



AGENDA

CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, September 08, 2026 at 6:00 PM

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

- [1.](#) Domestic Violence 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.*)

- [2.](#) Minutes July 14, 2026, City Council Meeting

SPECIAL GUEST

ORDINANCES AND RESOLUTIONS

- [3.](#) **RESOLUTION 2026-17** A RESOLUTION ADOPTING THE CITY OF COBURG 2026 WATER MANAGEMENT AND CONSERVATION PLAN
- [4.](#) **RESOLUTION 2026-18** A RESOLUTION AUTHORIZING THE CITY TO ACCEPT STATE TRANSPORTATION FUNDS THROUGH THE OREGON DEPARTMENT OF TRANSPORTATION SMALL CITY ALLOTMENT GRANT PROGRAM

CONTRACTS

COUNCIL ACTION ITEMS

- [5.](#) Limited Income Assistance Application Review
- [6.](#) Oregon Health Department and Business Oregon Grant Application - Water System Treatment Feasibility (PFPS/PFOS)
- [7.](#) Pearl Street Speed Reduction Application

ADMINISTRATIVE INFORMATION REPORTS

- [8.](#) Sign Ordinance Amendments
9. Local Option Levy Strategy
- [10.](#) Financials Monthly Report

11. Administration Monthly Report

LIAISON UPDATES AND COUNCIL COMMENTS

ADJOURNMENT

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



PROCLAMATION

- WHEREAS,** Millions of Americans face physical and emotional abuse at the hands of their significant other each year; and
- WHEREAS,** In Oregon, 39.8% of women and 36.2% of men experience intimate partner domestic violence in their lifetimes; and
- WHEREAS,** Domestic violence knows no boundaries, impacting women, men, and children of every age, race, ethnicity, economic background, and beliefs; and
- WHEREAS,** The impact of domestic violence directly affects individuals and communities when society ignores or tolerates violence in relationships; and
- WHEREAS,** Domestic Violence Awareness Month provides an excellent opportunity for citizens to learn more about preventing domestic violence and for increasing the public's awareness of domestic violence;

NOW THEREFORE, I, Nancy Bell, Mayor of the City of Coburg, Oregon, do hereby proclaim the month of October 2026 as “**Domestic Violence Awareness Month**” in the City of Coburg, and we encourage all community members to dedicate themselves to domestic violence prevention and join in this observance.

Proclaimed this 8th day of September, 2026

Nancy Bell, Mayor

Attest: _____
Sammy L. Egbert, City Recorder



MINUTES

Coburg City Council Meeting

July 14, 2026 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Nancy Bell, Council President; Cathy Engebretson, John Lehmann (via ZOOM), Donnie Myers, Claire Smith, Alan Wells

MEMBERS ABSENT: Jaymason Bouwman (excused)

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

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Councilor Myers led the Pledge of Allegiance.

ROLL CALL

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

MAYOR'S COMMENTS

Mayor Bell acknowledged the recent loss of the City of Mount Saint Helens' city administrator and sent her thoughts and condolences to the city as they navigate the loss.

Ms. Bell thanked the councilors for their service with the council and for completing the recently requested documents. She reminded everyone that there are many events going on in Coburg currently, including concerts in the park. Ms. Bell also mentioned that she had personally experienced local policing in recent weeks and thanked Chief Larson for his recent efforts in the community regarding one of those instances. In addition, Ms. Bell announced that she will be running for Mayor again in the upcoming election. Lastly, Mayor Bell noted an instance of security and safety issues that occurred downtown at the Lane Council of Governments office. She noted her concern and said that she and Mr. Hanks will be looking into it further and working on how staff should respond in those instances.

In the red folders was also some information about an educational event that League of Oregon Cities was hosting, if councilors were able to attend.

AGENDA REVIEW

Ms. Egbert noted that their red folders included the City Administration Report and Local Option Levy Discussion memo. She also said that Resolution 2026-17 would no longer be presented at this meeting but postponed until the September meeting.

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 June 9, 2026 City Council meeting
2. Minutes from June 23, 2026 City Council Work Session

Ms. Bell noted an error on page 4 of the June 9th minutes, where the motion should state that Councilor Bouwman moved, and Councilor Wells seconded.

MOTION: Councilor Engebretson, seconded by Councilor Wells, moved to approve the Consent Agenda as amended.

The motion passed unanimously as 5:0, with Councilors Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

CONTRACTS

3. Stallings Lane Waterline Project Bid Award and Contract Approval

Mr. Hanks provided a staff report and stated that this is a bid acceptance and contract award for the Stallings Transmission Line. This contract was put out on May 18th, closed on June 18th, and was really competitively bid, with the lowest being Wildish Construction. If directed, the project already has a pre-construction meeting tentatively scheduled in about a week. Hanks stated that the goal is substantial completion by end of October, and formal completion in November.

This will be the final project with the overall water loan that the city has been drawing from for the last several years. Once this is complete, all disbursements with Business Oregon will be finished, which will provide the final number for the one-time accrued interest payment for the drawdowns done over those years, and in turn will provide the exact amount of debt service for the next fiscal year. Hanks expects to present the final recap of the Stallings Lane project and the entire loan, right before budget next year. Council had a few clarifying questions, which Hanks answered.

MOTION: Councilor Smith moved, seconded by Councilor Myers, to accept the bid and award the City of Coburg Stallings Lane ~~Wellhouse Project~~ **Transmission Line project** to Wildish Construction Co in the amount of \$517,348.50 as the responsible and responsive low bidder as reviewed and determined by the City of Coburg contract City Engineer and authorize the City Administrator to execute the project contract as presented.

MOTION TO AMEND: Councilor Smith moved, seconded by Councilor Engebretson, to amend the motion by striking “Wellhouse Project” and inserting “Transmission Line Project”

The motion as amended passed unanimously as 5:0, with Councilors Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

COUNCIL ACTION ITEMS

4. Building Program Operating Plan Update

Mr. Hanks noted that this is a tag-along piece to the IGA with Cottage Grove that was approved at the July meeting. The City of Coburg contracts with the City of Cottage Grove for their building department services, and a building program operating plan is required to be updated and submitted every four years to the State of Oregon Building Codes Division for compliance with Oregon Administrative Rules. Councilors had some questions regarding the contract with Cottage Grove, which Hanks answered.

MOTION: Councilor Myers moved, seconded by Councilor Wells, to acknowledge and accept the updated Building Department Program Operating Plan to be submitted to the State of Oregon Building Codes Division as presented.

The motion passed unanimously as 5:0, with Councilors Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

5. League of Oregon Cities 2027-28 Legislative Priorities

Mr. Hanks presented a staff report and stated that this is something done every other year. The League of Oregon Cities puts out a vote to all member cities asking them to select their preferred top five topics or issues to focus on in the upcoming legislative session. The full list of available priorities as well as the five staff recommended priorities are listed in the staff report. Hanks reviewed some further details of this process and the recommended list for Coburg, noting that the deadline to submit is September 25, 2026. Council felt that the recommended list was appropriate to submit.

MOTION: Councilor Wells moved, seconded by Councilor Smith, to accept the staff recommendation for the City of Coburg’s top legislative priorities to submit to the League of Oregon Cities to support the LOC efforts on behalf of its member jurisdictions in the upcoming two-year Oregon Legislative cycle.

The motion passed unanimously as 5:0, with Councilors Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

ADMINISTRATIVE INFORMATION REPORTS

6. Total Maximum Daily Load Report (TMDL)

Mr. Hanks noted that this is an annual item submitted to the state. Every five years, a full plan update is required, which was done last year. Mr. Harmon reviewed the highlights in the report and answered any questions from council.

7. Monthly Administration Report

Mr. Hanks briefly went through the items in the report including the Public Works staffing update, contracts for rights-of-ways and parks maintenance, technology updates, current projects and contracts, and department activity and statistics. Hanks answered any questions from council.

Mr. Hanks also presented the Veterans Memorial Medallions, one for each branch that will go along the perimeter of the rose garden at Norma Pfeiffer Park. The pedestals were donated by the same fabrication company that did the last set, and the Grange funded the medallions. Public Works will install them soon.

8. Police Department Quarterly Report

Chief Larson briefly went through the quarterly report and gave an update on the police department activity, training, equipment and technology. He also mentioned an incident similar to the security incident that occurred at LCOG, that recently happened after hours at city hall, which Officer Miller handled very well, and it did not escalate into anything more serious. Mr. Larson answered questions from council.

9. Local Options Levy Timeline and Strategy

Mr. Hanks went over the new information added to the provided memo, including the general forecast of revenues and expenses, expected fund balances, scenario planning with different revenue and expense amounts, and the URA assessment. The staff recommendation is to schedule the Council retreat as soon as possible after the URA final report is complete, likely in October of 2026.

Council felt that it would be helpful and important to have all that information before digging too deep into it and being able to utilize the consultant's work in the forecast model tool.

They also discussed using the September work session to go over the build out of the ten-year forecast and then come back for the full retreat session once the URA assessment is completed.

10. Financial Monthly Report

The May Financial Report was provided. May's report represents 11/12th's of the year. Staff is currently working on June's reconciliation and closing out the year. The final report for FY26 will be presented at the next meeting. Mr. Hanks reviewed the details of the report. There were a few questions from council, which Hanks answered.

LIAISON UPDATES AND COUNCIL COMMENTS

11. August City Council Recess

There was a report on the August recess included in the packet.

MOTION: Councilor Engebretson moved, seconded by Councilor Smith, to recess the regularly scheduled August meeting, with the next regular meeting to be September 8, 2026.

The motion passed unanimously as 5:0, with Councilors Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

Ms. Engebretson mentioned that she attended the first meeting of the new technical advisory committee for the Housing Capacity Analysis project. There were many attendees and lots of good participation.

ADJOURNMENT

Ms. Bell adjourned the meeting at 7:57 pm.

APPROVED by the City of Coburg City Council on this 8th day of September, 2026.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder



Resolution 2026-17

A Resolution adopting the 2026-2036 City of Coburg Water Management and Conservation Plan

Meeting Date	Staff Contact	Email
September 8, 2026	Adam Hanks, City Administrator Brian Harmon, PW Director	Adam.Hanks@CoburgOregon.gov Brian.Harmon@CoburgOregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

As a municipal supplier/distributor of water, the City of Coburg is required to develop and regularly maintain a Water Management and Conservation Plan (WMCP) reviewed and approved by the Oregon Water Resources Department on a ten year cycle. The 2026-2036 plan update has been formally approved by the Water Resources Department and is presented for Council acceptance/adoption to complete the update process.

Suggested Motion

I move to approve Resolution 2026-17, a resolution adopting the 2026-2036 City of Coburg Water Management and Conservation Plan as approved by the Oregon Water Resources Department.

BACKGROUND

The 2026-2036 WMCP updates and replaces the 2012 WMCP. The purpose of a WMCP is to ensure the sustainable use of water resources that are allocated via water rights to the City of Coburg for the operation of its municipal water system.

A WMCP provides a description of the overall water system, identifies the sources of water used to serve the system and explains how the water supplier (the City of Coburg) intends to manage and conserve supplies to meet future needs. The plan represents a proactive evaluation of the management and conservation measures in place and identifies areas of improvement over time to improve on the overall efficiency of the use of the water rights granted to the City.

Key elements of the plan include:

- System overview
- Conservation techniques and programs
- Curtailment plans
- Benchmarks (most notably system loss or “leakage”)
- Update reporting timelines

While all elements of the WMCP contain important operational guidance for both staff and policy makers, of particular importance is the determination of system loss or “leakage”. The City of Coburg water system was determined through data analysis to have a water loss of 18% in 2025.

The Final Order of Approval of the WMCP from the Oregon Water Resources Department indicates that because the water loss calculation for 2025 was above 10%, a condition was placed on the approval requiring the submittal of “an analysis of potential water loss factors and proposed corrective actions” by August 13, 2028.

As discussed in the Council work session of June 23, 2026 with the presentation of the preliminary WMCP, staff has begun developing a plan to reduce the system loss, which includes:

- Detailed review of system data collection for both production and consumption
- Large meter replacements (improved accuracy of meter measurement)
- Leak detection analysis of system (contract services)
- Scheduled repairs of system leaks identified by leak analysis

RECOMMENDATION

Staff recommends Council approval of the attached resolution adopting the 2026-2036 City of Coburg Water Management and Conservation Plan as presented.

BUDGET / FINANCIAL IMPACT

The development of the WMCP was completed with substantial involvement of Branch Engineering. City staff provided technical information and historical data as part of the update. As the plan is a regulatory requirement of the Water System, expenses for the project were budgeted and funded from the Water Fund, totaling approximately \$70,000.

The plan noted above to reduce water system loss of at least 8% by August of 2028 will require funding from the Water fund to accomplish. Specific costs have not yet been determined and will be largely based on the results of the leak detection analysis, which will be completed by a contracted third-party provider within the FY27 budget year utilizing already appropriated operations and maintenance funds. Repairs identified by the leak analysis will likely be incorporated into both operations/maintenance and capital in the FY28 budget depending on the significance of the leak and repair.

PUBLIC INVOLVEMENT

No specific public involvement has occurred with the development of the WMCP beyond the presentation of the preliminary plan at the June 23, 2026 Council work session. However, water

conservation awareness information has been developed and distributed through the City Facebook account and website, which supports the WMCP objectives and will continue to be a part of regular community engagement and outreach.

NEXT STEPS

Upon Council approval, staff will select a leak detection service to conduct leak investigations systematically throughout the City's transmission and distribution system. Public Works staff have already begun the large meter replacement element of the plan which is expected to be completed by the end of the fiscal year (June 2027). Updates to Council will be provided as progress is made throughout the 22 months remaining before the corrective action report is scheduled to be submitted to the Water Resources Department.

ATTACHMENTS

1. Resolution 2026-17 - Adoption of the 2026-2036 Water Management and Conservation Plan
2. Water Resources Department – Letter of Approval and Final Orders

RESOLUTION 2026-17**A RESOLUTION ADOPTING THE CITY OF COBURG 2026 WATER MANAGEMENT AND CONSERVATION PLAN**

WHEREAS, the City of Coburg operates a municipal water utility and is committed to ensuring a long-term, reliable supply of safe drinking water for its residents and businesses; and

WHEREAS, efficient water use and proactive conservation practices protect vital natural resources, reduce operational costs, and delay the need for expensive capital expansions; and

WHEREAS, OAR 690-086 requires municipal water suppliers to prepare, update, and adopt a Water Management and Conservation Plan periodically in accordance with the Oregon Water Resources Commission's requirements; and

WHEREAS, the City has developed a comprehensive Water Management and Conservation Plan, attached hereto as Exhibit A, which the Oregon Water Resources Department approved on August 13, 2026.

THE CITY OF COBURG RESOLVES AS FOLLOWS:

Section 1. The City Council hereby approves and adopts the 2026 Water Management and Conservation Plan, attached as **Exhibit A**.

Section 2. This Resolution becomes effective immediately upon adoption.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ____ for and ____ against, this 8th day of September, 2026.

Nancy Bell, Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder



Oregon

Tina Kotek, Governor

Water Resources Department

North Mall Office Building

725 Summer St NE, Suite A

Salem, OR 97301

Phone 503 986-0900

Fax 503 986-0904

www.oregon.gov/owrd

August 13, 2026

City of Coburg
Attn: Adam Hanks
91136 N. Willamette St.
COBURG, OR 97408
VIA EMAIL: adam.hanks@coburgoregon.gov

Subject: Water Management and Conservation Plan

Dear Adam:

Enclosed is the final order approving your Water Management and Conservation Plan.

The attached final order specifies the following:

- The plan is in effect through **August 13, 2036**.
- Because the City of Coburg's (City) water loss is above ten (10) percent, the City is required to submit an analysis identifying potential water loss factors and proposed corrective actions by **August 13, 2028**.
- The City is also required to submit a progress report to the Department by **August 13, 2031**, detailing progress made toward the implementation of conservation benchmarks scheduled in the plan.
- The City must submit an updated Water Management and Conservation Plan to the Department by **February 13, 2036**.

NOTE: The deadline established in the attached final order for submittal of an updated water management and conservation plan (consistent with OAR Chapter 690, Division 086) shall not relieve the City of Coburg from any existing or future requirement(s) for submittal of a water management and conservation plan at an earlier date as established through other final orders of the Department.

We appreciate your cooperation in this effort. Please do not hesitate to contact me via phone at 503-979-9544 or Kerri.H.Cope@water.oregon.gov if you have any questions.

Sincerely,

Kerri Cope
Water Management and Conservation Analyst
Water Right Services Division

Enclosure

cc: WMCP File
District 2 Watermaster Lanaya Blakely via email
KeryN@branchengineering.com
Juliel@branchengineering.com
Brian.harmon@coburgoregon.gov

**BEFORE THE WATER RESOURCES DEPARTMENT
OF THE
STATE OF OREGON**

In the Matter of the Proposed Water	)	FINAL ORDER APPROVING A WATER
Management and Conservation Plan for	)	MANAGEMENT AND CONSERVATION
the City of Coburg, Lane County	)	PLAN

Authority

OAR Chapter 690, Division 086, establishes the process and criteria for approving water management and conservation plans required under the conditions of permits, permit extensions and other orders of the Department.

Findings of Fact

1. The City of Coburg (City) submitted a Water Management and Conservation Plan (plan) to the Water Resources Department (Department) on April 29, 2026. The required statutory fee for review of the plan was received by the Department May 21, 2026. The plan was required by a condition set forth under the City's previously approved plan (Sp. Or. Vol. 89, Pgs. 131-133) issued on March 21, 2013.
2. The Department published notice of receipt of the plan on May 26, 2026, as required under OAR Chapter 690, Division 086. No comments were received.
3. The Department provided written comments on the plan to the City on June 26, 2026. In response, the City submitted a revised plan on July 31, 2026.
4. The Department reviewed the revised plan and finds that the revised plan is consistent with the relevant requirements under OAR Chapter 690, Division 086.

Conclusion of Law

The Water Management and Conservation Plan submitted by the City of Coburg is consistent with the criteria in OAR Chapter 690, Division 086.

This is a final order in other than a contested case. This order is subject to judicial review under ORS 183.484. Any petition for judicial review must be filed within the 60-day time period specified by ORS 183.484(2). Pursuant to ORS 536.075 and OAR 137-004-0080, you may petition for judicial review or petition the Director for reconsideration of this order. A petition for reconsideration may be granted or denied by the Director, and if no action is taken within 60 days following the date the petition was filed, the petition shall be deemed denied.

Now, therefore, it is ORDERED:

Duration of Plan Approval:

1. The City of Coburg Water Management and Conservation Plan is approved and shall remain in effect until **August 13, 2036**, unless this approval is rescinded pursuant to OAR 690-086-0920.

Plan Update Schedule:

2. The City of Coburg shall submit an updated plan meeting the requirements of OAR Chapter 690, Division 086 (effective December 23, 2018) no later than **February 13, 2036**.

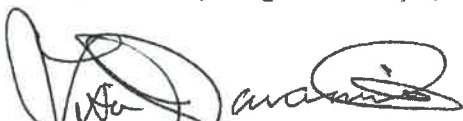
Progress Report Schedule:

3. The City of Coburg shall submit an analysis of potential water loss factors and proposed corrective actions as required under OAR 690-086-0150(4) by **August 13, 2028**.
4. The City of Coburg shall submit a progress report containing the information required under OAR 690-086-0120(4) by **August 13, 2031**.

Other Requirements for Plan Submittal:

5. The deadline established herein for the submittal of an updated Water Management and Conservation Plan (consistent with OAR Chapter 690, Division 086) shall not relieve the City of Coburg from any existing or future requirement(s) for submittal of a Water Management and Conservation Plan at an earlier date as established through other final orders of the Department.

Dated at Salem, Oregon this day 8/13/2026



Lisa J. Jaramillo, Transfer and Conservation Section Manager for
IVAN GALL, DIRECTOR
Oregon Water Resources

Mailing date: 8/14/2026

Notice Regarding Servicemembers: Active duty servicemembers have a right to stay proceedings under the federal Servicemembers Civil Relief Act, 50 U.S.C. App. §§501-597b. For more information contact the Oregon State Bar at 800-452-8260, the Oregon Military Department at 971-355-4127, or the nearest United States Armed Forces Legal Assistance Office through <http://legalassistance.law.af.mil>.



WATER MANAGEMENT AND CONSERVATION PLAN

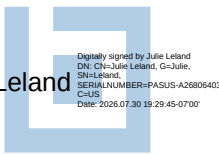
Coburg, Oregon

BEI Project 23-004E



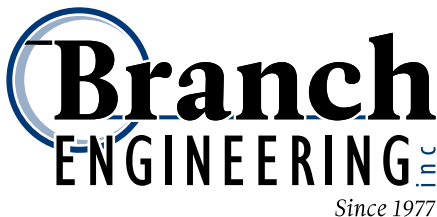
EXPIRES: 12/31/26

Julie Leland



Prepared for

**The City of Coburg
91136 N. Willamette St.
Coburg, OR 97446**



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July 30, 2026

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LIST OF ACRONYMS

AAGR	=	Average Annual Growth Rate
ADD	=	Average Day Demand
CFS	=	Cubic Feet per Second
CIP	=	Capital Improvement Project
CUS	=	Coburg Urbanization Study
EWEB	=	Eugene Water and Electric Board
GPCD	=	Gallons per Capita per Day
GPD	=	Gallons per Day
GPM	=	Gallons per Minute
SWVGMA	=	Southern Willamette Valley as a Groundwater Management Area
SWVGMAAP	=	Southern Willamette Valley Groundwater Management Area Action Plan
MDD	=	Maximum Daily Demand
MG	=	Million Gallons
MGD	=	Million Gallons per Day
MMD	=	Maximum Monthly Demand
OAR	=	Oregon Administrative Rule
ODEQ	=	Oregon Department of Environmental Quality
OWRD	=	Oregon Department of Water Resources
PHD	=	Peak Hourly Demand
PVE	=	Pioneer Valley Estates
PVC	=	Polyvinyl Chloride
QQ	=	Quarter-Quarter Section
SCADA	=	Supervisory Control and Data Acquisition
TRS	=	Township Range Section
UGB	=	Urban Growth Boundary
WMCP	=	Water Management and Conservation Plan
WSMP	=	Water System Master Plan

EXECUTIVE SUMMARY

INTRODUCTION

The City of Coburg is submitting this Water Management and Conservation Plan (WMCP) as an update to the City's 2012 WMCP. When the last WMCP was approved, the City was preparing for anticipated population growth and increased demand on its water and wastewater systems. Since then, the City has added groundwater supply capacity with an additional well, Stallings Well No. 1, and has implemented a targeted pipe replacement program drawn from the 2016 Water System Master Plan Capital Improvement Projects (CIP) list that will move into the new CIP for the FY2027 to FY2032 planning period.

The purpose of this WMCP is to evaluate current and future water availability by assessing water rights, water production, and water use. Water rights define the legal quantity of water the City is authorized to withdraw. Water production reflects the capacity of the City's infrastructure to access, treat, and deliver that water. Water use represents actual demand, including residential, commercial, industrial, and non-revenue uses such as system losses. Water availability is governed by the interaction of these factors and may be limited by legal, physical, or demand-related constraints.

The WMCP includes the following four elements:

1. Water Supplier

This section describes the City's current sources of water, service area, water distribution system, service population/customer base, and water use characteristics with a focus on assessing the system adequacy and reliability. Also included in this section are current water rights held by the City, production capacity, current system demand, and water loss estimates

2. Water Conservation

This section includes a progress report identifying conservation measures from the 2012 WMCP, which measures have been implemented, which measures have not been implemented, and reasoning for why measures were not implemented. The City's water use measurement and reporting program, and conservation measures currently utilized or planned for implementation are described.

3. Water Curtailment

This section establishes procedures for managing water shortages during drought, system failure, or other supply limitations. The curtailment element functions as an emergency contingency plan and identifies three stages of alert for potential shortages or water service difficulties, and the triggers for implementing each stage.

4. Water Supply

This section evaluates the adequacy of the City's water sources to meet current and projected demand. This includes an assessment of water rights, source reliability, and water production capacity relative to anticipated water use, identifying potential supply limitations and future needs. Projected water demand for 10 and 20 years is provided and compared to current production capacity and limitations of current water rights.

This WMCP intends to satisfy Oregon Administrative Rules 690-315 and 690-086. A checklist is provided at the beginning of each chapter highlighting the required information and which section to find it in.

REPORT SUMMARY

The City serves the residential population, approximately 1,456 people according to the Portland State University (PSU) Population Research Center (PRC), a substantial industrial district, and a subdivision one mile north of city limits, Pioneer Valley Estates (PVE). Residential water users, including those located in PVE constituted an average of 51%, commercial and industrial water users constituted an average of 46%, and government water users an average of 3% of metered water use over the last 10 years. The high commercial and industrial water use is attributed to the transient population, or the shift workers

commuting into the City daily. According to a 2024 Worksource Oregon report, there are 2,032 people making up the transient population, making almost 1.5 transient workers for each resident in the City.

The City population is expected to grow at an Average Annual Growth Rate (AAGR) of 1.6% over the next 20 years. An employment growth rate of 2.3% is used to estimate transient population growth, taken from the 2010 Coburg Urbanization Study. These growth rates are used in forecasting water use for the 10-year and 20-year planning periods.

The City obtains all municipal water from groundwater sources, with two municipal water supply wells in regular use, and one new supply well anticipated to be connected to the system this year. Two of the wells (Bottom Loop Well No.1 and No. 2) are just southwest of town on Funke Rd and the third well (Stallings Well No. 1) is located on the northwest side of town along Stallings Lane. The new pump station and treatment works for Stallings Well No. 1 are currently under construction and the transmission line connecting Stallings Well No. 1 to the water system is also planned for construction in 2026.

The City has sufficient water rights for the 20-year planning period. The City will concentrate on both real and apparent water losses moving forward by continuing their targeted pipe replacement program, testing large meters for malfunction, and investigating system use methodologies for potential miscalculations. Using these methodologies, the City plans to reduce water losses from an average of 22% over the last 10 years to at or below 10%.

Additionally, with the development of Stallings Well No. 1, the City will be implementing a new Supervisory Control and Data Acquisition (SCADA) system, and the City has future plans to upgrade existing reservoirs, construct a new elevated storage tank, and rehabilitate the two older wells. The city will also continue to engage the community with water conservation tools and conservation awareness, as well as implement enhanced rate design to further encourage efficient use of water.

As part of the City's attempt to meet increased demand, this WMCP was developed to identify strategies to reduce water use. System upgrades are underway, with a new well, Stallings Well No. 1, being added to the system and the system upgrades outlined above. The SCADA system upgrade is the primary change that will aid the City in monitoring the water system to identify water savings opportunities, as well as improve annual audits, or the water balance comparing water produced to water consumed. The pipe replacement program combined with meter testing and other system investigations has the potential to create an estimated savings of 37,000 GPD or more, reducing water loss to below 10%.

The City's curtailment plan outlines three alert stages with triggering events described to address potential causes of shortage including mechanical failure, groundwater contamination, and a supply main break. The curtailment plan includes draft ordinances developed for the City Council to pass should a water shortage occur.

The City added the new well, Stallings Well No. 1 to two of the existing water rights, with final orders approving the transfers in 2022. Based on an analysis of the Coburg water system capacity by Consor Engineers (found in Appendix G of this document) and the forecasting in this document, the water demand will surpass the source capacity (including the conservative estimated productivity of Stallings Well No. 3) in approximately 5 years with the current trends in productivity, water losses, and conservation measures. With additional planned system upgrades and plans to reduce water loss, water demand is anticipated to surpass source capacity in approximately 10 years. Recommendations in this document include adding redundancy to the water system by connecting all wells to all water rights, and to develop a new source of water in this 5-to-10-year window. These recommendations are based on projections made in the Consor analysis and in the forecasting portion of this document.

Once the capacity of Stallings Well No. 1 is analyzed and understood, recommended actions will be reassessed and the timeline for constructing an additional water source will be adjusted as needed. A regional connection to the Eugene Water and Electric Board (EWEB) is a future possibility, and one that would need an updated feasibility study and an external source of funding. The more incremental plan of further development of the existing Stallings Lane wellfield will also continue to be explored. Table 1 shows a summary of planned water rights actions.

Table 0.1: PROPOSED ACTIONS ON CITY'S WATER RIGHTS (20-YEAR PLAN)

APPLICATION / PERMIT NUMBER	CERTIFICATE NUMBER	SOURCE1	USE	PRIORITY DATE	RATE (CFS)	PROPOSED ACTION/ COMPLETION YEAR
G1726/ G1580 T13889	37211 (cancelled)	Bottom Loop Wells 1 and 2, Stallings Well 1	Municipal	4/19/1960	0.31	Transfer/ 2027
G4283/G4032 T13888	44837 (cancelled)	Bottom Loop Wells 1 and 2, Stallings Well 1	Municipal	3/18/1968	0.1	Transfer/ 2027
G4284/G4033	44838	Bottom Loop Well No. 1	Municipal	3/18/1968	0.3	-
G13877/G13183 T11252	-	Bottom Loop Well Nos. 1 and 2	Municipal	11/16/1994	2.0	Transfer/ 2030
G17403/G16857	-	Well No. 3	Pollution Abatement	6/25/2010	0.28	2016 (Claim of Beneficial Use submitted)

Note: Well numbering history is obscure. As of this document, Well No. 1 and Well No. 2 have been renamed as Bottom Loop Well No. 1 and Bottom Loop Well No. 2.

DIVISION 86 COMPLIANCE

In Oregon, major water suppliers are required to complete WMCPs. Historically, municipal water suppliers were issued water right permits for the amount of water that could reasonably be needed for the next 50 years or more. New rules now require that municipalities permit water rights only for demand expected in 20 years.

The rules regarding WMCPs are covered under Oregon Administrative Rule (OAR) 690-086. This is directly related to the rules regarding water right permit extensions contained in OAR 690-315. The rules contain requirements for the contents of a WMCP. This report is structured to address these requirements. Below is an overview of the structure of this WMCP.

- Overview - An introduction to the city of Coburg, location, and intent of plan
- Description of Coburg's Water System -A description of Coburg's water system, operation, service area, and demand characteristics
- Water Conservation -Coburg's plan to reduce demand through conservation measures. See Table 2 below.
- Water Curtailment Plan - Details the three stages of alert during water shortages, triggers, and curtailment actions that will be taken.
- Water Supply -Outlines projected future water demand with conservation measures in place. It also details necessary future water rights actions.

PROPOSED CONSERVATION PROGRAM

The primary goal of this WMCP is to identify ways the City can improve conservation measures and reduce water loss. The City has recently replaced meters and has a plan to replace meters as they fail and to test large meters on a schedule consistent with current industry standards. Additionally, the City has undertaken pipe replacement projects outlined in the 2016 Water System Master Plan (WSMP), focusing on aging infrastructure to minimize system leaks. The pipe replacement program will continue, with future projects outlined in the CIP for FY2027 to FY2032.

Efforts will be made to add new programs, but these efforts will be constrained by the city's limited staff and financial resources. Existing programs will be improved and updated. Basic conservation measures are in practice in the City, and improvement to bring water losses below the required threshold will be the target of conservation measure improvements or expansions. Table 2 summarizes the expected timeline for the remaining conservation measures to be implemented.

Basic conservation measures required of all water suppliers and implemented by the City include the following.

- Annual water audit
- Full metering of system
- Meter testing and maintenance program
- Rate structure based on metered water
- Leak detection program
- Public education program

The 2012 WMCP identified additional conservation measures including installing new source meters, upgrading the booster pump station, testing and replacing customer meters, and non-potable water reuse. This WMCP is focused on meeting all basic conservation measures required of all water suppliers, with additional measures expected to be considered in the future based on feasibility. A conservation measure progress report can be found in Section 3.2, and current conservation benchmarks are provided in Section 3.4 of this plan.

CHAPTER 1: OVERVIEW

1.1 INTRODUCTION

The City of Coburg is located north of the Eugene-Springfield Metropolitan area, along Interstate-5. Anticipated growth in the City and the need to correct deficiencies in the system prompted an update to Coburg's WSMP in July 2016. A number of system upgrades and expansions were outlined in the WSMP including a waterline improvement plan and development of additional water sources for increased supply and redundancy. The City has undertaken the replacement of older pipes in the City as one method to reduce system leaks and conserve water.

The primary municipal water sources for the City are three wells, two located southwest of town, and a third located northeast of town. There is a current production capacity of 550 GPM for Bottom Loop Well No.1 (previously referred to as Well No. 1) and 450 GPM for Bottom Loop Well No. 2 (previously referred to as Well No. 2) identified in a system analysis performed by Consor Engineers in 2024. A copy of this document is in Appendix G. The third well, Stallings Well No. 1, is located northwest of town. Stallings Well No. 1 was drilled in 2023 with the pump and treatment works currently under construction, with an expected completion date in 2026. Initial testing indicate a likely capacity of 100-180 GPM.

The City has a total of 0.71 cfs of certificated water rights and another 2 cfs in permitted water rights. Details of the water rights are given in Section 2.5 of this report.

This WMCP will identify current water use patterns, assess the City's water system, and identify further opportunities and strategies to conserve valuable water resources.

1.2 PLANNING AREA

The City of Coburg, Oregon is located in Lane County approximately five miles north of the city of Eugene, at Exit 199 off Interstate 5. The city has a rich history showcased by a National Historic District and a number of annual festivals. The first settlers arrived in 1847 and the city was incorporated in 1906. It is surrounded by flat, arable land and the Coburg Hills rise over 1,000 feet in elevation immediately to the east. A location map of Coburg is provided in Figure 1.1 below.



Figure 1.1: Location Map of Coburg, Oregon

1.3 STUDY OBJECTIVES

Coburg is a historic town with an aging water system in the older areas of town. The purpose of this plan is to continue developing and expanding water management and conservation measures in water system development planning.

1.4 FUTURE SUBMITTALS

The city of Coburg plans to update this WMCP in 10 years, in 2035. This is the requirement under OAR 690-86. In addition, a progress report will be submitted in 5 years, in 2030, to detail progress in conservation efforts and system upgrades.

