection “Workers’ Compensation” and section “Independent Contractor – Non-Partnership” of this Contract is applicable.

**c. Builder’s Risk**

Contractor shall provide builder’s risk insurance on an all risks of direct physical loss basis, including, without limitation, earthquake, and flood damage, for amount equal to at least the value of the amount installed. Any deductible shall not exceed \$50,000 for each loss, except that the earthquake and flood deductible shall not exceed 5% of each loss or \$50,000, whichever is greater. The policy shall include the City of Coburg as loss payee. In addition, Section 104.6.00 of the General Conditions is applicable to this Contract.

**d. Automobile Insurance**

If required, the combined single limit per occurrence shall be in an amount at least equal to the State/DMV requirements. In addition, Section 104.6.01 of the General Conditions is applicable to this Contract.

**8. BONDS**

**a. Payment and Performance Bonds**

Immediately upon execution of this agreement, Contractor shall provide a separate Performance Bond and a separate Payment bond in a form acceptable to the City of Coburg. Each bond shall be equal to 100% of the Contract amount. The Performance Bond and Payment Bond must be signed by the Surety’s Attorney-in-fact, and the Surety’s seal must be affixed to each bond. Bonds shall not be canceled without the City of Coburg’s consent, nor will the City release them prior to Contract completion. Bonds must be originals – faxed or photocopied bond forms will not be accepted.

**9. CONFLICT OF INTEREST**

Contractor shall not give or offer any gift, loan, or other thing of value to any City official or employee. The Contractor shall not rent, lease, or purchase materials, supplies, or equipment, with or through any City official or employee.

**10. IMPACT ON TRAFFIC AND PROPERTY**

Contractor shall adopt reasonable means and comply with all laws, ordinances, and regulation in order to minimize interference to traffic and damage to both public and private property; And in accordance to 110.4.00 and 110.4.01 of the General Conditions, shall provide a traffic plan, maintain two-way traffic unless approved otherwise by the City of Coburg, and make every effort to maintain public safety and convenience. Contractor shall provide adequate noise control and shall control all obstructions to traffic in accordance with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) if applicable.

**11. PREVAILING WAGE**

**a. Applicability of both Federal (Davis-Bacon) and State (BOLI) Prevailing Wage Rates**

When a public works project is subject to the Davis Bacon Act (40 U.S.C.3141 et seq.), the Contractor and every Subcontractor shall pay the higher of the two (BOLI and Davis Bacon) prevailing wage rates.

**b. All BOLI Requirements Applicable**

Contractor must comply with all laws and regulations relating to prevailing wages, whether or not set out in this Contract. Contractor is to use the most current Prevailing Wage Rates for Public Contracts in Oregon including any amendments to the prevailing rates at time of contract initiation. Further information regarding prevailing wages, including requirements applicable to Contractor, is available at:

[http://www.oregon.gov/boli/WHD/PWR/Pages/pwr\\_state.aspx](http://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx) And available by contacting the Bureau of Labor & Industries at 971-673-0838.

**12. WARRANTIES**

All work shall be guaranteed for a period of one (1) year against defects in materials and workmanship. Contractor unconditionally warrants all work and materials for this Project, including additional work authorized under change orders, against any defects whatsoever, for one (1) year from the date of acceptance by the City of Coburg, except that manufacturers' warranties and extended manufacturer warranties as specified in the contract documents or otherwise is a standard manufacturer product warranty shall not be abridged. In addition to its right to proceed on the warranty, the City may recover for breach of contract or negligence even if defects do not become evident during the warranty period. The Contractor also agrees to hold the City of Coburg harmless from claims of any kind arising from damage due to said defects. In addition, Section 109.7.00 of the General Conditions is applicable to this Contract.

**13. LIQUIDATED DAMAGES**

Contractor agrees to pay liquidated damages in accordance to Section 110.9.00 of the General Conditions. The City of Coburg is authorized to deduct the amount of the liquidated damages from any amounts due and the Contractor and its Surety shall be liable for any excess. If the Contract is terminated for default (see following "Termination") and if the Work has not been completed by other means on or before the expiration of Contract time or adjusted Contract time, liquidated damages will be assessed against the Contractor for the duration of time reasonably required to complete the work.

**14. TERMINATION OF CONTRACT AND SUBSTITUTED PERFORMANCE**

- **Termination for Default** – Termination of the Contract for default may result if the Contractor:
  - Violates any material provision of the Contract;
  - Disregards applicable laws and regulations or the Engineer's instructions;
  - Refuses or fails to supply enough materials, equipment or skilled workers for the prosecution of the Work in compliance to the Contract;
  - Fails to make prompt payment to Subcontractors;
  - Makes an unauthorized general assignment for the benefit of the Contractor's creditors;
  - Has a receiver appointed because of the Contractor's insolvency;
  - Is adjudged bankrupt and the court consents to the Contract termination; or
  - Otherwise fails or refuses to faithfully perform the Contract according to its terms and conditions.

If the Contract is terminated by the City, upon demand the Contractor and Contractor's Surety shall provide the Engineer with immediate and peaceful possession of the Project Site, and of all materials and equipment to be incorporated into the Work, whether located on and off the Project Site, for which the Contractor received progress payments.

If the Contract is terminated for default, neither the Contractor nor its Surety shall be:

- Relieved of liability for damages or losses suffered by the City because of the Contractor's breach of Contract; or
- Entitled to receive any further progress payments until the Work is completed. However, progress payments for completed Work that remain due and owing at the time of Contract termination may be made according to the City's payment terms, except that the Engineer will be entitled to withhold sufficient funds to cover costs incurred by the City as a result of the termination. Final payment to the Contractor will be made according to the City's payment terms.

- b. **If a termination under this provision is determined by a court of competent jurisdiction to be unjustified, the termination shall be deemed a termination of public convenience.**
- c. **Termination for Public Convenience**

- The Engineer may terminate the Contract in whole or in part whenever the Engineer determines that termination of the Contract is in the best interest of the public.
- Notice: The Engineer will provide the Contractor and the Contractor's Surety seven (7) calendar days' written notice of termination for public convenience. After such notice, the Contractor and the Contractor's Surety shall provide the Engineer with immediate and peaceful possession of the Project Site, and of materials and equipment to be incorporated into the Work, whether located on and off the Project Site, for which the Contractor received progress payments.
- Compensation: Compensation for Work terminated by the Engineer under this provision will be determined by the amount of Work completed/installed and materials and equipment furnished and the status of payment (paid/un-paid) for such Work, materials and equipment; less any outstanding labor or material claims against the Contractor.

**d. Substituted Performance**

According to the City's procedures, and upon the Engineer's recommendation that sufficient cause exists, the City, without prejudice to any of its other rights or remedies and after giving the Contractor and the Contractor's Surety ten (10) calendar days' written notice may:

- Terminate the Contract;
- Substitute the Contractor with another Entity to complete the Contract;
- Take possession of the Project Site;
- Take possession of materials on the Project Site;
- Take possession of materials not on the Project Site, for which the Contractor received progress payments;
- Take possession of equipment on the Project Site that is to be incorporated into the Work;
- Take possession of equipment not on the Project Site that is to be incorporated into the Work, and for which the Contractor received progress payments; and
- Finish the Work by whatever method the City deems expedient.

If within the ten (10) calendar days' notice period provided above, the Contractor and/or its Surety corrects the basis for declaration of default to the satisfaction of the Engineer, or if the Contractor's Surety submits a proposal for correction that is acceptable to the Engineer, the Contract will not be terminated.

**15. ASSIGNMENT**

Contractor shall not assign or transfer its interests in this contract without written consent of City, which consent may be withheld in the City's sole, subjective discretion; nor shall the Contractor assign any monies due or to become due to him/her hereunder without the previous written consent of the City of Coburg. City Rule 137-049-0200(2):

Contractor shall not assign, sell, dispose of, or transfer rights, nor delegate duties under the Contract, either in whole or in part, without the City's prior Written consent. Unless otherwise agreed by the Contracting Agency in Writing, such consent shall not relieve the Contractor of any obligations under the Contract. Any assignee or transferee shall be considered the agent of the Contractor and be bound to abide by all provisions of the Contract. If the City consents in Writing to an assignment, sale, disposal or transfer of the Contractor's rights or delegation of Contractor's duties, the Contractor and its surety, if any, shall remain liable to the City for complete performance of the Contract as if no such assignment, sale, disposal, transfer or delegation had occurred unless the City otherwise agrees in Writing.

**16. INDEPENDENT CONTRACTOR – NON-PARTNERSHIP**

By its execution of this Agreement, the Contractor shall perform all work under this Project as an Independent Contractor, as that term is used under the laws of the State of Oregon and in accordance with the standards set forth in ORS 670.600, and shall not be considered as an agent of the City of Coburg, nor shall the Contractor's Subcontractors or employees be sub-agents of the City of Coburg. In addition:

- The Work to be rendered under this Project is that of Independent Contractor. Contractor is not an officer, employee, or agent of the City under ORS 30.265 or ORS 30.287, and Contractor is not to be considered an officer, employee or agent of the City for any purpose. Contractor shall be solely and entirely responsible for its act and for the acts of its subcontractors, agents or employees during the performance of this Project. Contractor is an Independent Contractor for the Oregon Workers' Compensation Law (ORS Chapter 656) and is solely liable for workers' compensation coverage under any Contract/Agreement applicable to the Project.
- No Agency, Partnership or Joint Venture – Neither the City or Contractor by virtue of any Agreement applicable to this Project, is a partner or joint venture with the other party in connection with the activities carried out under this Project.
- Any Contract/Agreement applicable to this Project is not intended to entitle the Contractor nor any of its Subcontractors to any benefits generally granted to City Employees. **Contractor shall be responsible for all federal or state taxes** applicable to compensation or payment paid to Contractor under any Contract/Agreement applicable to this Project.

**17. FORCE MAJEURE**

Contractor shall not be held responsible for delay or default caused by fire, riot, act of God and war which is beyond Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under the Contract.

**18. SEVERABILITY**

In the event any of the provisions or portion of the Contract/Agreement are held to be unenforceable or invalid by any court of competent jurisdiction for any reason, such invalid or unenforceable provision shall in no way effect the validity or enforceability of the remaining provisions or portions.

**19. WAIVERS**

No term or condition of this Contract/Agreement shall be deemed to have been waived by any Party, unless such waiver is in writing signed by the Party charged with such waiver. Any waiver of any provision of the Contract, or any right or remedy, given on any one or more occasions shall not be deemed a waiver with respect to any other occasion. The failure of either Party to enforce any provision of the project documents shall not constitute a waiver by the City of that or any other provision.

**20. MERGER**

No waiver, consent, modification or change of terms of this Contract shall bind either party unless in writing and signed by both parties. A waiver, consent, modification or change, if made shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. Contractor by signature of its authorized representative hereby acknowledge that Contractor understands the Contract and agrees to be bound by its terms and conditions.

**21. LIMITATION OF AUTHORITY**

City retains its authority to execute all applications, contracts and other documents relating to the Project. Contractor has no right or authority, express or implied, to commit or otherwise obligate City or any of its partners, except as permitted by the express terms of this Contract, or as authorized in writing.

**22. ATTORNEY FEES AND GOVERNING LAW**

In the event an action, suit or proceeding, including appeal, is brought for failure to observe any of the terms of this Contract, each party shall be responsible for that party's own attorney fees, expenses, costs and disbursements for the action, suit, proceeding or appeal. The provisions of this Contract shall be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any question arising under this Contract must be brought in the appropriate court of the State of Oregon.

**23. REMEDIES**

The remedies provided for in the Contract are cumulative, and in addition to other remedies available at law. Contractor agrees that, due to the health, safety and welfare issues that relate to timely and acceptable completion of the Project to be constructed under this Contract, the City may not have an adequate remedy at law in the event of a breach of this Contract by Contractor, and that the City may obtain injunctive relief at the sole elections of the City.

**24. COUNTERPARTS**

The Contract may be signed in one or more counterparts (including change orders), each of which shall be an original and all of which, when taken together, shall constitute one and the same instrument.

**25. GENDER: SINGULAR - PLURAL**

Whenever masculine, feminine, neuter, singular, plural, conjunctive, or disjunctive terms are used in the Contract, they shall be construed to read in whatever form is appropriate to make the Contract applicable to all the Parties and all circumstances, except where the context of the Contract clearly dictates otherwise.

**26. INTERCHANGEABLE TERMS IN CONTRACT AND RELATED DOCUMENTS**

Contract and Agreement are interchangeable;  
City and Owner are interchangeable; and  
Engineer, City Engineer are interchangeable – this can be further construed to include Project Manager and or the designee of the City Engineer.

**27. NOTICES**

All notices of a legal nature shall be in writing and shall be served upon the other party by personal service, by facsimile transmission, E-Mail followed by mail delivery of the original of such notice, by overnight courier with proof of receipt, or by certified mail, return receipt requested, postage prepaid, addressed as follows: City of Coburg, P.O. Box 8316, Coburg, OR 97408, Attn: City Recorder, Phone: 541-682-7850. Service by mail shall be deemed complete on the date of actual delivery or three (3) business days after being sent via certified mail. Service by facsimile transmission or E-Mail shall be deemed served up receipt of the facsimile or E-Mail, followed by mail delivery.

**THE PARTIES SIGNING BELOW WARRANT, REPRESENT AND AGREE THAT THEY HAVE  
AUTHORITY TO SIGN THIS AGREEMENT AND AGREE TO ALL TERMS**

**CONTRACTOR:**

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_

**CITY OF COBURG, OREGON**

**BY:** Adam Hanks

**TITLE:** CITY ADMINISTRATOR

**DATE:** \_\_\_\_\_

## EXHIBIT A

ADDEMDUM #1 Schedule of Bid Items  
220-1Section 220  
SCHEDULE OF BID ITEMS – Collector Street Reconstruction - Phase 1

ITEM No. ODOT SPEC	ITEM DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL BID PRICE
1 210	Mobilization, Bonds, And Insurance	1	Lump Sum	\$ 22,554.00	\$ 22,554.00
2 225	Temporary Work Zone Traffic Control, Complete	1	Lump Sum	\$ 2,783.00	\$ 2,783.00
3 280	Erosion Control	1	Lump Sum	\$ 890.00	\$ 890.00
4 305	Construction Survey Work, Complete	1	Lump Sum	\$ 17,470.00	\$ 17,470.00
5 310	Saw Cutting (Includes second cut)	338 363	Lineal Feet	\$ 4.00	\$ 1,452.00
6 320	Clearing and Grubbing	1	Lump Sum	\$ 1,306.00	\$ 1,306.00
7 330	General Excavation	1,340 1,030	Cu Yd	\$ 19.00	\$ 19,570.00
8 331	Subgrade Stabilization, As Directed by Engineer	100	Cu Yd	\$ 100.00	\$ 10,000.00
9 350	Subgrade Geotextile	2027	Sq Yd	\$ 1.00	\$ 2,027.00
10 490	Adjusting Water Valve Boxes	8	Each	\$ 54.00	\$ 432.00
11 490	Adjusting Water Meter Boxes	1	Each	\$ 121.00	\$ 121.00
12 490	Adjusting Sanitary Sewer Service Box	3	Each	\$ 75.00	\$ 225.00
13 641	Gravel Shoulder, Aggregate Base, 1'-0" Crushed Rock, 16 Inches Thick	236	Sq Yd	\$ 13.00	\$ 3,068.00
14 745	Level 2, 1/2" Dense HMA, 4-Inches Thick	1791	Sq Yd	\$ 29.00	\$ 51,939.00
15 749	Extra for Asphalt Approaches	3	Each	\$ 1,148.00	\$ 3,444.00
16 759	Concrete Curbs, Curb & Gutter	270	Lineal Feet	\$ 63.00	\$ 17,010.00
17 759	6-Inch-Wide Variable Height Concrete Retaining Curb	225 135	Lineal Feet	\$ 43.00	\$ 5,805.00
18 759	Valley Gutter, Concrete Surfacing	213	Lineal Feet	\$ 83.00	\$ 17,679.00

ADDEMDUM #1 Schedule of Bid Items  
220-2

19 759	Concrete Driveways, 6-Inch Thick	820	Sq Ft	\$ 15.00	\$ 12,300.00
20 759	Concrete Walk, 4-Inch Thick	2,455 1,647	Sq Ft	\$ 10.00	\$ 16,470.00
21 759	Bus Stop Concrete Area, 4-Inch Thick	90	Sq Ft	\$ 15.00	\$ 1,350.00
22 759	Monolithic Curb and Sidewalks	724	Sq Ft	\$ 19.00	\$ 13,756.00
23 759	Extra for New Curb Ramps	7 9	Each	\$ 1,136.00	\$ 10,224.00
24 759	Truncated Domes on New Surfacing	75 90	Sq Ft	\$ 44.00	\$ 3,960.00
25 759	Concrete Curb Cut Spillway/Inlet with Wingwalls	3	Each	\$ 705.00	\$ 2,115.00
26 860	Pavement Legend, Type B-HS: On-Street Parking	5	Each	\$ 113.00	\$ 565.00
27 867	Pavement Bar, Type B-HS: 1.0' Transverse Stop Bars	11	Sq Ft	\$ 27.00	\$ 297.00
28 867	Pavement Bar, Type B-HS: Staggered Continental Crosswalk 2' White Bars	63	Sq Ft	\$ 27.00	\$ 1,701.00
29 905	Remove and Reinstall Existing Sign and Existing Post on New Anchor Foundation - Complete	1	Lump Sum	\$ 2,154.00	\$ 2,154.00
30 905	Remove and Reinstall Existing Sign on New PSST Post and New Anchor Foundation - Complete	1	Lump Sum	\$ 719.00	\$ 719.00
31 1010	Stormwater Facility & Aggregate, Complete	1	Lump Sum	\$ 31,190.00	\$ 31,190.00
32 1030	Site Restoration, Permanent Seeding and Topsoil	1	Lump Sum	\$ 8,502.00	\$ 8,502.00
33 1050	Remove Existing 3' Dog Ear Wood Fence – 91070 N. Coleman Street	53	Lineal Feet	\$ 16.00	\$ 848.00
34 1050	Rebuild Existing 3' Dog Ear Wood Fence – 91070 N. Coleman Street	55	Lineal Feet	\$ 65.00	\$ 3,575.00
<b>BID TOTAL</b>				<b>\$</b>	<b>287,501.00</b>

Total Amount of Base Bid \$ 287,501.00

Total Base Bid price written out in words

Two hundred eighty seven thousand five hundred one dollars & 00 / 100

Schedule of Bid Items  
220-3

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 AB Utility Contractors, Inc.

Address 910 S 2nd Street, Harrisburg, Oregon 97446

Email Address christy@abutility.net

By Christina M Fiducia  
(Signature of Authorized Official)

Date 02/23/2026

By Christina M Fiducia  
(Type or Print Name)

Phone 541-995-9445

Federal I.D. # 91-1788843

Fax 541-995-9245

Surety Company (Performance Bond) Great Midwest Insurance Company

Contact at Surety Robin Baird - IMA Phone 541-741-0550

CCB# 66907 No. Years Registered w/CCB 36

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

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.

CITY OF COBURG

Collector Street Reconstruction  
Phase I

## EXHIBIT B

**Public Contracting Code****Requirements for Public Improvement Contracts Over \$50,000****137-049-0800****Required Contract Clauses**

Contracting Agencies shall include in all formal Solicitations for Public Improvement Contracts all of the ORS Chapter 279C required Contract clauses, as set forth in the checklist contained in Rule 137-049-0200(1)(c) regarding Solicitation Documents. The following series of rules provide further guidance regarding particular Public Contract provisions.

Stat. Auth.: ORS 279A.065

Stats. Implemented: ORS 297C.505 to ORS 279C.545 & ORS 279C.800 to 279C.870

**137-049-0810****Waiver of Delay Damages Against Public Policy**

Contracting Agencies shall not place any provision in a Public Improvement Contract purporting to waive, release, or extinguish the rights of a Contractor to damages resulting from a Contracting Agency's unreasonable delay in performing the Contract. However, Contract provisions requiring notice of delay, providing for alternative dispute resolution such as arbitration (where allowable) or mediation, providing other procedures for settling contract disputes, or providing for reasonable liquidated damages, are permissible.

Stat. Auth.: ORS 279A.065

Stats. Implemented: ORS 279C.315

**137-049-0815****BOLI Public Works Bond**

Pursuant to ORS 279C.830(3), the specifications for every Public Works Contract shall contain a provision stating that the Contractor and every subcontractor must have a Public Works bond filed with the Construction Contractors Board before starting Work on the project, unless otherwise exempt. This bond is in addition to performance bond and payment bond requirements. See BOLI rule at OAR 839-025-0015.

Stat. Auth. ORS 279A.065

Stats. Implemented: ORS 279C.830

**137-049-0820****Retainage**

(1) **Withholding of Retainage.** Except to the extent a Contracting Agency's enabling laws require otherwise, a Contracting Agency shall not retain an amount in excess of five percent of the Contract Price for Work completed. If the Contractor has performed at least 50 percent of the Contract Work and is progressing satisfactorily, upon the Contractor's submission of Written application containing the surety's Written approval, the Contracting Agency may, in its discretion, reduce or eliminate retainage on any remaining progress payments. The Contracting Agency shall respond in Writing to all such applications within a reasonable time. When the Contract Work is 97-1/2 percent completed, the Contracting Agency may, at its discretion and without application by the Contractor, reduce the retained amount to 100 percent of the value of the remaining unperformed Contract Work. A Contracting Agency may at any time reinstate retainage. Retainage shall be included in the final payment of the Contract Price.

(2) **Form of Retainage.** Unless a Contracting Agency that reserves an amount as retainage finds in writing that accepting a bond, security, or other instrument described in part (a) or (b) of this section poses an extraordinary risk that is not typically associated with the bond, security, or instrument, the Contracting Agency, in lieu of withholding moneys from payment, shall accept from the Contractor:

- (a) Bonds, securities or other instruments that are deposited and accepted as provided in subsection (4)(a) of this rule; or  
 (b) A surety bond deposited as provided in subsection (4)(b) of this rule.

(3) **Deposit in interest-bearing accounts.** Either upon election of the Contractor pursuant to ORS 279C.560(5) or as required when the Contract Price exceeds \$500,000 pursuant to ORS 279C.570(2), a Contracting Agency shall deposit cash retainage in an interest-bearing account in a bank, savings bank, trust company, or savings association, or interest-bearing escrow account pursuant to ORS 279C.570(2). Earnings on such an account shall accrue to the Contractor from the date the Contractor's related payment request is fully approved by the Contracting Agency, until the date the retainage is paid to the Contractor. For purposes of this Section, a payment of retainage is deemed to be "paid" by a Contracting Agency when the payment is transmitted to the Contractor or otherwise applied against an obligation of the Contractor under the Contract.

(4) **Alternatives to cash retainage.** In lieu of cash retainage to be held by a Contracting Agency, the Contractor may substitute one of the following:

(a) Deposit of bonds, securities or other instruments:

(A) The Contractor may deposit bonds, securities or other instruments with the Contracting Agency or in any bank or trust company to be held for the benefit of the Contracting Agency. If the Contracting Agency accepts the deposit, the Contracting Agency shall reduce the cash retainage by an amount equal to the value of the bonds and securities, and reimburse the excess to the Contractor.

(B) Bonds, securities or other instruments deposited or acquired in lieu of cash retainage must be of a character approved by the Oregon Department of Administrative Services, which may include, without limitation:

(i) Bills, certificates, notes or bonds of the United States.