1.5 ADDITIONAL TIME TO IMPLEMENT CONSERVATION BENCHMARKS

New benchmarks for all conservation measures are provided in Section 3.4 and a conservation measure progress report is provided in Section 3.2 of this document. The current focus is on reducing water loss through continuing a pipe replacement program the City has implemented in recent years, meter testing, and performing other system investigations.

1.6 DATA SOURCES

Most data in this report were obtained through City records or the City's WSMP. Additional data and information were obtained through the Lane Council of Governments. Population information is from Portland State University. Consor Engineers performed a system analysis in 2024 to perform hydraulic modeling and determine system capacity in relation to bringing Premier RV Resort into the City's distribution system. This analysis relied partly on data from the 2016 WSMP but provides important information about current system capacities. New production and use data are used in this report in lieu of data from the 2016 WSMP when possible. The City's SCADA system is scheduled to be upgraded in 2026, which will allow for the City to collect better and more complete data about water use and system function.

1.7 DOCUMENT ORGANIZATION/CHECK LIST

Table 1.1 provides a summary of the required elements of this plan and the locations of the information in this document. This Water Management and Conservation Plan is organized as follows:

- Chapter 1: Overview
- Chapter 2: Description of Coburg's Water System
- Chapter 3: Water Conservation
- Chapter 4: Water Curtailment Plan
- Chapter 5: Water Supply

Table 1.1: CHECKLIST OF REPORT REQUIREMENTS AND REFERENCE SECTIONS

	ITEM	OAR	REFERENCE SECTION
<i>Water Supplier Description</i>			
	Description of supplier's source(s)	690-086-0140 (1)	2.3
	Delineation of current service area	690-086-0140 (2)	2.2
	Assessment of adequacy and reliability of existing supplies	690-086-0140 (3)	2.4
	Quantification of present and historic use	690-086-0140 (4)	2.6
	Summary of water rights held	690-086-0140 (5)	2.5
	Description of customers served and water use summary	690-086-0140 (6)	2.7
	Identification of interconnections with other suppliers	690-086-0140 (7)	2.2
	System schematic	690-086-0140 (8)	Figure 2.1
	Quantification of system leakage	690-086-0140 (9)	2.9
<i>Water Conservation Element</i>			
	Current conservation measures	690-086-0150 (1) and (3)	3.2
	Water use measurement and reporting program	690-086-0150 (2)	3.3
	Required conservation programs	690-086-0150 (4)(a-f)	3.4
	Expanded use under extended permits	690-086-0150 (5)	3.5
	Additional conservation measures	690-86-0150 (6)	3.6
<i>Water Curtailment Element</i>			
	Assessing your water supply	690-086-0160(1)	4.2
	Stages of alert	690-086-0160(2)	4.3

Triggers for each stage of alert	690-086-0160(3)	4.3
Curtailement actions	690-086-0160(4)	4.3
<i>Water Supply Element</i>		
Delineation of current and future service areas	690-086-0170 (1)	5.2
Population projections for service area	690-086-0170 (1)	5.2.1
Prepare schedule to fully exercise each permit	690-086-0170 (2)	5.5
Prepare demand forecast	690-086-0170 (3)	5.3
Comparison of projected need and available sources	690-086-0170 (4)	5.4
Analysis of alternative sources	690-086-0170 (5) and (8)	5.4
Quantification of maximum rate and monthly volume	690-086-0170 (6)	5.3
Mitigation actions under state and federal laws	690-086-0170 (7)	5.4
List of affected local governments and their comments	690-086-0125 (5)	1.6
Date for submittal of next update	690-086-0125 (6)	1.4
Documentation, where additional time is requested to meet previous benchmarks or metering	690-086-0125 (7)	1.5

1.8 AUTHORIZATION

The City of Coburg initially authorized this Water Management and Conservation Plan in February 2006, with subsequent authorizations in 2012 and 2023. This study was funded by the City of Coburg Water Fund. Branch Engineering, Inc. extends its gratitude to the City staff for their dedicated efforts in compiling the data necessary to complete this study.

CHAPTER 2: DESCRIPTION OF COBURG'S WATER SYSTEM

2.1 INTRODUCTION/CHECKLIST

The City of Coburg distributes water to residents and businesses within the city limits and to the PVE. PVE is a 16.4-acre subdivision approximately one mile north of the Coburg city limits. PVE is part of Coburg's "municipal water system" as defined by the water resources department and is considered an out-of-town user. The two systems were previously independent and separate but were connected in 2004. The PVE well was contaminated with nitrates and fecal bacteria and is no longer in service.

Two wells located southwest of the city supply the system's water. A third well was constructed in 2023 to provide for system redundancy. There are no elevated reservoirs to pressurize the system, thus the city relies on well pumps and booster pumps to pressurize the system. An overview map is shown in Figure 2.1 detailing the current water system and service area. Table 2.1 shows the requirements under Division 86 rules for this chapter and the section where the information is located.

Table 2.1: CHECKLIST OF CHAPTER REQUIREMENTS AND REFERENCE SECTIONS

DESCRIPTION OF COBURG'S WATER SYSTEM		
ITEM	OAR	REFERENCE SECTION
Description of supplier's source(s)	690-086-0140 (1)	2.3
Delineation of current service area	690-086-0140 (2)	2.2
Assessment of adequacy and reliability of existing supplies	690-086-0140 (3)	2.4
Quantification of present and historic use	690-086-0140 (4)	2.6
Summary of water rights held	690-086-0140 (5)	2.5
Description of customers served and water use summary	690-086-0140 (6)	2.7
Identification of interconnections with other suppliers	690-086-0140 (7)	2.2
System schematic	690-086-0140 (8)	Fig 2.1
Quantification of system leakage	690-086-0140 (9)	2.9

2.2 SERVICE AREA

Coburg's water service area is shown in Appendix A. It includes the area within the city's urban growth boundary (UGB) and PVE which is approximately one mile north of city limits and outside the UGB. The city limits and UGB both encompass approximately 750-acres. The city owns and operates the PVE water system. PVE is not an interconnected "municipal water supply provider" but part of the city of Coburg's water supply system. The City acquired PVE's water system in 1963 and operated the two independently until 2004 when the two systems were connected with an 8" PVC Waterline. PVE's well and hydropneumatic tank were disconnected at that time. PVE is permanently part of the city's water system and considered an out-of-town water user.

The residential population of Coburg is approximately 1,456 people according to the Portland State University Population Research Center (PRC). In addition to its residential population, the City serves a transient population of employees who commute to the industrial district and are assumed to use the municipal water system during their work shifts. According to WorkSource Oregon's 2024 analysis, approximately 2,032 employees commute into Coburg. Assuming each employee is present and served by the water system for an average of eight hours per day, the transient workforce is equivalent to 677 full-time water users.

The Pioneer Valley Estates (PVE) subdivision was reported by Oregon Drinking Water Services as having a population of 125 when its public water system was deactivated in 2004 and incorporated into the City's water system. Because there have been no known increases in development or water service connections within the subdivision since that time, the PVE population is assumed to remain at 125.

Based on these assumptions, the total equivalent water service population is estimated to be 2,258 persons.

2.3 WATER SOURCE AND TREATMENT

The City has no exchange agreements, intergovernmental agreements, or water supply and delivery contracts. As previously mentioned, the City provides water to the PVE community outside the City UGB, but PVE is a portion of the City's service area and individual water users receive water service under the City's rate structure.

The source of Coburg's water supply is two wells located southwest of the city off Funke Road. These wells are designated Bottom Loop Well No. 1 and Bottom Loop Well No. 2. Bottom Loop Well No. 2 was constructed in early 1977. Bottom Loop Well No. 1 was first dug in 1940 and deepened in the 1950's or 60's. Each is located in a separate building, approximately 300-feet apart. Bottom Loop Well 1 has a production capacity of approximately 550 GPM and Bottom Loop Well 2 has a production capacity of approximately 450 GPM. Their combined production is approximately 1000 GPM.

Well Building No.1 contains Bottom Loop Well No. 1 and the mechanical, electrical, metering, and chlorination facilities for both wells. A pipeline connects Bottom Loop Well 2 to Well Building 1. Both master meters, instrumentation, and chlorine dosing equipment are also located in this building. The two master meters were replaced in 2019, and the Bottom Loop Well 2 pump and motor were replaced in 2024. A third well, Stallings Well No. 1, was constructed in late 2023 northwest of town, on Stallings Lane. The pump house and treatment system for Stallings Well No. 1 are under construction and planned for completion in 2026. The transmission line is planned for construction in 2026, also.

Disinfection is accomplished by dosing chlorine prior to entering a 1,360-ft section of 24-inch diameter transmission line. The transmission line doubles as the chlorine contact chamber. The specifications for Bottom Loop Well 1 and Bottom Loop Well No.2 are summarized in Table 2.2. Partial specifications for Stallings Well No. 1 are also provided in Table 2.2.

The City of Coburg operates two 0.5-million-gallon ground-level water storage reservoirs located on Sarah Lane adjacent to the booster pump station. The reservoirs provide operational, fire flow, emergency water storage, and regulate system pressures and distribution. More details about the storage tanks are located in Section 2.6.1 of this report.

Table 2.2: WELL AND PUMP SPECIFICATIONS

WELL	BOTTOM LOOP WELL #1	BOTTOM LOOP WELL #2	STALLINGS WELL #1
Location (TRS QQ)	16S3W32 NESE	16S3W32 NESE	16S3W29 NESW
Depth	200 ft.	200 ft.	140 ft.
Casing diameter	10 in.	10 in.	12 in.
Screened interval	85 ft. - 99 ft. 120 ft. - 167 ft.	110 ft. - 167 ft.	72.5 ft. - 128 ft.
Aquifer description	Gravel, sand, small cobbles Gravel, sand, blue clay	Gravel, sand, blue clay	Cemented gravel, brown sand cemented, gravel and sand, fractured soft and hard brown claystone
PUMP			
Type	Vertical Turbine	Submersible	Not installed at this time
Year installed	1975	2024	-
Rated Capacity	550 GPM	550 GPM	-
Rated Power	50 hp	50 hp	-

2.4 WATER SUPPLY ASSESSMENT

The water surface depth in the wells is recorded daily to monitor well performance. The data show that static water levels are relatively constant over time, save for seasonal fluctuations due to wet and dry weather seasons. This indicates that the aquifer water supply is ample.

Coburg's two wells provide sufficient supply for the current demand. However, both wells must run to meet Maximum Daily Demand (MDD) during peak seasons. The system therefore lacks the redundancy necessary to remove one well from service for maintenance or redevelopment. Coburg's WSMP calls for the addition of one or more wells at this wellfield to increase redundancy. A third well, Stallings Well No. 1 was constructed in 2023 on Stallings Lane northwest of the city. Anticipated productivity of this third well is between 100 and 180 GPM, according to the 2024 Consor analysis.

Water infrastructure projects related to the City's water supply include the completion of the Stallings Well No. 1 (Well 3) water treatment equipment, controls, building, and transmission line to the distribution system, which is planned for completion in 2026. Other water supply improvement projects mentioned in the WSMP include the rehabilitation of Bottom Loop Wells 1 and 2 and SCADA system upgrades, projects that are contingent on additional future funding.

Well tests for Stallings Well No. 1 show a lower than planned production capacity, and recent capacity analyses performed by Consor Engineers predict the need for an additional supply source by 2030. The capacity analysis predicts a supply deficit of approximately 313 GPM in the year 2036 based on demand trends identified in the WSMP, and accounting for the City's plan to bring Premier RV Resort into the City's distribution system and to deliver water to a 107-acre undeveloped lot in southeast Coburg that was recently annexed into the City. As a result, the City has conducted preliminary discussions with the EWEB Engineering staff to evaluate the possibility of a wholesale water contract. Developing a regional connection to the EWEB system will require a new feasibility study and an outside funding source.

In 2004, the Oregon Department of Environmental Quality (DEQ) designated a portion of the Southern Willamette Valley as a Groundwater Management Area (SWVGMA) due to excessive levels of Nitrate. The City of Coburg is located in the southeastern area of the SWVGMA. The final Southern Willamette Valley Groundwater Management Area Action Plan (SWVGMAAP) was developed on November 9, 2006. The action plan has a number of goals for public water agencies; the goals and strategies of the plan have been addressed in this report and are incorporated as relevant to achieve the plan's objectives.

Coburg's Bottom Loop Wells 1 and 2 are 200 feet deep and have elevated nitrate levels. However, nitrate levels are always measured below drinking water standards and don't appear to be an immediate threat to the water supply. Nitrate test results for Bottom Loop Wells 1 and 2 are reported to the Oregon Health Authority Drinking Water Services annually. Results from 2013 through 2024 average 4.38 mg/L, with a maximum value of 6.77 mg/L in 2020, with all test results falling below the Maximum Contaminant Level (MCL) of 10 mg/L. According to the SWVGMAAP, the majority of nitrate contamination is concentrated from the surface down approximately 20 to 40 feet; Coburg's wells generally draw from the deeper levels of the aquifer and are less susceptible to nitrate contamination than shallow wells.

2.5 WATER RIGHTS

Coburg's current water rights are summarized in Table 2.3. There are enough water rights to cover current use. The current peak hour demand (PHD) is estimated to be 1,843,000 GPD, or 2.85 cfs based on the peaking factor used in the WSMP of 2.5. The full rate allowed from the City's water rights and permits is 2.99 cfs. The previous WMCP recommended transferring water rights from abandoned wells to the City's primary supply wells. This has largely been accomplished, with the authorized point(s) of appropriation for all municipal water rights being a combination of the Bottom Loop Wells 1 and 2, and Stallings Lane Well No. 1. See Table 2.3 for additional information about the City's water rights and Table 2.4 for the City's water use by water source. See Appendix C for a full tabular water rights summary.

Table 2.3: SUMMARY OF CITY'S WATER RIGHTS

APPL./ PERMIT NUMBER	CERT. NUMBER	SOURCE*	USE	PRIORITY DATE	COMPLETION DATE	AUTHORIZED MAX. RATE (CFS)	MAX RATE DIVERTED TO DATE (CFS)
G 1726/ G 1580	37211 (Cancelled) T 13889	Bottom Loop Wells No. 1 ¹ & 2 ² Stallings Well No. 1 ³	Municipal	4/19/1960	10/1/2027	0.31	0.31
G 4283/ G 4032	44837 (Cancelled) T 13888	Bottom Loop Wells No. 1 ¹ & 2 ² Stallings Well No. 1 ³	Municipal	3/18/1968	10/1/2027	0.1	0.1
G 4284/ G 4033	44838	Bottom Loop Well No. 1 ¹	Municipal	3/18/1968	-	0.3	0.3
G 13877/ G 13183	-	Bottom Loop Wells No. 1 ¹ & 2 ²	Municipal	11/16/1994	10/1/2030	2.0	2.0

* Note:

1. The preferred naming convention for the wells is provided in Table 2.3. The best understanding of the history of well identifiers in water rights documentation is given below.
2. Water use data including diversions by water right and associated sources for the planning period is provided in the Water Rights Inventory table Appendix C.

¹ Bottom Loop No. 1 (LANE 68362) historical aliases:

- Original well name on Certificate 44838 (1977): Well No. 5
- Well name on transfer T-11252 (2011): Well 1
- Well name in 2012 WMCP: City Well No. 1
- Well name on transfers T-13888 and T-13889 (2022): New Well #1

² Bottom Loop No. 2 (LANE 7553) historic aliases:

- Original name on transfer T-11252 (2011): Well 2
- Well name in 2012 WMCP: City Well No. 2
- Well name on transfers T-13888 and T-13889 (2022): New Well #2

³ Stallings Well No. 1 (LANE 79226) historic aliases (constructed but not in use):

- Original name on transfers T-13888 and T-13889 (2022): New Well #3

Table 2.4: SUMMARY OF CITY'S WATER DIVERSIONS BY WATER RIGHT

Application No./Permit No.	Certificate No.	Max Annual Volume Diverted to Date (MG)	PREVIOUS YEAR		PREVIOUS 5 YEARS AVERAGE	
			Avg Daily Diversions (kGals)	Avg Monthly Diversions (MG)	Avg Daily Div. (kGals)	Avg Monthly Div. (MG)
G 1726/ G 1580	37211 (Cancelled)	231	151	9.0	303	8.7
G 4283/ G 4032	44837 (Cancelled)	231	151	9.0	303	8.7
G 4284/ G 4033	T 13888	78	110	3.2	177	4.9
G 13877/ G 13183	44838	231	151	9.0	303	8.7

Notes: 1. Based on Oregon Water Resources Department required annual water use reporting data.
2. Water use data including diversions by water right and associated sources for the planning period is provided in the Water Rights Inventory table Appendix C.

Permit G 13183 has been extended twice with the most current extension completion date being October 1, 2030. This extension allows for the full development of Bottom Loop Wells No. 1 and 2 and allows for a permit amendment to add Stallings Well No. 1 to the permit. The full rate allowed under Permit G 13183 has been appropriated from a combination of Bottom Loop Wells 1 & 2. There is no greenlight water available from the City permits.

2.6 DISTRIBUTION FACILITIES DESCRIPTION

2.6.1 FINISHED WATER RESERVOIRS

The two 0.5 MG water storage reservoirs are located on Sarah Lane in northeast Coburg adjacent to the booster pump station. The south tank, Tank 1, was built in 1975, and the north tank, Tank 2, was built in 1977. Under present operation, water enters the reservoirs through a 6-inch pipe via a 6-inch altitude valve when well pumps run. Water exits the reservoirs and re-enters the distribution system via booster pumps. They are both self-anchored ground-level tanks with the following specifications.

- Type: welded steel
- Base elevation: 397.5'
- Max water surface elevation: 429.5'
- Outer Diameter: 52-ft

2.6.2 BOOSTER PUMP STATION

The pump station building is approximately 1,000 square feet and houses pumps, pump controls, pump control valves, an altitude valve, pressure relief valve, and associated piping. There are three 75-hp Variable Frequency Drive pumps that serve both daily demand and fire flows, and a generator to maintain pressure in the event power service is interrupted.

The pump station controls the filling and drawdown of the two 0.5 MG reservoirs. When the wells run, water enters the reservoirs via the distribution system. The booster pumps provide system pressure when the wells shut down. An altitude valve is used to control reservoir filling. The control system shuts the wells down and pumps down the reservoirs routinely to maintain water quality. The pump station undergoes regular maintenance, but the configuration has not changed since the previous WMCP. SCADA system upgrades are planned for 2026-2027 to provide additional functionality including trending data, daily reporting, and data management.

2.6.3 PIPING

The city's piping system is comprised of typical 6-inch, 8-inch, and 12-inch pipes interconnected within city streets. Recent improvement projects have led to the installation of larger diameter piping and replacement of leaking pipes. A number of different pipe materials have been used to develop the water system over time but the piping primarily consists of asbestos cement and PVC. Several new subdivisions have been constructed since the last WMCP, each requiring an addition to the City water system. Several other large waterline replacement and expansion projects have also been constructed recently including the replacement of approximately 1,300 feet of the 12-inch asbestos cement Van Duyn waterline with PVC, the replacement of the waterline down the full length of Coleman Street, and the installation of a 12" PVC waterline beneath Interstate-5 to allow for the connection of the Premier RV Resort to the City water system and the development of the 107-acre property on the east side of the freeway that was recently annexed into the city. Recent pipe improvement projects are given in Table 2.5, below.

Table 2.5: RECENT PIPE IMPROVEMENT PROJECTS

WATERLINE LOCATION	YEAR OF CONSTRUCTION	LENGTH (FT)	DIAMETER	MATERIAL
Coleman Street (entire length)	2023	689 1505	12-inch 8 -inch	PVC
Thomas Street	2022	555	8-inch	PVC
Harrison, Macy, and Willamette	2023	1180	8-inch	PVC
I-5 Bore (including east and west extensions)	2020	1056	12-inch	PVC
Van Duyn Street	2019	1300	12-inch	PVC

Additional waterline replacement and extension projects are planned for future development, but rising costs in recent years have limited the water system improvement projects, with a number of projects being postponed until funding is available. The WSMP CIP list for pipe replacement has been the guiding document water system improvements, with older pipes in town prioritized for replacement. Moving forward, the CIP for FY2027 to FY2032 will be used in lieu of the WSMP CIP list. An existing water main summary is provided in Table 2.6 below.

Table 2.6: EXISTING WATER MAIN INVENTORY

PIPE DIAMETER (IN)	LENGTH (FT)	PERCENT OF TOTAL
24	1,357	2.4%
12	19,197	35.3%
8	22,215	40.8%
6	8,463	15.5%
4	282	0.5%
3	1,653	0.3%
2 & smaller	1,163	0.2%
	Total: 54,330 ft	Total: 100%

2.7 WATER USAGE

Master meter records for the City of Coburg, including the PVE demand were provided from year 2012 through year 2025. From 2012 to 2019, the data show a general increasing trend, with a couple of spikes in water use during 2013 and 2016 of 12 percent and 10 percent, respectively. During the COVID Pandemic water demand rose and production rose with it as individuals were home more, with 2020 showing a jump of 10%. Water use declined after COVID measures were removed. Table 2.8 summarizes annual water production data below.

TABLE 2.7: ANNUAL COBURG AND PVE WATER PRODUCTION: 2012-2023

COBURG MASTER METER RECORD (GALLONS)	
2012	82,484,989
2013	92,405,616
2014	88,437,004
2015	90,682,000
2016	100,462,000
2017	98,601,001
2018	104,396,999
2019	103,284,999
2020	107,542,997
2021	115,257,000
2022	101,540,000
2023	101,643,000
2024	104,045,000
2025	113,725,000

Demand for 2021, 114,574,002 gallons, was the highest recorded annual quantity diverted to date. The COVID-19 pandemic is considered to have influenced the data for 2021 and 2020. As a result, the data from this time is excluded from the calculations of peaking factors. Data from 2018, 2019, 2023, 2024, and 2025 is considered representative for planning purposes and will be used for these calculations. Data for

2018, 2019, and 2023 were collected by the City during winter and summer, as the two seasons combined provide a good picture of each year's water use. Data was collected year-round for 2024 and 2025. 2022 is excluded due to missing data during the summer season.

The MDD/ADD peaking factor ranged from 2.1 to 2.8 for these years, with the average peaking factor from these years of 2.6 used to determine the MDD for the remaining years. This factor falls within the middle of the typical range for public water systems of 1.2 to 3.0. The years prior to 2017 have only partial daily data recorded, as shown in Table 2.9.

The 2024 Consor system analysis uses the MDD from the 2016 WSMP and shows early MDD estimates for this WMCP that have since been updated with two additional years of data. Additionally, consistent with the 2016 WSMP, the PHD is assumed to be 2.5 x MDD for equivalent water use, or water used by the residential population and the workforce. The PHD peaking factor typically ranges from 3.0 to 6.0 but is a modified factor in this report that accounts for the larger than normal workforce to resident ratio. The SCADA system upgrades will improve daily data tracking.

TABLE 2.8: CITY OF COBURG WATER DEMAND 2012-2023

YEAR	ADD (1,000 GPD)	MDD (1,000 GPD)	PEAK SEASONAL DAY USE (1000 GPD)	ESTIMATED PHD (1,000 GPD)
2012	Incomplete Daily Data			
2013	Incomplete Daily Data			
2014	Incomplete Daily Data			
2015	Incomplete Daily Data			
2016	Incomplete Daily Data			
2017	324	842	446	2105
2018	324	842	466	2105
2019	332	863	466	2156
2020	327	850	442	2125
2021	343	892	485	2230
2022	Incomplete Daily Data			
2023	335	871	489	2178
2024	285	741	486	1853
2025	311	809	504	2023

2.8 WATER USE BY CUSTOMER SERVED

The total current number of water users in Coburg is given in Figure 2.1.

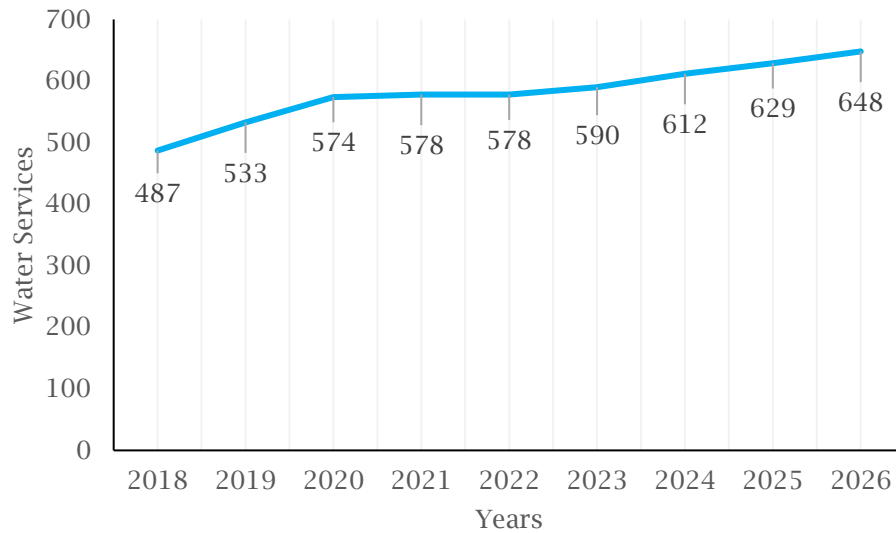


Figure 2.1: City of Coburg Water Account Totals by Year

Coburg has the following customer types:

- Residential
- Industrial/Commercial
- Government/Public

Residential and industrial/commercial water use is metered and tracked monthly to calculate bills and usage. Residential water use includes residential meters within city limits, outside city limits, and PVE water use. Government and public metered uses include park restrooms and irrigation, city hall water use, City construction water use, hydrant flushing, and fire district water used on district properties.

The percentages of total demand for each customer type were determined annually by analyzing water billing records. The use data is compared to the data provided in the City's 2012 WMCP in the following tables, Tables 2.9, 2.10, and 2.11.

TABLE 2.9: WATER USE FROM RESIDENTIAL ACCOUNTS

RESIDENTIAL USERS			
Years	Annual Usage	ADD (gallons)	% Total Use
Water Use Reported in City's 2012 WMCP			
2007	48,100,000	131,700	50.8
Water Use in this planning period			
2014	35,596,063	97,523	51.2
2015	34,535,326	94,617	47.3
2016	34,220,648	93,499	43.5
2017	34,492,255	94,499	44.5
2018	39,635,473	108,590	46.9
2019	40,875,672	111,988	50.9
2020	47,309,552	129,261	55.8
2021	48,918,669	134,024	52.4
2022	42,408,062	116,186	54.5
2023	46,052,520	126,171	58.5
2024	45,646,386	124,717	55.6
2025	48,697,605	133,418	51.0

TABLE 2.10: WATER USE FROM COMMERCIAL/INDUSTRIAL ACCOUNTS

COMMERCIAL/INDUSTRIAL			
Years	Annual Usage	ADD (gallons)	% Total Use
Water Use Reported in City's 2012 WMCP ¹			
2007	45,600,000	124,700	45.6
Water Use in this planning period			
2014	30,247,474	82,870	43.5
2015	35,163,450	96,338	48.2
2016	41,389,428	113,086	52.7
2017	40,472,201	110,883	52.2
2018	42,016,925	115,115	49.7
2019	36,736,337	100,647	45.7
2020	35,028,660	95,707	41.3
2021	41,570,930	113,893	44.6
2022	32,961,981	90,307	42.4
2023	29,913,261	81,954	38.0
2024	33,880,495	92,570	41.3
2025	43,630,780	119,536	45.7

¹ 2007 values for Central Business are combined with 2007 values for Commercial/Industrial for comparison purposes because there is no current tracking for Central Business as a separate district.

TABLE 2.11: WATER USE FROM GOVERNMENT/PUBLIC ACCOUNTS

GOVERNMENT/PARKS			
Years	Annual Usage	ADD (gallons)	% Total Use
Water Use Reported in City's 2012 WMCP			
2007	1,000,000	2,900	1.1
Water Use in this planning period			
2014	3,715,032	10,178	5.3
2015	3,296,144	9,031	4.5
2016	3,001,836	8,202	3.8
2017	2,535,466	6,946	3.3
2018	2,852,266	7,814	3.4
2019	2,743,499	7,516	3.4
2020	2,387,923	6,524	2.8
2021	2,791,873	7,649	3.0
2022	2,438,742	6,681	3.1
2023	2,822,398	7,733	3.6
2024	2,599,981	7,104	3.2
2025	3,097,416	8,486	3.2

2.9 NON-REVENUE WATER

Non-revenue water, or the difference between the total water produced by the City's water sources and the total amount metered on the consumer side provides the City with data necessary to evaluate the effectiveness of the system and methodology used to track consumer water use, as well as a starting place for evaluating the causes of loss.

Common non-revenue water includes physical losses and apparent losses. Physical losses include waterline breaks and infrastructure leaks. Apparent losses include meter malfunction, unauthorized use, and data or software errors.

Current waterline replacement projects were expected to reduce non-revenue water volumes by replacing older, potentially leaking waterlines. A 5% reduction in non-revenue water was observed between 2024 and 2025; however, with only a single year of comparison, it is unclear whether this represents a sustained downward trend or a short-term decrease. Additional system investigations into apparent losses will be performed and the pipe replacement program will be continued in accordance with the Capital Improvements Program for fiscal year (FY) 2027 to 2032 to meet State requirements as a leakage assessment program. Table 2.10 summarizes non-revenue water use, and data showing water production, metered use, and loss calculations are given in Appendix D.

TABLE 2.12: NON-REVENUE WATER 2014-2025

YEAR	PERCENTAGE NON-REVENUE WATER
2014	21%
2015	16%
2016	22%
2017	21%
2018	19%
2019	22%
2020	21%
2021	19%
2022	23%
2023	22%
2024	21%
2025	16%

Note: Annual water loss is calculated using the total gallons of water diverted/produced from the City wells and the total gallons of water consumed (metered use) in a year using the following equation:

$$\% \text{ Loss} = \frac{\text{Produced} - \text{Consumed}}{\text{Produced}} \times 100$$

2.10 Environmental Concerns

The City does not have any surface water rights, so none of the water rights have any sensitive, threatened, or endangered species present in the source, and the sources are not identified on the 303(d) list of water quality limited sources.

The City's ground water sources are not located within the designated boundaries of a Critical Groundwater Area or Groundwater Administrative Area established by OWRD; however, they are within the designated boundary of ODEQ's Southern Willamette Valley Ground Water Management Area.

CHAPTER 3: WATER CONSERVATION

3.1 INTRODUCTION/CHECKLIST

This section outlines numerous water conservation measures that will be taken to reduce wasted and inefficient use of water. Because of Coburg's small size and limited resources, efforts will be focused on required and easy to implement measures. This will be Coburg's third WMCP, so this plan will build upon successful programs already implemented and expansion where feasible. The plan outline described in the following sections will satisfy OAR 690-086-150.

TABLE 3.1: CHECKLIST OF CHAPTER REQUIREMENTS AND REFERENCE SECTIONS

WATER CONSERVATION		
ITEM	OAR	REFERENCE SECTION
Current conservation measures	690-086-0150 (1) and (3)	3.2
Water use measurement and reporting program	690-086-0150 (2)	3.3
Required conservation programs	690-086-0150 (4)(a-f)	3.4
Expanded use under extended permits	690-086-0150 (5)	3.5
Additional conservation measures	690-86-0150 (6)	3.6

3.2 CURRENT CONSERVATION MEASURES

Several of the conservation measures from Coburg's 2012 WMCP are ongoing, but some of them were not practicable considering City resources. The following is a summary of Coburg's 2012 WMCP Conservation Measures. A progress report on these conservation measures is provided in Table 3.2.

- Meter Testing and Replacement Program
- Annual Water System Audit
- Leak Detection and Repair
- Public Education
- Technical and Financial Assistance
- Retrofit and Replacement Assistance
- Water Reuse, Recycling, and Non-Potable Water Opportunities

TABLE 3.1 CONSERVATION MEASURE PROGRESS REPORT

	CONSERVATION MEASURE	2012 BENCHMARK	2025 BENCHMARK UPDATE
1	Meter Testing and Replacement Program	In 2012, the City had recently replaced source meters and committed to installing individual meters on all existing and future sources. Calibration and testing was planned for every 5 years or earlier if a problem is suspected. Customer side meters were only replaced when malfunction was detected. It was estimated that over 20% of unaccounted for water was due to under-reading meters. The City committed to a customer meter testing and replacement program starting in 2012 with a goal of replacing all meters 20 years old or older, and replacing all meters every 12 years.	All sources are individually metered. Customer use is also metered. The Meter Testing and Replacement Program has continued from the 2012 WMCP with testing and calibration occurring at five-year intervals, or earlier, when necessary, with the goal of replacing all meters over 3-inches every 12 years. A major meter replacement project took place between 2019 and 2024. The City anticipates needing to bench test meters over 1-inch to better evaluate water losses, and to continue the previous testing and replacement schedule.
2	Annual Water System Audit	In 2012, the City had just completed improvements to the system controls and data acquisition technology with the anticipation that this would improve audit performance. Audits were planned for each subsequent year, with efforts to determine where unaccounted water losses occurred.	The City water source data has had gaps in data collection over the last years, due to a combination of staffing shortages and available funding resources. The City meters park irrigation, City construction water use, hydrant flushing, and fire district water used on district properties. The City plans to start quantifying water loss from system breaks, investigating losses attributed to meter malfunctions, and any miscalculation occurring through system use methodology.
3	Leak Detection and Repair	In 2012, un-accounted for water was over 20%, a loss greater than 10%, requiring a leak detection and repair program. The City did not have a comprehensive leak detection program in place. The benchmark for an initial leak assessment was set for 2012, with additional assessments when audits show water loss greater than 10%.	Leak detection and repair has been an ongoing process for the City, mostly performed during pipe replacement projects. The City is prioritizing older pipes in town for leak detection and replacement from the WSMP CIP list for pipe replacement. In addition to testing large meters for malfunction, adding additional quantification of non-revenue water use, and investigating system use methodologies for potential

			miscalculations, the City will continue the leak detection program to meet State requirements.
4	Public Education	The City planned for adding a conservation flyers to the City's billing inserts as the easiest strategy for public outreach, with a plan to add OWRD brochures on the City website, and to create a personalized newsletter if staffing becomes available.	Public education is currently provided through access to water conservation methods and information on the City website, including a water conservation pamphlet and water conservation tips. The water conservation pamphlet is available in Appendix E.
7	Water Reuse, Recycling, and Non-Potable Water Opportunities	The 2012 WMCP also proposed an alternate strategy of focusing resources on constructing the wastewater treatment plant, constructing a non-potable water reuse system, promoting the reuse system, and working to expand the reuse system once it is installed. The benchmark for this plan was 2013 with the plan to distribute information about the plan annually.	While the City wastewater treatment plant was constructed in 2012, the City has found that the capital cost of constructing a non-potable water reuse system is not feasible at this time but is of interest to the City to pursue in the future.
	Water Rate Increases	The 2012 WMCP stated that Coburg rates were some of the highest in the area at the time, and the inverted block rate structure the City uses encourages conservation. Rate increases were included in planned new conservation activities.	The City considers price signaling to be a good conservation tool and plans to adjust the rate structure to further separate base costs and variable costs from the current two-tier design. The City plans to have 4 rate tiers designed for conservation and revenue needs. Rate redesign will be conducted within the next two fiscal years.