(ii) Other obligations of the United States or agencies of the United States.

(iii) Obligations of a corporation wholly owned by the Federal Government.

(iv) Indebtedness of the Federal National Mortgage Association.

(v) General obligation bonds of the State of Oregon or a political subdivision of the State of Oregon.

(vii) Irrevocable letters of credit issued by an insured institution, as defined in ORS 706.008.

(C) Upon the Contracting Agency's determination that all requirements for the protection of the Contracting Agency's interests have been fulfilled, it shall release to the Contractor all bonds and securities deposited in lieu of retainage.

(b) Deposit of surety bond. A Contracting Agency, at its discretion, may allow the Contractor to deposit a surety bond in a form acceptable to the Contracting Agency in lieu of all or a portion of funds retained or to be retained. A Contractor depositing such a bond shall accept surety bonds from its subcontractors and suppliers in lieu of retainage. In such cases, retainage shall be reduced by an amount equal to the value of the bond, and the excess shall be reimbursed.

(5) **Recovery of Costs.** Pursuant to ORS 279C.560(3), a Contracting Agency may reduce the final payment to recover from the Contractor all additional costs incurred as a result of Contractor's election to:

(i) submit an alternative to cash retainage pursuant to section (4) of this rule; or (ii) to deposit cash retainage in an interest-bearing account pursuant to section (3) of this rule for Contracts not in excess of \$500,000 by reducing the final payment.

(6) **Additional Retainage When Certified Payroll Statements Not Filed.** Pursuant to ORS 279C.845(7), if a Contractor is required to file certified payroll statements and fails to do so, the Contracting Agency shall retain 25 percent of any amount earned by the Contractor on a Public Works Contract until the Contractor has filed such statements with the Contracting Agency. The Contracting Agency shall pay the Contractor the amount retained under this provision within 14 days after the Contractor files the certified statements, regardless of whether a subcontractor has filed such statements (but see ORS 279C.845(1) regarding the requirement for both contractors and subcontractors to file certified statements with the Contracting Agency). See BOLI rule at OAR 839-025-0010.

Stat. Auth.: ORS 279A.065 & ORS 279C.845

Stats. Implemented: ORS 279C.560, ORS 279C.570 & ORS 701.420

**137-049-0830**

**Contractor Progress Payments**

(1) **Request for progress payments.** Each month the Contractor shall submit to the Contracting Agency its Written request for a progress payment based upon an estimated percentage of Contract completion. At the Contracting Agency's discretion, this request may also include the value of material to be incorporated in the completed Work that has been delivered to the premises and appropriately stored. The sum of these estimates is referred to as the "value of completed Work." With these estimates as a base, the Contracting Agency will make a progress payment to the Contractor, which shall be equal to: (i) the value of completed Work; (ii) less those amounts that have been previously paid; (iii) less other amounts that may be deductible or owing and due to the Contracting Agency for any cause; and (iv) less the appropriate amount of retainage.

(2) **Progress payments do not mean acceptance of Work.** Progress payments shall not be construed as an acceptance or approval of any part of the Work, and shall not relieve the Contractor of responsibility for defective workmanship or material.

Stat. Auth.: ORS 279A.065  
Stats. Implemented: ORS 279C.570

### **137-049-0840 Interest**

(1) **Prompt payment policy.** A Contracting Agency shall pay promptly all payments due and owing to the Contractor on Contracts for Public Improvements.

(2) **Interest on progress payments.** Late payment interest shall begin to accrue on payments due and owing on the earlier of 30 Days after receipt of invoice or 15 Days after Contracting Agency approval of payment (the "Progress Payment Due Date"). The interest rate shall equal three times the discount rate on 90-day commercial paper in effect on the Progress Payment Due Date at the Federal Reserve Bank in the Federal Reserve district that includes Oregon, up to a maximum rate of 30 percent.

(3) **Interest on final payment.** Final payment on the Contract Price, including retainage, shall be due and owing no later than 30 Days after Contract completion and acceptance of the Work. Late-payment interest on such final payment shall thereafter accrue at the rate of one and one-half percent per month until paid.

(4) **Settlement or judgment interest.** In the event of a dispute as to compensation due a Contractor for Work performed, upon settlement or judgment in favor of the Contractor, interest on the amount of the settlement or judgment shall be added to, and not made part of, the settlement or judgment. Such interest, at the discount rate on 90-day commercial paper in effect at the Federal Reserve Bank in the Federal Reserve District that includes Oregon, shall accrue from the later of the Progress Payment Due Date, or thirty Days after the Contractor submitted a claim for payment to the Contracting Agency in Writing or otherwise in accordance with the Contract requirements.

Stat. Auth.: ORS 279A.065  
Stats. Implemented: ORS 279C.570

### **137-049-0850 Final Inspection**

- (1) **Notification of Completion; inspection.** The Contractor shall notify the Contracting Agency in Writing when the Contractor considers the Contract Work completed. Within 15 Days of receiving Contractor's notice, the Contracting Agency will inspect the project and project records, and will either accept the Work or notify the Contractor of remaining Work to be performed.
- (2) **Acknowledgment of acceptance.** When the Contracting Agency finds that all Work required under the Contract has been completed satisfactorily, the Contracting Agency shall acknowledge acceptance of the Work in Writing.

Stat. Auth.: ORS 279A.065  
Stats. Implemented: ORS 279C.570(8)

### **137-049-0860 Public Works Contracts**

- (1) **Generally.** ORS 279C.800 to 279C.870 regulates Public Works Contracts, as defined in

279C.800(6), and requirements for payment of prevailing wage rates. Also see administrative rules of the Bureau of Labor and Industries (BOLI) at OAR Chapter 839.

(2) **Required Contract Conditions.** As detailed in the above statutes and rules, every Public Works Contract must contain the following provisions:

- (a) Contracting Agency authority to pay certain unpaid claims and charge such amounts to Contractors, as set forth in ORS 279C.515(1).
- (b) Maximum hours of labor and overtime, as set forth in ORS 279C.520(1).
- (c) Employer notice to employees of hours and days that employees may be required to work, as set forth in ORS 279C.520(2).
- (d) Contractor required payments for certain services related to sickness or injury, as set forth in ORS 279C.530.
- (e) A requirement for payment of prevailing rate of wage, as set forth in ORS 279C.830(1). If both state and federal prevailing rates of wage apply, the contract and every subcontract must provide that all workers must be paid the higher of the applicable state or federal prevailing rate of wage.
- (f) A requirement for filing a public works bond by contractor and every subcontractor, as set forth in ORS 279C.830(2).

(3) **Requirements for Specifications.** The Specifications for every Public Works Contract, consisting of the procurement package (such as the project manual, Bid or Proposal booklets, request for quotes or similar procurement Specifications), must contain the following provisions:

- (a) The state prevailing rate of wage, and, if applicable, the federal prevailing rate of wage, as required by ORS 279C.830(1)(a):
  - (A) Physically contained within or attached to hard copies of procurement Specifications;
  - (B) Included by a statement incorporating the applicable wage rate publication into the Specifications by reference, in compliance with OAR 839-025-0020; or,
  - (C) When the rates are available electronically or by Internet access, the rates may be incorporated into the Specifications by referring to the rates and providing adequate information on how to access them in compliance with OAR 839-025-0020.
- (b) If both state and federal prevailing rates of wage apply, a requirement that the contractor shall pay the higher of the applicable state or federal prevailing rate of wage to all workers. See BOLI rules at OAR 839-025-0020 and 0035.
- (c) A requirement for filing a public works bond by contractor and every subcontractor, as set forth in ORS 279C.830(2).

Stat. Auth.: ORS 279A.065

Stats. Implemented: ORS 279C.800 – ORS 279C.870

### 137-049-0870

#### **Specifications; Brand Name Products**

(1) **Generally.** The Contracting Agency's Solicitation Document shall not expressly or implicitly require any product by brand name or mark, nor shall it require the product of any particular manufacturer or seller, except pursuant to an exemption granted under ORS 279C.345(2).

(2) **Equivalents.** A Contracting Agency may identify products by brand names so long as the following language: "approved equal"; "or equal"; "approved equivalent" or "equivalent," or similar language is included in the Solicitation Document. The Contracting Agency shall determine, in its sole discretion, whether an Offeror's alternate product is "equal" or "equivalent."

Stat. Auth.: ORS 279A.065

Stats. Implemented: ORS 279C.345

### 137-049-0880

#### **Records Maintenance; Right to Audit Records**

(1) **Records Maintenance; Access.** Contractors and subcontractors shall maintain all fiscal records relating to Contracts in accordance with generally accepted accounting principles ("GAAP"). In addition, Contractors and subcontractors shall maintain all other records necessary to clearly document (i) their performance; and (ii) any claims arising from or relating to their performance under a Public Contract. Contractors and subcontractors shall make all records pertaining to their performance and any claims under a Contract (the books, fiscal records and all other records,

hereafter referred to as "Records") accessible to the Contracting Agency at reasonable times and places, whether or not litigation has been filed as to such claims.

(2) **Inspection and Audit.** A Contracting Agency may, at reasonable times and places, have access to and an opportunity to inspect, examine, copy, and audit the Records of any Person that has submitted cost or pricing data according to the terms of a Contract to the extent that the Records relate to such cost or pricing data. If the Person must provide cost or pricing data under a Contract, the Person shall maintain such Records that relate to the cost or pricing data for 3 years from the date of final payment under the Contract, unless a shorter period is otherwise authorized in Writing.

(3) **Records Inspection; Contract Audit.** The Contracting Agency, and its authorized representatives, shall be entitled to inspect, examine, copy, and audit any Contractor's or subcontractor's Records, as provided in section 1 of this rule. The Contractor and subcontractor shall maintain the Records and keep the Records accessible and available at reasonable times and places for a minimum period of 3 years from the date of final payment under the Contract or subcontract, as applicable, or until the conclusion of any audit, controversy or litigation arising out of or related to the Contract, whichever date is later, unless a shorter period is otherwise authorized in Writing.

Stat. Auth.: ORS 279A.065

Stats. Implemented: ORS 279A.030, ORS 279C.375, ORS 279C.380 & ORS 279C.440

### **137-049-0890**

#### **Contracting Agency Payment for Unpaid Labor or Supplies**

(1) **Contract incomplete.** If the Contract is still in force, the Contracting Agency may, in accordance with ORS 279C.515(1), pay a valid claim to the Person furnishing the labor or services, and charge the amount against payments due or to become due to the Contractor under the Contract. If a Contracting Agency chooses to make such a payment as provided in ORS 279C.515(1), the Contractor and the Contractor's surety shall not be relieved from liability for unpaid claims.

(2) **Contract completed.** If the Contract has been completed and all funds disbursed to the prime Contractor, all claims shall be referred to the Contractor's surety for resolution. The Contracting Agency shall not make payments to subcontractors or suppliers for Work already paid for by the Contracting Agency.

Stat. Auth.: ORS 279A.065

Stats. Implemented: ORS 279C.515

### **137-049-0900**

#### **Contract Suspension; Termination Procedures**

(1) **Suspension of Work.** In the event a Contracting Agency suspends performance of Work for any reason considered by the Contracting Agency to be in the public interest other than a labor dispute, the Contractor shall be entitled to a reasonable extension of Contract time, and to reasonable compensation for all costs, including a reasonable allowance for related overhead, incurred by the Contractor as a result of the suspension.

(2) **Termination of Contract by mutual agreement for reasons other than default.**

(a) Reasons for termination. The parties may agree to terminate the Contract or a divisible portion thereof if:

(A) The Contracting Agency suspends Work under the Contract for any reason considered to be in the public interest (other than a labor dispute, or any judicial proceeding relating to the Work filed to resolve a labor dispute); and

(B) Circumstances or conditions are such that it is impracticable within a reasonable time to proceed with a substantial portion of the Work.

(b) Payment. When a Contract, or any divisible portion thereof, is terminated pursuant to this section

(2), the Contracting Agency shall pay the Contractor a reasonable amount of compensation for preparatory Work completed, and for costs and expenses arising out of termination. The Contracting Agency shall also pay for all Work completed, based on the Contract Price. Unless the Work completed is subject to unit or itemized pricing under the Contract, payment shall be calculated based on percent of Contract completed. No claim for loss of anticipated profits will be allowed.

(3) **Public interest termination by Contracting Agency.** A Contracting Agency may include in its Contracts terms detailing the circumstances under which the Contractor shall be entitled to compensation as a matter of right in the event the Contracting Agency unilaterally terminates the

Contract for any reason considered by the Contracting Agency to be in the public interest.

(4) **Responsibility for completed Work.** Termination of the Contract or a divisible portion thereof pursuant to this rule shall not relieve either the Contractor or its surety of liability for claims arising out of the Work performed.

(5) **Remedies cumulative.** The Contracting Agency may, at its discretion, avail itself of any or all rights or remedies set forth in these rules, in the Contract, or available at law or in equity.

(6) Application of this rule does not apply to suspension of the work or termination of the Contract as a result of Contractor's violation of any provision of law or Contract term.

Stat. Auth.: ORS 279A.065

Stats. Implemented: ORS 279C.650, ORS 279C.655, ORS 279C.660, ORS 279C.665 & ORS 279C.670

### 137-049-0910

#### Changes to the Work and Contract Amendments

(1) **Definitions for Rule.** As used in this rule:

(a) "**Amendment**" means a Written modification to the terms and conditions of a Public Improvement Contract, other than by Changes to the Work, within the general scope of the original Procurement that requires mutual agreement between the Contracting Agency and the Contractor.

(b) "**Changes to the Work**" means a mutually agreed upon change order, or a construction change directive or other Written order issued by the Contracting Agency or its authorized representatives to the Contractor requiring a change in the Work within the general scope of a Public Improvement Contract and issued under its changes provisions in administering the Contract and, if applicable, adjusting the Contract Price or contract time for the changed work.

(2) **Changes Provisions.** Changes to the Work are anticipated in construction and, accordingly, Contracting Agencies shall include changes provisions in all Public Improvement Contracts that detail the scope of the changes clause, provide pricing mechanisms, authorize the Contracting Agency or its authorized representatives to issue Changes to the Work and provide a procedure for addressing Contractor claims for additional time or compensation. When Changes to the Work are agreed to or issued consistent with the Contract's changes provisions they are not considered to be new Procurements and an exemption from competitive bidding is not required for their issuance by Contracting Agencies.

(3) **Change Order Authority.** Contracting Agencies may establish internal limitations and delegations for authorizing Changes to the Work, including dollar limitations. Dollar limitations on Changes to the Work are not set by these Rules, but such changes are limited by the above definition of that term.

(4) **Contract Amendments.** Contract Amendments within the general scope of the original Procurement are not considered to be new Procurements and an exemption from competitive bidding is not required in order to add components or phases of Work reasonably related to the work described in the Solicitation Document. Amendments to a Public Improvement Contract may be made only when:

(a) They are within the general scope of the original Procurement;

(b) The field of competition and Contractor selection would not likely have been affected by the Contract modification. Factors to be considered in making that determination include similarities in Work, project site, relative dollar values, differences in risk allocation and whether the original Procurement was accomplished through competitive bidding, competitive Proposals, competitive quotes, sole source or Emergency contract;

(c) In the case of a Contract obtained under an Alternative Contracting Method, any additional Work was specified or reasonably implied within the findings supporting the competitive bidding exemption; and

(d) The Amendment is made consistent with applicable legal requirements.

Stat. Auth.: ORS 279A.065

Stats. Implemented: ORS 279A.065, ORS 279C.335 & ORS 279C.400(1)



City of Coburg  
**PROJECT 20-004 A COLLECTOR ST. RECONSTRUCTION - PHASE I**  
 Bids Received 02/24/2026

ITEM No. ODOT SPEC	ITEM DESCRIPTION	QYT	UNIT	#1		#2		#3		#4		#5		#6		#7		#8	
				AB UTILITY		WILDISH		RIVERBEND CONSTRUCTION		PACIFIC NORTH CONSTRUCTION		DELTA CONSTRUCTION CO		KNIFE RIVER		PACIFIC EXCAVATION		H&J CONSTRUCTION	
				UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE
1	Mobilization, Bonds, And Insurance	1	Lump Sum	\$ 22,554.00	\$ 22,554.00	\$ 30,000.00	\$ 30,000.00	\$ 19,000.00	\$ 19,000.00	\$ 33,000.00	\$ 33,000.00	\$ 26,169.00	\$ 26,169.00	\$ 28,535.00	\$ 28,535.00	\$ 55,000.00	\$ 55,000.00	\$ 55,985.00	\$ 55,985.00
2	Temporary Work Zone Traffic Control, Complete	1	Lump Sum	\$ 2,783.00	\$ 2,783.00	\$ 6,500.00	\$ 6,500.00	\$ 3,400.00	\$ 3,400.00	\$ 4,000.00	\$ 4,000.00	\$ 8,632.00	\$ 8,632.00	\$ 12,575.00	\$ 12,575.00	\$ 15,000.00	\$ 15,000.00	\$ 6,140.00	\$ 6,140.00
3	Erosion Control	1	Lump Sum	\$ 890.00	\$ 890.00	\$ 500.00	\$ 500.00	\$ 1,300.00	\$ 1,300.00	\$ 1,500.00	\$ 1,500.00	\$ 6,318.00	\$ 6,318.00	\$ 2,827.00	\$ 2,827.00	\$ 3,000.00	\$ 3,000.00	\$ 519.50	\$ 519.50
4	Construction Survey Work, Complete	1	Lump Sum	\$ 17,470.00	\$ 17,470.00	\$ 12,000.00	\$ 12,000.00	\$ 13,000.00	\$ 13,000.00	\$ 5,106.00	\$ 5,106.00	\$ 15,410.00	\$ 15,410.00	\$ 13,484.00	\$ 13,484.00	\$ 13,500.00	\$ 13,500.00	\$ 12,669.50	\$ 12,669.50
5	Saw Cutting (Includes second cut)	363	Lineal Feet	\$ 4.00	\$ 1,452.00	\$ 8.00	\$ 2,904.00	\$ 2.75	\$ 998.25	\$ 4.00	\$ 1,452.00	\$ 7.00	\$ 2,541.00	\$ 2.75	\$ 998.25	\$ 4.60	\$ 1,669.80	\$ 3.50	\$ 1,270.50
6	Clearing and Grubbing	1	Lump Sum	\$ 1,306.00	\$ 1,306.00	\$ 1,000.00	\$ 1,000.00	\$ 2,300.00	\$ 2,300.00	\$ 8,000.00	\$ 8,000.00	\$ 2,292.00	\$ 2,292.00	\$ 3,000.00	\$ 3,000.00	\$ 7,000.00	\$ 7,000.00	\$ 2,720.50	\$ 2,720.50