3.3 WATER USE MEASUREMENT AND REPORTING PROGRAM

The City maintains a water use measurement and reporting program in compliance with OAR Chapter 690, Division 85. Water use records are publicly available on the Oregon Water Resources Department (OWRD) website (OWRD Water Use Reports).

The City currently tracks water use on the customer side during the billing process and water production at the source meters manually. Source meters are totalizing flow meters and record water production continuously. The City replaced source meters at the two wells as part of a water meter replacement project performed between 2019 and 2024 to bring all meters in the City to current standards. The water use measurement and reporting program includes the City collecting water production data from the source meters, compiling it into monthly summaries, which are then submitted as annual water use reports to the OWRD. The upcoming SCADA system upgrade, scheduled for fiscal year 2026-2027, will aid the City in monitoring the water system and will automate tracking water production. Manual recording will be replaced by automated water production tracking, with access to data including well flowrates total volumes produced. This will improve the accuracy of the water use reporting program and remove the potential for scrivener's errors.

3.4 REQUIRED CONSERVATION MEASURES

The City is focusing on implementing and expanding programs to meet the Basic Conservation requirements identified in OAR 690-86. These include the following measures:

- Annual water system audit
- Full metering of system
- Meter testing and maintenance program
- A rate structure based, at least in part, on quantity of water metered
- Leak detection program (if system leakage exceeds 10 percent)
- A public education program on efficient water use and low water use landscaping

3.4.1 ANNUAL WATER SYSTEM AUDIT

OAR 690-089-0030(10) defines a water audit as meaning “an analysis of a municipal water supply system that includes a thorough accounting of all water that enters and exits the system.” Water audits are helpful in detecting leaks and determining where repairs are necessary. Performing effective audits involves staff commitment to collecting accurate data manually or data tracking system upgrades.

Daily data tracking at the well site and booster station has improved since 2016, which also improves the City's ability to perform water audits. The City currently tracks water use on the customer side during the billing process and water production at the source meters manually. The manual nature of tracking water use at the source meters is not conducive to annual water auditing. The SCADA system upgrades planned for fiscal year 2026 - 2027 will improve water production tracking, which will improve the annual water system audit process.

What water system audits typically identify:

- Real losses: Leaks in mains, service lines, and storage tanks
- Apparent losses: Meter inaccuracies, billing errors, unauthorized consumption
- Operational inefficiencies: Overflows, flushing, and other avoidable losses

Audits will be performed in the spring when the previous year's billing and estimated unmetered uses will be available. The audit will include at a minimum: total water production, total metered volume from billing records, and estimated unmetered uses. If significant discrepancies are discovered in production

volumes versus billing and estimated volumes combined, efforts will be made to determine where unaccounted for water losses are occurring with a goal of estimating potential leakage in the water supply system. The City will report the results of the annual water audits in its WMCP progress report in 2031 and the WMCP update in 2036. The City's average water loss over the last 10 years is 22%, which means the City will plan and implement a leak detection program.

Five-Year Benchmark: The City will continue to perform annual audits.

3.4.2 FULL METERING OF SYSTEM

OAR 690-089-0150(4)(b) requires that water systems be fully metered with all service connections metered. OAR 690-089-0030(5) defines metering as “using water meters or other continuous recording devices to measure and to maintain a record of all water diverted and delivered.”

Water sources are individually metered with electromagnetic totalizing flow meters. The City replaced water meters at the two wells as part of a water meter replacement project performed between 2019 and 2024 to bring all meters in the City to current standards. These meters will be tested on a schedule that aligns with current industry standards and will be replaced as needed.

All customer service connections in the City of Coburg and PVE are metered and all new connections are metered. Meters are read once a month by city staff for billing purposes. Customer meters were replaced as part of the meter replacement project performed between 2019 and 2024. As the City reads customer meters, discrepancies will be noted, and meters will be replaced as necessary and on a schedule that aligns with current industry standards.

Five-Year Benchmark: The City will continue to require that new service connections be metered.

3.4.3 METER TESTING AND MAINTENANCE PROGRAM

OAR 690-086-0150(4)(c) requires municipalities to have a meter testing and maintenance program in place. The City Meter Testing and Replacement Program has continued from the 2012 WMCP with testing and calibration occurring at five-year intervals, or earlier, when necessary, with the goal of replacing all meters over 3-inches every 12 years. A major meter replacement project took place between 2019 and 2024. Currently, the City anticipates needing to bench test meters over 1-inch to better evaluate the source of water losses, and then the City expects to continue the previous testing and replacement schedule.

Five-Year Benchmark: The City will continue to test, calibrate, and replace meters on their existing schedule with additional investigations performed as necessary to resolve questions regarding causes of water loss.

3.4.4 RATE STRUCTURE BASED ON METERED WATER USE

OAR 690-086-0150(4)(d) requires municipalities to implement a rate structure that is based, at least in part, on volume of water metered at service connections. The City of Coburg rate structure is based on fixed operating costs for the water system and the costs of treatment and delivery. It includes a base fee and a two-tiered consumption fee with calculations taking into account the different customer classes and water use. The City Council approved water rate increases effective April 1, 2026 via resolution 2026-02. The increase is based on customer consumption and detailed in Table 3.2 below.

Five-Year Benchmark: The City will continue to have rate studies and evaluate the benefit of adjusting rates annually, with the goal of defining a new rate structure for more effective price signaling by FY28.

TABLE 3.3: CURRENT (2026) CITY OF COBURG WATER RATES

METER SIZE	BASE FEE	PRICE TIER #1*	PRICE TIER #2**
5/8"-3/4" Residential	\$63.83	\$4.28	\$4.28
5/8"-3/4" Commercial	\$63.83	\$4.28	\$4.75
1" Commercial	\$114.42	\$4.28	\$4.75
1-1/2" Commercial	\$198.72	\$4.28	\$4.75
2" Commercial	\$301.10	\$4.28	\$4.75
3" Commercial	\$537.16	\$4.28	\$4.75
4" Commercial	\$876.80	\$4.28	\$4.75
6" Commercial	\$1,435.65	\$4.28	\$4.75
Outside City Limits	\$72.27	\$4.28	\$4.28
¾ Residential PVE	\$134.40	\$3.98	\$3.98

Note: Price Tiers are above base consumption, or in addition to the base rate.

** Price Tier #1 comes into effect for consumption within the range of 700-10,000 cubic feet and is billed per 100 cubic feet of usage.*

*** Price Tier #2 comes into effect for consumption above 10,000 cubic feet and is billed per 100 cubic feet of usage.*

3.4.5 LEAK DETECTION AND REPAIR PROGRAM (CONDITIONAL)

OAR 690-086-0150(4)(e) requires municipalities to enact a leak detection program when system water losses exceed ten percent. This requirement includes providing a description and analysis within 2 years of the WMCP approval identifying potential factors for the loss and selected actions for remedy. Additionally, if the identified actions do not reduce water losses to 10 percent or less within five years of the WMCP approval, municipalities have two options for developing more detailed plans.

1. Develop a regularly scheduled and systematic program to detect and repair leaks in the system or develop a detailed line replacement program detailing size and length of pipe to be replaced annually.
2. Develop and implement a water loss control program consistent with the American Water Works Association's standards.

Leak detection and repair has been an ongoing process for the City, mostly performed during pipe replacement projects because the City does not have the funding for advanced leak detection technology. The City has prioritized older pipes in town for leak detection and replacement using the WSMP CIP list as guidance. The City received a loan through the Safe Drinking Water Revolving Loan Fund managed by Business Oregon in 2018, which allowed the City to focus on water infrastructure projects from 2018 through the writing of this plan. These projects include pipe replacement projects from the WSMP list of CIPs, with specifics of projects identified in Table 2.5. This list is driven, in part, by the need to replace old pipes, but also by evidence of pipe leaks.

Older pipes in town will be prioritized in future pipe replacement project plans to improve city infrastructure and target likely locations of leaks. The City will continue the pipe replacement program, using the current Capital Improvements Plan for FY2027 to FY2032 as guidance, which includes pipe replacement projects anticipated to be funded with water rate revenues. The City also plans to upgrade the SCADA system in 2026-2027, which will provide instantaneous access to source meter data, improving the City's ability to troubleshoot system performance. These efforts will help identify leaks in the system and narrow down the origin of the leak.

Two-Year Benchmark: The City will provide an analysis to the OWRD identifying potential factors causing high water loss and selected actions to remedy the water loss.

Five-Year Benchmark: The City will continue the current pipe replacement program and provide detailed documentation of the size and length of pipe to be replaced annually.

3.4.6 PUBLIC EDUCATION

OAR 690-086-0150(4)(f) requires municipalities to implement a public education program commensurate to the size of the Water Supplier to encourage efficient indoor and outdoor water use that includes regular communication of the City's water conservation activities and schedule to customers.

Public education has been a continuous goal in the City, with a water conservation pamphlet, provided in Appendix E, being readily available on the City website. The pamphlet includes general water saving tips as well as guidelines for indoor water savings and low water use landscaping practices. The guidelines for indoor water use include conservation measures for kitchen, bathroom, and laundry functions, recommendations for appliance and fixture upgrades during remodeling, and how to manage fixture leaks. The low water use landscaping practices include general tips for plant selection, lawn care, planted bed care, and statewide watering guides.

Five-Year Benchmark: The City will continue to provide water conservation information to the public and look for additional ways to educate the public about water conservation.

3.5 EXPANDED USE UNDER EXTENDED PERMITS

The City does not intend to expand or initiate diversion of water under an extended permit for which resource issues have been identified under OAR 690-086-0140(5)(i). No greenlight water is being requested with this document.

3.6 ADDITIONAL CONSERVATION OPPORTUNITIES

As noted in the previous WMCP, water reuse is a promising opportunity in Coburg. This is an option Coburg hopes to explore in the future, which brings the possibility of many benefits. Coburg's wastewater treatment plant was constructed in 2012-2013 and produces effluent of sufficient quality that it can be used for non-potable water reuse. A "purple pipe" system, a network of purple-colored pipes used for distributing recycled water, could distribute this water to large irrigation demands such as parks, schools, and some industrial facilities. Future development could also include non-potable water systems.

Non-potable water reuse can significantly decrease summer peak demand as many large irrigation demands and new developments utilize non-potable water instead of city drinking water. This could have positive effects on the Southern Willamette Valley aquifer and substantially meet the goals of the SWVGMAAP. There are many exciting future possibilities for the non-potable water including use as industrial process water, vehicle wash water, construction water, toilet flush water, and much more! The City will revisit the use of recycled water in future conservation efforts.

3.7 CONSERVATION SAVINGS

The implementation of the City's capital improvement pipe replacement project has likely resulted in a gradual reduction in water use by reducing water loss, as older pipes in the City have been replaced. The continued replacement of older pipes will cause additional reduction in water use.

The City estimates 3-5% of current water losses may be apparent losses, rather than real losses, and may be correctable by testing large meters for malfunction and investigating system use methodologies for potential miscalculations.

Additionally, the EPA's Drinking Water State Revolving Fund Green Project Reserve Business Case Examples demonstrate that pipe replacement programs focusing on old water infrastructure or high-failure areas can cut water losses in half.

These methods combined have the potential to reduce water losses to below 10%, creating an estimated savings of 37,000 GPD or more. The effectiveness of a pipe replacement project in reducing water loss depends on several factors including the size of the system, infrastructure age, system pressure, and current system efficiency. A conservative 13% savings from a pipe replacement program combined with meter testing and other system investigations are applied to 2025 water production in Figure 3.1, demonstrating the effect conservation savings would have on seasonal water use throughout the year. Projected water use and the estimated effect of conservation savings on future projections is provided in Table 5.5 of this document.

Tracking water conservation savings to determine the volume of water conserved with the implementation of additional conservation measures will be made more efficient once the SCADA system upgrades are complete.

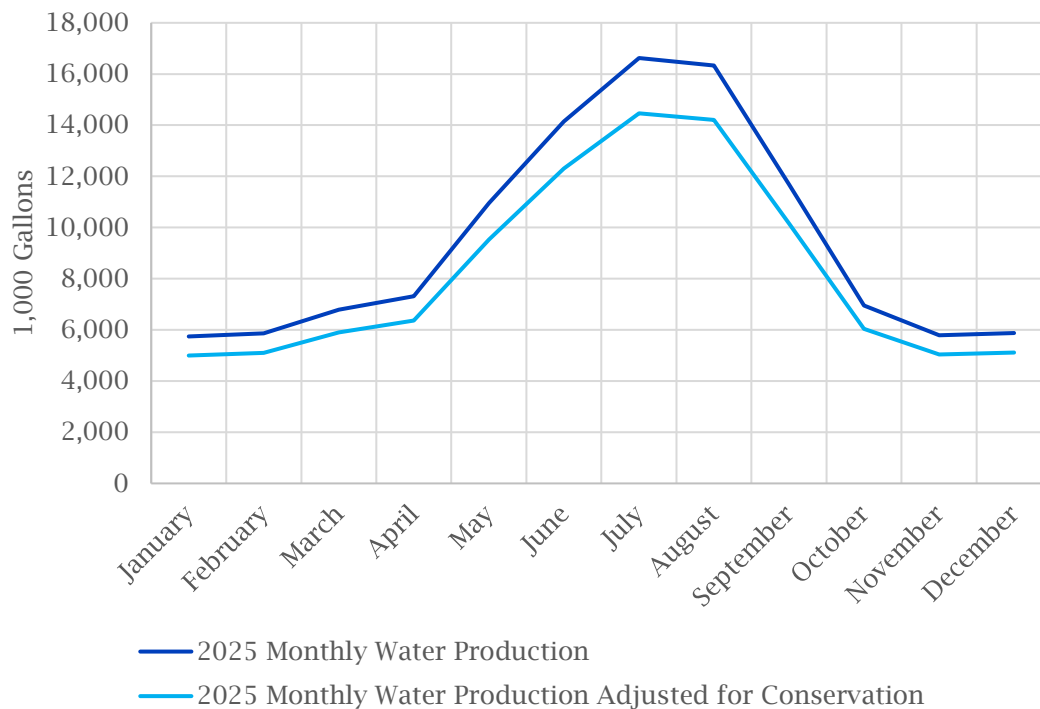


Figure 3.1: Water Conservation Savings Applied to 2025 Water Production

CHAPTER 4: WATER CURTAILMENT PLAN

4.1 INTRODUCTION/CHECKLIST

Coburg's water source has historically been very reliable. The primary circumstances that would limit the City's ability to meet demand are mechanical failure, a break in the supply main, or groundwater contamination. The City does not currently have a water curtailment ordinance activated. The City will implement water curtailment stages upon determination that a water shortage emergency condition exists. This will involve the adoption of two water emergency declaration Ordinances, drafts of which are included in Appendix F. The City municipal code

TABLE 4.1: CHECKLIST OF CHAPTER REQUIREMENTS AND REFERENCE SECTIONS

WATER CURTAILMENT		
ITEM	OAR	REFERENCE SECTION
Water supply assessment and description of past deficiencies	690-086-0160(1)	4.2
Stages of alert	690-086-0160(2)	4.3
Triggers for each stage of alert	690-086-0160(3)	4.3
Curtailment actions	690-086-0160(4)	4.3

4.2 SUPPLY DEFICIENCY HISTORY

The existing water system was designed to accommodate population growth that hasn't occurred yet. Therefore, a significant amount of capacity remains. Circumstances that require the simultaneous use of the two wells to meet demand generally occur during the summer months, when demand is high. The new supply well, Stallings Well No. 1, was drilled in 2023 to expand the City's supply and meet growing demand, with pump and water treatment works to be completed in 2026.

Within the last 10-year period, only one instance with the potential to cause a deficiency occurred. The Bottom Loop Well No. 2 pump failed, putting this well out of use for three to four days during the summer of 2024 until the pump was replaced.

In the past 20 years, Coburg has not experienced a supply deficiency. Each well penetrates 200 feet into alluvial sediments with very high production capabilities. Aquifer levels in the area are stable and are affected little by drought conditions.

4.3 STAGES OF ALERT

Upon occurrence of a water shortage emergency condition, the two Ordinances, provided in Appendix F, will be brought to the City Council to be formally adopted. Implementation of curtailment measures shall be based on the analysis of City water demand, and the capacity of the three City wells.

The City will terminate waste prohibitions or water curtailment stages upon determination that a water shortage emergency condition no longer exists. Such determination shall be based upon factors listed in Table 4.2 of this section and the billing cycle. The termination shall be effective until the next meeting of the City Council following the determination, at which time the City Council shall either ratify or invalidate the determination.

When the City implements water curtailment stages, this will include developing new Ordinances that modify the WMCP draft Ordinances to address nonessential water use. The draft Ordinances are included

in Appendix F. The draft Ordinances define nonessential water uses and use limitations by volume and customer class that implement stages of the Curtailment Plan. These Ordinances will be updated within the next 5-year benchmark period to include language specifically identifying methods and triggers for enacting them.

TABLE 4.2: OUTLINE OF CURTAILMENT PLAN

STAGE	TRIGGER	INTENT	IMPLEMENTATION ACTION
1 "MILD"	Consumption exceeds 80% of production capacity	Public awareness and 5% reduction in consumption	• Declare a "Stage 1 Water Shortage" • Ask for voluntary water use curtailment • Disseminate information regarding shortage and suggested voluntary conservation methods in local media. • Distribute brochures or newsletter outlining basic conservation measures. • Post updates and brochures in conspicuous places such as bulletin boards, schools, and local businesses. • Maintain City website with latest news, conservation reference materials, and links to other helpful resources. • Flush water lines for essential needs only. • Voluntary irrigation schedule. Odd number addresses irrigate on odd number days even addresses on even days.
2 "MODERATE"	Consumption exceeds 90% of production capacity	10% Reduction in Water Use	• Continue with Stage 1 measures except where noted below: • Mandatory irrigation schedule • Eliminate line flushing (except to preserve public health) and city park irrigation • Non-essential residential water use prohibited: i.e. vehicle washing, washing of outside surfaces, filling pools or ponds. • Non-essential commercial water use prohibited: i.e. scenic water features, construction purposes, dust control. • No new water service connections to be approved
3 "CATASTROPHIC"	Catastrophic loss or reduction of supply	Reserve water for health, sanitation, and emergency use	• Continue with Stage 1 and 2 measures except where noted below: ○ All outdoor irrigation banned. ○ Mandatory water use allotment for each user ○ Declared reservation of water resources for critical human use.

CHAPTER 5: WATER SUPPLY**5.1 INTRODUCTION/CHECKLIST**

Future water supply assumptions are based on numerous interrelated planning efforts. Coburg's Comprehensive Plan was adopted in 2005 and amended in 2018. Coburg has also updated the City's Vision Statement in 2017 and the Urbanization Study in 2010. In 2017, the State approved a light industrial urban growth boundary expansion on the east side of Interstate 5. Water demand is expected to increase once this area is developed.

TABLE 5.1: CHECKLIST OF CHAPTER REQUIREMENTS AND REFERENCE SECTIONS

WATER SUPPLY		
ITEM	OAR	REFERENCE SECTION
Delineation of current and future service areas	690-086-0170 (1)	5.2
Population projections for service area	690-086-0170 (1)	5.2.1
Schedule to fully exercise each permit	690-086-0170 (2)	5.5
Demand forecast	690-086-0170 (3)	5.3
Comparison of projected need and available sources	690-086-0170 (4)	5.3
Analysis of alternative sources	690-086-0170 (5) and (8)	5.4
Quantification of maximum rate and monthly volume	690-086-0170 (6)	5.3
Mitigation actions under state and federal laws	690-086-0170 (7)	5.4

5.2 FUTURE SERVICE AREA

Coburg's water service area and water system is shown in Appendix A. It includes the area within the city's urban growth boundary (UGB) and PVE which is approximately one mile north of city limits and outside the UGB.

5.2.1 POPULATION

The Portland State University Population Research Center's certified estimate for the City of Coburg population in 2025 is 1,456 residents. The City of Coburg is expected to have an Average Annual Growth Rate (AAGR) of 1.6% over the next 20 years. The forecasted population growth for 2020 to 2045 within Coburg is expected to have an AAGR of 1.6% with a forecasted population of 1,783 in 2035. Table 5.2 shows the population forecast for additional years. The population is expected to increase at a steady pace according to these numbers.

TABLE 5.2: CITY OF COBURG POPULATION PROJECTION

YEAR	POPULATION
2030	1,615
2035	1,783
2040	1,945
2045	2,101
2050	2,253

Source: 2025 data from Portland State Annual Population Forecasts

5.2.2 EMPLOYMENT

According to a 2024 labor study performed by the Worksource Oregon Employment Department, there are far more workers commuting into the City for work (2,032) than there are local workers. Although earlier forecasts, such as those from the 2004 Coburg Urbanization Study compiled by ECONorthwest, projected only a modest 2.4% increase in employment from 2002 to 2025, the current job availability surpasses past expectations. This indicates stronger-than-anticipated economic resilience and underscores the city's importance as a regional employment center.

Coburg has historically maintained a high ratio of employees to residents. These shift workers coming into the City are called the transient population. In 2005, the city had approximately three employees for every full-time resident. Recent data reflects a slight shift in this trend, with 2,032 transient workers, almost 1.5 transient workers for each resident in the City. As of 2025, Coburg has a population of 1,456 and 524 employees residing in the City, 488 of which commute out of the City. While this indicates lower economic activity than twenty years ago, Coburg continues to function as an employment hub relative to its size.

5.2.3 LAND USE DEVELOPMENT

Land use in Coburg currently consists of a mix of residential, commercial, and industrial properties with a block of agricultural zoned land at the far eastern side of the UGB. Existing land use is defined as the current developed area within the study area while future land use is defined as the full build-out of land within the UGB. The City of Coburg currently has seven zoning districts. In January 2017, the State Court of Appeals decided to allow a light industrial urban growth boundary expansion on the east side of Interstate 5. This expansion added approximately 105 acres of buildable land zoned light industrial to the City buildable lands inventory. The current zoning and existing land use designations are shown in Table 5.3, with areas provided by the City during an evaluation of Land Use Policy performed in 2018.

TABLE 5.3: LAND USE SUMMARY 2025

ZONING	NUMBER OF	ACREAGE	MIN LOT	MAX LOT
Highway Commercial	25	93.88	0.17	16.66
Light Industrial	58	240.38	0.05	64.5
Parks/Recreation	2	28.8	3.93	24.88
Public Facility	2	52.9	1.53	51.3
Campus Industrial District	1	105.7		
Central Business Districts	63	19.16	0.011	2.33
Traditional Medium Residential	2	2.1	N/A	N/A
Traditional Residential	470	195.32	0.000524	14.37

5.3 WATER DEMAND FORECAST

The approach used to estimate future water use includes estimating current per capita daily usage and extrapolating future usage proportional to population growth. The underlying assumption when basing water demand on population is that the entire community's water use is proportional to the number of residents. Coburg is very non-traditional, having a much higher employee-to-resident ratio than most cities. The workers coming into the City each day are considered the transient population. The total population of the City can be adjusted to account for this transient population when forecasting future water use. This equivalent population assumes that each worker spends one third of the day in the City. Population growth projections are based on the PSU AAGR rate of 1.6% for 2020-2045, and the 2010 Coburg Urbanization study employment growth rate of 2.3% estimated for 2008-2031.

As noted previously, Consor Engineers completed a system analysis for the City in 2024 using MDD data from the 2016 WSMP and preliminary data for this plan. That dataset has since been updated with additional years of information. The ADD and MDD values used here to represent current demand and serve as the projection baseline are based on the most recent City data and may differ from those used in the Consor analysis.

ADD and MDD per capita values and MMD values are based on the average of five years of water data, 2018, 2019, 2023, 2024, and 2025. These years of data show consistent water use and are considered reliable data while 2020 and 2021 are excluded due to changes in water use attributed to COVID-19, and only partial data was available from 2022. The MMD for these five years of 16.6 MG occurred in July of 2024. The ADD per capita water use is 156 GPCD and the MDD per capita water use is 410 GPCD. These values are then used with the future population estimates to project future water use. Table 5.4 shows the projected future permanent population, transient population, and equivalent population. Table 5.5 shows the estimated future water use, including estimated future ADD taking into account potential savings from additional conservation measures.

TABLE 5.4 POPULATION PROJECTIONS

YEAR	POPULATION	TRANSIENT POPULATION	ADJUSTED TRANSIENT POPULATION	EQUIVALENT POPULATION
2030	1,615	2,271	757	2,372
2035	1,783	2,538	846	2,629
2040	1,945	2,837	946	2,891
2045	2,101	3,171	1,057	3,158
2050	2,253	3,544	1,181	3,434

TABLE 5.5 FUTURE WATER USE

YEAR	EQUIVALENT POPULATION	MDD (1000 GPD)	ADD (1000 GPD)	PHD (1000 GPD)	ADD W/ CONSERVATION SAVINGS	MDD W/ CONSERVATION SAVINGS
2030	2,372	973	370	2,433	322	847
2035	2,629	1,079	410	2,697	357	938
2040	2,891	1,186	451	2,965	392	1,032
2045	3,158	1,296	492	3,239	428	1,127
2050	3,434	1,409	535	3,523	466	1,226

Figure 5.1 gives the 20-year water use forecast for ADD and MDD with and without conservation savings. Additionally, the current well capacity and projected well capacity with the addition of Stallings Well No. 1 are shown, along with the capacity of the groundwater rights. Well capacity values are taken from the Consor analysis, with the values shown in Table 5.6 taken from the Consor analysis. This gives a well capacity after Stallings Well No. 1 is in use of 1100 GPM for the low estimate of well production.

TABLE 5.6 WELL CAPACITY

Bottom Loop Well #1 =	550
Bottom Loop Well #2 =	450
Stallings Well #1 (low estimate) =	100
Stallings Well #1 (high estimate) =	175

Without considering conservation measures, the anticipated MDD is expected to surpass the well capacity in 2031, when assuming Stallings Well No. 1 will have a conservative 100 GPM productivity. This is consistent with the Consor analysis. Our projected MDD is very close to the MDD Consor found in their analysis. With the anticipated effect of conservation measures, the MDD is expected to surpass the well capacity in 2036, also when assuming Stallings Well No.1 produces at a conservative 100 GPM.

As recommended in the Consor analysis, the City should monitor water demand and well production capacity over the next few years. The City should consider adding an additional water source in approximately 5 years. This will require completing and submitting a transfer application, allowing time

for the OWRD to review and approve the application, and time for the design and development of a new source. The City should also consider a permit amendment to add Stallings Well No. 1 to Groundwater Permit G13183 and a water right transfer to add Bottom Loop Well No. 2 and Stallings Well No. 1 to Permit G4033. Connecting all wells to all water rights improves system redundancy. If the City decides to move forward with an additional source well, adding the new source to the City's existing water rights should be considered and can be done at the same time as other permit amendments or transfers.

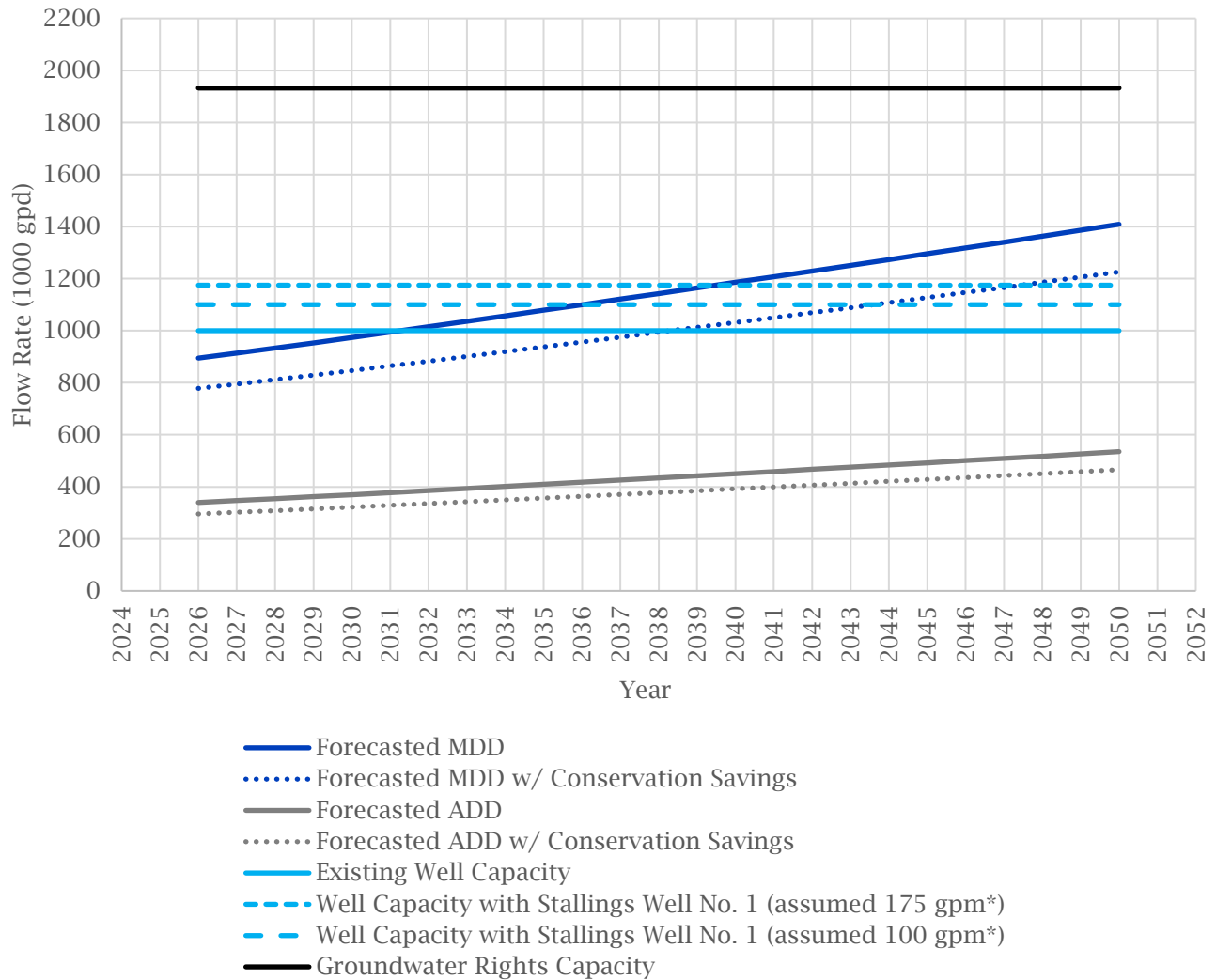


Figure 5.1 City of Coburg 20-Year Water Demand Forecast and Capacity

TABLE 5.7: SUMMARY OF WATER SYSTEM DESIGN PARAMETERS

DESIGN PARAMETERS (1,000 GPD)					PEAKING FACTORS	
	YEAR	ADD	MDD	PHD	MDD/ADD	PHD/MDD
Without Conservation	2026	340	895	2,236	2.6	2.5
	2036	418	1,100	2,749	2.6	2.5
With Conservation	2026	296	778	1,946	2.6	2.5
	2036	364	957	2,392	2.6	2.5

5.4 NEW SOURCE DEVELOPMENT

The City will not need to acquire new water rights within the next 20 years to meet projected demand and an analysis of alternative water sources is not required. With planned conservation, Coburg's existing wells are sufficient to meet demand for the next 10 years. The City will need an additional water source within the 20-year planning period to meet projected demand. The City plans to add an additional well to the existing water rights through a transfer process.

5.5 WATER RIGHTS SCHEDULE

The City obtained transfers to add Stallings Well No. 1 to Permits G4032 and G1580. The City also received an extension in 2024 for Permit G13183 extending the C-Date to 2030. This WMCP is a condition of the approval for the 2012 WMCP. Although this permit has been extended, there is no available greenlight water. The full permitted rate was perfected prior to the permit extensions. Table 5.8 shows the current City water rights.

Once Stallings Well No. 1 is in use and productivity is evaluated, the need for an additional supply source can be evaluated. Based on projections, the need for a new source is likely, but will be confirmed once production rates are established for Stallings Well No. 1.

This well will not require new water rights since it has been added to existing water rights. The City should consider adding Stallings Well No. 1 to Permit G13183 with a permit amendment in the future to allow for flexibility in the use of sources. With the development of new sources of water in the future, the City should also consider adding new sources to existing permits and potentially obtaining additional water rights after this planning period.