7	General Excavation	1030	Cubic Yard	\$ 19.00	\$ 19,570.00	\$ 35.00	\$ 36,050.00	\$ 24.00	\$ 24,720.00	\$ 40.00	\$ 41,200.00	\$ 41.00	\$ 42,230.00	\$ 36.00	\$ 37,080.00	\$ 39.00	\$ 40,170.00	\$ 40.00	\$ 41,200.00
8	Subgrade Stabilization as Directed by Engineer	100	Cubic Yard	\$ 100.00	\$ 10,000.00	\$ 100.00	\$ 10,000.00	\$ 67.00	\$ 6,700.00	\$ 50.00	\$ 5,000.00	\$ 85.00	\$ 8,500.00	\$ 108.50	\$ 10,850.00	\$ 105.00	\$ 10,500.00	\$ 47.00	\$ 4,700.00
9	Subgrade Geotextile	2027	Square Yard	\$ 1.00	\$ 2,027.00	\$ 1.00	\$ 2,027.00	\$ 1.00	\$ 2,027.00	\$ 1.00	\$ 2,027.00	\$ 1.00	\$ 2,027.00	\$ 1.75	\$ 3,547.25	\$ 0.86	\$ 1,743.22	\$ 1.00	\$ 2,027.00
10	Adjusting Water Valve Boxes	8	Each	\$ 54.00	\$ 432.00	\$ 800.00	\$ 6,400.00	\$ 450.00	\$ 3,600.00	\$ 100.00	\$ 800.00	\$ 665.00	\$ 5,320.00	\$ 514.00	\$ 4,112.00	\$ 207.00	\$ 1,656.00	\$ 740.50	\$ 5,924.00
11	Adjusting Water Meter Boxes	1	Each	\$ 121.00	\$ 121.00	\$ 100.00	\$ 100.00	\$ 93.00	\$ 93.00	\$ 100.00	\$ 100.00	\$ 290.00	\$ 290.00	\$ 436.00	\$ 436.00	\$ 380.00	\$ 380.00	\$ 215.50	\$ 215.50
12	Adjusting Sanitary Sewer Service Box	3	Each	\$ 75.00	\$ 225.00	\$ 100.00	\$ 300.00	\$ 93.00	\$ 279.00	\$ 150.00	\$ 450.00	\$ 145.00	\$ 435.00	\$ 568.00	\$ 1,704.00	\$ 200.00	\$ 600.00	\$ 215.50	\$ 646.50
13	Gravel Shoulder, Aggregate Base, 1'-0" Crushed Rock, 16 Inches Thick	236	Square Yard	\$ 13.00	\$ 3,068.00	\$ 35.00	\$ 8,260.00	\$ 23.00	\$ 5,428.00	\$ 90.00	\$ 21,240.00	\$ 35.00	\$ 8,260.00	\$ 45.00	\$ 10,620.00	\$ 23.00	\$ 5,428.00	\$ 44.50	\$ 10,502.00
14	Level 2, 1/2" Dense HMA, 4-Inches Thick	1791	Square Yard	\$ 29.00	\$ 51,939.00	\$ 41.00	\$ 73,431.00	\$ 41.00	\$ 73,431.00	\$ 30.00	\$ 53,730.00	\$ 38.00	\$ 68,058.00	\$ 48.00	\$ 85,968.00	\$ 47.00	\$ 84,177.00	\$ 54.50	\$ 97,609.50
15	Extra for Asphalt Approaches	3	Each	\$ 1,148.00	\$ 3,444.00	\$ 1,000.00	\$ 3,000.00	\$ 140.00	\$ 420.00	\$ 900.00	\$ 2,700.00	\$ 1,245.00	\$ 3,735.00	\$ 1,527.00	\$ 4,581.00	\$ 175.00	\$ 525.00	\$ 2,489.00	\$ 7,467.00
16	Concrete Curbs, Curb & Gutter	270	Lineal Feet	\$ 63.00	\$ 17,010.00	\$ 58.00	\$ 15,660.00	\$ 48.00	\$ 12,960.00	\$ 65.00	\$ 17,550.00	\$ 67.00	\$ 18,090.00	\$ 76.00	\$ 20,520.00	\$ 66.00	\$ 17,820.00	\$ 60.00	\$ 16,200.00
17	6-Inch-Wide Variable Height Concrete Retaining Curb	135	Lineal Feet	\$ 43.00	\$ 5,805.00	\$ 45.00	\$ 6,075.00	\$ 37.00	\$ 4,995.00	\$ 50.00	\$ 6,750.00	\$ 68.00	\$ 9,180.00	\$ 60.00	\$ 8,100.00	\$ 43.00	\$ 5,805.00	\$ 53.50	\$ 7,222.50
18	Valley Gutter, Concrete Surfacing	213	Lineal Feet	\$ 83.00	\$ 17,679.00	\$ 75.00	\$ 15,975.00	\$ 56.00	\$ 11,928.00	\$ 90.00	\$ 19,170.00	\$ 79.00	\$ 16,827.00	\$ 59.00	\$ 12,567.00	\$ 82.00	\$ 17,466.00	\$ 65.00	\$ 13,845.00
19	Concrete Driveways, 6-Inch Thick	820	Square Foot	\$ 15.00	\$ 12,300.00	\$ 16.00	\$ 13,120.00	\$ 12.00	\$ 9,840.00	\$ 17.00	\$ 13,940.00	\$ 15.00	\$ 12,300.00	\$ 18.50	\$ 15,170.00	\$ 20.00	\$ 16,400.00	\$ 11.50	\$ 9,430.00
20	Concrete Walk, 4-Inch Thick	1647	Square Foot	\$ 10.00	\$ 16,470.00	\$ 11.00	\$ 18,117.00	\$ 21.00	\$ 34,587.00	\$ 13.00	\$ 21,411.00	\$ 12.00	\$ 19,764.00	\$ 13.75	\$ 22,646.25	\$ 12.50	\$ 20,587.50	\$ 18.50	\$ 30,469.50
21	Bus Stop Concrete Area, 4-Inch Thick	90	Square Foot	\$ 15.00	\$ 1,350.00	\$ 11.00	\$ 990.00	\$ 18.00	\$ 1,620.00	\$ 14.00	\$ 1,260.00	\$ 15.00	\$ 1,350.00	\$ 15.25	\$ 1,372.50	\$ 23.00	\$ 2,070.00	\$ 22.00	\$ 1,980.00
22	Monolithic Curb and Sidewalks	724	Square Foot	\$ 19.00	\$ 13,756.00	\$ 15.50	\$ 11,222.00	\$ 24.00	\$ 17,376.00	\$ 23.00	\$ 16,652.00	\$ 20.00	\$ 14,480.00	\$ 18.00	\$ 13,032.00	\$ 20.00	\$ 14,480.00	\$ 29.00	\$ 20,996.00
23	Extra for New Curb Ramps	9	Each	\$ 1,136.00	\$ 10,224.00	\$ 100.00	\$ 900.00	\$ 370.00	\$ 3,330.00	\$ 1,500.00	\$ 13,500.00	\$ 1,766.00	\$ 15,894.00	\$ 163.00	\$ 1,467.00	\$ 550.00	\$ 4,950.00	\$ 454.50	\$ 4,090.50
24	Truncated Domes on New Surfacing	90	Square Foot	\$ 44.00	\$ 3,960.00	\$ 20.00	\$ 1,800.00	\$ 32.00	\$ 2,880.00	\$ 45.00	\$ 4,050.00	\$ 30.00	\$ 2,700.00	\$ 43.50	\$ 3,915.00	\$ 60.00	\$ 5,400.00	\$ 31.50	\$ 2,835.00
25	Concrete Curb Cut Spillway/Inlet with Wingwalls	3	Each	\$ 705.00	\$ 2,115.00	\$ 500.00	\$ 1,500.00	\$ 740.00	\$ 2,220.00	\$ 700.00	\$ 2,100.00	\$ 396.00	\$ 1,188.00	\$ 544.00	\$ 1,632.00	\$ 350.00	\$ 1,050.00	\$ 831.00	\$ 2,493.00
26	Pavement Legend, Type B-HS: On-Street Parking	5	Each	\$ 113.00	\$ 565.00	\$ 105.00	\$ 525.00	\$ 110.00	\$ 550.00	\$ 80.00	\$ 400.00	\$ 100.00	\$ 500.00	\$ 76.00	\$ 380.00	\$ 38.00	\$ 190.00	\$ 41.00	\$ 205.00
27	Pavement Bar, Type B-HS: 1.0' Transverse Stop Bars	11	Square Foot	\$ 27.00	\$ 297.00	\$ 25.00	\$ 275.00	\$ 26.00	\$ 286.00	\$ 18.00	\$ 198.00	\$ 24.00	\$ 264.00	\$ 27.00	\$ 297.00	\$ 16.50	\$ 181.50	\$ 17.50	\$ 192.50
28	Pavement Bar, Type B-HS: Staggered Continental Crosswalk 2' White Bars	63	Square Foot	\$ 27.00	\$ 1,701.00	\$ 25.00	\$ 1,575.00	\$ 26.00	\$ 1,638.00	\$ 18.00	\$ 1,134.00	\$ 24.00	\$ 1,512.00	\$ 20.00	\$ 1,260.00	\$ 16.50	\$ 1,039.50	\$ 16.50	\$ 1,039.50
29	Remove and Reinstall Existing Sign and Existing Post on New Anchor Foundation - Complete	1	Lump Sum	\$ 2,154.00	\$ 2,154.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 600.00	\$ 600.00	\$ 1,900.00	\$ 1,900.00	\$ 1,682.00	\$ 1,682.00	\$ 2,500.00	\$ 2,500.00	\$ 1,214.50	\$ 1,214.50
30	Remove and Reinstall Existing Sign on New PSST Post and New Anchor Foundation - Complete	1	Lump Sum	\$ 719.00	\$ 719.00	\$ 650.00	\$ 650.00	\$ 680.00	\$ 680.00	\$ 700.00	\$ 700.00	\$ 635.00	\$ 635.00	\$ 1,464.00	\$ 1,464.00	\$ 3,500.00	\$ 3,500.00	\$ 2,130.00	\$ 2,130.00
31	Stormwater Facility & Aggregate, Complete	1	Lump Sum	\$ 31,190.00	\$ 31,190.00	\$ 25,000.00	\$ 25,000.00	\$ 39,000.00	\$ 39,000.00	\$ 37,000.00	\$ 37,000.00	\$ 33,221.00	\$ 33,221.00	\$ 33,320.00	\$ 33,320.00	\$ 26,000.00	\$ 26,000.00	\$ 25,405.50	\$ 25,405.50
32	Site Restoration, Permanent Seeding and Topsoil	1	Lump Sum	\$ 8,502.00	\$ 8,502.00	\$ 5,000.00	\$ 5,000.00	\$ 9,600.00	\$ 9,600.00	\$ 3,000.00	\$ 3,000.00	\$ 4,960.00	\$ 4,960.00	\$ 11,103.00	\$ 11,103.00	\$ 5,400.00	\$ 5,400.00	\$ 5,720.00	\$ 5,720.00
33	Remove Existing 3' Dog Ear Wood Fence – 91070 N. Coleman Street	53	Lineal Feet	\$ 16.00	\$ 848.00	\$ 9.00	\$ 477.00	\$ 19.00	\$ 1,007.00	\$ 10.00	\$ 530.00	\$ 38.00	\$ 2,014.00	\$ 18.00	\$ 954.00	\$ 20.00	\$ 1,060.00	\$ 7.50	\$ 397.50
34	Rebuild Existing 3' Dog Ear Wood Fence – 91070 N. Coleman Street	55	Lineal Feet	\$ 65.00	\$ 3,575.00	\$ 66.00	\$ 3,630.00	\$ 120.00	\$ 6,600.00	\$ 50.00	\$ 2,750.00	\$ 73.00	\$ 4,015.00	\$ 117.00	\$ 6,435.00	\$ 123.00	\$ 6,765.00	\$ 113.00	\$ 6,215.00
<b>Bid Total</b>				<b>\$ 287,501.00</b>	<b>\$ 316,963.00</b>	<b>\$ 319,793.25</b>	<b>\$ 343,000.00</b>	<b>\$ 361,011.00</b>	<b>\$ 377,634.25</b>	<b>\$ 393,013.52</b>	<b>\$ 401,677.50</b>								