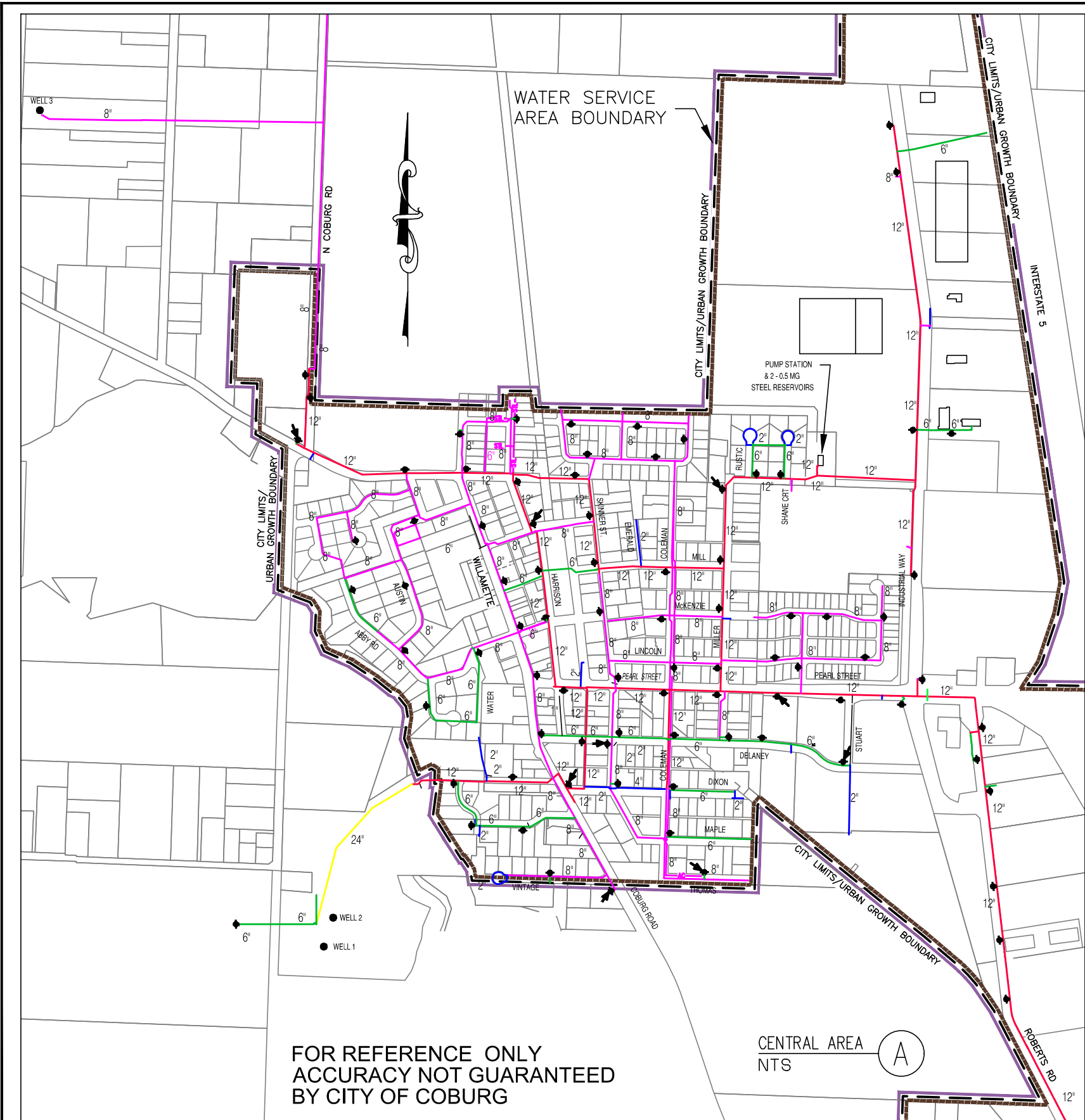
TABLE 5.8: SCHEDULE OF WATER RIGHTS ACTIVITIES

Application/ Permit Number	Certificate Number	Source	Use	Priority Date	Proposed Rate (CFS)	Proposed Action/ Completion Year
G1726/ G1580	37211	Bottom Loop Well No. 1 (LANE 68362) Bottom Loop Well No. 2 (LANE 7553) Stallings Well No. 1 (LANE 79226)	Municipal	4/19/1960	0.31	2027
G4283/ G4032	44837	Bottom Loop Well No. 1 (LANE 68362) Bottom Loop Well No. 2 (LANE 7553) Stallings Well No. 1 (LANE 79226)	Municipal	3/18/1968	0.1	2027
G4284/ G4033	44838	Bottom Loop Well No. 1 (LANE 68362)	Municipal	3/18/1968	0.3	none
G13877/ G13183	none	Bottom Loop Well No. 1 (LANE 68362) Bottom Loop Well No. 2 (LANE 7553)	Municipal	11/16/1994	2	2030

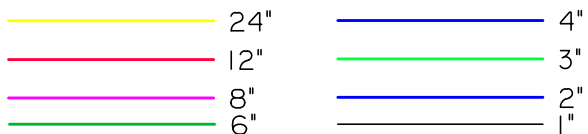
APPENDIX A

City of Coburg Distribution Map

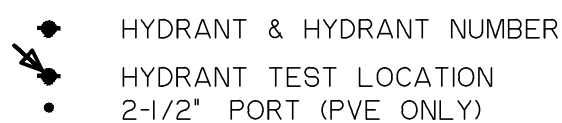
Z:\2023\23-004E City of Coburg Water Management And Conservation Plan\Drawings\EXISTING WATER SYSTEM - ZONING - HYD TESTING.dwg 3/18/2026 3:41 PM ANANDA



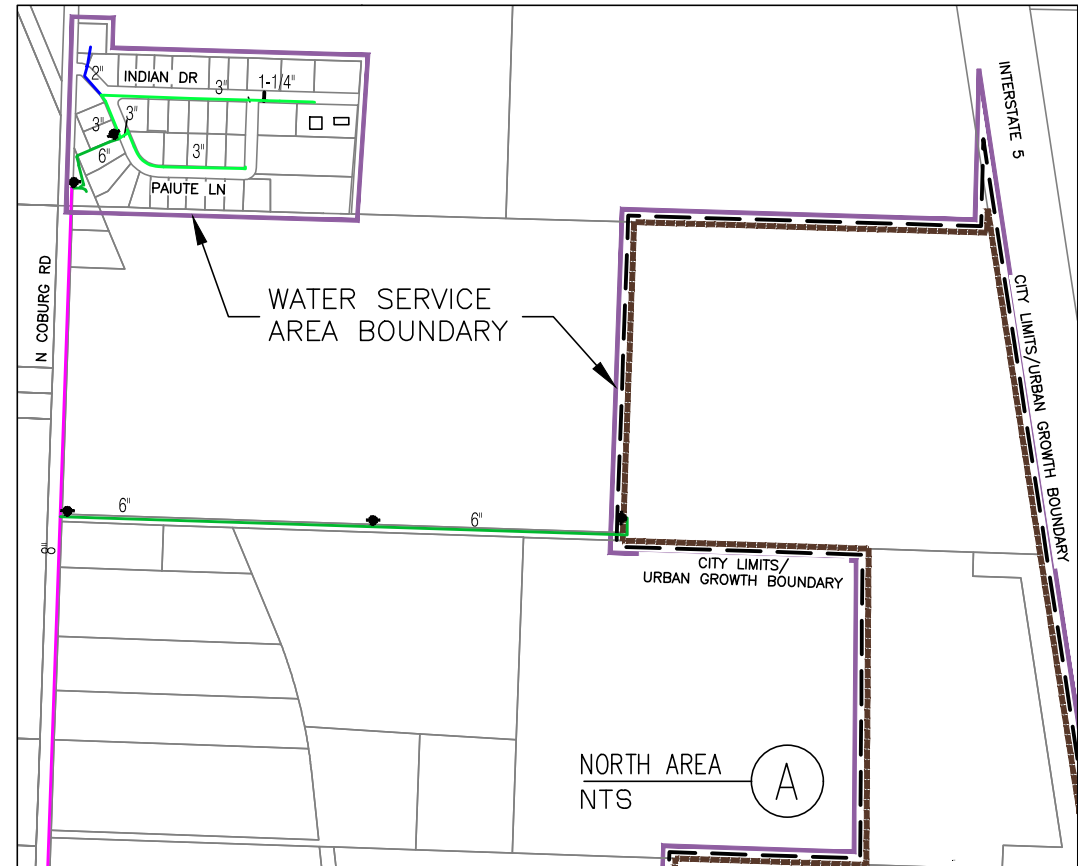
WATER PIPE SIZES



LEGEND



WATER PIPE SIZES CITY OF COBURG DISTRIBUTION SYSTEM MAP



WATER MANAGEMENT & CONSERVATION PLAN

CITY OF COBURG
91136 N WILLAMETTE STREET
COBURG, OR 97408

revisions:

date: JULY 30, 2024
drawn by: VJ
designer: VJ
project no: 23-004E

FIGURE 2.1

sheet:

APPENDIX B

Letter to Local Affected Government



March 20, 2026

Lane County Land Management Division
3050 N. Delta Hwy
Eugene, OR 97408
Sent via Email: Amber.Bell@lanecountyor.gov

RE: City of Coburg 2025 Water Management and Conservation Plan Update
Branch Engineering Project No. 23-004E

To Amber Bell,

The Oregon Water Resources Department has required an updated Water Management and Conservation Plan (WMCP) for the City of Coburg (City) due to the Final Order approving the City's previous WMCP on March 21, 2013. As required by the OAR Chapter 690, Davison 86, the City of Coburg is making the attached draft WMCP available for review by Lane County. We request that the County provide comments relating to the consistency of the WMCP with the County comprehensive land use plan within the required 30-day review period. Any comments will be included in the final WMCP, as required by OAR Chapter 690, Davison 86.

Please do not hesitate to let me know if I can provide any further information or clarifications.

Sincerely,

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

Kery Navarro

From: EICHNER Lindsey A <lindsey.eichner@lanecountyor.gov>
Sent: Tuesday, April 28, 2026 4:19 PM
To: Kery Navarro
Cc: Julie Leland
Subject: RE: City of Coburg draft Water Management and Conservation Plan

Kery,

Apologies for the delay and thank you for the follow-up voicemail. I reviewed the plan materials and I have no comments, please move ahead in your project.



Lindsey Eichner (she/her)
Planning Director
Land Management Division
3050 North Delta Highway, Eugene, Oregon 97408
541-682-3998 | lanecounty.org/planning

APPENDIX C

Water Supplier Description Table

Water Supplier Description

Water Rights Inventory Summary

Appl. No.	Permit No.	Certificate No.	Priority Date	Source	Use	Allowed Rate (cfs)	A c t u a l D i v e r s i o n				Authorized Completion Date	Notes (Facility Name, Resource Issues or Problems, Etc.)
							Maximum Instantaneous Rate Diverted to Date (cfs)	Maximum Annual Quantity Diverted to Date (MG)	Average Monthly Diversion (MG)	Average Daily Diversion (Gallons)		
G 13877	G 13183 T 11252	-	11/16/1994	Bottom Loop Well No. 1 (LANE 68362) Bottom Loop Well No. 2 (LANE 7553)	Municipal	2	2	231	8.5	286,290	10/1/2001 Extended twice, C-Date: 10/1/2030	No greenlight water available
G 4284	G 4033	44838	3/18/1968	Bottom Loop Well No. 1 (LANE 68362)	Municipal	0.30	0.30	78	4.9	168,800	-	
G 4283	G 4032 T 13888	44837 (Cancelled)	3/18/1968	Bottom Loop Well No. 1 (LANE 68362) Bottom Loop Well No. 2 (LANE 7553) Stallings Well No. 1 (LANE 79226)	Municipal	0.10	0.10	231	8.5	286,290	10/1/2027	
G 1726	G 1580 T 13889	37211 (Cancelled)	4/19/1960	Bottom Loop Well No. 1 (LANE 68362) Bottom Loop Well No. 2 (LANE 7553) Stallings Well No. 1 (LANE 79226)	Municipal	0.31	0.31	231	8.5	286,290	10/1/2027	
G 17403	G 16857	-	6/25/2010	Well No.3 (LANE 69599)	Pollution Abatement	0.28	0.28	44	2.5	81,584	7/22/2016	Expired

Note: Data in this table from OWRD annual reported water use.

APPENDIX D

Monthly Meter Logs for Water Diverted Metered Consumer Water Use & Water Loss

Monthly Meter Logs for Water Diverted

Item 3.

2015	Bottom Loop Well No. 1 Diverted, gallons	Bottom Loop Well No. 2 Diverted, gallons	Total Volume, gallons
January	192000	4519000	4711000
February	27000	4226000	4253000
March	416000	4606000	5022000
April	149000	4583000	4732000
May	6887000	2343000	9230000
June	9750000	266000	10016000
July	11927000	1565000	13492000
August	11568000	1438000	13006000
September	9391000	77000	9468000
October	6086000	826000	6912000
November	0	5351000	5351000
December	0	4489000	4489000
Annual Volume	56393000	34289000	90682000

2016	Bottom Loop Well No. 1 Diverted, gallons	Bottom Well No. 2 Diverted, gallons	Total Volume, gallons
January	40000	5245000	5285000
February	102000	4347000	4449000
March	127000	5707000	5834000
April	0	6043000	6043000
May	7407000	812000	8219000
June	11571000	316000	11887000
July	12063000	978000	13041000
August	14446000	1732000	16178000
September	11859000	58000	11917000
October	2974000	3381000	6355000
November	40000	4973000	5013000
December	127000	6114000	6241000
Annual Volume	60756000	39706000	100462000

2017	Bottom Loop Well No. 1 Diverted, gallons	Bottom Well No. 2 Diverted, gallons	Total Volume, gallons
January	37000	5060000	5097000
February	82000	4958000	5040000
March	150000	5363000	5513000
April	423000	5141000	5564000
May	77000	7209000	7286000
June	3786000	7231000	11017000
July	5520000	9879000	15399000
August	14264000	2266000	16530000
September	10644000	486000	11130000
October	758000	5718000	6476000
November	0	4755000	4755000
December	47000	4747000	4794000
Annual Volume	35788000	62813000	98601000

2018	Bottom Loop Well No. 1 Diverted, gallons	Bottom Well No. 2 Diverted, gallons	Total Volume, gallons
January	0	4626000	4626000
February	177000	4364000	4541000
March	543000	4474000	5017000
April	819000	4666000	5485000
May	1601000	6840000	8441000
June	11276000	1039000	12315000
July	13604000	2980000	16584000
August	13331000	3016000	16347000
September	9862000	2240000	12102000
October	7816000	488000	8304000
November	5175000	0	5175000
December	1985000	3475000	5460000
Annual Volume	66189000	38208000	104397000

2019	Bottom Loop Well No. 1 Diverted, gallons	Bottom Well No. 2 Diverted, gallons	Total Volume, gallons
January	244000	4817000	5061000
February	76000	4656000	4732000
March	0	5599000	5599000
April	5656000	203000	5859000
May	10685000	691000	11376000
June	11120000	2389000	13509000
July	12383000	3135000	15518000
August	12403000	3163000	15566000
September	8527000	971000	9498000
October	2455000	3367000	5822000
November	0	5483000	5483000
December	160000	5102000	5262000
Annual Volume	63709000	39576000	103285000

2020	Bottom Loop Well No. 1 Diverted, gallons	Bottom Well No. 2 Diverted, gallons	Total Volume, gallons
January	0	5578000	5578000
February	80000	5583000	5663000
March	181000	6072000	6253000
April	7446000	0	7446000
May	7863000	141000	8004000
June	9304000	569000	9873000
July	12513000	3008000	15521000
August	13573000	3029000	16602000
September	11942000	1410000	13352000
October	7821000	60000	7881000
November	3073000	2745000	5818000
December	38000	5514000	5552000
Annual Volume	73834000	33709000	107543000

2021	Bottom Loop Well No. 1 Diverted, gallons	Bottom Well No. 2 Diverted, gallons	Total Volume, gallons
January	24000	5898000	5922000
February	0	4941000	4941000
March	375000	5805000	6180000
April	5790000	2661000	8451000
May	12217000	650000	12867000
June	11206000	1629000	12835000
July	14864000	2863000	17727000
August	12679000	2411000	15090000
September	10775000	1696000	12471000
October	3027000	3778000	6805000
November	126000	5787000	5913000
December	173000	5882000	6055000
Annual Volume	71256000	44001000	115257000

2022	Bottom Loop Well No. 1 Diverted, gallons	Bottom Well No. 2 Diverted, gallons	Total Volume, gallons
January	0	4820000	4820000
February	285000	4795000	5080000
March	240000	5834000	6074000
April	0	5916000	5916000
May	5799000	730000	6529000
June	8779000	124000	8903000
July	13053000	1927000	14980000
August	13237000	2722000	15959000
September	11402000	1967000	13369000
October	8061000	831000	8892000
November	0	5453000	5453000
December	0	5565000	5565000
Annual Volume	60856000	40684000	101540000

2023	Bottom Loop Well No. 1 Diverted, gallons	Bottom Well No. 2 Diverted, gallons	Total Volume, gallons
January	1000	5403000	5404000
February	21000	5135000	5156000
March	196000	5409000	5605000
April	1694000	3251000	4945000
May	8793000	180000	8973000
June	11710000	1178000	12888000
July	13727000	2532000	16259000
August	13352000	2594000	15946000
September	10092000	848000	10940000
October	5758000	42000	5800000
November	2408000	3291000	5699000
December	72000	3956000	4028000
Annual Volume	67824000	33819000	101643000

2024	Bottom Loop Well No. 1 Diverted, gallons	Bottom Well No. 2 Diverted, gallons	Total Volume, gallons
January	2961000	3314000	6275000
February	4679000	0	4679000
March	3986000	1128000	5114000
April	0	5034000	5034000
May	526000	7744000	8270000
June	6143000	7890000	14033000
July	12837000	3864000	16701000
August	12573000	2682000	15255000
September	9398000	891000	10289000
October	6046000	1248000	7294000
November	40000	5829000	5869000
December	10000	5222000	5232000
Annual Volume	59199000	44846000	104045000

2025	Bottom Loop Well No. 1 Diverted, gallons	Bottom Well No. 2 Diverted, gallons	Total Volume, gallons
January	50000	5693000	5743000
February	57000	6377000	6434000
March	24000	6195000	6219000
April	94000	7575000	7669000
May	1282000	10144000	11426000
June	3828000	10006000	13834000
July	4899000	10502000	15401000
August	12955000	4222000	17177000
September	9730000	1433000	11163000
October	7192000	14000	7206000
November	300000	5089000	5389000
December	72000	5992000	6064000
Annual Volume	40483000	73242000	113725000

Metered Consumer Water Use & Water Loss

Meter Size and Classification	14-Jan	14-Feb	14-Mar	14-Apr	14-May	14-Jun	14-Jul	14-Aug	14-Sep	14-Oct	14-Nov	14-Dec	Annual (gallons)
3/4" Res	290,830	230,049	198,055	235,993	235,993	462,686	799,859	703,060	451,939	249,793	228,008	266,387	32,557,837
3/4" Com	17,220	22,191	17,398	18,015	23,333	38,821	58,785	52,925	41,798	22,232	26,146	24,893	2,720,902
1" Com	20,641	14,379	18,297	34,473	21,324	35,145	30,567	45,063	28,308	22,689	30,796	17,413	2,386,831
1 1/2" Com	31,000	40,250	34,300	50,290	141,900	185,780	180,990	245,520	126,340	72,077	30,313	24,990	8,704,850
2" Com	68,648	69,897	55,653	79,016	119,599	155,858	213,671	253,520	191,713	124,500	112,818	126,304	11,752,554
3" Com	71,039	82,777	30,860	35,985	34,234	36,829	41,972	45,814	37,057	36,164	38,727	46,463	4,023,649
4" Com	170	170	160	610	6,590	10,510	44,060	18,060	6,090	530	450	660	658,689
6" Com (installed 1.1.2016)													
3/4 Res Non-City	19,653	19,532	22,334	2,822	2,892	3,413	4,663	6,652	4,434	2,565	3,583	6,419	740,236
3/4 Res-PVE	20,600	17,458	17,349	19,154	19,517	27,748	39,858	51,713	30,023	25,350	17,135	21,313	2,297,991
OOO (Government/Parks/Fire Dept)	25,017	2,765	3,149	2,643	4,248	4,553	121,488	83,297	98,532	74,508	54,502	21,960	3,715,032
Total Metered Consumer Water (c.f.)	564,818	499,468	397,555	479,001	609,630	961,343	1,535,913	1,505,624	1,016,234	630,408	542,478	556,802	9,299,274
Metered Consumer Water (gallons)	4,224,839	3,736,021	2,973,711	3,582,927	4,560,032	7,190,846	11,488,629	11,262,068	7,601,430	4,715,452	4,057,735	4,164,879	69,558,570
Well Production (gallons)	5,250,002	4,644,000	4,433,000	5,023,000	7,533,000	9,479,000	12,914,997	14,369,000	9,147,000	6,166,000	5,021,000	4,530,000	88,509,999
Produced - Consumed (gallons)	1,025,163	907,979	1,459,289	1,440,073	2,972,968	2,288,154	1,426,368	3,106,932	1,545,570	1,450,548	963,265	365,121	18,951,429
% Loss ((Produced-Consumed)/Produced)	20%	20%	33%	29%	39%	24%	11%	22%	11%	16%	16%	7%	21%

Meter Size and Classification	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	Annual (gallons)
3/4" Res	494,944	192,984	217,731	260,259	296,491	571,550	757,828	602,973	456,639	293,703	214,908	253,238	34,507,095
3/4" Com	18,529	17,396	16,319	23,056	26,863	51,847	63,176	58,499	62,278	33,304	25,380	27,288	3,171,034
1" Com	17,403	16,133	17,260	25,418	26,583	29,828	41,271	43,215	55,917	34,377	32,170	15,510	2,656,036
1 1/2" Com	21,080	22,172	30,848	70,100	86,000	178,880	207,560	203,642	130,715	56,322	18,914	25,353	7,865,863
2" Com	72,090	105,950	111,971	163,233	242,300	232,356	371,650	330,392	243,303	151,744	100,626	178,227	17,232,738
3" Com	40,621	37,865	37,009	48,249	36,465	44,006	45,480	49,021	53,459	47,378	40,647	60,278	4,042,775
4" Com	630	880	820	1,760	3,520	3,400	3,450	4,000	3,190	1,540	1,530	1,350	195,004
6" Com (installed 1.1.2016)													
3/4 Res Non-City	1,647	2,993	3,060	4,371	3,496	7,179	12,919	7,837	8,307	4,672	3,823	3,952	480,635
3/4 Res-PVE	15,238	16,807	17,533	22,337	19,234	33,217	45,606	45,743	27,576	20,145	16,082	24,279	2,272,402
OOO (Government/Parks/Fire Dept)	5,455	2,736	2,934	4,672	3,915	10,159	62,120	80,946	83,772	166,774	5,941	11,237	3,296,144
Total Metered Consumer Water (c.f.)	687,637	415,916	455,485	623,455	744,867	1,162,422	1,611,060	1,426,268	1,125,156	809,959	460,021	600,712	10,122,958
Metered Consumer Water (gallons)	5,143,525	3,111,052	3,407,028	4,663,443	5,571,605	8,694,917	12,050,729	10,668,485	8,416,167	6,058,493	4,940,957	4,493,326	75,719,726
Well Production (gallons)	4,711,000	4,253,000	5,022,000	4,732,000	9,230,000	10,016,000	13,492,000	13,006,000	9,468,000	6,912,000	5,351,000	4,489,000	90,682,000
Produced - Consumed (gallons)	-432,525	1,141,948	1,614,972	68,557	3,658,395	1,321,083	1,441,271	2,337,515	1,051,833	853,507	1,910,043	-4,326	14,962,274
% Loss ((Produced-Consumed)/Produced)	-9%	27%	32%	1%	40%	13%	11%	18%	11%	12%	36%	0%	16%

Meter Size and Classification	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	Annual (gallons)
3/4" Res	189,666.00	213,901.00	240,947.00	232,484.00	232,484.00	498,857.00	575,832.00	788,150.00	430,953.00	306,031.00	257,325.00	267,730.00	31,673,013
3/4" Com	25,927.00	25,621.00	30,937.00	26,632.00	48,022.00	49,252.00	54,892.00	69,229.00	36,859.00	27,888.00	23,600.00	25,776.00	3,325,870
1" Com	14,527.00	14,499.00	20,296.00	22,635.00	35,936.00	29,847.00	22,729.00	39,335.00	32,939.00	26,223.00	17,442.00	19,059.00	2,210,093
1 1/2" Com	18,014.00	21,359.00	38,011.00	64,694.00	148,926.00	160,230.00	152,740.00	248,250.00	151,740.00	56,370.00	22,490.00	24,930.00	8,286,000
2" Com	94,718.00	119,879.00	153,431.00	163,848.00	203,214.00	214,141.00	189,829.00	357,142.00	205,730.00	124,867.00	86,951.00	116,446.00	15,185,866
3" Com	44,648.00	48,885.00	64,024.00	50,145.00	60,480.00	49,561.00	44,838.00	61,578.00	37,933.00	28,154.00	35,030.00	51,449.00	4,313,903
4" Com	1,160.00	1,260.00	600.00	1,610.00	2,550.00	4,630.00	5,590.00	7,310.00	3,300.00	2,040.00	1,110.00	1,080.00	241,155
6" Com (installed 1.1.2016)	39,961.00	8,598.00	17,007.00	47,730.00	88,849.00	127,727.00	232,115.00	280,178.00	138,273.00	26,567.00	19,332.00	19,992.00	7,826,541
3/4 Res Non-City	2,555.00	2,618.00	5,095.00	3,768.00	5,472.00	7,302.00	8,589.00	11,102.00	4,624.00	3,964.00	3,355.00	3,223.00	461,269
3/4 Res-PVE	14,930.00	17,084.00	20,700.00	19,643.00	27,463.00	27,396.00	31,098.00	36,659.00	23,342.00	20,645.00	19,081.00	20,885.00	2,086,366
OOO (Government/Parks/Fire Dept)	3,425.00	4,532.00	9,965.00	3,358.00	12,576.00	20,892.00	63,300.00	67,218.00	116,322.00	47,947.00	48,013.00	3,767.00	3,001,836
Total Metered Consumer Water (c.f.)	449,531	478,236	601,013	636,547	865,972	1,189,835	1,381,552	1,966,151	1,182,015	670,696	533,729	554,337	10,509,614
Metered Consumer Water (gallons)	3,362,492	3,577,205	4,495,577	4,761,372	6,477,471	8,899,966	10,334,009	14,706,809	8,841,472	5,016,806	3,992,293	4,146,441	78,611,913
Well Production (gallons)	5,285,000	4,449,000	5,834,000	6,043,000	8,219,000	11,887,000	13,041,000	16,178,000	11,917,000	6,355,000	5,013,000	6,241,000	100,462,000
Produced - Consumed (gallons)	1,922,508	871,795	1,338,423	1,281,628	1,741,529	2,987,034	2,706,991	1,471,191	3,075,528	1,338,194	1,020,707	2,094,559	21,850,087
% Loss ((Produced-Consumed)/Produced)	36%	20%	23%	21%	21%	25%	21%	9%	26%	21%	20%	34%	22%

Meter Size and Classification	17-Jan	17-Feb	17-Mar	17-Apr	17-May	17-Jun	17-Jul	17-Aug	17-Sep	17-Oct	17-Nov	17-Dec	Annual (gallons)
3/4" Res	254,957.00	202,452.00	202,452.00	234,914.00	253,237.00	441,697.00	789,964.00	728,733.00	445,394.00	280,177.00	198,233.00	238,380.00	31,944,013
3/4" Com	28,993.00	23,482.00	30,134.00	30,036.00	26,327.00	49,077.00	83,182.00	79,593.00	70,877.00	35,807.00	27,911.00	41,140.00	3,938,661
1" Com	23,829.00	21,412.00	22,847.00	21,531.00	43,164.00	24,455.00	33,544.00	35,351.00	34,289.00	29,977.00	13,771.00	20,199.00	2,426,280
1 1/2" Com	23,800.00	21,970.00	29,380.00	29,380.00	86,630.00	178,470.00	224,860.00	230,220.00	173,050.00	104,380.00	21,500.00	23,480.00	8,580,458
2" Com	113,018.00	92,640.00	127,535.00	127,315.00	118,726.00	163,431.00	307,637.00	230,118.00	225,433.00	163,002.00	74,399.00	74,392.00	13,595,992
3" Com	49,481.00	47,412.00	50,623.00	50,623.00	40,881.00	53,529.00	67,400.00	44,427.00	49,213.00	63,375.00	42,525.00	61,799.00	4,647,234
4" Com	1,100.00	1,050.00	1,720.00	1,720.00	2,060.00	4,260.00	8,740.00	6,380.00	5,420.00	2,440.00	530.00	1,870.00	278,929
6" Com (installed 1.1.2016)	15,151.00	30,606.00	21,533.00	21,533.00	23,168.00	145,767.00	219,883.00	264,344.00	129,539.00	27,091.00	17,356.00	20,479.00	7,004,646
3/4 Res Non-City	3,315.00	3,025.00	3,647.00	3,647.00	4,384.00	4,515.00	7,344.00	6,144.00	3,829.00	3,631.00	3,221.00	3,743.00	377,329
3/4 Res-PVE	18,152.00	17,741.00	20,807.00	19,852.00	19,030.00	28,002.00	46,618.00	34,595.00	25,782.00	21,340.00	18,393.00	19,917.00	2,170,913
OOO (Government/Parks/Fire Dept)	4,244.00	3,691.00	2,422.00	3,411.00	3,411.00	11,119.00	89,660.00	92,019.00	86,677.00	26,531.00	8,925.00	6,856.00	2,535,466
Total Metered Consumer Water (c.f.)	536,040	465,481	513,100	543,962	621,018	1,104,322	1,878,832	1,751,924	1,249,503	757,751	426,764	512,255	10,360,952
Metered Consumer Water (gallons)	4,009,579	3,481,798	3,837,988	4,068,836	4,645,215	8,260,329	14,053,663	13,104,392	9,346,282	5,667,977	3,192,195	3,831,667	77,499,921
Well Production (gallons)	5,097,000	5,040,000	5,513,000	5,564,000	7,286,000	11,017,000	15,399,000	16,530,000	11,130,000	6,476,000	4,755,000	4,794,000	98,601,000
Produced - Consumed (gallons)	1,087,421	1,558,202	1,675,012	1,495,164	2,640,785	2,756,671	1,345,337	3,425,608	1,783,718	808,023	1,562,805	962,333	21,101,079
% Loss ((Produced-Consumed)/Produced)	21%	31%	30%	27%	36%	25%	9%	21%	16%	12%	33%	20%	21%

Meter Size and Classification	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec	Annual (gallons)
3/4" Res	238,557.00	158,324.00	200,538.00	255,689.00	375,186.00	625,365.00	838,227.00	758,487.00	566,457.00	401,451.00	258,467.00	276,612.00	37,051,133
3/4" Com	41,140.00	11,680.00	26,417.00	32,988.00	49,015.00	72,962.00	75,663.00	59,795.00	41,783.00	31,835.00	25,205.00	32,474.00	3,747,158
1" Com	20,199.00	11,062.00	13,893.00	17,672.00	27,501.00	26,923.00	26,216.00	27,317.00	25,181.00	21,091.00	18,076.00	15,995.00	1,878,422
1 1/2" Com	23,480.00	4,451.00	15,960.00	55,499.00	64,550.00	201,390.00	228,032.00	208,190.00	172,876.00	127,654.00	42,100.00	23,070.00	8,731,045
2" Com	74,392.00	120,363.00	88,033.00	126,054.00	171,415.00	194,344.00	258,955.00	243,978.00	204,429.00	195,059.00	97,963.00	92,731.00	13,970,516
3" Com	61,799.00	36,989.00	49,565.00	56,031.00	55,516.00	59,471.00	54,973.00	49,111.00	45,331.00	44,859.00	43,937.00	55,551.00	4,586,235
4" Com	1,870.00	1,070.00	1,950.00	2,350.00	2,970.00	2,210.00	1,560.00	1,050.00	930.00	1,010.00	1,280.00	1,310.00	146,309
6" Com (installed 1.1.2016)	20,479.00	16,278.00	29,487.00	40,732.00	174,069.00	189,947.00	266,777.00	231,963.00	139,874.00	31,391.00	20,731.00	35,764.00	8,957,240
3/4 Res Non-City	3,743.00	2,702.00	4,116.00	3,039.00	4,740.00	6,942.00	5,655.00	5,518.00	4,646.00	4,602.00	4,333.00	4,414.00	407,286
3/4 Res-PVE	19,917.00	18,143.00	19,325.00	18,064.00	26,351.00	32,348.00	44,201.00	32,873.00	22,466.00	21,518.00	16,835.00	19,009.00	2,177,054
OOO (Government/Parks/Fire Dept)	10,541.00	3,685.00	3,645.00	3,538.00	5,135.00	33,857.00	77,095.00	61,570.00	119,597.00	54,791.00	3,932.00	3,933.00	2,852,266
Total Metered Consumer Water (c.f.)	516,117	384,747	452,929	611,656	956,448	1,445,759	1,877,354	1,679,852	1,343,570	935,261	532,859	560,863	11,297,415
Metered Consumer Water (gallons)	3,860,555	2,877,908	3,387,909	4,575,187	7,154,231	10,814,277	14,042,608	12,565,293	10,049,904	6,995,752	3,985,785	4,195,255	84,504,664
Well Production (gallons)	4,626,000	4,541,000	5,017,000	5,485,000	8,441,000	12,315,000	16,584,000	16,347,000	12,102,000	8,304,000	5,175,000	5,460,000	104,397,000
Produced - Consumed (gallons)	765,445	1,663,092	1,629,091	909,813	1,286,769	1,500,723	2,541,392	3,781,707	2,052,096	1,308,248	1,189,215	1,264,745	19,892,336
% Loss ((Produced-Consumed)/Produced)	17%	37%	32%	17%	15%	12%	15%	23%	17%	16%	23%	23%	19%