City of Coburg  
**PROJECT 20-004 A COLLECTOR ST. RECONSTRUCTION - PHASE I**  
 Bids Received 02/24/2026

ITEM No. ODOT SPEC	ITEM DESCRIPTION	QYT	UNIT	#9		#10		#11		#12		#13		#14	
				UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE	UNIT COST	EXT. PRICE
				<b>NORTHWEST COMMUNITY BUILDERS</b>		<b>ALPHA ENVIRONMENTAL</b>		<b>NORTH SANTIAM PAVING CO</b>		<b>SKIP TRACER &amp; LADS</b>		<b>JESSE RODRIGUEZ CONSTRUCTION</b>		<b>NORTHCORE USA LLC (bid not sealed)</b>	
1	Mobilization, Bonds, And Insurance	1	Lump Sum	\$ 29,700.00	\$ 29,700.00	\$ 35,400.00	\$ 35,400.00	\$ 73,800.00	\$ 73,800.00	\$ 35,652.79	\$ 35,652.79	\$ 45,000.00	\$ 45,000.00	\$ 52,398.63	\$ 52,398.63
2	Temporary Work Zone Traffic Control, Complete	1	Lump Sum	\$ 22,000.00	\$ 22,000.00	\$ 20,000.00	\$ 20,000.00	\$ 32,000.00	\$ 32,000.00	\$ 4,261.00	\$ 4,261.00	\$ 17,368.00	\$ 17,368.00	\$ 89,000.00	\$ 89,000.00
3	Erosion Control	1	Lump Sum	\$ 4,500.00	\$ 4,500.00	\$ 3,503.00	\$ 3,503.00	\$ 2,500.00	\$ 2,500.00	\$ 9,000.00	\$ 9,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,500.00	\$ 5,500.00
4	Construction Survey Work, Complete	1	Lump Sum	\$ 20,000.00	\$ 20,000.00	\$ 16,500.00	\$ 16,500.00	\$ 13,500.00	\$ 13,500.00	\$ 25,300.00	\$ 25,300.00	\$ 27,000.00	\$ 27,000.00	\$ 26,500.00	\$ 26,500.00
5	Saw Cutting (Includes second cut)	363	Lineal Feet	\$ 10.70	\$ 3,884.10	\$ 20.00	\$ 7,260.00	\$ 5.00	\$ 1,815.00	\$ 7.50	\$ 2,722.50	\$ 3.00	\$ 1,089.00	\$ 8.99	\$ 3,263.37
6	Clearing and Grubbing	1	Lump Sum	\$ 3,835.00	\$ 3,835.00	\$ 12,000.00	\$ 12,000.00	\$ 2,000.00	\$ 2,000.00	\$ 6,900.00	\$ 6,900.00	\$ 10,000.00	\$ 10,000.00	\$ 4,500.00	\$ 4,500.00
7	General Excavation	1030	Cubic Yard	\$ 34.50	\$ 35,535.00	\$ 47.00	\$ 48,410.00	\$ 34.00	\$ 35,020.00	\$ 134.05	\$ 138,071.50	\$ 74.00	\$ 76,220.00	\$ 24.00	\$ 24,720.00
8	Subgrade Stabilization as Directed by Engineer	100	Cubic Yard	\$ 60.00	\$ 6,000.00	\$ 110.00	\$ 11,000.00	\$ 100.00	\$ 10,000.00	\$ 150.00	\$ 15,000.00	\$ 13.00	\$ 1,300.00	\$ 75.00	\$ 7,500.00
9	Subgrade Geotextile	2027	Square Yard	\$ 1.60	\$ 3,243.20	\$ 7.00	\$ 14,189.00	\$ 1.50	\$ 3,040.50	\$ 1.48	\$ 2,999.96	\$ 5.25	\$ 10,641.75	\$ 2.50	\$ 5,067.50
10	Adjusting Water Valve Boxes	8	Each	\$ 900.00	\$ 7,200.00	\$ 405.00	\$ 3,240.00	\$ 925.00	\$ 7,400.00	\$ 187.50	\$ 1,500.00	\$ 950.00	\$ 7,600.00	\$ 800.00	\$ 6,400.00
11	Adjusting Water Meter Boxes	1	Each	\$ 330.00	\$ 330.00	\$ 450.00	\$ 450.00	\$ 300.00	\$ 300.00	\$ 100.00	\$ 100.00	\$ 1,100.00	\$ 1,100.00	\$ 850.00	\$ 850.00
12	Adjusting Sanitary Sewer Service Box	3	Each	\$ 330.00	\$ 990.00	\$ 425.00	\$ 1,275.00	\$ 100.00	\$ 300.00	\$ 120.00	\$ 360.00	\$ 1,200.00	\$ 3,600.00	\$ 950.00	\$ 2,850.00
13	Gravel Shoulder, Aggregate Base, 1'-0" Crushed Rock, 16 Inches Thick	236	Square Yard	\$ 47.50	\$ 11,210.00	\$ 75.00	\$ 17,700.00	\$ 46.00	\$ 10,856.00	\$ 53.98	\$ 12,739.28	\$ 47.00	\$ 11,092.00	\$ 41.00	\$ 9,676.00
14	Level 2, 1/2" Dense HMA, 4-Inches Thick	1791	Square Yard	\$ 59.00	\$ 105,669.00	\$ 31.00	\$ 55,521.00	\$ 46.00	\$ 82,386.00	\$ 37.47	\$ 67,108.77	\$ 43.00	\$ 77,013.00	\$ 66.00	\$ 118,206.00
15	Extra for Asphalt Approaches	3	Each	\$ 1,885.00	\$ 5,655.00	\$ 1,050.00	\$ 3,150.00	\$ 2,000.00	\$ 6,000.00	\$ 3,500.00	\$ 10,500.00	\$ 1,500.00	\$ 4,500.00	\$ 57.00	\$ 171.00
16	Concrete Curbs, Curb & Gutter	270	Lineal Feet	\$ 75.00	\$ 20,250.00	\$ 90.00	\$ 24,300.00	\$ 84.00	\$ 22,680.00	\$ 61.60	\$ 16,632.00	\$ 52.00	\$ 14,040.00	\$ 69.00	\$ 18,630.00
17	6-Inch-Wide Variable Height Concrete Retaining Curb	135	Lineal Feet	\$ 72.00	\$ 9,720.00	\$ 60.00	\$ 8,100.00	\$ 76.00	\$ 10,260.00	\$ 42.90	\$ 5,791.50	\$ 42.50	\$ 5,737.50	\$ 45.00	\$ 6,075.00
18	Valley Gutter, Concrete Surfacing	213	Lineal Feet	\$ 82.00	\$ 17,466.00	\$ 87.00	\$ 18,531.00	\$ 70.50	\$ 15,016.50	\$ 83.60	\$ 17,806.80	\$ 73.00	\$ 15,549.00	\$ 91.00	\$ 19,383.00
19	Concrete Driveways, 6-Inch Thick	820	Square Foot	\$ 18.50	\$ 15,170.00	\$ 18.00	\$ 14,760.00	\$ 19.00	\$ 15,580.00	\$ 13.20	\$ 10,824.00	\$ 19.00	\$ 15,580.00	\$ 17.00	\$ 13,940.00
20	Concrete Walk, 4-Inch Thick	1647	Square Foot	\$ 14.00	\$ 23,058.00	\$ 15.00	\$ 24,705.00	\$ 12.00	\$ 19,764.00	\$ 9.90	\$ 16,305.30	\$ 10.00	\$ 16,470.00	\$ 13.50	\$ 22,234.50
21	Bus Stop Concrete Area, 4-Inch Thick	90	Square Foot	\$ 18.00	\$ 1,620.00	\$ 15.00	\$ 1,350.00	\$ 20.00	\$ 1,800.00	\$ 9.90	\$ 891.00	\$ 18.50	\$ 1,665.00	\$ 13.50	\$ 1,215.00
22	Monolithic Curb and Sidewalks	724	Square Foot	\$ 22.50	\$ 16,290.00	\$ 15.00	\$ 10,860.00	\$ 19.00	\$ 13,756.00	\$ 18.70	\$ 13,538.80	\$ 43.00	\$ 31,132.00	\$ 23.00	\$ 16,652.00
23	Extra for New Curb Ramps	9	Each	\$ 1,625.00	\$ 14,625.00	\$ 1,600.00	\$ 14,400.00	\$ 1,000.00	\$ 9,000.00	\$ 1,134.10	\$ 10,206.90	\$ 1,144.00	\$ 10,296.00	\$ 1,200.00	\$ 10,800.00
24	Truncated Domes on New Surfacing	90	Square Foot	\$ 33.50	\$ 3,015.00	\$ 50.00	\$ 4,500.00	\$ 85.00	\$ 7,650.00	\$ 48.40	\$ 4,356.00	\$ 61.00	\$ 5,490.00	\$ 51.00	\$ 4,590.00
25	Concrete Curb Cut Spillway/Inlet with Wingwalls	3	Each	\$ 450.00	\$ 1,350.00	\$ 3,500.00	\$ 10,500.00	\$ 1,150.00	\$ 3,450.00	\$ 770.00	\$ 2,310.00	\$ 415.00	\$ 1,245.00	\$ 800.00	\$ 2,400.00
26	Pavement Legend, Type B-HS: On-Street Parking	5	Each	\$ 105.00	\$ 525.00	\$ 180.00	\$ 900.00	\$ 100.00	\$ 500.00	\$ 240.00	\$ 1,200.00	\$ 130.00	\$ 650.00	\$ 85.00	\$ 425.00
27	Pavement Bar, Type B-HS: 1.0' Transverse Stop Bars	11	Square Foot	\$ 25.00	\$ 275.00	\$ 25.00	\$ 275.00	\$ 24.00	\$ 264.00	\$ 163.64	\$ 1,800.04	\$ 32.00	\$ 352.00	\$ 19.00	\$ 209.00
28	Pavement Bar, Type B-HS: Staggered Continental Crosswalk 2' White Bars	63	Square Foot	\$ 25.00	\$ 1,575.00	\$ 25.00	\$ 1,575.00	\$ 24.00	\$ 1,512.00	\$ 41.26	\$ 2,599.38	\$ 32.00	\$ 2,016.00	\$ 19.00	\$ 1,197.00
29	Remove and Reinstall Existing Sign and Existing Post on New Anchor Foundation - Complete	1	Lump Sum	\$ 2,000.00	\$ 2,000.00	\$ 1,350.00	\$ 1,350.00	\$ 1,900.00	\$ 1,900.00	\$ 1,620.00	\$ 1,620.00	\$ 2,275.00	\$ 2,275.00	\$ 1,550.00	\$ 1,550.00
30	Remove and Reinstall Existing Sign on New PSST Post and New Anchor Foundation - Complete	1	Lump Sum	\$ 675.00	\$ 675.00	\$ 1,580.00	\$ 1,580.00	\$ 635.00	\$ 635.00	\$ 1,350.00	\$ 1,350.00	\$ 1,050.00	\$ 1,050.00	\$ 1,550.00	\$ 1,550.00
31	Stormwater Facility & Aggregate, Complete	1	Lump Sum	\$ 38,500.00	\$ 38,500.00	\$ 55,000.00	\$ 55,000.00	\$ 36,500.00	\$ 36,500.00	\$ 26,118.00	\$ 26,118.00	\$ 66,000.00	\$ 66,000.00	\$ 57,500.00	\$ 57,500.00
32	Site Restoration, Permanent Seeding and Topsoil	1	Lump Sum	\$ 8,250.00	\$ 8,250.00	\$ 8,200.00	\$ 8,200.00	\$ 18,500.00	\$ 18,500.00	\$ 9,000.00	\$ 9,000.00	\$ 1,375.00	\$ 1,375.00	\$ 8,575.00	\$ 8,575.00
33	Remove Existing 3' Dog Ear Wood Fence – 91070 N. Coleman Street	53	Lineal Feet	\$ 25.00	\$ 1,325.00	\$ 35.00	\$ 1,855.00	\$ 25.00	\$ 1,325.00	\$ 34.00	\$ 1,802.00	\$ 14.00	\$ 742.00	\$ 9.00	\$ 477.00
34	Rebuild Existing 3' Dog Ear Wood Fence – 91070 N. Coleman Street	55	Lineal Feet	\$ 130.00	\$ 7,150.00	\$ 70.00	\$ 3,850.00	\$ 95.00	\$ 5,225.00	\$ 70.00	\$ 3,850.00	\$ 99.00	\$ 5,445.00	\$ 210.00	\$ 11,550.00
<b>Bid Total</b>				<b>\$ 442,590.30</b>	<b>\$ 456,189.00</b>	<b>\$ 459,410.00</b>	<b>\$ 466,235.00</b>	<b>\$ 466,235.00</b>	<b>\$ 480,217.52</b>	<b>\$ 480,217.52</b>	<b>\$ 493,133.25</b>	<b>\$ 493,133.25</b>	<b>\$ 555,555.00</b>	<b>\$ 555,555.00</b>	<b>\$ 555,555.00</b>

459,410.00  
 Each bid item total is good, summation is not correct. Total shown in Bid documents is \$459,410

480,288.63  
 Some bid items total are miscalculated or rounded (see comments). Total shown in Bid documents is \$480,288.63

(BID NOT SEALED)



February 2, 2026

Property Owner/Resident,

As part of the City of Coburg’s ongoing investments in local streets, a funding strategy and engineering design for Coleman Street has been under development for a number of years. While other local streets in Coburg have significant need for repair/improvement in their driving surface, Coleman Street is identified as a collector street, a classification which helped the project successfully compete for federal transportation funding through the regionwide transportation planning agency, the Central Lane Metropolitan Planning Organization .

**What is a collector street and how is it eligible for external, regional funding?**

Most cities and counties in Oregon must complete and regularly update (every 5-10 years) a Transportation System Plan (TSP). Within a TSP, streets are classified by type , the function they perform and the existing and planned use of the street (called trip count). The basic street types are:

- Neighborhood – Streets that have no outlet or connectivity to larger streets that typically serve only the residents that reside along that street.
- Collector – Streets that receive traffic from neighborhood streets as well as generate their own traffic/trips from the residents on that street.
- Arterial – Streets that receive traffic primarily from collector streets, but also directly from neighborhood streets. Arterial streets also connect the local street system to the regional transportation network (County roads, State highways, Federal Interstate Highways/Freeways)

Regional transportation funding opportunities prioritize requests for collector or arterial street projects that improve the local street system’s ability to efficiently connect trips to the regional network.

**Coleman Collector Street Project Details**

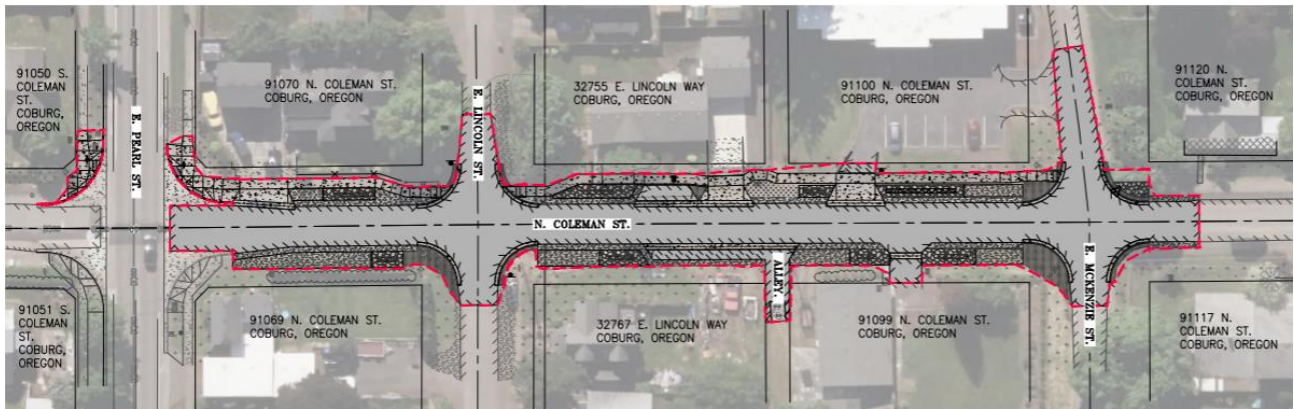
City Council and staff successfully obtained \$748,000 in regional funding for improvements to the Coleman Collector street over a year ago and have been developing the engineering plans and specifications to make the project ready to bid for construction. The sharp escalation of construction costs over the past four to five years resulted in a Council decision to break the project up into phases to ensure that only regional funds were utilized and to reserve local street funds for repairs/upgrades to a number of the neighborhood streets in Coburg.

Phase One project details, overview drawings and preliminary project schedule are provided below. Full project construction plan drawings can be found at

[www.coburgoregon.gov/publicworks/bids-rfp/coburg-collector-street-reconstruction-phase-i](http://www.coburgoregon.gov/publicworks/bids-rfp/coburg-collector-street-reconstruction-phase-i)

## Coleman Collector Phase I

- N Coleman Street road surface replacement between Pearl and McKenzie Streets
- Marked Sidewalk installation on the west side of N Coleman Street (Pearl to McKenzie)
- ADA Ramp/Intersection improvements on both sides of Coleman at Pearl Street
- Relocation/ADA improvements to Lane Transit District transit stops at Coleman/Pearl
- Stormwater swales and infiltration system installation (Pearl to McKenzie)
- McKenzie St road surface improvements west of McKenzie/N Coleman intersection
- Driveway aprons and paved, dedicated parking spaces on N Coleman



## Project Schedule

- January 14, 2026 - Bid Posting
- February 24, 2026 – Bid Closing
- March 10, 2026 – City Council Bid Review/Bid Award
- February/March 2026 – NW Natural Gas pipeline relocation work
- April – August 2026 – Active project construction (more specific construction scheduling will be available once contractor is selected and a detailed project timeline is made)

## Contact Information

City staff is available to answer questions by phone, email or to meet on site and discuss how the project is anticipated to impact the street right of way adjacent to your property.

Brian Harmon, Coburg Public Works Director 541-682-7857, [brian.harmon@coburgoregon.gov](mailto:brian.harmon@coburgoregon.gov)  
 Adam Hanks, Coburg City Administrator 541-682-7871, [adam.hanks@coburgoregon.gov](mailto:adam.hanks@coburgoregon.gov)



**City of Coburg  
Balances  
FY 2026  
As of 01/31/2026**

**Cash Balances**

	<b>FY 2026 Actual</b>	<b>FY 2025 Actual</b>	<b>EOY FY 2025</b>
General Fund	573,328	958,813	92,468
Street Fund	810,211	726,569	879,706
Water Fund	2,152,942	2,203,113	2,165,834
Sewer Fund	1,086,273	948,971	1,335,062
<b>Total Cash</b>	<b>4,622,754</b>	<b>4,837,467</b>	<b>4,473,070</b>

**Fund Balances**

	<b>FY 2026 Actual</b>	<b>FY 2026 Budget</b>	<b>FY 2025 Actual</b>	<b>EOY FY 2025</b>
General Fund	583,845	225,081	410,875	230,898
Street Fund	837,753	355,924	755,045	891,709
Water Fund	2,658,109	2,590,651	2,662,370	2,828,030
Sewer Fund	899,417	1,163,478	1,066,354	1,422,353
<b>Total Fund Balance</b>	<b>4,979,124</b>	<b>4,335,134</b>	<b>4,894,645</b>	<b>5,372,990</b>

Interest Earnings Summary

Balance in Banks:	Cash	Percent in account	Interest Rate
Local Government Investment Pool	3,376,761	88%	4.60%
Key Bank	472,409	12%	0.00%
<b>Total Cash</b>	<b>3,849,170</b>	<b>100%</b>	



**City of Coburg  
Fund Statements  
City Wide  
FY 2026  
As of 01/31/2026**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY
<b>Revenues:</b>					
Taxes and Assessments	1,077,778	1,235,603	87%	987,407	1,150,570
Intergovernmental	92,658	663,000	14%	94,133	621,119
Franchise Fees	146,643	287,500	51%	139,612	274,994
Licenses, Permits & Fees	19,446	92,000	21%	58,849	95,058
Fines and Forfeitures	89,419	101,000	89%	44,600	104,467
Investment Revenue	93,049	66,000	141%	60,589	96,023
Grants and Donations	2,674	251,000	1%	100	426,779
Charges for Services	1,421,312	2,364,000	60%	1,297,713	2,178,947
Charges for Services -SDC	90,445	312,000	29%	299,789	422,043
Other Revenue	16,908	22,000	77%	21,140	43,135
Bond Proceeds	-	1,300,000	0%	252,935	507,987
Transfer In	87,500	150,000	58%	72,919	125,000
<b>Total Revenue</b>	<b>3,137,834</b>	<b>6,844,103</b>	<b>46%</b>	<b>3,329,788</b>	<b>6,046,122</b>
<b>Operating Expenditures:</b>					
Personnel Services	1,131,396	2,170,350	52%	1,151,276	1,974,298
Materials and Services	738,914	1,211,750	61%	787,285	1,234,531
Debt Service	844,456	1,129,811	75%	850,056	1,133,256
Capital Outlay	729,434	2,615,000	28%	1,327,742	1,956,747
Transfers Out	87,500	150,000	58%	72,919	125,000
Contingencies	-	500,000	0%	-	-
<b>Total Expenditure</b>	<b>3,531,700</b>	<b>7,776,911</b>	<b>45%</b>	<b>4,189,278</b>	<b>6,423,832</b>
Net Change	(393,866)	(932,808)	42%	(859,490)	(377,710)
Fund Balance - June 30,	5,372,990	5,267,942	102%	5,754,134	5,754,132
Fund Balance	4,979,124	4,335,134	115%	4,894,645	5,376,422



**City of Coburg  
Fund Statements  
General Fund  
FY 2026  
As of 01/31/2026**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY
<b>Revenues:</b>					
Taxes and Assessments	957,150	1,072,603	89%	937,666	986,108
Intergovernmental	23,571	51,000	46%	24,414	103,809
Franchise Fees	146,643	287,500	51%	139,612	274,994
Licenses, Permits & Fees	19,446	92,000	21%	58,849	95,058
Fines and Forfeitures	89,419	101,000	89%	44,600	104,467
Investment Revenue	5,454	5,000	109%	1,039	11,847
Grants and Donations	2,674	1,000	267%	100	176,779
Charges for Services	93,162	146,500	64%	62,290	90,812
Charges for Services -SDC	6,678	65,000	10%	65,024	85,967
Other Revenue	4,502	13,000	35%	8,740	30,076
Transfer In - Admin Fee	87,500	150,000	58%	72,919	125,000
<b>Total Revenue</b>	<b>1,436,199</b>	<b>1,984,603</b>	<b>72%</b>	<b>1,346,138</b>	<b>2,084,917</b>
<b>Expenditures</b>					
Administration Department	346,164	469,190	74%	337,848	518,170
Facility Management Department	86,393	104,500	83%	83,560	104,923
Planning Department	74,407	195,640	38%	116,798	182,681
Police Department	394,089	793,150	50%	449,706	764,683
Municipal Court	102,845	183,550	56%	89,848	157,852
Economic Development	12,795	43,500	29%	14,533	44,626
Parks (Public Works)	59,659	118,780	50%	308,139	455,013
Debt Service:					
Principal	-	15,000	0%	-	15,000
Interest	6,900	13,800	50%	7,125	14,250
Contingency	-	50,000	0%	-	-
<b>Total Expenditures</b>	<b>1,083,251</b>	<b>1,987,110</b>	<b>55%</b>	<b>1,407,557</b>	<b>2,257,198</b>
Net Change	352,948	(2,507)	-14078%	(61,419)	(172,281)
Fund Balance - June 30,	230,898	227,588	101%	403,179	403,179
Fund Balance	583,845	225,081	259%	341,760	230,898



**City of Coburg**  
**Fund Statements**  
**Street Fund**  
**FY 2026**  
**As of 01/31/2026**

	<b>FY 2026</b>			<b>FY 2025</b>	
	<b>Actual YTD</b>	<b>Adopted Budget</b>	<b>% of B to A</b>	<b>Actual YTD</b>	<b>EOY</b>
<b>Revenues:</b>					
Taxes and Assessments	120,628	160,000	75%	35,506	150,209
Intergovernmental	69,088	112,000	62%	69,719	117,310
Investment Revenue	15,255	8,000	191%	4,589	5,025
Grants and Donations	-	250,000	0%	-	250,000
Charges for Services	103,840	191,500	54%	95,000	167,103
Charges for Services -SDC	2,107	85,000	2%	73,382	104,771
Other Revenue	6,433	-	0%	403	1,062
Bond Proceeds	-	-	0%	-	-
<b>Total Revenue</b>	<b>317,351</b>	<b>806,500</b>	<b>39%</b>	<b>278,598</b>	<b>795,480</b>
<b>Expenditures</b>					
Administration Department	49,014	130,070	38%	50,094	87,321
Public Works Department	158,244	269,540	59%	130,799	219,584
Capital	32,150	800,000	4%	657,330	901,117
Transfer Out	17,500	30,000	58%	14,581	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%	-	-
<b>Total Expenditures</b>	<b>371,307</b>	<b>1,394,015</b>	<b>27%</b>	<b>967,204</b>	<b>1,347,422</b>
Net Change	(53,956)	(587,515)	9%	(688,606)	(551,942)
Fund Balance - June 30,	891,709	943,439	95%	1,443,651	1,443,651
Fund Balance	837,753	355,924	235%	755,045	891,709



**City of Coburg  
Fund Statements  
Water Fund  
FY 2026  
As of 01/31/2026**

	<b>FY 2026</b>			<b>FY 2025</b>	
	<b>Actual YTD</b>	<b>Adopted Budget</b>	<b>% of B to A</b>	<b>Actual YTD</b>	<b>EOY</b>
<b>Revenues:</b>					
Investment Revenue	48,381	50,000	97%	50,067	71,063
Grants and Donations	-	-	0%	-	-
Charges for Services	662,465	1,106,000	60%	632,860	1,029,881
Charges for Services -SDC	81,660	72,000	113%	65,626	88,319
Other Revenue	199	-	0%	4,621	4,621
Bond Proceeds	-	1,300,000	0%	252,935	507,987
<b>Total Revenue</b>	<b>792,704</b>	<b>2,528,000</b>	<b>31%</b>	<b>1,006,109</b>	<b>1,701,871</b>
<b>Expenditures</b>					
Administration Department	62,975	154,480	41%	59,389	111,983
Public Works Department	207,174	282,780	73%	202,508	340,187
Capital	656,276	1,800,000	36%	289,167	525,764
Transfer Out	35,000	60,000	58%	29,169	50,000
Debt Service:					
Principal	-	80,000	0%	-	80,000
Interest	1,200	2,400	50%	2,400	4,800
Contingency	-	200,000	0%	-	-
<b>Total Expenditures</b>	<b>962,625</b>	<b>2,579,660</b>	<b>37%</b>	<b>582,633</b>	<b>1,112,734</b>
Net Change	(169,921)	(51,660)	329%	423,476	589,137
Fund Balance - June 30,	2,828,030	2,642,311	107%	2,238,893	2,238,893
Fund Balance	2,658,109	2,590,651	103%	2,662,369	2,828,030