Meter Size and Classification	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec	Annual (gallons)
3/4" Res	215,037.00	245,991.00	218,473.00	264,197.00	622,233.00	694,189.00	822,595.00	776,374.00	508,180.00	277,657.00	262,415.00	233,537.00	38,453,767
3/4" Com	21,768.00	30,720.00	26,328.00	25,120.00	41,496.00	49,311.00	52,765.00	49,772.00	43,842.00	37,286.00	42,862.00	42,921.00	3,472,149
1" Com	16,739.00	14,879.00	14,437.00	14,333.00	22,606.00	17,697.00	17,784.00	21,396.00	16,065.00	14,908.00	15,448.00	14,675.00	1,503,233
1 1/2" Com	21,960.00	22,410.00	36,340.00	63,360.00	148,290.00	155,110.00	177,110.00	194,310.00	113,840.00	26,630.00	21,920.00	19,450.00	7,485,460
2" Com	106,155.00	138,928.00	86,443.00	127,224.00	192,571.00	198,028.00	225,819.00	220,749.00	157,591.00	96,338.00	98,480.00	82,650.00	12,947,700
3" Com	48,518.00	55,203.00	47,247.00	51,262.00	55,678.00	47,835.00	44,825.00	36,132.00	46,115.00	49,496.00	53,667.00	50,606.00	4,387,648
4" Com	1,170.00	1,780.00	1,950.00	1,970.00	1,230.00	650.00	550.00	830.00	1,240.00	2,030.00	2,070.00	1,860.00	129,628
6" Com (installed 1.1.2016)	26,280.00	23,128.00	26,454.00	35,626.00	91,284.00	143,794.00	199,244.00	204,292.00	89,742.00	26,756.00	24,296.00	19,601.00	6,810,518
3/4 Res Non-City	3,822.00	4,628.00	3,670.00	3,994.00	4,125.00	6,592.00	5,938.00	7,934.00	6,058.00	3,730.00	4,523.00	4,621.00	446,070
3/4 Res-PVE	16,610.00	19,053.00	16,970.00	17,405.00	26,572.00	27,972.00	32,881.00	30,747.00	23,007.00	18,091.00	18,588.00	16,253.00	1,975,835
OOO (Government/Parks/Fire Dept)	3,354.00	6,041.00	4,346.00	4,250.00	79,597.00	68,987.00	76,575.00	72,582.00	38,660.00	4,725.00	4,227.00	3,434.00	2,743,499
Total Metered Consumer Water (c.f.)	481,413	562,761	482,658	608,741	1,285,682	1,410,165	1,656,086	1,615,118	1,044,340	557,647	548,496	489,608	10,742,715
Metered Consumer Water (gallons)	3,600,969	4,209,452	3,610,282	4,553,383	9,616,901	10,548,034	12,387,523	12,081,083	7,811,663	4,171,200	4,102,750	3,662,268	80,355,508
Well Production (gallons)	5,061,000	4,732,000	5,599,000	5,859,000	11,376,000	13,509,000	15,518,000	15,566,000	9,498,000	5,822,000	5,483,000	5,262,000	103,285,000
Produced - Consumed (gallons)	1,460,031	522,548	1,988,718	1,305,617	1,759,099	2,960,966	3,130,477	3,484,917	1,686,337	1,650,800	1,380,250	1,599,732	22,929,492
% Loss ((Produced-Consumed)/Produced)	29%	11%	36%	22%	15%	22%	20%	22%	18%	28%	25%	30%	22%

Meter Size and Classification	20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec	Annual (gallons)
3/4" Res	259,217.00	276,411.00	279,463.00	397,429.00	405,933.00	612,355.00	1,053,203.00	965,609.00	708,573.00	415,694.46	280,813.00	316,396.00	44,663,802
3/4" Com	54,526.00	55,350.00	45,324.00	44,654.00	13,947.00	25,999.00	41,429.00	36,305.00	28,504.00	21,536.00	14,875.00	18,143.00	2,996,428
1" Com	14,700.00	15,493.00	15,194.00	17,581.00	14,402.00	16,267.00	24,457.00	24,700.00	25,978.00	24,663.00	48,388.00	35,814.00	2,076,725
1 1/2" Com	20,650.00	21,760.00	44,630.00	107,070.00	121,870.00	188,820.00	280,970.00	259,730.00	263,940.00	93,730.00	23,100.00	29,490.00	10,889,085
2" Com	102,090.00	115,333.00	100,603.00	108,513.00	120,943.00	202,495.00	226,163.00	234,308.00	165,931.00	142,161.00	87,223.00	87,632.00	12,666,595
3" Com	59,518.00	55,912.00	55,942.00	55,469.00	20,278.00	36,340.00	44,125.00	34,980.00	35,357.00	37,647.00	33,444.00	38,445.00	3,821,958
4" Com	2,010.00	2,210.00	2,410.00	1,840.00	1,510.00	1,870.00	890.00	580.00	830.00	1,850.00	2,050.00	2,660.00	154,911
6" Com (installed 1.1.2016)	28,182.00	25,516.00	23,727.00	41,554.00	20,675.00	23,562.00	32,381.00	29,774.00	32,965.00	26,188.00	18,208.00	21,193.00	2,422,959
3/4 Res Non-City	4,133.00	3,792.00	4,280.00	5,094.00	4,572.00	6,647.00	9,898.00	7,154.00	6,312.00	5,024.00	4,827.00	6,040.00	506,942
3/4 Res-PVE	17,440.00	17,928.00	17,964.00	22,160.00	22,693.00	26,738.00	41,899.00	29,810.00	26,160.00	22,515.00	19,403.00	21,227.00	2,138,809
OOO (Government/Parks/Fire Dept)	3,378.00	3,773.00	3,066.00	3,183.00	6,957.00	28,086.00	65,931.00	83,921.00	94,284.00	19,542.00	4,232.00	2,888.00	2,387,923
Total Metered Consumer Water (c.f.)	565,844	597,078	592,603	804,547	753,780	1,169,179	1,821,346	1,706,871	1,388,834	810,550	536,463	579,928	11,327,023
Metered Consumer Water (gallons)	4,232,513	4,466,143	4,432,670	6,018,012	5,638,274	8,745,459	13,623,668	12,767,395	10,388,478	6,062,917	4,012,743	4,337,861	84,726,135
Well Production (gallons)	5,578,000	5,663,000	6,253,000	7,446,000	8,004,000	9,873,000	15,521,000	16,602,000	13,352,000	7,881,000	5,818,000	5,552,000	107,543,000
Produced - Consumed (gallons)	1,345,487	1,196,857	1,820,330	1,427,988	2,365,726	1,127,541	1,897,332	3,834,605	2,963,522	1,818,083	1,805,257	1,214,139	22,816,865
% Loss ((Produced-Consumed)/Produced)	24%	21%	29%	19%	30%	11%	12%	23%	22%	23%	31%	22%	21%

Meter Size and Classification	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec	Annual (gallons)
3/4" Res	255,082.00	226,820.00	270,445.00	426,569.00	694,937.00	784,239.00	1,114,741.00	923,347.00	636,607.00	309,767.00	250,595.00	275,158.00	46,138,936
3/4" Com	11,611.00	11,243.00	14,200.00	17,233.00	28,639.00	34,205.00	52,648.00	41,189.00	27,933.00	16,571.00	215,951.00	13,822.00	3,629,633
1" Com	21,687.00	19,161.00	20,524.00	22,830.00	29,639.00	29,183.00	40,705.00	36,568.00	33,267.00	19,563.00	16,374.00	14,611.00	2,274,758
1 1/2" Com	25,400.00	25,550.00	58,060.00	138,701.00	246,203.00	238,001.00	359,853.00	290,812.00	282,555.00	104,879.00	62,742.00	109,531.00	14,528,307
2" Com	90,983.00	56,145.00	141,353.00	218,432.00	220,148.00	186,973.00	213,841.00	221,889.00	196,131.00	124,595.00	102,614.00	101,014.00	14,018,403
3" Com	30,490.00	30,843.00	37,499.00	32,533.00	41,264.00	307,199.00	44,809.00	34,992.00	27,623.00	25,663.00	23,315.00	4,710.00	4,794,231
4" Com	2,660.00	3,010.00	4,300.00	1,890.00	750.00	1,070.00	1,020.00	10,940.00	1,185.00	2,530.00	3,000.00	3,080.00	265,054
6" Com (installed 1.1.2016)	20,522.00	16,012.00	20,901.00	30,314.00	27,096.00	26,642.00	27,159.00	27,160.00	16,461.00	22,530.00	20,360.00	20,317.00	2,060,546
3/4 Res Non-City	4,623.00	4,107.00	5,048.00	4,537.00	6,798.00	8,238.00	11,094.00	8,182.00	5,783.00	6,660.00	6,391.00	7,054.00	587,292
3/4 Res-PVE	18,014.00	17,679.00	21,268.00	20,161.00	27,305.00	30,430.00	39,144.00	31,007.00	26,125.00	21,647.00	19,344.00	20,983.00	2,192,440
OOO (Government/Parks/Fire Dept)	2,935.00	3,013.00	5,558.00	32,695.00	53,698.00	47,068.00	81,554.00	69,630.00	55,021.00	12,692.00	5,211.00	4,170.00	2,791,873
Total Metered Consumer Water (c.f.)	484,007	413,583	599,156	945,895	1,376,477	1,693,248	1,986,568	1,695,716	1,308,691	667,097	725,897	574,450	12,470,785
Metered Consumer Water (gallons)	3,620,372	3,093,601	4,481,687	7,075,295	10,296,048	12,665,495	14,859,529	12,683,956	9,789,009	4,989,886	5,429,710	4,296,886	93,281,472
Well Production (gallons)	5,922,000	4,941,000	6,180,000	8,451,000	12,867,000	12,835,000	17,727,000	15,090,000	12,471,000	6,805,000	5,913,000	6,055,000	115,257,000
Produced - Consumed (gallons)	2,301,628	1,847,399	1,698,313	1,375,705	2,570,952	169,505	2,867,471	2,406,044	2,681,991	1,815,114	483,290	1,758,114	21,975,528
% Loss ((Produced-Consumed)/Produced)	39%	37%	27%	16%	20%	1%	16%	16%	22%	27%	8%	29%	19%

Meter Size and Classification	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	Annual (gallons)
3/4" Res	240,676.00	228,850.00	236,274.00	271,968.00	300,045.00	456,582.00	959,492.00	977,943.00	689,305.00	445,954.00	250,847.00	260,839.00	39,784,437
3/4" Com	11,228.00	11,792.00	13,970.00	15,245.00	16,363.00	17,995.00	26,155.00	25,361.00	28,512.00	26,410.00	19,760.00	25,157.00	1,779,851
1" Com	17,362.00	18,381.00	19,014.00	30,277.00	28,002.00	26,976.00	37,366.00	34,506.00	26,160.00	19,671.00	26,432.00	16,020.00	2,245,249
1 1/2" Com	54,960.00	49,401.00	54,893.00	77,310.00	89,640.00	179,570.00	317,270.00	393,030.00	358,040.00	179,790.00	85,500.00	78,510.00	14,345,997
2" Com	111,334.00	98,495.00	120,609.00	61,020.00	108,329.00	126,657.00	224,430.00	205,964.00	179,207.00	144,195.00	82,689.00	79,560.00	11,537,818
3" Com	5,346.00	5,220.00	6,670.00	6,338.00	6,481.00	7,599.00	7,111.00	7,181.00	6,773.00	8,201.00	36,200.00	7,080.00	824,296
4" Com	2,370.00	2,000.00	2,480.00	2,220.00	3,460.00	2,190.00	1,430.00	1,740.00	1,550.00	1,740.00	1,870.00	1,760.00	185,579
6" Com (installed 1.1.2016)	17,644.00	18,850.00	22,624.00	23,669.00	20,700.00	21,378.00	24,540.00	24,453.00	21,351.00	25,359.00	24,057.00	28,529.00	2,043,192
3/4 Res Non-City	5,582.00	5,571.00	6,428.00	6,871.00	7,146.00	7,298.00	9,905.00	8,360.00	7,209.00	7,166.00	7,097.00	7,356.00	643,198
3/4 Res-PVE	18,949.00	17,621.00	20,398.00	20,076.00	19,613.00	24,917.00	35,675.00	27,897.00	21,233.00	20,934.00	18,715.00	18,735.00	1,980,427
OOO (Government/Parks/Fire Dept)	3,207.00	3,579.00	64,166.00	4,279.00	4,538.00	34,077.00	64,325.00	58,237.00	48,028.00	31,813.00	4,260.00	5,526.00	2,438,742
Total Metered Consumer Water (c.f.)	488,658	459,760	567,526	519,273	604,317	905,239	1,707,699	1,764,672	1,387,368	911,233	557,427	529,072	10,402,244
Metered Consumer Water (gallons)	3,655,162	3,439,005	4,245,094	3,884,162	4,520,291	6,771,188	12,773,589	13,199,747	10,377,513	6,816,023	4,169,554	3,957,459	77,808,785
Well Production (gallons)	4,820,000	5,080,000	6,074,000	5,916,000	6,529,000	8,903,000	14,980,000	15,959,000	13,369,000	8,892,000	5,453,000	5,565,000	101,540,000
Produced - Consumed (gallons)	1,164,838	1,640,995	1,828,906	2,031,838	2,008,709	2,131,812	2,206,411	2,759,253	2,991,487	2,075,977	1,283,446	1,607,541	23,731,215
% Loss ((Produced-Consumed)/Produced)	24%	32%	30%	34%	31%	24%	15%	17%	22%	23%	24%	29%	23%

Meter Size and Classification	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec	Annual (gallons)
3/4" Res	234,477.00	221,571.00	246,521.00	250,441.00	566,219.00	940,221.00	1,022,548.00	921,249.00	658,330.00	297,651.00	231,006.00	254,053.00	43,715,267
3/4" Com	22,026.00	11,279.00	13,327.00	13,937.00	22,001.00	33,221.00	34,740.00	30,472.00	25,853.00	17,298.00	18,515.00	15,030.00	1,927,589
1" Com	18,788.00	19,377.00	19,589.00	20,042.00	30,771.00	42,846.00	48,045.00	56,345.00	43,354.00	29,916.00	29,598.00	19,994.00	2,832,414
1 1/2" Com	69,300.00	104,660.00	62,510.00	28,030.00	136,490.00	213,220.00	311,896.00	288,744.00	188,680.00	51,360.00	22,210.00	19,580.00	11,195,166
2" Com	84,261.00	72,811.00	102,541.00	85,991.00	144,595.00	217,235.00	171,877.00	214,936.00	166,007.00	87,090.00	62,308.00	44,612.00	10,877,895
3" Com	7,030.00	7,011.00	8,819.00	8,730.00	9,920.00	9,260.00	9,800.00	7,580.00	11,480.00	7,930.00	6,140.00	6,810.00	751,815
4" Com	2,300.00	2,520.00	4,120.00	3,210.00	2,540.00	1,610.00	1,500.00	1,570.00	2,050.00	2,220.00	1,840.00	2,060.00	205,999
6" Com (installed 1.1.2016)	20,987.00	23,430.00	21,465.00	23,582.00	27,836.00	27,820.00	25,931.00	25,510.00	24,597.00	25,204.00	17,470.00	19,909.00	2,122,383
3/4 Res Non-City	6,907.00	5,497.00	2,559.00	2,382.00	3,269.00	8,366.00	8,896.00	6,800.00	5,584.00	3,564.00	3,294.00	3,730.00	455,143
3/4 Res-PVE	17,263.00	15,733.00	19,261.00	16,473.00	24,387.00	29,319.00	28,708.00	28,482.00	22,423.00	17,390.00	15,262.00	16,918.00	1,882,110
OOO (Government/Parks/Fire Dept)	3,970.00	3,661.00	4,091.00	4,613.00	16,407.00	40,559.00	64,459.00	22,301.00	209,344.00	2,599.00	2,068.00	3,254.00	2,822,398
Total Metered Consumer Water (c.f.)	487,309	487,550	504,803	457,431	984,435	1,563,677	1,728,400	1,603,989	1,357,702	542,222	409,711	405,950	10,533,179
Metered Consumer Water (gallons)	3,645,071	3,646,874	3,775,926	3,421,584	7,363,574	11,696,304	12,928,432	11,997,838	10,155,611	4,055,821	3,064,638	3,036,506	78,788,179
Well Production (gallons)	5,404,000	5,156,000	5,605,000	4,945,000	8,973,000	12,888,000	16,259,000	15,946,000	10,940,000	5,800,000	5,699,000	4,028,000	101,643,000
Produced - Consumed (gallons)	1,758,929	1,509,126	1,829,074	1,523,416	1,609,426	1,191,696	3,330,568	3,948,162	784,389	1,744,179	2,634,362	991,494	22,854,821
% Loss ((Produced-Consumed)/Produced)	33%	29%	33%	31%	18%	9%	20%	25%	7%	30%	46%	25%	22%

Meter Size and Classification	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	Annual (gallons)
3/4" Res	248,153.00	229,576.00	254,977.00	262,097.00	459,770.00	795,591.00	1,067,788.00	900,332.00	620,612.00	400,628.00	271,512.00	255,379.00	43,132,784
3/4" Com	13,483.00	20,455.00	15,054.00	13,098.00	19,357.00	24,678.00	32,213.00	33,684.00	24,798.00	16,461.00	14,535.00	13,895.00	1,807,998
1" Com	19,318.00	21,023.00	25,238.00	24,264.00	38,787.00	58,753.00	61,544.00	68,721.00	46,623.00	30,785.00	26,467.00	26,544.00	3,351,541
1 1/2" Com	27,190.00	19,890.00	25,890.00	23,180.00	133,640.00	243,070.00	311,430.00	272,140.00	171,340.00	57,230.00	21,190.00	17,910.00	9,904,268
2" Com	114,331.00	65,222.00	76,428.00	71,778.00	74,643.00	114,159.00	163,233.00	165,686.00	134,321.00	90,418.00	66,521.00	68,337.00	9,013,976
3" Com	7,380.00	8,840.00	11,480.00	11,430.00	12,000.00	20,700.00	186,520.00	183,770.00	131,200.00	110,910.00	145,210.00	129,500.00	7,172,871
4" Com													0
6" Com (installed 1.1.2016)	19,496.00	19,608.00	22,677.00	23,155.00	26,829.00	38,884.00	43,988.00	29,598.00	25,003.00	35,520.00	34,885.00	31,940.00	2,629,841
3/4 Res Non-City	3,508.00	3,350.00	3,434.00	3,051.00	4,701.00	5,063.00	4,874.00	4,288.00	3,804.00	3,344.00	13,404.00	7,686.00	452,592
3/4 Res-PVE	16,057.00	14,905.00	16,121.00	17,939.00	21,019.00	35,383.00	43,988.00	37,047.00	23,986.00	18,716.00	16,442.00	13,933.00	2,061,009
OOO (Government/Parks/Fire Dept)	2,658.00	2,702.00	2,835.00	2,780.00	10,293.00	43,997.00	106,075.00	117,361.00	51,665.00	4,297.00	1,567.00	1,361.00	2,599,981
Total Metered Consumer Water (c.f.)	471,574	405,571	454,134	452,772	801,039	1,380,278	2,021,653	1,812,627	1,233,352	768,309	611,733	566,485	10,979,527
Metered Consumer Water (gallons)	3,527,374	3,033,671	3,396,922	3,386,735	5,991,772	10,324,479	15,121,964	13,558,450	9,225,473	5,746,951	4,575,763	4,237,308	82,126,862
Well Production (gallons)	6,275,000	4,679,000	5,114,000	5,034,000	8,270,000	14,033,000	16,701,000	15,255,000	10,289,000	7,294,000	5,869,000	5,232,000	104,045,000
Produced - Consumed (gallons)	2,747,626	1,645,329	1,717,078	1,647,265	2,278,228	3,708,521	1,579,036	1,696,550	1,063,527	1,547,049	1,293,237	994,692	21,918,138
% Loss ((Produced-Consumed)/Produced)	44%	35%	34%	33%	28%	26%	9%	11%	10%	21%	22%	19%	21%

Meter Size and Classification	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	25-Dec	Annual (gallons)
3/4" Res	256,162.00	252,033.00	230,439.00	325,144.00	578,089.00	842,185.00	1,021,923.00	1,073,976.00	628,287.00	326,911.00	338,383.00	303,269.00	46,202,471
3/4" Com	14,777.00	16,535.00	13,673.00	17,007.00	27,302.00	30,056.00	35,291.00	46,506.00	25,518.00	18,289.00	9,452.00	14,699.00	2,012,905
1" Com	30,935.00	34,082.00	25,371.00	38,315.00	52,827.00	69,317.00	72,985.00	91,549.00	67,361.00	42,870.00	29,896.00	33,421.00	4,405,189
1 1/2" Com	21,560.00	19,980.00	58,680.00	80,330.00	152,640.00	158,180.00	170,560.00	217,160.00	156,700.00	41,230.00	18,120.00	19,350.00	8,336,385
2" Com	61,802.00	73,553.00	54,741.00	80,932.00	117,960.00	113,552.00	140,819.00	162,929.00	99,917.00	132,221.00	56,590.00	110,460.00	9,016,960
3" Com	181,770.00	251,630.00	243,500.00	215,700.00	258,030.00	252,980.00	214,940.00	231,660.00	184,250.00	110,860.00	87,350.00	103,000.00	17,470,812
4" Com													0
6" Com (installed 1.1.2016)	30,288.00	24,415.00	22,063.00	30,673.00	28,692.00	25,009.00	25,626.00	26,446.00	16,905.00	37,023.00	21,694.00	30,488.00	2,388,529
3/4 Res Non-City	2,612.00	2,652.00	2,493.00	3,316.00	4,605.00	6,680.00	6,388.00	8,241.00	3,846.00	3,078.00	3,235.00	3,066.00	375,586
3/4 Res-PVE	15,449.00	14,612.00	13,387.00	17,772.00	26,183.00	37,159.00	42,174.00	42,709.00	26,076.00	18,295.00	14,141.00	15,405.00	2,119,548
OOO (Government/Parks/Fire Dept)	1,310.00	1,754.00	4,650.00	29,757.00	56,905.00	84,770.00	103,070.00	104,493.00	19,620.00	3,108.00	1,973.00	2,683.00	3,097,416
Total Metered Consumer Water (c.f.)	616,665	691,246	668,997	838,946	1,303,233	1,619,888	1,833,776	2,005,669	1,228,480	733,885	580,834	635,841	12,757,460
Metered Consumer Water (gallons)	4,612,654	5,170,520	5,004,098	6,275,316	9,748,183	12,116,762	13,716,644	15,002,404	9,189,030	5,489,460	4,344,638	4,756,091	95,425,801
Well Production (gallons)	5,743,000	6,434,000	6,219,000	7,669,000	11,426,000	13,834,000	15,401,000	17,177,000	11,163,000	7,206,000	5,389,000	6,064,000	113,725,000
Produced - Consumed (gallons)	1,130,346	1,263,480	1,214,902	1,393,684	1,677,817	1,717,238	1,684,356	2,174,596	1,973,970	1,716,540	1,044,362	1,307,909	18,299,199
% Loss ((Produced-Consumed)/Produced)	20%	20%	20%	18%	15%	12%	11%	13%	18%	24%	19%	22%	16%

APPENDIX E

Sample Public Education Materials

Use Water Wisely...

Learn How Much is Enough

Depending on the weather, it's generally better to water about once a week and provide 1 inch to 1 1/2 inches of water. (If it's hot, you might have to water more often.)

Water early in the morning before 10:00 a.m. Watering in the heat of the day allows the water to evaporate and watering late in the day may promote fungus and other lawn diseases.

Time how long it takes to apply one inch of water by placing a flat-bottomed can about 6-ft. away from the sprinkler. Turn the water on and time how long it takes to fill the can with one inch of water. For the next watering, set a timer as a reminder to turn off or move the sprinkler.

Don't over water. Puddles of water and runoff definitely indicate too much water.



Puddles may also indicate your soil isn't able to absorb enough water and needs conditioning. Thatch and aerate the soil. To do any good, the water must be able to penetrate the soil.

You can put off watering another day if there is heavy dew on the grass.

Try Other Ways to Save Water Outdoors

-  When you wash your car, use a bucket, sponge, and shut-off nozzle on the hose.
-  Sweep sidewalks, driveways and patios instead of hosing.
-  Restrict play in the sprinklers to when the lawn needs watering.
-  Clean gutters and downspouts manually, without using a hose.

*Water Conservation -
Making the most efficient use
of the state's most precious
natural resource.*

State of Oregon
WATER RESOURCES DEPARTMENT
725 Summer Street NE, Suite A
Salem, OR 97301-1271

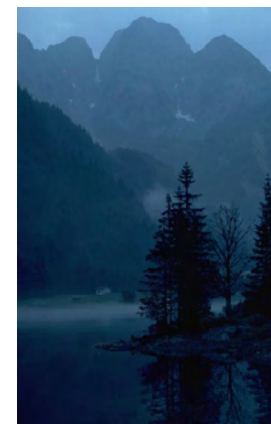
Phone: 503-986-0900
Fax: 503-986-0904
Website: www.wrd.state.or.us



Water Conservation

Outdoor Water Use

A GUIDE TO WATER CONSERVATION



Use Water Wisely...

In the summer each of us uses about 250 gallons of water a day—that's more than twice what we use in the winter. And research suggests much of that extra use is simply wasted.

Nobody has enough water to waste. Please use what you need, but don't waste it.

Water conservation is not just for emergencies. Water conservation today saves you money on your next water bill, reduces the cost for developing new supplies, and leaves more water in the rivers for fish and recreation.

Even if you're not connected to public water and sewer services, conservation is a good idea. You'll save money on

water pumping and heating, extend the life of your well and septic system, and avoid depleting groundwater supplies.

This pamphlet provides a few tips on outdoor water use. For more information, please contact your local water utility, Extension agent or the Oregon Water Resources Department.



Choose the Right Plants

When landscaping, buy plants that are low water-users. A good nursery will be able to advise you.

Consider replacing turf with ground covers such as junipers or heathers.

Group high-water use plants and water them together by area.

Use the Right Equipment

A good stationary sprinkler or soil soaker will water a large area evenly. Avoid oscillating sprinklers since they tend to over-water at the ends when they reverse direction.

Check hoses for leaks and replace washers in hose connectors. Leaks will cost you more money and distribute water unevenly.

Use a hand-held sprayer to water shrubs and special plantings so you can control where the water goes.

Take Care of Your Lawn

Keep your lawn in good shape. Keep weeds down. They rob your lawn and plants of nutrients and water.

Mow your lawn regularly to the height recommended for the type of grass you have. Leave the clippings on the lawn as mulch if they aren't thick and matted.

Start a new lawn in early fall to take advantage of autumn rains and moderate temperatures.

Maintain Planted Beds

Cultivate the soil regularly so water can penetrate and develop a good root system.

Use mulch in rows and around plants to retain moisture.

Keep weeds down so they don't compete for water and nutrients.

Consider using a soaker hose or drip irrigation system instead of a sprinkler if your garden is large. These methods also help prevent evaporation of water from leaves and upper parts of plants.



A GUIDE TO WATER CONSERVATION

State of Oregon
WATER RESOURCES
DEPARTMENT
725 Summer Street NE, Suite A

Phone: 503-986-0900
Fax: 503-986-0904
Website: www.wrd.state.or.us

Statewide Watering Guides

Average Water Depth in Cans (Inches) After 15 Minutes											
1/8 3/16 1/4 5/16 3/8 1/2 5/8 3/4 1 1 1/4 1 1/2											
COASTAL AREAS											
Number of Minutes to Water Twice Weekly											
SPRING	41	27	20	16	14	10	8	6	5	4	3
SUMMER	49	33	24	19	16	12	9	8	6	4	4
FALL	26	17	13	10	8	6	5	4	3	2	2
WILLAMETTE VALLEY											
Number of Minutes to Water Twice Weekly											
SPRING	49	33	24	19	16	12	9	8	6	4	4
SUMMER	99	66	49	39	33	24	19	16	12	9	8
FALL	41	27	20	16	13	10	8	6	5	4	3
SOUTHWEST											
Number of Minutes to Water Twice Weekly											
SPRING	57	38	28	23	19	14	11	9	7	5	4
SUMMER	115	77	57	46	38	28	23	19	14	11	9
FALL	42	28	21	17	14	10	8	7	5	4	3
CENTRAL AND EASTERN											
Number of Minutes to Water Twice Weekly											
SPRING	66	44	33	26	22	16	13	11	8	6	5
SUMMER	115	77	57	46	38	28	23	19	14	11	9
FALL	46	30	23	18	15	11	9	7	5	4	3

Water Conservation -
Making the most efficient use
of the state's most precious
natural resource.

FOR MORE INFORMATION
For more information on lawn-watering and
other water conservation contact:

State of Oregon
WATER RESOURCES DEPARTMENT
725 Summer Street NE, Suite A
Salem, OR 97301-1271

Phone: 503-986-0900
Fax: 503-986-0904
Website: www.wrd.state.or.us



Water Conservation

How To Produce A Lawn-Watering Guide

A GUIDE TO WATER CONSERVATION



Lawn-Watering Guides Are Necessary

During the summer, nearly half of all residential water in Oregon is used to irrigate landscape areas around homes. A significant reduction in water use can occur by informing residents about more efficient ways to maintain their lawns and gardens.



Many residential landscapes are over-irrigated by as much as 20 to 40 percent. Often, over-irrigation is due to lack of information about how much water the area actually needs. This information can be provided to customers as an easy-to-use lawn-watering guide.

With the basic information provided in this form, you can easily produce a lawn-watering guide, custom-made for your own distinct climate conditions.

The Benefits of a Lawn-Watering Guide

- Enhance customer relations
- Promote press coverage
- Ease peak-demand problems in the community
- Save your customers money on their water bills. Customers will spend less time watering the lawn and correct turf disease and other problems associated with over-watering.



The Lawn-Watering Guide
Evapotranspiration (ET) is the easiest way for your customers to determine if they are over-watering. ET, measured in inches or millimeters, is the amount of water that evaporates from the soil plus the amount of water that transpires through the leaves of a specific plant, in this case grass.

The following instructions will help you use ET information to prepare a lawn-watering guide for your customers.

Keep the instruction guide as simple as possible. If it's too complicated, the homeowner won't use it. The following are sample instructions that can be printed on the guide:

1. Set five flat-bottom cans or coffee mugs at various places on your lawn. Try to place them half way between the sprinklers or in areas that generally receive the least water. More than five cans may be necessary for large lawns.
2. Turn on your sprinkler for exactly 15 minutes.
3. Measure the depth of water in each can and determine the average water depth of the five cans.
4. Check the chart for the water depth in inches according to the season.
5. Read the number of minutes you should water about every third day and record the times for future reference.



NOTE: Use these times as a guide only. Your customers may need to water more when it's extra hot or less when it's cool or rainy.

Additional Water-Saving Tips You May Want to Include

General lawn watering tips you may want to include with the guide:

- Suggest the best watering times.
- Adjust to your guide recommendations gradually to allow the grass root system time to adjust to the change.
- Watch for visual signs of under-watering such as dry spots or wilting.
- If water is flowing off the grass into the gutter, divide the watering time into two blocks to allow the soil to accept the applied water.
- Increase the amount of water over the spring season to reach the summer water needs, and gradually decrease the amount of water in the fall as the winter rains approach.
- Reduce watering times by 20 percent of the time suggested in the guide if you have a Bermuda grass lawn or another type of low water-using grass.
- Water slightly more for small lawns surrounded by concrete or other heat-reflecting urban structures.

NOTE: A supplemental brochure on watering tips is recommended so that the lawn-watering guide will not be too cluttered.



Distribution of the Material

The material should be distributed in either a low-key, simple, mail-out approach, or in a highly visible, public relations manner.

The low-key approach would be to simply include the lawn watering guide in the customer's billing, along with the supplemental brochure.

The highly visible approach would be to promote the lawn watering guide to a greater extent. Getting local gardening clubs, civic organizations, county cooperative extension offices, schools, and the press involved would increase the effectiveness of the program.

The best time to implement either program is in the spring or summer when the public is thinking about lawn watering.



Customizing Your Guide

To customize a lawn-watering guide for your area, choose the appropriate data from the statewide watering guides over-leaf. The sample below shows the data for the Willamette Valley.

Sample

WILLAMETTE VALLEY											
Number of Minutes to Water Twice Weekly											
SPRING	49	33	24	19	16	12	9	8	6	4	4
SUMMER	99	66	49	39	33	24	19	16	12	9	8
FALL	41	27	20	16	13	10	8	6	5	4	3

Use Water Wisely...

Shaving/Toothbrushing

Leave the water off when brushing your teeth or shaving. Turn it on again to rinse. A faucet left running wide open puts about 3 to 5 gallons a minute down the drain.

Kitchen

Make sure the dishwasher is full before you turn it on. For most dishwashers, you do not need to rinse the dishes first—just scrape them clean.

When you wash dishes by hand, don't leave the water running. Use a sink or dish pan full of wash water and one of rinse water.



Keep a jug of water in the refrigerator for drinking so you don't need to let the faucet run while waiting for the water to get colder.

When waiting for hot water from the faucet, save the cool water for other uses.

When preparing vegetables and foods, put a stopper in the sink instead of letting the faucet run.

Laundry

A washing machine can use 40 gallons of water or more—whether you wash a full load or one sock! Use water more efficiently by washing full loads.

Studies have shown that front-loading machines reduce water use by up to 40% or 16 gallons per load.

Save hot water and energy by using detergents formulated for cold water washing. Cold water is gentler on synthetics and delicate fibers.

Remodeling

If you are remodeling, shop for appliances that are designed to reduce water use. Many manufacturers offer washing machines, dishwashers, toilets and showerheads that can help you save water.

*Water Conservation -
Making the most efficient use
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Water Conservation

Indoor Water Use

A GUIDE TO WATER CONSERVATION



Use Water Wisely...

Most people use 70 to 90 gallons of water per day indoors. While it may be difficult to imagine how all that water is used, a quick look often shows that much is wasted due to leaks or careless habits.

From the kitchen, to the bathroom, to the laundry room, changing your habits can save money on your water, sewer and energy bill and help conserve a vital resource.

Water conservation is not just for emergencies. Water conservation today saves you money on your next water bill, reduces the cost for developing new supplies, and leaves more water in the rivers for fish and recreation.

This pamphlet provides a few tips on how to conserve water in your home. For further information on water conservation, please contact your local water utility, Extension agent or the Oregon Water Resources Department.



The key to using water efficiently is knowing your water use habits. Do you take long, hot showers? Do you leave the water running while brushing your teeth? Do you flush the toilet needlessly? Do you have plumbing leaks? Water conservation actions involve both changing habits and replacing old, inefficient plumbing fixtures.

Leaks

Check every faucet in your home for leaks. Just a slow drip can waste 15 to 20 gallons a day. Fix it and you will save almost 6,000 gallons a year.

Check for hidden leaks in your water system. Turn off all faucets in and around your house, then locate your water meter and check the reading. Wait 15 minutes without turning any water on, then check the meter again. If the reading has changed, you have a leak.