**City of Coburg  
Fund Statements  
Sewer Fund  
FY 2026  
As of 01/31/2026**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY
<b>Revenues:</b>					
Taxes and Assessments	-	3,000	0%	14,236	14,253
Intergovernmental	-	500,000	0%	-	400,000
Investment Revenue	23,960	3,000	799%	4,894	8,088
Grants and Donations	-	-	0%	-	-
Charges for Services	561,846	920,000	61%	507,565	891,151
Charges for Services -SDC	-	90,000	0%	95,758	142,986
Other Revenue	5,775	9,000	64%	7,376	7,376
Bond Proceeds	-	-	0%	-	-
<b>Total Revenue</b>	<b>591,581</b>	<b>1,525,000</b>	<b>39%</b>	<b>629,828</b>	<b>1,463,854</b>
<b>Expenditures</b>					
Administration Department	62,994	154,480	41%	43,497	86,023
Public Works Department	294,567	497,440	59%	280,487	483,391
Capital	-	-	0%	152,601	185,690
Transfer Out	35,000	60,000	58%	29,169	50,000
Debt Service:					
Principal	554,640	654,640	85%	549,900	644,900
Interest	167,316	249,566	67%	176,231	259,906
Contingency	-	200,000	0%	-	-
<b>Total Expenditures</b>	<b>1,114,517</b>	<b>1,816,126</b>	<b>61%</b>	<b>1,231,884</b>	<b>1,709,910</b>
Net Change	(522,936)	(291,126)	180%	(602,057)	(246,056)
Fund Balance - June 30,	1,422,353	1,454,604	98%	1,668,411	1,668,409
Fund Balance	899,417	1,163,478	77%	1,066,354	1,422,353



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2026**  
**As of 01/31/2026**  
**58.33 Target**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY
<b>General Fund</b>					
Administration Department					
Personnel Services	156,104	238,190	65.54%	189,469	304,529
Material and Services	190,060	231,000	82.28%	148,379	210,208
Total Administration Department	346,164	469,190	73.78%	299,025	514,737
Facility Management Department					
Material and Services	62,318	99,500	62.63%	83,560	89,921
Capital	24,075	5,000	481.50%	-	15,000
Total Facility	86,393	104,500	82.67%	79,678	104,921
Public Works Administration					
Personnel Services	32,649	82,580	39.54%	57,098	96,136
Material and Services	-	-	0.00%	587	597
Total Public Works	32,649	82,580	39.54%	49,506	96,733
Planning Department					
Personnel Services	51,590	92,890	55.54%	45,337	60,408
Material and Services	22,817	102,750	22.21%	71,461	122,272
Total Planning Department	74,407	195,640	38.03%	88,299	182,680
Police Department					
Personnel Services	319,051	636,150	50.15%	379,618	623,212
Material and Services	75,038	157,000	47.80%	70,088	141,472
Capital Outlay	-	-	0.00%	-	-
Total Police Department	394,089	793,150	49.69%	389,843	764,684
Municipal Court					
Personnel Services	80,677	144,650	55.77%	72,810	129,026
Material and Services	22,169	38,900	56.99%	17,037	28,828
Total Municipal Court	102,845	183,550	56.03%	76,086	157,854
Economic Development					
Personnel Services	-	-	0.00%	-	-
Material and Services	12,795	43,500	29.41%	14,533	44,626
Total Economic Department	12,795	43,500	29.41%	14,492	44,626



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2026**  
**As of 01/31/2026**  
**58.33 Target**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY
Park					
Material and Services	10,076	26,200	38.46%	21,811	29,105
Capital	16,934	10,000	169.34%	228,643	329,176
Total Park	27,010	36,200	74.61%	118,150	358,281
Debt Service:					
Principal	-	15,000	0.00%	-	15,000
Interest	6,900	13,800	50.00%	7,125	14,250
Total Debt	6,900	28,800	23.96%	7,125	29,250
<b>Total General Fund Expenditures</b>	<b>1,083,251</b>	<b>1,937,110</b>	<b>55.92%</b>	<b>1,122,205</b>	<b>2,253,766</b>



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2026**  
**As of 01/31/2026**  
**58.33 Target**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY
<b><u>Street Fund</u></b>					
Administration Department					
Personnel Services	48,687	125,070	38.93%	49,944	87,172
Material and Services	327	5,000	6.53%	149	149
Total Administration Department	49,014	130,070	37.68%	42,347	87,321
Public Works Administration					
Personnel Services	73,369	170,640	43.00%	69,332	134,166
Material and Services	84,875	98,900	85.82%	61,467	85,418
Total Public Works	158,244	269,540	58.71%	117,895	219,584
Capital	32,150	800,000	4.02%	657,330	901,117
Transfer Out	17,500	30,000	58.33%	14,581	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
<b>Total Street Fund Expenditures</b>	<b>371,307</b>	<b>1,344,015</b>	<b>27.63%</b>	<b>937,981</b>	<b>1,347,422</b>



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2026**  
**As of 01/31/2026**  
**58.33 Target**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY
<b><u>Water Fund</u></b>					
Administration Department					
Personnel Services	62,975	154,480	40.77%	58,041	109,437
Material and Services	-	-	0.00%	1,348	2,546
Total Administration Department	62,975	154,480	40.77%	49,070	111,983
Public Works Administration					
Personnel Services	95,545	151,280	63.16%	85,462	147,262
Material and Services	111,630	131,500	84.89%	117,046	192,925
Total Public Works	207,174	282,780	73.26%	179,959	340,187
Capital	656,276	1,800,000	36.46%	289,167	525,764
Transfer Out	35,000	60,000	58.33%	29,169	50,000
Debt Service:					
Principal	-	80,000	0.00%	-	80,000
Interest	1,200	2,400	0.00%	2,400	4,800
Total Debt	1,200	82,400	1.46%	2,400	84,800
<b>Total Water Fund Expenditures</b>	<b>962,625</b>	<b>2,379,660</b>	<b>40.45%</b>	<b>530,964</b>	<b>1,112,734</b>



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2026**  
**As of 01/31/2026**  
**58.33 Target**

	FY 2026			FY 2025	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY
<b><u>Sewer Fund</u></b>					
Administration Department					
Personnel Services	62,994	154,480	40.78%	42,938	84,501
Material and Services	-	-	0.00%	559	1,522
Total Administration Department	62,994	154,480	40.78%	35,281	86,023
Public Works Administration					
Personnel Services	147,755	219,940	67.18%	101,228	198,449
Material and Services	146,811	277,500	52.90%	179,259	284,942
Total Public Works	294,567	497,440	59.22%	244,188	483,391
Capital	-	-	0.00%	152,601	185,690
Transfer Out	35,000	60,000	58.33%	29,169	50,000
Debt Service:					
Principal	554,640	654,640	84.72%	549,900	644,900
Interest	167,316	249,566	67.04%	176,231	259,906
Total Debt	721,956	904,206	79.84%	422,134	904,806
<b>Total Sewer Fund Expenditures</b>	<b>1,114,517</b>	<b>1,616,126</b>	<b>68.96%</b>	<b>878,596</b>	<b>1,709,910</b>
Total City Expenditure	3,531,700	7,276,911	48.53%	2,969,420	6,423,832



**City of Coburg**  
**Budgetary Compliance**  
**FY 2026**  
**Resolution 2025-13**  
**As of 01/31/2026**  
**58.33 Target**

	ACTUAL	ADOTPED BUDGET	% BUDGET to ACTUAL	BALANCE
<b>General Fund</b>				
Administration Department	346,164	469,190	74%	123,026
Facility Management Department	86,393	104,500	83%	18,108
Planning Department	74,407	195,640	38%	121,233
Police Department	394,089	793,150	50%	399,061
Municipal Court	102,845	183,550	56%	80,705
Economic Development	12,795	43,500	29%	30,705
Parks (Public Works)	59,659	118,780	50%	59,121
Debt Service	6,900	28,800	24%	21,900
Contingency	-	50,000		50,000
<b>Total General Fund</b>	<b>1,083,251</b>	<b>1,987,110</b>	<b>55%</b>	<b>903,859</b>

<b>Street Fund</b>				
Administration Department	49,014	130,070	38%	81,056
Public Works Department	158,244	269,540	59%	111,296
Capital	32,150	800,000	4%	767,850
Transfer Out	17,500	30,000	58%	12,500
Debt Service	114,400	114,405	100%	5
Contingency	-	50,000		50,000
<b>Total Street Fund</b>	<b>371,307</b>	<b>1,394,015</b>	<b>27%</b>	<b>1,022,708</b>

<b>Water Fund</b>				
Administration Department	62,975	154,480	41%	91,505
Public Works Department	207,174	282,780	73%	75,606
Capital	656,276	1,800,000	36%	1,143,724
Transfer Out	35,000	60,000	58%	25,000
Debt Service	1,200	82,400	1%	81,200
Contingency	-	200,000		200,000
<b>Total Water Fund</b>	<b>962,625</b>	<b>2,579,660</b>	<b>37%</b>	<b>1,617,035</b>



**City of Coburg  
Budgetary Compliance  
FY 2026  
Resolution 2025-13  
As of 01/31/2026  
58.33 Target**

	ACTUAL	ADOTPED BUDGET	% BUDGET to ACTUAL	BALANCE
<b>Wastewater Fund</b>				
Administration Department	62,994	154,480	41%	91,486
Public Works Department	294,567	497,440	59%	202,873
Capital	-	-	0%	-
Transfer Out	35,000	60,000	58%	25,000
Debt Service	721,956	904,206	80%	182,250
Contingency	-	200,000		200,000
<b>Total Wastewater Fund</b>	<b>1,114,517</b>	<b>1,816,126</b>	<b>61%</b>	<b>701,609</b>
<b>Total Appropriations</b>	<b>3,531,700</b>	<b>7,776,911</b>	<b>45%</b>	<b>4,245,211</b>



# COUNCIL MEMO

**MEETING DATE:** March 10, 2026

**STAFF:** Mayor Bell/Sammy Egbert

## 2026 Council Liaison Appointments

### Mayor Bell’s Proposed 2026 Council Appointments

Finance Audit Committee	Councilor Myers
Heritage Committee	Councilor Wells
Parks and Tree Committee	Councilor Smith
Planning Commission	Councilor Lehmann
Lane ACT	Councilor Engebretson
Lane Transit District (LTD)	Councilor Bouwman
Lane Council of Government (LCOG)	Mayor Bell
Metropolitan Planning Committee (MPO/MPC)	Mayor Bell
Coburg Main Street	Mayor Bell

### Council Liaison Roles and Responsibilities

The role is a mayor-appointed, one-year term, reviewed and potentially reassigned annually, typically collaboratively discussed and determined each January/February, and formally appointed in March of each year.

#### Definition of Council Liaison

“Liaison”: a person who establishes and maintains communication for mutual understanding and cooperation (Merriam-Webster Dictionary)

- Serves as a point of contact between the Committee and the Council
- Assists in communication between the committee and the Council
- Non-voting, limited participation committee representative
- Opportunity to listen, learn, and gain context on issues and requests that will be presented for future Council decision making.

#### Responsibilities of the Council Liaison:

1. Attend all meetings, but is not a member of the committee.
2. Acts as a representative of the full Council to provide direction or guidance clearly supported by the Council.
3. If the committee asks for the Liaison’s opinion, the Liaison may state a **personal opinion** but should ensure that they are speaking as an individual rather than representing the Council.
4. As requested, or invited by the Committee Chair, Liaison may speak to remind the committee of Council direction or City policies.
5. Shall not attempt to influence the work or recommendations of the committee.
  - a. Will not take part in any deliberations, votes, or decisions.
  - b. Must not share or engage with information discussed in a quasi-judicial committee, e.g., Planning Commission.

6. Will share with Council any requests from the committee, such as:
  - a. Questions raised by the Committee about the scope of work or changes to the scope of work
  - b. Requests for expenditures or impact on city resources (money, staff time, or supplies)
  - c. Requests to add items to Council agenda
7. The Council liaison will regularly update the Council on the work of the Committee.

**NEXT STEPS**

An email will be sent to liaisons the committee members, staff lead, and the 2026 meeting schedule and bylaws.