Showers and Baths

A 5-minute shower uses from 15 to 40 gallons of water. A low volume showerhead, however, uses only 12 to 15 gallons for a 5-minute shower. Low volume showerheads are inexpensive and can pay for themselves in water, sewer and energy savings in less than a year.

Shower or bath? It depends on how long you stand in the shower and how you fill the tub. A partially filled tub uses far less water than a long shower... and a short shower uses less than a full tub.

Toilets

Flush only when needed. Do not use the toilet for discarding tissue, gum wrappers, cigarette butts, spiders and so on.

Put a water displacement device inside the tank of every toilet. You can make one with a plastic bottle of water weighted down with pebbles.



Check your toilets for leaks. Drop a dye tablet or a teaspoon of food coloring in the tank. If the color appears in the bowl after 15 minutes, replace the "flapper" valve.

A GUIDE TO WATER CONSERVATION

State of Oregon
WATER RESOURCES DEPARTMENT
 725 Summer Street NE, Suite A
 Salem, OR 97301-1271

Phone: 503-986-0900
 Fax: 503-986-0904
 Website: www.wrd.state.or.us

Saving



Water, Energy & Fish

*During Dry Times
(or anytime) in Oregon*



THE OREGON PLAN
for salmon & watersheds



Natural Resources Conservation Service



OREGON
DEPARTMENT OF
ENERGY

As Oregonians know, it doesn't always rain enough here, and snowpack levels don't always provide the amount of water we normally use over the summer for work and play. In dry times we all need to examine our water and energy use and make some changes.

Saving energy saves water. About half of our electricity comes from hydroelectric dams. **Saving water and energy also means saving salmon**, because fish need water year-round and to make their journey from streams to the ocean and back again. Together, we can get through dry times if we all pitch in – for our communities, for salmon and watersheds, and for our pocketbooks.



Check off the actions below that you will take.

For starters, can you find 5 you will commit to now?

In the Home

1 Repair dripping faucets and leaking toilets, replace washers in hose connectors, and clean gutters and downspouts with a broom or brush, not a hose. A faucet dripping one drop per second wastes 2,700 gallons of water a year!

2 Wash only full loads in clothes washers and dishwashers and avoid using extra cycles. When washing clothes, wash in cold water using a cold water detergent, and consider the next tip below...

3 Buy energy-efficient appliances. Oregon offers a tax credit for qualifying models, including clothes washers that use 60% less energy and up to 40% less water and detergent than standard models, and dishwashers that use 20 to 25% less energy and save up to 800 gallons of water per year. For more information, visit www.oregon.gov/energy or call 1-800-221-8035.



4 Flush toilets only when needed. If your toilets were made before 1995, install a water displacement device in the tank and save about a gallon per flush. Some cities offer the devices free to their water customers. Not all devices work on all toilets. Replacing older toilets saves more – 10,000 gallons a year for an average household. Any model you buy

5 Make a family plan for saving electricity.

■ Raise the thermostat on your air conditioner — each degree cuts your cooling bill 2%.

■ Turn down the thermostat during the heating season — each degree saves you up to 3% on your bill.

■ Set back your heating system to 55° overnight and when you're away from home.

■ Set your water heater temperature to 120° to 130°.

■ Insulate electric water heaters if they are in an unheated area.

■ Turn off lights when they're not needed.

■ Replace standard light bulbs with compact fluorescent bulbs. They use 25% of the energy and last



10 times as long. Use energy-efficient bulbs outdoors too (make sure they are rated

for outdoor use if fixtures are exposed), or use motion sensors that turn on lights only when needed.

■ See if you can get by without that second refrigerator.

today uses only about 1.5 gallons flush instead of 3.5 to 7 gallons, and some models have 2 flush levels. Item 3.

6 Call the utility that provides your heat for a free home energy audit. You'll learn which measures make the most sense for your home. You can get cash rebates and low-interest loans for weatherization and other conservation measures. If you heat with oil or wood, call the State Home Oil Weatherization Program at 1-800-452-8660.

7 Seal heating and cooling ducts, test and service heat pumps for peak efficiency, install highly efficient air conditioning systems or make electricity from the sun — and get a state tax credit. Call the Oregon Department of Energy for more information: 1-800-221-8035.

8 Install high-performance shower heads that give a powerful spray using far less water. They cost more, but can pay for themselves quickly in water, sewer and energy savings. Reduce your shower time to five minutes or less.



A five minute shower uses only 12 to 15 gallons with a high performance shower head, but over 40 gallons with a standard model. Each person in your house can save over 10,000 gallons per year.

9 Waiting for hot water? Put a bucket or jug under the faucet or shower-head and save the cooler water for other uses like watering plants. Or install an *on-demand* hot water recirculation system (avoid continuous or timed systems which save water, but use more energy).

10 Turn the faucet off when brushing your teeth, shaving or washing hand-wash dishes. A faucet running wide open puts about 3 gallons a minute down the drain! Use garbage disposals sparingly.

Item 3.

11 Keep a container of cool water for drinking in the refrigerator instead of running the faucet. And keep the refrigerator door open only as long as needed.

12 Install aerators in bathroom and kitchen faucets. Aerators are easy to install, and they can save up to 5 percent on your indoor water use, enough to reduce your water heating bills.



Around the Home

13 Sweep sidewalks and driveways instead of hosing, and put the sweepings in the garbage. You'll save water and prevent pollutants and debris from entering streams from storm drains.

LAWN TIPS

14 Most lawns are watered about twice as much as needed. Lawns grow best when watered no more than one inch per week. Most lawns can't absorb more than 1/2 inch in an hour. Over-watering washes away nitrogen (turning your lawn brown) and washes fertilizers and weed killers into storm drains (which end up in streams). To find out how long you need to run your sprinklers, set out one or more empty tuna cans where you water and note the average time they take to fill one inch. That's how long to run sprinklers over a week. Split this watering time into two periods. For more terrific info, go to www.healthylawns.org.

15 Timing is everything! Water between 9 p.m. and 10 a.m. (Between 4 a.m. and 10 a.m. is even better to avoid growth of fungus.) Avoiding the hot, windy part of the day reduces evaporation losses and saves up to 30% on water use. If dew is heavy, you can put off watering another day. And, if that's not enough, try the tip below...

16 Let your lawn go brown in the summer. That's what grasses do naturally. When the rains return, your lawn will be as green as ever! Or reduce your lawn area and plant native plants adapted to your local climate.

17 Mulch! Use a mulching mower that leaves the cuttings in the yard. You won't need other fertilizers. Cut your lawn 3-4" high to shade the roots from drying sunlight. Item 3.

18 Choose the right plants. Use plants that are low-water users, primarily plants native to the area. Replace turf with ground covers such as juniper or heather. Group any high-water use plants together so they can be efficiently watered.

19 In planted beds, cultivate the soil regularly so water can penetrate and encourage a good root system. Use mulch around plants to retain moisture, and consider using a soaker hose or drip irrigation system instead of a sprinkler.

20 Check hoses for leaks, and use a hand-held sprayer to water shrubs so you can control where the water goes.

21 Wash your car at a car wash that recycles the water. If you wash your car at home, use a shut-off nozzle on the hose. Wash the car on the lawn to prevent soap from going directly to storm drains. Bacteria in the soil will cleanse the water before it gets to a stream.

22 Avoid oscillating sprinklers that tend to over-water the ends when they reverse direction. Soakers and stationary sprinklers work better.

23 Rain barrels are a way to catch rainwater from your roof to use in the yard. Find out about rain barrel safety requirements and precautions to avoid breeding mosquitoes – plus other strategies – at www.portlandonline.com/oni/index.cfm?c=29373 or call 503-823-3050.

On the Farm or Ranch

24 Graze properly for a drought-tolerant pasture. Grass needs three inches of leaf or more to support roots below. When grazing removes too much leaf, roots may die, and the pasture will be less drought-tolerant. Use rotational grazing.



25 For hay growers, harvesting one cutting instead of two saves water in a drought year. For pastures, water is important in the spring. If grass develops good root systems during this critical period, it will be drought-resistant.

26 To minimize evaporation losses, irrigate early in the morning or at night, if possible, when winds are calmer and temperatures are lower. Properly maintain your irrigation system by replacing all leaking gaskets and worn nozzles.

27 Exclude livestock during irrigation and until soil surfaces dry. Wet soils are compacted by livestock, reducing water infiltration and crushing root growth.

28 Control weeds that compete with crops and grasses for moisture.

29 Reduce nitrogen applications during drought by 25 to 50%. Normal amounts of phosphate, potash and sulfur are still needed.

30 Apply water according to crop needs. Annual crops use a net application of 1 to 2 inches per week in the summer. Critical irrigation times are during flowering, seed fill and fruit set. Account for soil moisture and rainfall, as well as crop need, in your watering plan.

31 Consider adjusting livestock numbers to balance with forage supplies. Consider selling calves and lambs early.

32 Grow small grain for use as hay or pasture. Grain requires less water than conventional forage crops.

33 Check springs, stock tanks, float valves and pipelines to ensure they are operating properly. Repair all leaks.

34 Operate tillage tools at shallower depths in dryland conditions.

35 Delay spring tillage until absolutely necessary to help conserve soil moisture.

36 Leave crop residues on the soil surface for improved soil moisture from mulching effects, increased water absorption and reduced surface runoff.

37 Energy-efficient irrigation pumps save both energy and water. State tax credits and loans may be available. Contact Oregon Department of Energy at 1-800-221-8035

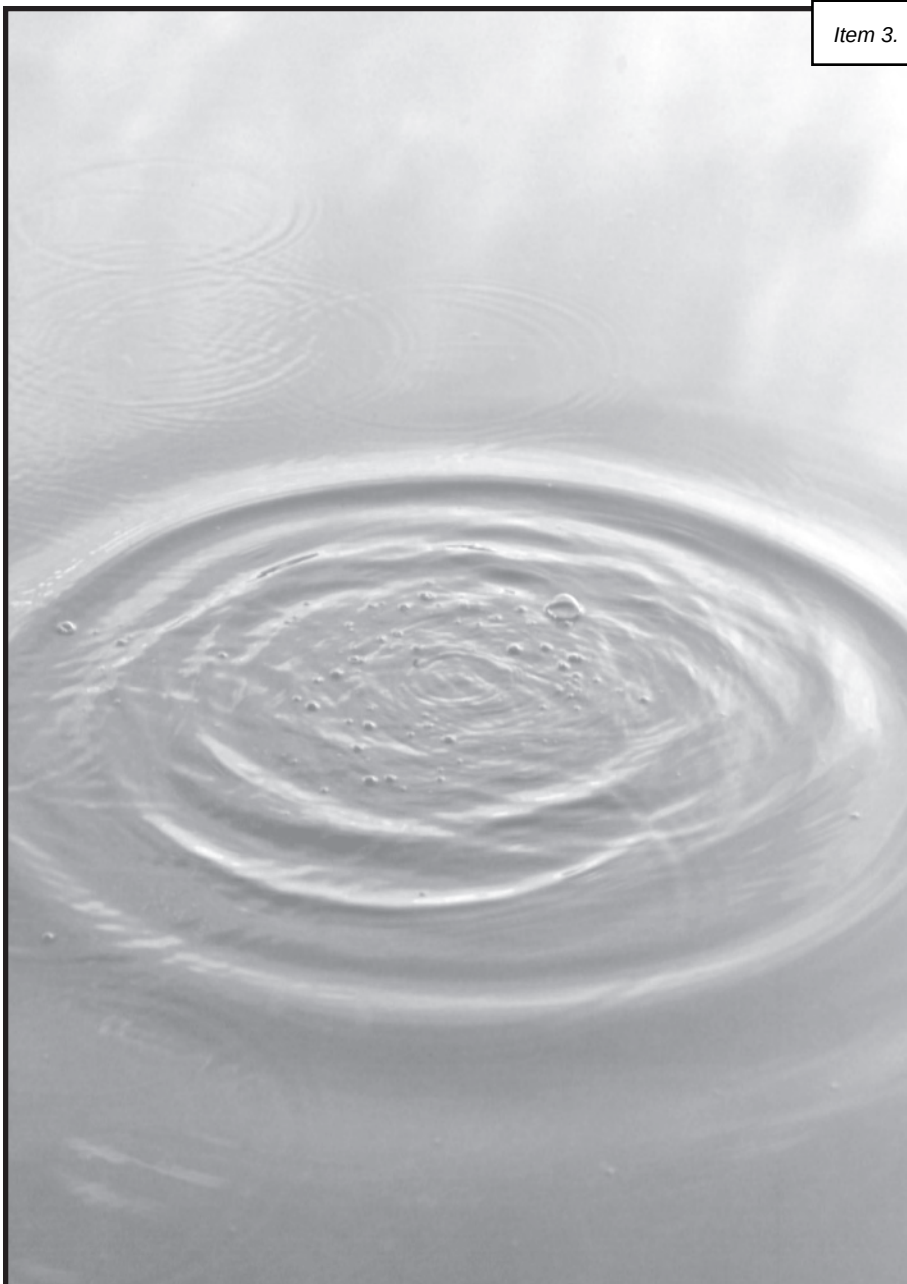




- 38** Not using your computer or computer games? Turn them off to save energy. And don't forget to shut off the monitor.

For more information on reducing water and energy use, contact the following:

- **Natural Resources Conservation Service (NCRS):** www.or.nrcs.usda.gov/water.html
Weekly monitoring reports on snowpack and drought conditions. Also visit www.wcc.nrcs.usda.gov/nrcsirrig/ for additional irrigation recommendations.
- **Oregon Department of Energy:** www.oregon.gov/energy
or (503) 378-4040 or 1-800-221-8035 (in Oregon)
Energy conservation tips and information on tax credits and other programs for residences, business, industry, schools and governments.
- **Oregon State University Extension Service:**
<http://extension.oregonstate.edu/emergency/drought.php>
Publications and information to help Oregonians cope with water shortages at home, in the garden and on the farm. Also includes links to info about livestock management, farm production, monitoring and mitigation during drought.
- **Oregon Water Resources Department:** www.wrd.state.or.us/OWRD/WR_drought.shtml
Updates on drought conditions, Governor's declarations of state drought emergency in various counties, and other government programs addressing drought. Includes steps to save water for residential, municipal, agricultural and commercial/industrial water users.
- **Bonneville Power Administration:** www.bpa.gov
Learn how to make voluntary energy efficiency efforts through "Save A Watt."
- **City of Portland Bureau of Water Works:**
www.portlandonline.com/water/index.cfm?c=30675
Information on water conservation and how to do a water audit of your toilet, sink and shower to determine water usage and where to install water-conserving devices (and save money).
- **Energy Trust of Oregon:** www.energytrust.org/ or 1-866-ENTRUST (368-7878)
Incentives to conserve energy in homes and businesses for Oregon customers of Pacific Power, Portland General Electric, and NW Natural.
- **Portland General Electric:**
www.portlandgeneral.com/EE?aux_html/Tips/tipover.asp
Room-by-room strategies to save energy plus renewable power choices for PGE customers.
- **Pacific Power:** www.pacificpower.net/Article/Article46670.html
Take an online home energy audit and check out Blue Sky renewable energy options.



THE OREGON PLAN
for salmon & watersheds



OREGON
DEPARTMENT OF
ENERGY

APPENDIX F

Water Curtailment Ordinances

ORDINANCE PROHIBITING NONESSENTIAL USES OF WATER

Item 3.

ORDINANCE NO. _____

An Ordinance of the city of Coburg, Declaring a Water Shortage Emergency, Establishing Rules and Regulations Limiting Nonessential Uses of Water, and Providing Penalties for Violation Thereof.

The City Council of the city of Coburg does enact as follows:

Section 1. Purpose and Intent.

The City Council of the city of Coburg hereby declares that a water shortage emergency condition prevails within the city of Coburg and that the ordinary demands and requirements of water consumers cannot be satisfied without depleting the water supply of the city of Coburg to the extent that there would be insufficient water for human consumption, sanitation, and fire protection.

In order to conserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation, and fire protection, this City Council adopts the following regulations and restrictions on the delivery and consumption of water to take effect immediately and remain in effect until rescinded by ordinance.

The specific uses regulated or prohibited in the Ordinance are nonessential, if allowed would constitute wastage of water, and should be prohibited.

Section 2. Definitions.

For the purpose of the Ordinance, the following terms have the meaning given:

“Customer” any person using water supplied by the city of Coburg.

“Person” any person, firm, entity, partnership, association, corporation, company, or organization of any kind.

“Water” water from the city of Coburg, unless expressly provided otherwise or required by the contract.

Section 3. Application.

The provisions of this Ordinance shall apply to all customers using water provided by the city of Coburg.

Section 4. Regulation of Sprinkling and Watering.

No person or customer shall sprinkle, water, or irrigate any shrubbery, trees, lawns, grass, ground covers, plants, vines, gardens, vegetables, flowers, or any other vegetation, except as follows:

- a. Such irrigation, sprinkling, and watering shall be permitted by even-numbered addressed residences on even-numbered days of the calendar.
- b. Such irrigation, sprinkling, and watering shall be permitted by odd-numbered addressed residences on odd-numbered days of the calendar.

Section 5. Nonessential Residential Water Use.

The following residential water uses are hereby determined to be nonessential and are prohibited:

- a. The use of water to wash any motorbike, motor vehicle, boat, trailer, airplane, or other vehicle, except at a commercial fixed washing facility.
- b. The use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts or other hard-surfaced area, or building or structure.
- c. The use of water to fill, refill or add to any indoor or outdoor swimming pools or jacuzzi pools except for neighborhood fire control, where the pools have recycling water systems and evaporative covers, or where the use of the pool is required by a medical doctor's prescription.
- d. The use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support fish life.

Section 6. Non-essentail Commercial or Industrial Use.

The following commercial or industrial water uses are hereby determined to be nonessential and are prohibited:

- a. The use of water to serve a customer in a restaurant unless requested by the customer.
- b. The use of water for scenic and recreational ponds and lakes, except for the minimum amount required to support fish life.
- c. The use of water from hydrants for construction purposes, fire drills, or any purpose other than firefighting.
- d. The use of water by a golf course to irrigate any portion of its grounds except those areas designated as tees and greens.
- e. The use of water for dust control.

Section 7. Gutter Flooding.

No person or customer shall cause or permit water to run to waste in any gutter or drain.

Section 8. Regulation of Applications for New Water Service.

No applications for new, additional, further expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or other water service facilities of any kind shall be allowed, approved, or installed.

Section 9. Discontinuance of Service.

The City Administrator may, after one warning by certified mail or in person by staff, disconnect the water service of any person or customer whenever he determines that such person or customer has failed to comply with any provisions of this Ordinance. Service so disconnected shall be restored only upon payment of the turn-on charge, hereby fixed at \$10.00 during office hours or \$20.00 after office hours, or as otherwise specified by law, and any other costs incurred by the city of Coburg in the discontinuance of service and the giving of suitable assurances to the city of Coburg that the action causing the discontinuance will not be repeated.

In addition to the foregoing, the city of Coburg may, prior to restoration of service, install a flow-restrictive device on the customer's service.

Section 10. Variances.

The City Administrator may, in writing, grant temporary variances for prospective uses of water otherwise prohibited after determining that due to unusual circumstances to fail to grant such variance would cause an emergency condition affecting health, sanitation, or fire protection of the applicant or the public. The City Council shall ratify or revoke any such variance or adjustment at its next scheduled meeting. Any such variance or adjustment so ratified, may be revoked by later action of the City Council. No such variance shall be retroactive or otherwise justify any violation of this Ordinance occurring prior to issuance of said temporary variance.

Section 11. Emergency Ordinance.

This Ordinance is hereby declared to be necessary for the immediate preservation of the public peace, health, and safety and shall take effect and be in force upon its adoption by the members of the City Council. Due to severe drought conditions in the area, it is imperative that this Ordinance become effective immediately to protect existing water supplies for human consumption, sanitation, and fire protection.

Section 12. Ordinance Controlling.

The provisions of this Ordinance shall prevail and control in the event of any inconsistency between this Ordinance and any other rules or regulations of the city of Coburg

Section 13. Severability Clause.

If any section, subsection, sentence, clause, or phrase of the Ordinance is for any reason held to be unconstitutional, such decision shall not affect the remaining

portions of this Ordinance. The City Council of the city of Coburg declares that it would have passed each phrase thereof, irrespective of the fact that any one or more such provisions be declared unconstitutional.

Section 14. Publication.

The City Administrator is hereby directed to publish this Ordinance for the period and in the manner required by the _____ (appropriate legal reference).

ORDER PUBLISHED THIS _____ day of _____. 20__.

ADOPTED THIS _____ day of _____. 20__, (by the following vote):

AYES:

NOS:

ABSENT:

Signed: _____

Attest: _____
 _____ (Clerk)

CATASTROPHIC WATER SHORTAGE EMERGENCY

ORDINANCE NO. _____

An Ordinance of the city of Coburg, Declaring a Water Shortage Emergency, Establishing Rules and Regulations For Allocating Available Water Resources, and Providing Penalties for Violation Thereof.

The City Council of the city of Coburg does enact as follows:

Section 1. Purpose and Intent.

The City Council of the city of Coburg hereby declares that a water shortage emergency condition prevails within the City of Coburg and that the ordinary demands and requirements of water consumers cannot be satisfied without depleting the water supply of the city of Coburg to the extent that there would be insufficient water for human consumption, sanitation, and fire protection.

In order to conserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation, and fire protection, this City Council adopts the following regulations and restrictions on the delivery and consumption of water to take effect immediately and remain in effect until rescinded by ordinance.

The specific uses regulated or prohibited in the Ordinance are nonessential, if allowed would constitute wastage of water, and should be prohibited.

Section 2. Definitions.

For the purpose of the Ordinance, the following terms have the meaning given:

“Customer” any person using water supplied by the city of Coburg.

“Person” any person, firm, entity, partnership, association, corporation, company, or organization of any kind.

“Water” water from the city of Coburg, unless expressly provided otherwise or required by the contract.

Section 3. Application.

The provisions of this Ordinance shall apply to all customers using water provided by the city of Coburg.

Section 4. Prohibiting Nonessential Water Use.

Uses of water for residential purposes in excess of the following daily usage allotment are determined to be nonessential and are prohibited:

Section 5. Nonessential Residential Uses Defined.

Uses of water for residential purposes in excess of the following daily usage allotment are determined to be nonessential:

- (1) One or two residential units - Daily usage allotment
 - a. One permanent resident _____ gallons
 - b. Two permanent residents _____ gallons
 - c. Three permanent resident _____ gallons
 - d. Each additional permanent resident _____ gallons
- (2) Multi-residential units - Daily usage allotment (Three or more) for each permanent _____ gallons residence. Each customer in whose name water is supplied to a residence, or residences or apartments or other dwelling units, shall upon request of the City Administrator advise the utility under penalty of perjury the number of permanent residents using water supplied to the residence, residences, apartments, or other dwelling units. If the customer fails to advise the City Administrator, each residence, apartment or dwelling unit shall be permitted the water allocation herein provided for one permanent resident.
- (3) All irrigation uses, use of water features, filling of pools or ponds, exterior washing of cars, driveways, buildings or other equipment except for the purposes of safety or fire fighting purposes are prohibited.

Section 6. Nonessential Commercial Uses Defined.

Uses of water for commercial purposes in excess of the following amounts are determined to be nonessential and are prohibited:

1. The use of water for schools, parks, recreation areas, golf courses, community food gardens, residential gardens, cemeteries, and similar recreation or memorial type facilities for purposes other than human consumption and sanitation.
2. The use of water for nursery facilities, restaurants, shopping centers, filling stations, health and swim clubs, and all other commercial uses for purposes other than human consumption and sanitation.

Section 7. Nonessential Industrial Uses Defined.

Uses of water for industrial purposes in excess of the following amounts are determined to be nonessential:

1. The use of water for manufacturing, food processing, cooling or cleaning of equipment for purposes other than for safety, fire protection human consumption and sanitation.

Section 8. Other Nonessential Uses.

All other uses of water not expressly set forth in this Ordinance for purposes other than safety, fire fighting, human consumption, livestock watering and sanitation.

Section 9. Regulation of Applications for New Water Service.

No applications for new, additional, further expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or other water service facilities of any kind shall be allowed, approved, or installed during the time this ordinance is in effect..

Section 10. Penalties and Discontinuance of Service.

Violations of any provision of this Ordinance shall be punished as follows:

First violation:	<i>Warning Letter</i>
Second violation:	Fine - \$100
Third violation, and subsequent violations:	Fine - \$250

City Staff may, after written or personal warning, disconnect the water service of any customer that repeatedly violates this ordinance. Water service disconnected shall be restored only upon payment of any turn-on charge and any other costs incurred by the City and suitable assurances that the action causing the discontinuance will not be repeated. In addition to the foregoing, the city of Coburg may, prior to restoration of service, install a flow-restrictive device on the customer's service.

Section 11. Enforcement.

Each deputy of the Coburg Police shall diligently enforce the provisions of this Ordinance. All employees of the city of Coburg, Public Works Department, and Fire Department, have the duty and are hereby authorized to enforce the provisions of this Ordinance.

Section 12. Variances.

The City Administrator may, in writing, adjust any consumer's usage allotment if it is determined that due to unusual circumstances to fail to do so would cause an emergency condition affecting health, sanitation, or fire protection of the applicant or the public; and may grant such adjustment in the case of a mixed residential and nonresidential use if it is found that such adjustment is necessary to place an equivalent allotment burden on consumers.

The City Council shall ratify or revoke any variance or adjustment. Any variance or adjustment so ratified may be revoked by later action of the City Council. No

variance or adjustment shall be retroactive or otherwise justify any violation of this Ordinance occurring prior to issuance of temporary variance or adjustment.

Section 13. Emergency Ordinance.

This Ordinance is hereby declared to be necessary for the immediate preservation of the public peace, health, and safety and shall take effect and be in force upon its adoption by the members of the City Council. Due to impending water shortages in the city of Coburg, it is imperative that this Ordinance become effective immediately to protect existing water supplies for human consumption, sanitation, and fire protection.

Section 14. Ordinance Controlling.

The provisions of this Ordinance shall prevail and control in the event of any inconsistency between this Ordinance and any other rules or regulations of the city of Coburg.

Section 15. Severability Clause.

If any section, subsection, sentence, clause, or phrase of the Ordinance is for any reason held to be unconstitutional, such decision shall not affect the remaining portions of this Ordinance. The City Council of the city of Coburg declares that it would have passed each phrase thereof, irrespective of the fact that any one or more such provisions be declared unconstitutional.

Section 16. Publication.

The City Administrator is hereby directed to publish this Ordinance for the period and in the manner required by the _____ (appropriate legal reference).

ORDER PUBLISHED THIS _____ day of _____. 20__.

ADOPTED THIS _____ day of _____. 20__, (by the following vote):

AYES:

NOS:

ABSENT:

Signed: _____

Attest: _____

(Clerk)

APPENDIX G

2024 Consor Technical Memorandum System Capacity Analysis and Modeling Results for Developments East of Interstate 5

Technical Memorandum

Date: December 4, 2024

Project: City of Coburg – New Customer Hydraulic Modeling Support

To: Julie Leland, PE
Branch Engineering, Inc.

Written by: Kevin Trott, PE
Conсор

Reviewed by: Justin Ford, PE
Conсор

Re: System Capacity Analysis and Modeling Results for Developments East of Interstate 5



1. Introduction and Background

The City of Coburg (City) is planning to construct a new 12-inch diameter pipeline loop on the east side of Interstate 5 (I-5) to serve new customers and feed a potential future elevated reservoir. The new pipeline will allow future users to connect to the potable water distribution system with a reliably looped pipeline. The first portion of the pipeline is currently installed across I-5 at Selby Way in the southeast corner of the distribution system, where the pipeline is currently terminated. The City is in the process of conceptualizing the next phase of the loop that will extend the pipeline north, and working with potential developers to bring a large (100 acre) undeveloped lot into the City's system at some point in the future.

In the interim, the City (through Branch Engineering) has retained Conсор to assist with evaluating the impact of bringing Premier RV Resort (PRVR) into the City's distribution system, which all parties would like to accomplish as soon as possible. The understanding is that PRVR may be brought into the City's system as soon as early 2024. To support this, the City requested that Conсор perform targeted hydraulic modeling to analyze the system in conjunction with this proposed modification. The City plans to extend a 4-inch diameter service through a 3-inch meter from the current 12-inch diameter main terminus on the east side of I-5, north of Selby Way.

In addition, the City has recently drilled and tested a new supply well (Well 3, Stallings Well Site) northwest of the distribution system. This well was constructed to meet projected demand increases but is producing less than what was originally anticipated for the new supply. Flow testing showed that it will produce approximately 100 to 175 gallons per minute (gpm). A supply overview is presented in this Technical Memorandum (Memo) to help inform the City as to current and projected demand shortcomings with the updated Well 3 capacity information.

System Improvement Review

The current hydraulic model was updated with the newly installed pipelines. Below is the list of pipelines that were included in this analysis:

- Coleman Street Water Line – this consisted of a new 8-inch and 12-inch pipeline in Coleman Street.

- E. McKenzie Street Waterline – this consisted of a new 8-inch pipeline in McKenzie Street.
- Willamette, Harrison, and Macy Street Waterline Replacement – this consisted of a new 8-inch pipeline in Willamette, Harrison, and Macy Streets, and abandoning the 4-inch pipeline in the alley.
- First Addition to Coburg Creek – this consisted of new 8-inch pipelines in Coburg Creek Drive, Macy Street, and Skinner Street.

The model was analyzed using the maximum day demand (MDD) and peak hour demands (PHD) from the 2016 Water Master Plan (WMP) Update created by 4B Engineering and Consulting. The values used for MDD and PHD were taken for the year 2025 and were 793 gpm and 1,984 gpm, respectively.

2. Capacity Analysis

Well 3 was recommended in the 2016 WMP as required additional source capacity was shown to be needed to meet the projected demand increases. Well 3, which is installed but not fully developed or online yet, was drilled and cased as planned but is only capable of producing approximately 100 gpm to 175 gpm, which is less than the predicted capacity of the well site. The current MDD was reviewed and compared with the current system supply to determine if a deficiency exists, and target when one may occur based on demand projections. For this analysis, Table 5-1 from the 2016 WMP was utilized. **Table 1** below shows the capacity analysis using 100 gpm at Well 3 (results shown in gpm).

Table 1 | Coburg Capacity Analysis with Well 3 at 100 gpm

Supply	2015	2016	2020	2025	2030	2036
Well #1 ¹	550	550	525	525	525	525
Well #2 ¹	550	550	525	525	525	525
Well #3	0	0	0	100	100	100
Total Available Capacity ²	1,100	1,100	1,050	1,150	1,150	1,150
MDD	451	485	642	793	954	1,166
Total Required Capacity ³	542	582	770	952	1,145	1,463
Net Reserve	558	518	280	198	5	-313

Notes:

1. WMP assumes the capacity of Wells 1 and 2 reduces to 525 gpm in 2020 due to aging
2. The Total Available Capacity is based on the full capacity of all sources
3. Based on MDD @20 max hrs/day of pumping

Table 2 below includes the capacity analysis using 175 gpm at Well 3 (results shown in gpm).

Table 2 | Coburg Capacity Analysis with Well 3 at 175 gpm

Supply	2015	2016	2020	2025	2030	2036
Well #1 ¹	550	550	525	525	525	525
Well #2 ¹	550	550	525	525	525	525
Well #3	0	0	0	175	175	175
Total Available Capacity ²	1,100	1,100	1,050	1,225	1,225	1,225
MDD	451	485	642	793	954	1,166
Total Required Capacity ³	542	582	770	952	1,145	1,463
Net Reserve	558	518	280	273	80	-238

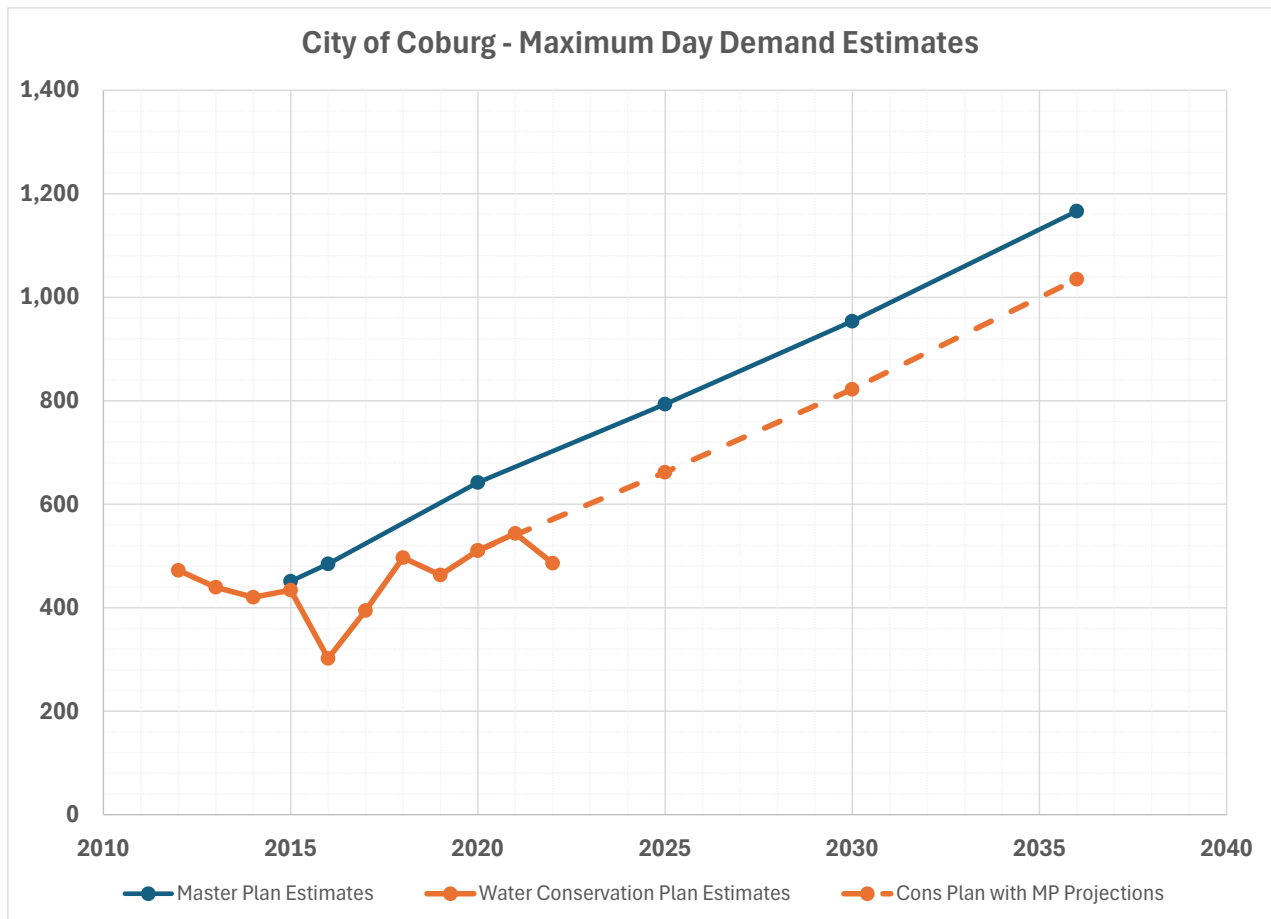
Notes:

1. WMP assumes the capacity of Wells 1 and 2 reduces to 525 gpm in 2020 due to aging
2. The Total Available Capacity is based on the full capacity of all sources
3. Based on MDD @20 max hrs/day of pumping

Based on this analysis, the current (year 2025, after Well 3 is placed in service) capacity of the system is an excess of 198 gpm to 273 gpm, depending on the production at Well 3. If the demand trends from the WMP are accurate, the City will need to have a new well online by shortly after the year 2030 to account for the reduced capacity of Well 3. Note that the WMP assumed a reduction of capacity of the existing wells from 550 gpm to 525 gpm due to well age. This reduction was assumed to occur in 2020.

Based on the City's comments, the current capacity of Wells #1 and #2 are 550 gpm and 450 gpm, respectively. It appears that the expected wear did not occur on Well #1, but more than expected wear occurred on Well #2. In addition, the City provided MDD values that are being used in its updated Water Management and Conservation Plan (WMCP). The effort to update the City's WMCP, which was last published in 2008, has been underway and is expected to be finalized and adopted in 2025. **Figure 1** provides a comparison between the 2016 WMP numbers and the updated WMCP numbers, which are more recently derived.

Figure 1 | MDD Comparison – 2016 WMP vs Updated WMCP



Note that the updated WMCP numbers are less than the 2016 WMP MDD numbers. However, in an effort to display what can be considered the “worst case scenario”, **Table 3** presents the scenario of 450 gpm at Well #2, 100 gpm at Well #3, and the 2016 WMP projections (results shown in gpm).

Table 3 | Coburg Capacity Analysis – Worst Case Scenario

Supply	2015	2016	2020	2025	2030	2036
Well #1 ⁽¹⁾	550	550	550	550	550	550
Well #2 ⁽¹⁾	550	550	450	450	450	450
Well #3	0	0	0	100	100	100
Total Available Capacity ⁽²⁾	1,100	1,100	1,000	1,100	1,100	1,100
MDD	451	485	642	793	954	1,166
Total Required Capacity ⁽³⁾	542	582	770	952	1,145	1,463
Net Reserve	558	518	230	148	-45	-363

Notes:

1. Assumes the capacity of Wells 1 and 2 are 550 gpm and 450 gpm, respectively
2. The Total Available Capacity is based on the full capacity of all sources
3. Based on MDD @20 max hrs/day of pumping

For an additional comparison, using the 2016 WMP projections forecasted out from the 2024 WMCP estimates, the resulting 2036 MDD would be 1,035 gpm (not shown in the tables). Due to this uncertainty, the City should continue to plan on having additional water supply ready by 2030, and should closely monitor its MDD and well production over the next few years to track the available supply and plan accordingly.

3. New Customer and Phased Improvement Analysis

As PRVR wants to be brought into the City's system now, but the new 12-inch east side pipe loop is not going to be constructed for some time, the City requested that we review the implications of them providing service under current conditions (prior to extending the pipeline). PHD and MDD analysis model runs were completed with PRVR getting service from the current end of the 12-inch pipeline through a 4-inch service. This is considered "Phase 1" for reporting purposes, which will include only a 4-inch service extended (without the East Side Loop). No Well 3 flow will be included based on the anticipated timeframes, and no fire flow requirement will be reviewed for PRVR property, per City direction.

At some point in the next few years, it is anticipated that a land developer will want to build on the 100-acre lot, which will necessitate extending the 12-inch pipeline north from its current terminus to Van Duyn Street. This will be considered "Phase 2" for reporting purposes. PHD, MDD, and fire flow demand analysis model runs were completed assuming the following new demands: 25 percent of the 100-acre lot comes into the system and additional customers south of Van Duyn and East of I-5 come into the system including a gas station with a convenience store and a restaurant. For this analysis it was assumed that Well 3 will have been developed and the flow contribution included in the system.

Eventually, it is anticipated that the pipeline will be extended past the new development and a second I-5 crossing North of Van Duyn Road will also be built which would complete the pipeline loop. Once the entire pipeline is completed and looped, this will be considered "Phase 3" for reporting purposes. PHD, MDD, and fire flow demand analysis model runs were completed with the 12-inch pipeline complete but without the reservoir constructed. The model runs will be completed assuming an additional 25 percent of the 100-acre lot comes into the system (for a total of 50 percent), and that the Well 3 contribution persists.

Phase 1 Results

The first phase of this analysis was completed assuming both MDD flow and PHD flow within the system and at the PRVR. Based on this analysis, the City can bring the PRVR online without any observable effect to the level of service within the existing system. The pressure observed at PRVR during MDD + PHD was 67.5

pounds per square inch (psi) and 67.7 psi, respectively. **Figure 2** presents the results of the Phase 1 PHD scenario.

Phase 2 Results

The second phase of the analysis includes the demand of the PRVR and assumed a new demand for the 100-acre site. The demand for the 100-acre site was assumed to be 25 gpm MDD, which is 50 percent of the Phase 3 demand. According to the WMP, the MDD:PHD peaking factor is 2.5, which would correspond to a PHD of 62.5 gpm for the site. With this demand, the peak hour simulation indicated a pressure observed at 70.3 psi and a velocity of 0.5 feet per second (fps). Under the MDD conditions, it was determined that the site is limited to 2,200 gpm at 20.3 psi. This indicates that with an MDD of 25 gpm, the site has 2,175 gpm available for fire flow protection. **Figure 3** presents the results of the Phase 2 PHD scenario. **Figure 4** presents the results of the Phase 2 MDD plus fire flow scenario.

Phase 3 Results

The third phase of the analysis included the demand of the PRVR and assumed a new demand for the 100-acre site. The MDD for the 100-acre site was assumed to be 50 gpm which is 100 percent of the assumed site demand. Utilizing the MDD:PHD peaking factor, the corresponding PHD for the site is 125 gpm. With this demand, the peak hour simulation indicated a pressure observed at 71 psi and a velocity of 1.0 fps. Under the MDD, it was determined that the site is limited to 3,850 gpm at 20.3 psi. This indicates that with an MDD of 50 gpm, the site has 3,850 gpm available for fire flow protection. Per the WMP, the largest fire flow demand within the City is 3,500 gpm at the I-5 industrial zone. **Figure 5** presents the results of the Phase 3 PHD scenario. **Figure 6** presents the results of the Phase 3 MDD plus fire flow scenario.

4. Conclusions and Recommendations

Based on the analysis above, the limiting factor to bringing the new customers online is both the well supply and construction phasing of the pipelines. With the available well supply, the site is limited to ~165 gpm (200 gpm available from the wells for 20 hours of pumping), which would put the entire system at capacity and not allow any further growth. In addition, the site is limited to 2,175 gpm for fire flow conditions during the Phase 2 scenario. Once the loop is complete, the site can match the current maximum fire flow in the system of 3,500 gpm.

There is also uncertainty regarding wear on the existing well pumps. Well #1 experienced no reduction of capacity over the last few years and is still at 550 gpm capacity while Well #2 had excess wear and has dropped to 450 gpm capacity. In addition, the production of the new Well #3 is estimated to be between 100 gpm and 175 gpm. There is also uncertainty with the MDD projections, which seem to be high in the 2016 WMP when compared to the updated WMCP estimates. With these uncertainties, the City may need to bring an additional supply source online prior to 2030, or it may be able to delay the implementation of the additional supply source. Therefore, the City should closely watch its water demands and well production capacity over the next few years.

The following is a list of conclusions and recommendations at each Phase based on the results of the modeling analyses conducted:

Confirmation of Assumptions

1. Monitor the yearly MDD to verify projections and compare with the projections presented in Figure 1 above. If future MDD exceed the projections, the City will need to speed up the implementation of additional water supply or take steps to reduce consumption.

2. Monitor the well production to verify well pump wear at existing wells and production at the new well. If the existing wells decrease or the new production Well #3 has less than 100 gpm capacity, the City will need to speed up the implementation of additional water supply or take steps to reduce consumption.

Capacity Review

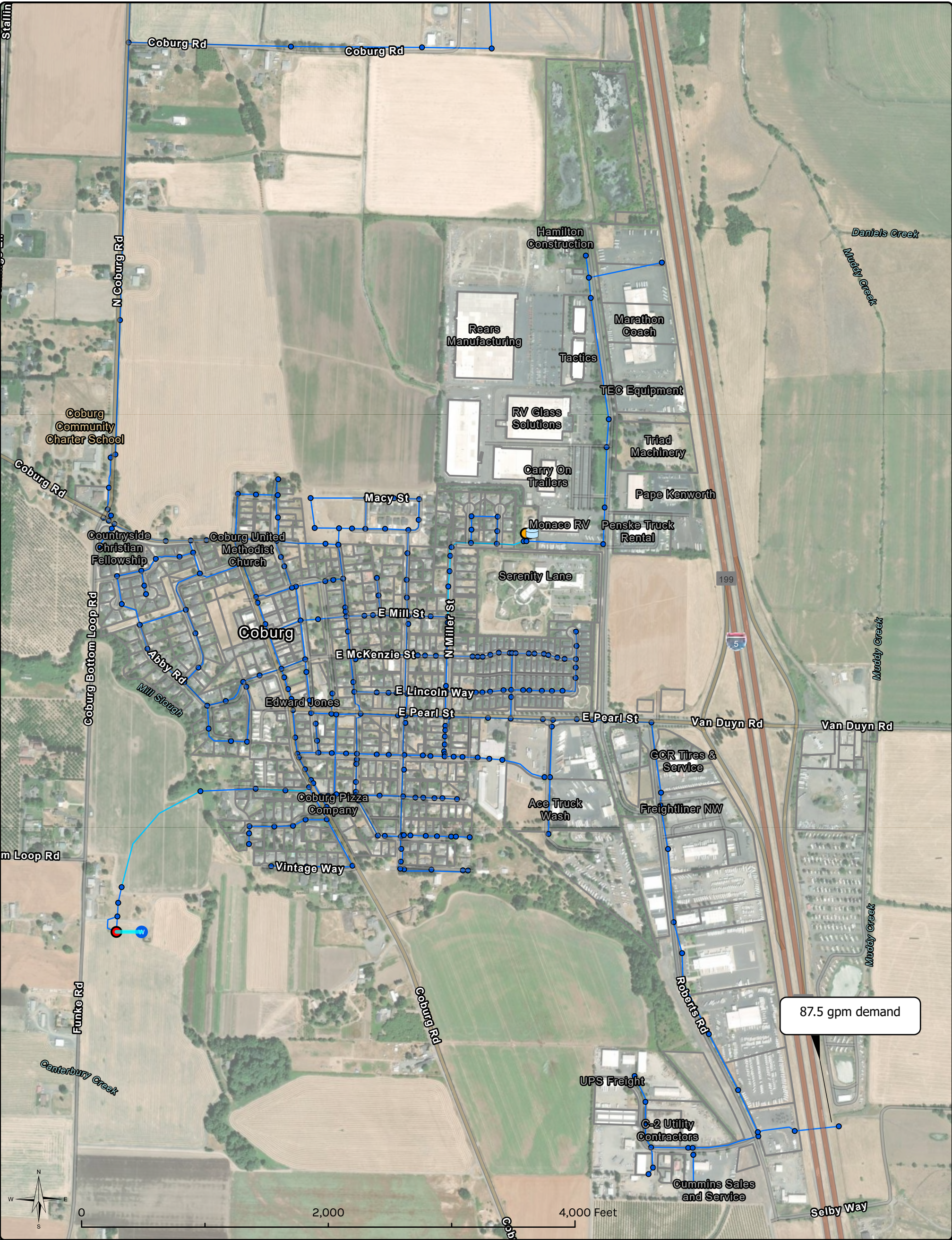
3. Identify a new supply source to meet the projected demands beyond the year 2025. This supply source will most likely need to be online by around the year 2030. Depending on the actual capacity of Well 3 after it is developed, the deficit in supply is estimated at up to 363 gpm in the year 2036.

Phase 1 Improvements

4. Adding PRVR to the City's system right now introduces no observable (from hydraulic modeling) effect to the level of service within the existing system. Fire flow was not analyzed as part of Phase 1, but would be similar to the available fire flow observed in Phase 2.

Phases 2 & 3 Improvements

5. Limit the 100-acre site to an MDD of 100 gpm to allow the remaining 65 gpm of supply be available to other areas of the distribution system (for demand increases from expected or unexpected growth), until such time as another supply source is determined.
6. Limit the fire flow requirement of the 100-acre site to 2,000 gpm until Phase 3 of the pipeline is complete.



Legend

W

Wells 1&2

W

New Well

Sarah Lane Reservoirs

Parcels

< 5 psi

5 - 20 psi

20 - 30 psi

30 - 50 psi

50 - 80 psi

> 80 psi

< 2 fps

2 - 5 fps

5 - 8 fps

8 - 12 fps

> 12 fps

COBURG

OREGON

Branch

ENGINEERING inc

consor

Figure 2

New Customer Analysis

Phase 1 - Existing PHD Scenario

Pressure and Velocity

Project No: W2308360R.03

December 2024

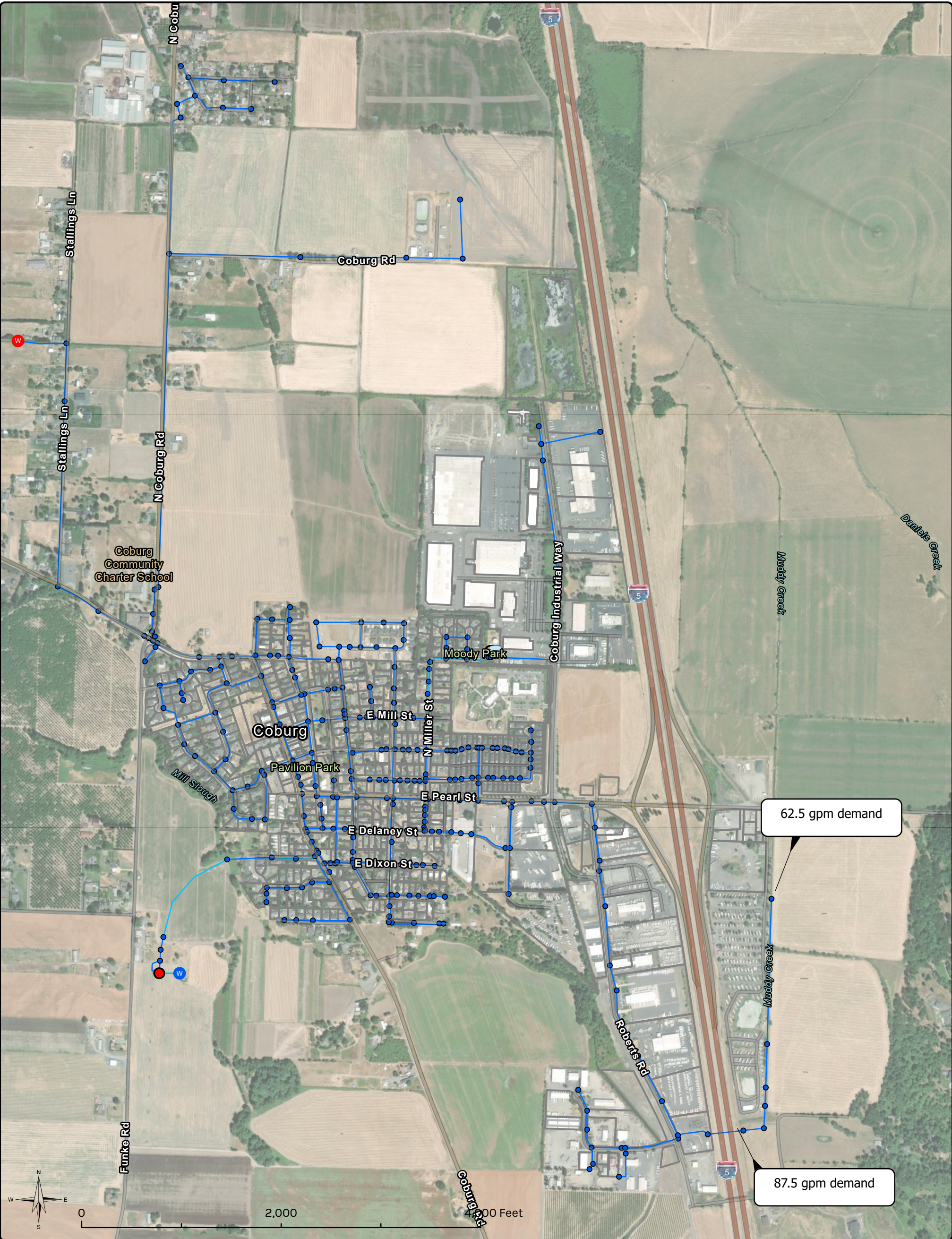
Data Sources: Lane County, OR 2022, Consor April 2024;Hybrid Reference Layer: Esri Community Maps Contributors, Oregon State Parks, State of Oregon GEO, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

World Imagery: Maxar.

Coordinate System: NAD 1983 StatePlane Oregon South FIPS 3602 Feet Intl

Disclaimer: Consor and City of Coburg make no representations, express or implied, as to the accuracy, completeness and timeliness of the information displayed. This map is not suitable for legal, engineering, or surveying purposes.

Notification of any errors is appreciated. Boundaries of adjacent purveyors are approximate and not to be interpreted as exact.



Legend

W

Wells 1&2

W

New Well

Sarah Lane Reservoirs

Parcels

PRESSURE

< 5 psi

5 - 20 psi

20 - 30 psi

30 - 50 psi

50 - 80 psi

> 80 psi

VELOCITY

< 2 fps

2 - 5 fps

5 - 8 fps

8 - 12 fps

> 12 fps

COBURG

OREGON

Branch

ENGINEERING inc

consor

Figure 3

New Customer Analysis

Phase 2 - Existing PHD Scenario

Pressure and Velocity

Project No: W2308360R.03

May 2024

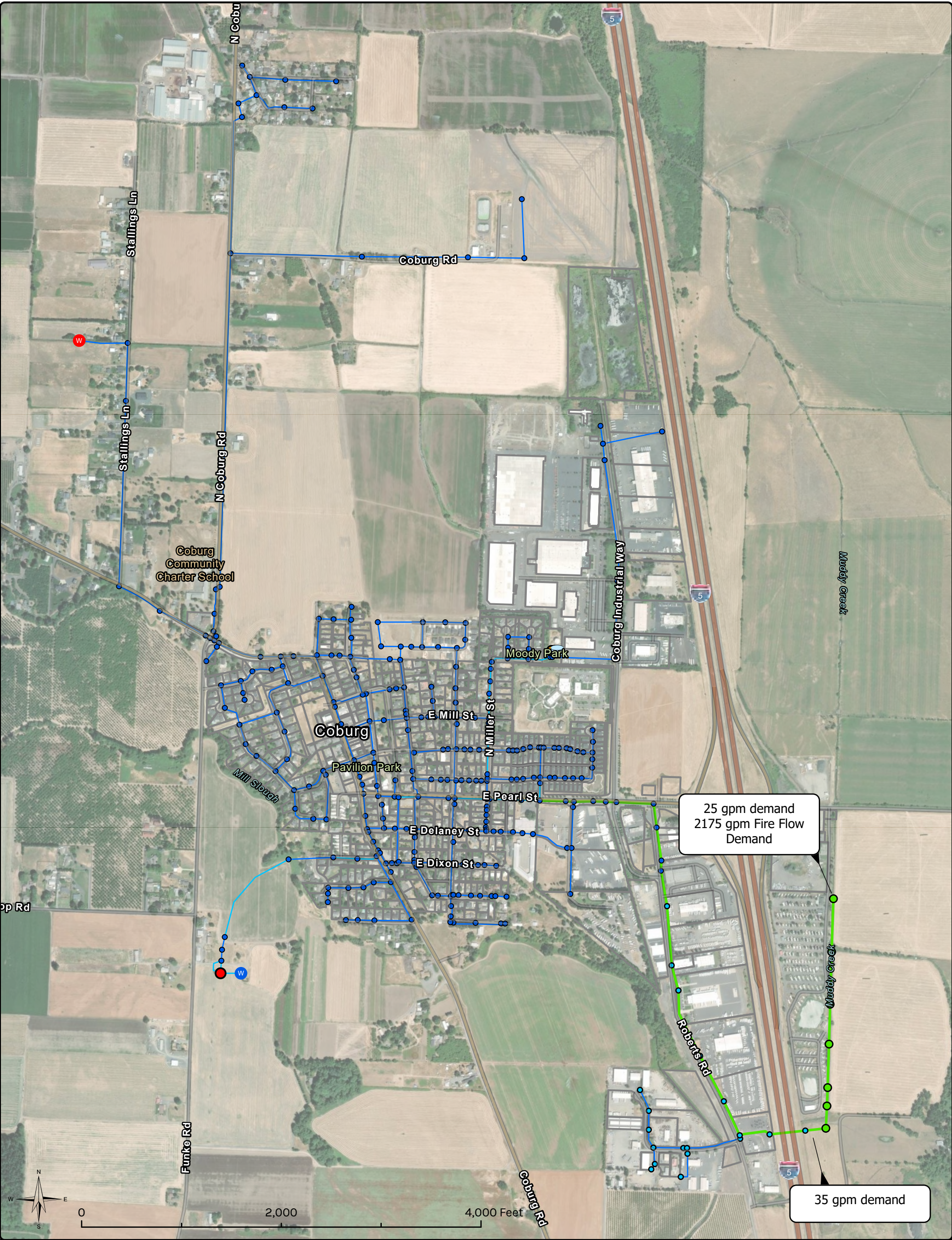
Data Sources: Lane County, OR 2022, Consor April 2024;Hybrid Reference Layer: Esri Community Maps Contributors, Oregon State Parks, State of Oregon GEO, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

World Imagery: Maxar.

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Legend

W

Wells 1&2

W

New Well

Sarah Lane Reservoirs

Parcels

< 5 psi

5 - 20 psi

20 - 30 psi

30 - 50 psi

50 - 80 psi

> 80 psi

< 2 fps

2 - 5 fps

5 - 8 fps

8 - 12 fps

> 12 fps

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Branch

ENGINEERING inc

consor

Figure 4

New Customer Analysis

Phase 2 - Existing MDD+FF Scenario

Pressure and Velocity

Data Sources: Lane County, OR 2022, Consor April 2024;Hybrid Reference Layer: Esri Community Maps Contributors, Oregon State Parks, State of Oregon GEO, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

World Imagery: Maxar.

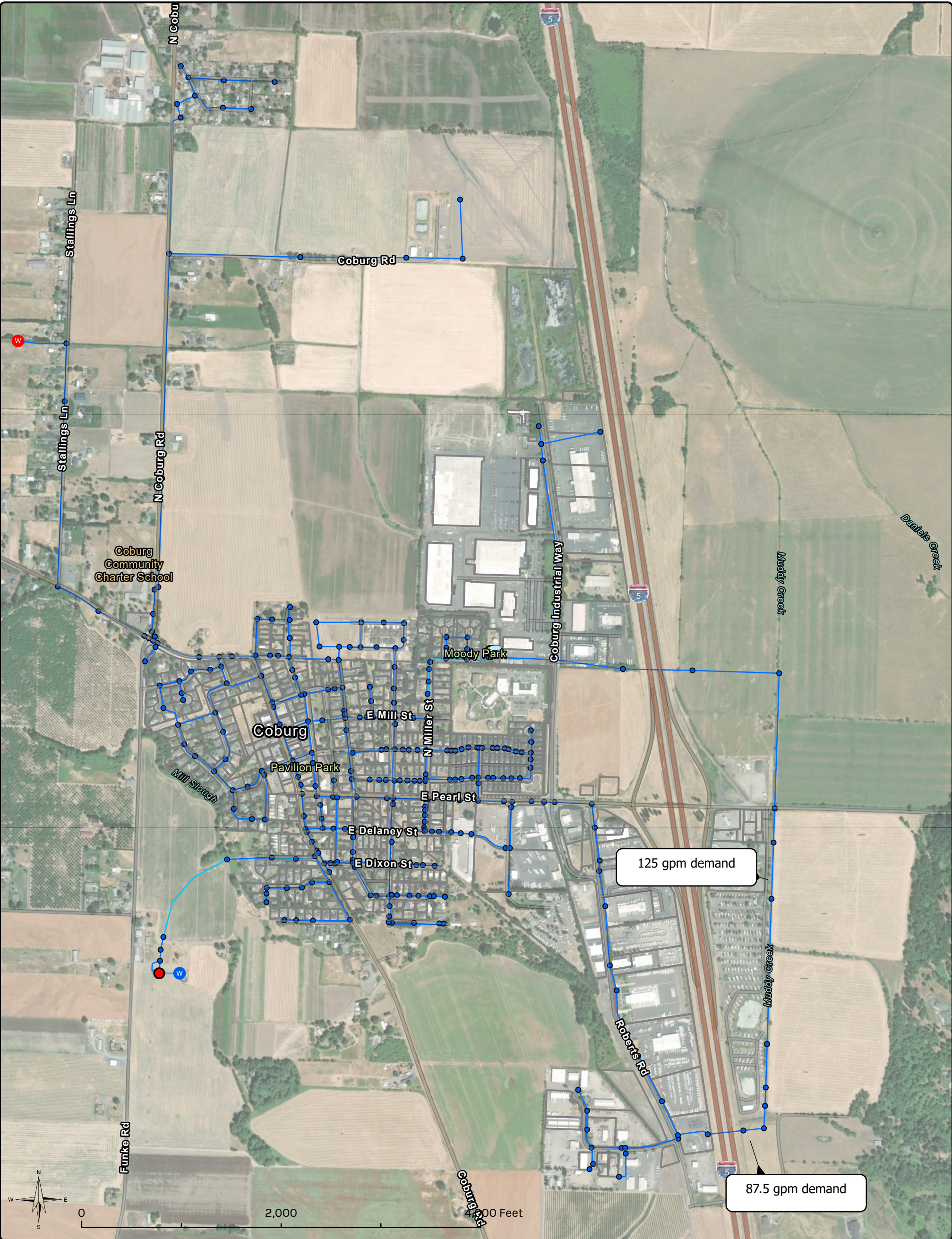
Coordinate System: NAD 1983 StatePlane Oregon South FIPS 3602 Feet Intl

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Project No: W2308360R.03

May 2024



Legend

W

Wells 1&2

W

New Well

Sarah Lane Reservoirs

Parcels

< 5 psi

5 - 20 psi

20 - 30 psi

30 - 50 psi

50 - 80 psi

> 80 psi

< 2 fps

2 - 5 fps

5 - 8 fps

8 - 12 fps

> 12 fps

COBURG

OREGON

Branch

ENGINEERING inc

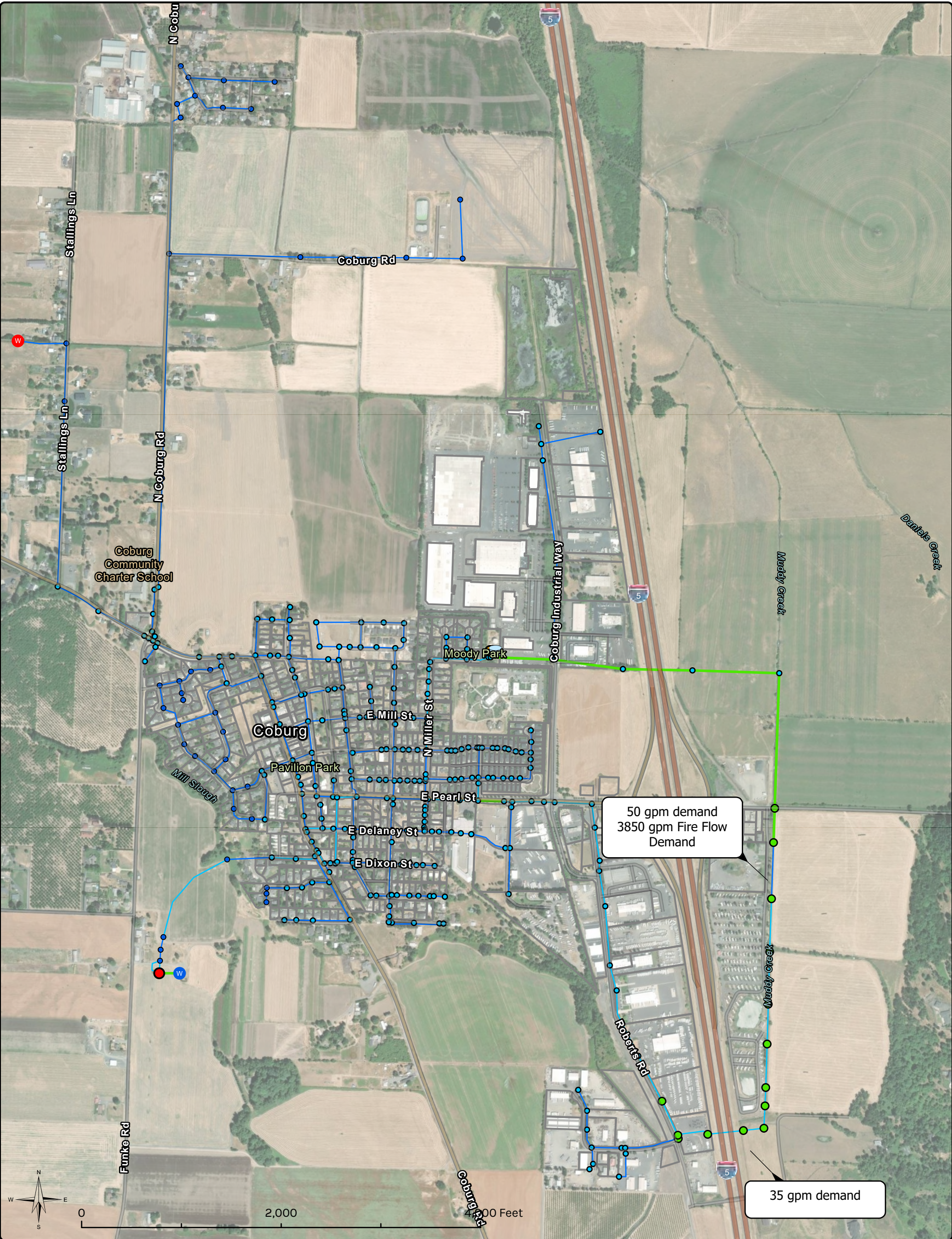
consor

Figure 5

New Customer Analysis

Phase 3 - Existing PHD Scenario

Pressure and Velocity



Legend

W

Wells 1&2

W

New Well

Sarah Lane Reservoirs

Parcels

PRESSURE

< 5 psi

5 - 20 psi

20 - 30 psi

30 - 50 psi

50 - 80 psi

> 80 psi

VELOCITY

< 2 fps

2 - 5 fps

5 - 8 fps

8 - 12 fps

> 12 fps

COBURG

OREGON

Branch

ENGINEERING inc

consor

Figure 6

New Customer Analysis

Phase 3 - Existing MDD+FF Scenario

Pressure and Velocity

Data Sources: Lane County, OR 2022, Consor April 2024;Hybrid Reference Layer: Esri Community Maps Contributors, Oregon State Parks, State of Oregon GEO, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

World Imagery: Maxar.

Coordinate System: NAD 1983 StatePlane Oregon South FIPS 3602 Feet Intl

Disclaimer: Consor and City of Coburg make no representations, express or implied, as to the accuracy, completeness and timeliness of the information displayed. This map is not suitable for legal, engineering, or surveying purposes.

Notification of any errors is appreciated. Boundaries of adjacent purveyors are approximate and not to be interpreted as exact.

Project No: W2308360R.03

May 2024



Resolution 2026-18

A Resolution authorizing the acceptance State Transportation Funds through the Small City Allotment Grant Program and executing associated contract agreement

Meeting Date	Staff Contact	Email
September 8, 2026	Adam Hanks, City Administrator Brian Harmon, PW Director	Adam.Hanks@CoburgOregon.gov Brian.Harmon@CoburgOregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

Pursuant with Resolution 2025-07, a grant application seeking Oregon Department of Transportation (ODOT) funding for street improvements utilizing the ODOT Small Cities Allotment (SCA) program was submitted in April of 2026 and approved for award in July of 2026. Resolution 2026-18 formalizes the acceptance of the \$250,000 grant award for the reconstruction of S Skinner Street between Pearl St and Dixon St and authorizes the City Administrator to execute the associated grant contract agreement.

Suggested Motion

I move to approve Resolution 2026-18, a resolution accepting up to \$250,000 of state transportation funds through the 2026 Small City Allotment Grant Program for S. Skinner Street (Pearl St to Dixon St) and authorizing the City Administrator to execute the associated contract agreement.

BACKGROUND

The City of Coburg has previously had success and value from the ODOT SCA grant program, recently assisting with \$250,000 of funding for the N Willamette/E Macy/N Harrison Street street reconstruction project and several years prior with a similar funding assistance to the McKenzie Street Reconstruction project.

The ODOT SDA program is an annual allocation of state funds for local transportation projects. Cities with populations of 5,000 or less can apply to this competitive award process. Funding is available for project that meet the following:

- Streets are not part of the State Highway System
- Project streets are inadequate for the capacity the streets serve
- Project streets are in a condition that is detrimental to safety.

In the spring of 2025, City Staff identified three street segments that meet the funding criteria and Council adopted Resolution 2025-06 approving staff to seek funding for one of the following local street segments:

- 1) North Harrison Street (Pearl St to McKenzie St)
- 2) Skinner Street (Pearl St to McKenzie St)
- 3) Skinner Street (Pearl St to Delaney St)

Staff completed final street evaluations and project cost estimates with the City's contract Engineers (Branch Engineering) and determined S Skinner St between Pearl and Delaney had the greatest opportunity for grant award along with estimated project costs closest to the maximum grant award amount of \$250,000 limiting the need to utilize local Street Funds to contribute to the project cost. The project scope was extended to Dixon Street due to recent lower than estimated bids on similar street projects (Coleman Street and several misc repairs) providing the opportunity to extend the utilization of the SCA funds beyond the initial one block segment.

Staff submitted the S Skinner (Pearl to Delaney) SCA application in the summer of 2025 but the project was not awarded funding. Staff subsequently submitted the project (with the extended paving limits) in the summer of 2026 and was selected for award for this current 2026 funding cycle.

RECOMMENDATION

Staff recommends Council approval of the attached resolution authorizing grant acceptance and execution of associated contract for the 2026 ODOT SCA program award.

BUDGET / FINANCIAL IMPACT

City Administration staff time and Branch Engineering technical assistance are both budgetary impacts in the development of the grant application, with "hard dollar" expenses less than \$5,000 for the initial grant required evaluation and preliminary project design and cost estimate.

The grant award provides funding reimbursement for all final design, engineering, project management and construction costs as well as the construction costs up to \$250,000. Final paving limit decision making will be determined by Council with recommendation from Staff at the bid award acceptance step of the project. The bid amount will help determine whether local Street Fund dollars are needed to complete the full paving limit. Council will have the option of reducing the paving limits to avoid local funding if the bid amount exceeds the grant limit of \$250,000.

The FY27 Adopted Budget includes the \$250,000 grant award in both the anticipated revenues and expenditures within the Street Fund.

PUBLIC INVOLVEMENT

The selection of streets has been informed through prior pavement management scoring and evaluation that was a component of prior street funding discussions, including with the 2021

Transportation Utility Fee (TUF). The selection of the list of three streets were part of public meeting agendas and packets at the April 8, 2025 Council meeting, as well as discussed and contained within the FY27 Annual Budget process with both the Citizen's Budget Committee and City Council.

NEXT STEPS

Upon Council approval, staff will execute the contract agreement with ODOT and begin work on final project engineering/design with an expectation of placing the project out to bid in January/February of 2027 for a Council bid award decision at its March 9, 2027 meeting.

ATTACHMENTS

1. Resolution 2026-18 - Accepting 2025 ODOT SCA Grant/Authorizing City Administrator contract execution
2. ODOT SCA Grant Award Notification
3. ODOT SCA Grant - 2026 Statewide Award list

RESOLUTION 2026-18**A RESOLUTION AUTHORIZING THE CITY TO ACCEPT STATE TRANSPORTATION FUNDS THROUGH THE OREGON DEPARTMENT OF TRANSPORTATION SMALL CITY ALLOTMENT GRANT PROGRAM**

WHEREAS, under the provisions of ORS 366.800 and 366.805, a portion of state highway funds is set aside annually in a separate account to be administered by the Oregon Transportation Commission; and

WHEREAS, these funds are allotted each year to be spent within cities of 5,000 or fewer people, specifically for streets that are not part of the state highway system but are inadequate for their traffic capacity or are in a condition detrimental to public safety; and

WHEREAS, no single project under this program may receive an allocation of more than \$250,000; and

WHEREAS, the City of Coburg is an incorporated City of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census; and

WHEREAS, the City Council authorized the application for the above noted transportation funds on April 8, 2025 via Resolution 2025-06.

WHEREAS, S Skinner Street between Pearl St and Dixon St meets the conditions required in ORS 366.805 and was approved for funding of up to the \$250,000 maximum award amount.

THE CITY OF COBURG RESOLVES AS FOLLOWS:

Section 1. S Skinner Street between Pearl St and Dixon St is inadequate for the capacity it serves and is in a condition detrimental to safety.

Section 2. That said street is in need of repair, reconstruction, or other major improvement.

Section 3. That said street is not a part of the state highway system, and is under the jurisdiction and control of the City.

Section 4. That the City of Coburg does hereby accept the State Transportation grant funds and pledges to complete the project consistent with stated funding requirements, processes, procedures and timelines as described in contract agreement SCA26-04 attached as exhibit A.

Section 5. That the City Administrator is authorized to execute agreement SCA-04 on behalf of the City of Coburg.

Section 6. This Resolution becomes effective immediately upon adoption.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ____ for and ____ against, this 9th day of September, 2026.

Nancy Bell, Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder

**GRANT AGREEMENT
OREGON DEPARTMENT OF TRANSPORTATION
SMALL CITY ALLOTMENT PROGRAM (SCA)**

Project Name: S Skinner Street Reconstruction

This Grant Agreement (“Agreement”) is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation (“ODOT”), and City of Coburg acting by and through its Governing Body, (“Recipient”), both referred to individually or collectively as “Party” or “Parties.”

- 1. Authority.** By the authority granted in Oregon Revised Statute (ORS) 190.110, a state agency may enter into agreements with units of local government, Oregon state agencies, the United States or with a United States governmental agency, or with an American Indian tribe or an agency of an American Indian tribe for the performance of any or all functions and activities that state agency, its officers, or agents have the authority to perform.
- 2. Effective Date.** This Agreement shall become effective on the date this Agreement is fully executed and approved as required by applicable law (the “Effective Date”). The availability of Grant Funds (as defined in Section 3) shall end two (2) years after the Effective Date (the “Availability Termination Date”).
- 3. Agreement Documents.** This Agreement consists of this document and the following documents, which are attached hereto and incorporated by reference:
 - a. Exhibit A: Project Description**
 - b. Exhibit B: Recipient Requirements**
 - c. Exhibit C: Contractor Insurance Requirements**

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A; Exhibit B; and Exhibit C.

- 4. Project Cost; Grant Funds.** The total estimated Project cost is \$298,373. In accordance with the terms and conditions of this Agreement, ODOT shall provide Recipient grant funds in a total amount not to exceed \$250,000 (the “Grant Funds”). Recipient will be responsible for all Project costs not covered by the Grant Funds.
- 5. Project.**
 - a. Use of Grant Funds.** The Grant Funds shall be used solely for the Project described in Exhibit A (the “Project”) and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless ODOT approves such changes by amendment pursuant to **Subsection 5.c.**

b. Eligible Costs. Recipient may seek reimbursement for its actual costs to develop the Project, consistent with the terms of this Agreement (“Eligible Costs”).

i. Eligible Costs are actual costs of Recipient to the extent those costs are:

A. reasonable, necessary and directly used for the Project;

B. permitted by generally accepted accounting principles established by the Governmental Accounting Standards Board, as reasonably interpreted by the State, to be capitalized to an asset that is part of the Project; and

C. eligible or permitted uses of the Grant Funds under the Oregon Constitution, the statutes and laws of the state of Oregon, and this Agreement.

ii. Eligible Costs do NOT include:

A. operating and working capital or operating expenditures charged to the Project by Recipient;

B. loans or grants to be made to third parties;

C. any expenditures incurred before the Effective Date or after the Availability Termination Date;

D. costs associated with the Project that substantially deviate from Exhibit A, Project Description, unless such changes are approved by ODOT by amendment of this Agreement;

E. right of way costs;

F. costs to adjust, reconstruct or relocate utilities; or

G. equipment, tools, or materials that could be used beyond the scope of the Project.

c. Project Change Procedures.

i. If Recipient anticipates a change in scope or Availability Termination Date, Recipient shall submit a written request to the ODOT Program Manager at SmallCityAllotments@odot.oregon.gov.

ii. Recipient shall not proceed with any changes to scope or Availability Termination Date before the execution of an amendment to this Agreement executed in response to ODOT’s approval of a Recipient’s request for change. A request for change may be rejected at the sole discretion of ODOT.

6. Reimbursement Process.

a. No later than ninety (90) days after the completion of the Project or Availability Termination Date, whichever occurs first, Recipient shall submit a reimbursement request to ODOT for the

Eligible Costs of the Project. Recipient must pay its contractors, consultants and vendors before submitting the request for reimbursement to ODOT. Recipient's failure to timely submit the request for reimbursement may result in non-payment.

- b. Recipient's reimbursement request shall be submitted on Recipient letterhead to the ODOT Program Manager at SmallCityAllotments@odot.oregon.gov. The reimbursement request must be dated and include the following information: the Agreement number, the start and end date of the billing period, an itemization of all expenses for which reimbursement is claimed, the amount of advance Grant Funds received to date (if applicable), and the requested reimbursement amount. Documentation supporting Eligible Costs must be provided with the request for reimbursement.
- c. Upon ODOT's receipt of the reimbursement request, ODOT will conduct a final on-site review of the Project. ODOT will withhold payment of the reimbursement request until the Small City Allotment Program Manager, or designee, has completed the final review and accepted the Project as complete.
- d. Within forty-five (45) days of ODOT's approval of the reimbursement request, ODOT shall reimburse Recipient for Eligible Costs up to the Grant Funds amount.
- e. Upon written request by Recipient, ODOT may advance up to 50% of the Grant Funds to Recipient before Project completion. If ODOT advances any Grant Funds to Recipient under this subsection, then, upon Project completion and final project acceptance by ODOT, ODOT will reimburse Recipient for Eligible Costs up to the remaining amount of available Grant Funds pursuant to **Subsection 5.b**.
- f. ODOT's obligation to disburse Grant Funds to Recipient is subject to the satisfaction, with respect to each disbursement, of each of the following conditions precedent:
 - i. ODOT has received funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to make the disbursement.
 - ii. Recipient is in compliance with the terms of this Agreement.
 - iii. Recipient's representations and warranties set forth in **Section 7** are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
- g. Recovery of Grant Funds.
 - i. Recovery of Misexpended Funds. Any Grant Funds disbursed to Recipient under this Agreement that are expended in violation of one or more of the provisions of this Agreement ("Misexpended Funds") must be returned to ODOT. Recipient shall return all Misexpended Funds to ODOT no later than fifteen (15) days after ODOT's written demand for the same.

Recovery of Grant Funds upon Termination. If this Agreement is terminated under any of **Subsections 12.b.i, 12.b.ii, 12.b.iii or 12.b.vi**, Recipient shall return to ODOT all Grant Funds disbursed to Recipient within 15 days after ODOT's written demand for the same.

7. Representations and Warranties of Recipient. Recipient represents and warrants to ODOT as follows:

- a. Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.
- b. Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- c. No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors or potential contractors. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- d. No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify ODOT immediately if it is debarred, suspended or otherwise excluded from any federally assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.
- e. Compliance with Oregon Taxes, Fees and Assessments.** Recipient is, to the best of the undersigned(s) knowledge, and for the useful life of the Project will remain, current on all applicable state and local taxes, fees and assessments.

The warranties set forth in this **Section 7** are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

8. Records Maintenance and Access; Audit.

- a. Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, as

well as generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations, if applicable. Recipient shall ensure that each of its contractors complies with these requirements. ODOT, the Secretary of State of the State of Oregon (the "Secretary") and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the Grant Funds, or the Project for the purpose of making audits and examinations. In addition, ODOT, the Secretary and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of ODOT and the Secretary to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient.

- b. Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the Grant Funds or the Project for a period of six (6) years after final payment. If there are unresolved audit questions at the end of the period described in this section, Recipient shall retain the records until the questions are resolved.
- c. Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by ODOT under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit ODOT to verify how the Grant Funds were expended.
- d.** This **Section 8** shall survive any expiration or termination of this Agreement.

9. Recipient Contract and Procurements.

Recipient may enter into contracts with contractors for performance of the Project. If Recipient enters into a contract, Recipient agrees to comply with the following:

- a. Contracts.**
 - i.** All contracts must be in writing, executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the contract(s). Use of a contract does not relieve Recipient of its responsibilities under this Agreement.
 - ii.** Recipient shall require all of its contractors performing work under this Agreement to name ODOT as a third-party beneficiary of Recipient's contract with the contractor.
 - iii.** Recipient shall require its construction contractor to submit a performance bond and payment bond to Recipient for an amount equal to or greater than the estimated cost of the construction contract price. Recipient shall require its construction contractor to name ODOT as an additional or dual obligee on construction contractor's performance and payment bonds.
 - iv.** Recipient shall provide ODOT with a copy of any signed contracts, as well as any other purchasing or contracting documentation, upon ODOT's request at any time. This subparagraph shall survive expiration or termination of this Agreement.

- v. Recipient must report to ODOT any material breach of a term or condition of a contract within ten (10) days of Recipient discovering the breach.

b. Contract Indemnification.

- i. *Recipient's contract(s) shall require the other party to such contract(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save, and hold harmless State of Oregon, the Oregon Transportation Commission and its members, and the Oregon Department of Transportation, and its officers, agents and employees, from and against any and all claims, suits, actions, liabilities, damages, losses, cost, and expenses, including attorneys' fees, of any nature whatsoever resulting from, arising out of or relating to, in whole or in part, the negligent or willful acts or omissions of the other party to Recipient's contract or any of such party's officers, agents, employees or contractors ("Claims"). It is the specific intention of the Parties that ODOT shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of ODOT, be indemnified by the other party to Recipient's contract(s) from and against any and all Claims.*
- ii. Any such indemnification shall also provide that neither Recipient's contractor(s) nor subcontractor(s), nor any attorney engaged by Recipient's contractor(s) or subcontractor(s) shall defend any claim in the name of ODOT or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's contractor is prohibited from defending the State, or that Recipient's contractor is not adequately defending the State's interests, or that an important governmental principle is at issue or that it is in the best interests of the State to do so. The State reserves all rights to pursue claims it may have against Recipient's contractor if the State of Oregon elects to assume its own defense.
- iii. Recipient shall include provisions in each of its contracts requiring its contractor(s) to comply with the indemnification requirements within this Contract Indemnification section.

c. Contractor Insurance.

- i. Recipient shall require its contractor(s) to meet the minimum insurance requirements provided in Exhibit C. Recipient shall perform a risk assessment for the work to be performed under its contract(s) and may specify insurance requirements for its contractor(s) above the minimum insurance requirements specified in Exhibit C. Recipient shall verify that each of its contractor(s) meet the minimum insurance requirements in Exhibit C.
- ii. Recipient shall require its contractor(s) to require and verify that all contractors carry insurance coverage deemed appropriate based on the risks of the contracted work.
- iii. Recipient shall include provisions in each of its contracts requiring its contractor(s) to comply with the insurance requirements within this Contract Insurance section.

- d. Procurements.** Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, including all applicable provisions of the Oregon Public Contracting Code, Oregon Revised Statute (ORS) 279 A, B, and C, and rules, ensuring that:
 - i.** All applicable clauses required by federal statute, executive orders and their implementing regulations are included in each competitive procurement; and
 - ii.** All procurement transactions are conducted in a manner providing full and open competition.
- 10. Self-Performing Work.** Recipient must receive prior approval from Program Manager for any self-performing work.
- 11. Conflicts of Interest.**
 - i.** Recipient's public officials shall comply with Oregon's government ethics laws, ORS 244.010 *et seq.*, as those laws may be subsequently amended.

12. Termination

- a. Mutual Termination.** This Agreement may be terminated by mutual written consent of the Parties.
- b. Termination by ODOT.** ODOT may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by ODOT in such written notice, under any of the following circumstances:
 - i.** If Recipient fails to perform the Project within the time specified in this Agreement, or any extension of such performance period;
 - ii.** If Recipient takes any action pertaining to this Agreement without the approval of ODOT and which under the provisions of this Agreement would have required ODOT's approval;
 - iii.** If Recipient fails to perform any of its other obligations under this Agreement, and that failure continues for a period of ten (10) calendar days after the date ODOT delivers Recipient written notice specifying such failure. ODOT may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action;
 - iv.** If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement;
 - v.** If Federal or State laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement; or
 - vi.** If the Project would not produce results commensurate with the further expenditure of funds.

- c. **Termination by Either Party.** Either Party may terminate this Grant Agreement upon at least ten (10) days' notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Grant Agreement.
- d. **Rights upon Termination; Remedies.** Any termination of this Grant Agreement shall not prejudice any rights or obligations accrued before termination. The remedies set forth in this Grant Agreement are cumulative and are in addition to any other rights or remedies available at law or in equity.

13. GENERAL PROVISIONS

a. Contribution and Contract-Related Indemnification.

- i. For purposes of this **Section 13.a.**, the term "ODOT" means "the State of Oregon, the Oregon Transportation Commission, the Oregon Department of Transportation, and their respective officers, members, agents, and employees."

ii. Contribution.

- A. If any third party makes any claim or brings any action, suit, or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against ODOT or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense, and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
- B. Except as otherwise provided in **Section 13.iii.** below, with respect to a Third Party Claim for which ODOT is jointly liable with Recipient (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines, or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.

C. Except as otherwise provided in **Section 13.iii.** below, with respect to a Third Party Claim for which Recipient is jointly liable with ODOT (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines, or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information, and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

iii. Contract-Related Indemnification. Notwithstanding **Subsection 13.a.ii.**, and subject to any limitations imposed by State law and the Oregon Constitution, Recipient agrees to the following contract-related indemnification for all projects authorized under this Agreement:

Where Recipient contracts for services or performs project management for a project, Recipient shall accept all responsibility, defend lawsuits, indemnify, and hold ODOT harmless, for all contract-related claims and suits. This includes but is not limited to all contract claims or suits brought by any contractor, whether arising out of the contractor's work, Recipient's supervision of any individual project or contract, or Recipient's failure to comply with the terms of this Agreement.

iv. This **Section 13.a.** shall survive expiration or termination of this Agreement.

- b. Insurance; Workers' Compensation and Employer's Liability.** All employers, including Recipient, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers' Compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability insurance with limits not less than \$500,000 each accident. Recipient shall ensure that each of its subrecipient(s) or contractor(s) complies with these requirements.
- c. Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- d. Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.
- e. Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.

- f. No Third-Party Beneficiaries.** ODOT and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.
- g. Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, email or mailing the same, postage prepaid, to Recipient Contact or ODOT Contact or Program Manager at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this **Section 13.g.** Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against ODOT, such facsimile transmission must be confirmed by telephone notice to ODOT Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.
- h. Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between ODOT (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
- i. Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, including without limitation as described in Exhibit B. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Recipient agrees to comply with the requirements of ORS 366.514, Use of Highway Fund for footpaths and bicycle trails.
- j. Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of ODOT. Recipient has no right or authority to incur or create any obligation for or legally bind ODOT in any way. ODOT cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of

performing the Project. Recipient acknowledges and agrees that Recipient is not an “officer”, “employee”, or “agent” of ODOT, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.

- k. Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- l. Counterparts.** This Agreement may be executed in two or more counterparts, each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- m. Integration and Waiver.** This Agreement, including all Exhibits, constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision. Recipient, by the signature below of its authorized representative, acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.
- n. Survival.** In addition to sections of this Agreement specifically so designated, sections 6(g) (Recovery of Grant Funds), 13(h) (Governing Law; Consent to Jurisdiction) and 13(n) (Survival) survive expiration or termination of this Agreement.
- o. Electronic Signatures.** Signatures showing on PDF documents, including but not limited to PDF copies of the Agreement, Work Orders, and amendments, submitted or exchanged via email are “Electronic Signatures” under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. State reserves the right at any time to require the submission of the hard copy originals of any documents.

THE PARTIES, by execution of this Agreement, acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

The Project was approved on July 27, 2026, by the Strategic Investment Management Section Manager.

Signature Page to Follow

Recipient, by and through its Governing Body

STATE OF OREGON, by and through its
Department of Transportation

By _____
(Legally designated representative)

By _____
*Statewide Investments Management Section
Manager*

Name _____
(printed)

Name _____
(printed)

Date _____

Date _____

By _____

Name _____
(printed)

APPROVAL RECOMMENDED

Date _____

By _____
Program Manager

**LEGAL REVIEW APPROVAL
(If required in Recipient's process)**

Date _____

By _____
Recipient's Legal Counsel

**APPROVED AS TO LEGAL SUFFICIENCY
(For funding over \$250,000)**

Date _____

By N/A _____
Assistant Attorney General

Recipient Contact:

Date _____

Adam Hanks, City Administrator
91136 N Willamette Street
Coburg, OR 97408
(541) 682-7871
adam.hanks@coburgoregon.gov

SCA Program Manager:

Deanna Edgar
355 Capitol St. NE, MS 21
Salem, OR 97301-4178
(503) 602-0494
smallcityallotments@odot.oregon.gov

EXHIBIT A

Project Description

Agreement No. SCA26-04

Project Name: S Skinner Street Reconstruction

A. PROJECT DESCRIPTION

S Skinner Street from Pearl Street to Delaney Street.

The project will reconstruction south Skinner Street between E Pearl and E Delaney Streets. The existing roadway will be excavated and widened replacing the existing 12 ft. lane with two 11-foot travel lanes with bump-out on street parking, gravel shoulders, infiltration trenches and clearly defined driveway approaches. The roadway will be paved with 4" HMAC.

Recipient acknowledges that such Project improvements funded under this Agreement may trigger other Recipient responsibilities under the Americans with Disabilities Act. Recipient agrees that it is solely responsible for ensuring Americans with Disabilities Act compliance pursuant to Exhibit B, Recipient Requirements, Paragraph 5.

EXHIBIT B

Recipient Requirements

- 1. Prevailing Wages and Labor Standards**
 - a.** Recipient shall comply with state prevailing wage law as set forth in ORS 279C.800 through 279C.870, and the administrative rules promulgated thereunder (OAR Chapter 839, Division 25) (collectively, state “PWR”). This includes but is not limited to imposing an obligation that when PWR applies to the Project, contractors and subcontractors on the Project must pay the prevailing rate of wage for workers in each trade or occupation in each locality as determined by the Commissioner of the Bureau of Labor and Industries (“BOLI”) under ORS 279C.815.
 - b.** When PWR applies, Recipient and its contractors and subcontractors shall not contract with any contractor on BOLI's current List of Contractors Ineligible to Receive Public Works Contracts.
 - c.** When PWR applies, Recipient shall be responsible for both providing the notice to the BOLI Commissioner required by ORS 279C.835 and the payment of any prevailing wage fee(s) required under ORS 279C.825 and BOLI's rules, including OAR 839-025-0200 to OAR 839-025-0230. For avoidance of any doubt, Recipient contractually agrees to pay applicable prevailing wage fees for the Project rather than ODOT.
 - d.** Pursuant to ORS 279C.817, Recipient and any contractors or subcontractors may request that the BOLI Commissioner make a determination about whether the Project is a public works on which payment of the prevailing rate of wage is required under ORS 279C.840 (i.e. whether PWR applies).
 - e.** These laws, rules, regulations and orders are incorporated by reference in this Agreement to the extent required by law.
- 2.** Recipient shall notify ODOT’s Contact in writing when any contact information changes during the Agreement.
- 3.** Recipient shall, at its own expense, maintain, operate and provide power to the Project upon completion and throughout the useful life of the Project at a minimum level that is consistent with normal depreciation or service demand or both. The Parties agree that the useful life of the Project is defined as ten (10) years from its completion date (the “Project Useful Life”). At the conclusion of the Project Useful Life, Recipient and ODOT shall negotiate any additional maintenance obligations for any features installed on ODOT’s right of way. If the Parties are unable to come to a consensus regarding additional maintenance obligations, Recipient shall remove all features installed on ODOT’s right of way and restore ODOT’s right of way to its previous condition at no expense to ODOT. This paragraph shall survive the expiration or termination of this Agreement.
- 4.** Recipient shall maintain insurance policies with responsible insurers or self-insurance programs, insuring against liability and risk of direct physical loss, damage or destruction of the Project, at least to the extent that similar insurance is customarily carried for constructing, operating and maintaining similar facilities. If the Project or any portion is destroyed, insurance proceeds will be paid to ODOT, unless Recipient has informed ODOT in writing that the insurance proceeds will be used to rebuild the Project.

5. Americans with Disabilities Act Compliance

a. State Highway: For portions of the Project located on or along the State Highway System or a State-owned facility (“state highway”):

- i. Recipient shall utilize ODOT standards to assess and ensure Project compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, “ADA”), including ensuring that all sidewalks, curb ramps, pedestrian-activated signals meet current ODOT Highway Design Manual standards;
- ii. Recipient shall follow ODOT’s processes for design, construction, or alteration of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;
- iii. During Project Construction, Recipient must have a contractor with an active ODOT ADA Contractor Certification directly supervise any construction or alteration of curb ramps. At Project completion, Recipient shall send a completed ODOT Curb Ramp Inspection Form 734-5020 to the address on the form for each curb ramp constructed or altered as part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT’s fillable Curb Ramp Inspection Form and instructions are available at the following address:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

- iv. Recipient shall promptly notify ODOT of Project completion and allow ODOT to inspect Project sidewalks, curb ramps, and pedestrian-activated signals located on or along a state highway prior to acceptance of Project by Recipient and prior to release of any Recipient contractor.
- v. Recipient shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing pedestrian facility. Recipient shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, disability organizations, and ODOT at least ten (10) days prior to the start of construction.

b. Local Roads: For portions of the Project located on Recipient roads or facilities that are not on or along a state highway:

- i. Recipient shall ensure that the Project, including all sidewalks, curb ramps, and pedestrian-activated signals, is designed, constructed and maintained in compliance with the ADA.
- ii. Recipient may follow its own processes or may use ODOT’s processes for design, construction, or alteration of Project sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process,

ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>;

Additional ODOT resources are available at the above-identified link. ODOT has made its forms, processes, and resources available for Recipient's use and convenience.

- iii. Recipient assumes sole responsibility for ensuring that the Project complies with the ADA, including when Recipient uses ODOT forms and processes. Recipient acknowledges and agrees that ODOT is under no obligation to review or approve Project plans or inspect the completed Project to confirm ADA compliance.
- iv. Recipient shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs and include accessibility features equal to or better than the features present in the existing pedestrian route. Recipient shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations prior to the start of construction.
- c. Recipient shall ensure that any portions of the Project under Recipient's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Recipient ensuring that:
 - i. Pedestrian access is maintained as required by the ADA,
 - ii. Any complaints received by Recipient identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
 - iii. Recipient, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the Project in compliance with the ADA requirements that were in effect at the time the Project was constructed or altered,
 - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
 - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
- d. Maintenance obligations in this Paragraph 5 shall survive termination of this Agreement.

6. Work Performed within ODOT's Right of Way

- a. For all improvements within ODOT's right of way, Recipient shall design all work in accordance with the standards specified in the current *ODOT Highway Design Manual* <https://www.oregon.gov/ODOT/Engineering/Pages/Hwy-Design-Manual.aspx> and related references. Construction plans for such projects shall be in conformance with standard practices of the State and all specifications shall be in substantial compliance with the most current Oregon Standard Specifications for Highway Construction and current ODOT drafting manuals.

- b. Prior to advertising the Project for bid, for all improvements within ODOT's right of way, Recipient must receive written approval of the Project's plans and specifications from ODOT's Roadway Engineering Section, in the Engineering and Technical Services Branch. This Agreement is not ODOT's approval of the plans or specifications.
- c. In addition to ODOT's approval of the plans and specifications and prior to the commencement of work, Recipient shall obtain, or require its contractor to obtain, written permission from the appropriate ODOT District Office to work on or along the state highway. This Agreement does not provide permission to work on or along the state highway.
- d. Pursuant to OAR 734-020-0430, Recipient shall obtain written approval from the State Traffic Engineer prior to the design, construction, or removal of any traffic signal, traffic control device, or illumination to be installed on a state highway. An engineering study may be required for approval. See *ODOT's Traffic Manual* for the approval process. This Agreement is not the State Traffic Engineer's written approval.
- e. Recipient and ODOT shall have an executed maintenance and operations agreement to cover obligations for any signaling devices being installed on a state highway for this Project. This agreement must be in effect prior to receiving design approval from ODOT. Traffic signals on a state highway must be designed per the current edition of ODOT's *Traffic Signal Design Manual*.
- f. Electrical inspectors used by Recipient or its contractor(s), shall possess a current State Certified Traffic Signal Inspector certificate in order to inspect electrical installations on state highways.
- g. ODOT will, at no cost to the Project, perform signal equipment environmental testing. For ODOT-owned or ODOT-maintained signals, ODOT will, at no cost to the Project, perform the signal field testing and turn-on. Traffic signal timing for ODOT-owned and ODOT-operated signals shall be the responsibility of ODOT, unless there is an agreement that specifically allows Recipient to perform that function.
- h. Recipient shall ensure that all work involving pedestrian-activated signals performed under this Agreement, including maintenance activities, complies with ODOT's ADA standards. Recipient shall ensure that all traffic signals, illumination poles, and foundations installed on a state highway conform to State's standards, pursuant to the versions of ODOT's Traffic Structures Design Manual and Geotechnical Design Manual in effect at the time the work is conducted.

7. General Standards

The Project shall be completed within industry standards and best practices to ensure that the functionality and serviceability of the Program's investment meets the intent of the application and the Program.

8. Land Use Decisions

- a. Recipient shall obtain all permits, "land use decisions" as that term is defined by ORS 197.015(1) (2020), and any other approvals necessary for Recipient to complete the Project by the Project

completion deadline identified in Exhibit A (each a “Land Use Decision” and collectively, “Land Use Decisions”).

- b.** If at any time before the Availability Termination Date identified in **Section 1** of this Agreement ODOT concludes, in its sole discretion, that Recipient is unlikely to obtain one or more Land Use Decisions before the Availability Termination Date, ODOT may (i) suspend the further disbursement of Grant Funds upon written notice to Recipient (a “Disbursement Suspension”) and (ii) exercise any of its other rights and remedies under this Agreement, including, without limitation, terminating the Agreement and recovering all Grant Funds previously disbursed to Recipient.
- c.** If after a Disbursement Suspension ODOT concludes, in its sole discretion and based upon additional information or events, that Recipient is likely to timely obtain the Land Use Decision or Decisions that triggered the Disbursement Suspension, ODOT will recommence disbursing Grant Funds as otherwise provided in this Agreement.
- d.** This Section 8 is in addition to, and not in lieu of, ODOT’s rights and remedies under **Subsection 6.g** (“Recovery of Grant Funds”) of this Agreement.

9. Website

Recipient shall provide ODOT a link to any website created about the Project identified in Exhibit A before any costs being considered eligible for reimbursement. Recipient shall notify the ODOT Contact or Program Manager in writing when the link changes during the term of this Grant Agreement.

EXHIBIT C

Contractor Insurance Requirements

1. GENERAL.

- a. Recipient shall require in its contracts with entities that are not units of local government as defined in ORS 190.003 (if any) that its subrecipients or contractors (“contractor”): i) obtain insurance specified in this Exhibit under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, “TAIL” COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the contract commences, and ii) maintain the insurance in full force throughout the duration of the contract. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the state of Oregon and that are acceptable to the Recipient. Recipient shall not authorize work to begin under contracts until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the contract permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a contract when Recipient is aware that the contractor is not in compliance with the insurance requirements. All references to “contractor” in this Exhibit refer to Recipient’s contractor(s) as identified in this Paragraph 1.a.
- b. The insurance specified below is a minimum requirement that the Recipient shall require each of its contractors to meet, and shall include such requirement in each of Recipient’s contracts with its contractors. Recipient may determine insurance types and amounts in excess of the minimum requirement as deemed appropriate based on the risks of the work outlined within the contract.
- c. Recipient shall require each of its contractors to require that all of its subcontractors carry insurance coverage that the contractor deems appropriate based on the risks of the subcontracted work. Recipient’s contractors shall obtain proof of the required insurance coverages, as applicable, from any subcontractor providing services related to the subcontractor contract(s).

2. TYPES AND AMOUNTS.

a. WORKERS’ COMPENSATION AND EMPLOYER’S LIABILITY.

All employers, including Recipient’s contractors, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers’ Compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer’s Liability insurance with limits not less than \$500,000 each accident. **Recipient’s contractors shall require compliance with these requirements in each of their subcontractor contracts.**

b. COMMERCIAL GENERAL LIABILITY.

Commercial General Liability insurance shall be issued on an occurrence basis covering bodily injury and property damage and shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track, roadbed, tunnel, underpass or crossing, the Recipient's contractors shall provide the Contractual Liability – Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy.

Amounts below are a minimum requirement as determined by ODOT:

Prime construction contractor:

Coverage shall be written on an occurrence basis in an amount of not less than ☒ \$1,000,000 ☐ \$2,000,000 ☐ \$5,000,000 per occurrence.

Annual aggregate limit shall not be less than ☒ \$2,000,000 ☐ \$4,000,000 ☐ \$10,000,000.

Other contractor(s):

Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence.

Annual aggregate limit shall not be less than \$2,000,000.

c. AUTOMOBILE LIABILITY.

Automobile Liability insurance covering business-related automobile use covering all owned, non-owned, or hired vehicles for bodily injury and property. Amount below is a minimum requirement as determined by ODOT:

Coverage shall be written with a combined single limit of not less than \$1,000,000.

d. EXCESS/UMBRELLA LIABILITY.

A combination of primary and Excess/Umbrella Liability insurance may be used to meet the minimum required limits of insurance. If any Excess/Umbrella Liability policies are in place, they must be on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying insurance.

e. ADDITIONAL INSURED.

The liability coverages, except Professional Liability and Workers' Compensation/Employer's Liability, if included, must endorse the "**State of Oregon, the Oregon Transportation Commission and the Oregon Department of Transportation, and their respective officers, members, agents and employees**" as an **endorsed** Additional Insured but only with respect to the contractor's activities to be performed under the contract. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations.

Additional Insured Endorsements shall be submitted with the certificate(s) of insurance and must be acceptable to the Recipient.

f. “TAIL” COVERAGE.

If any of the required insurance policies is on a “claims made” basis, such as Professional Liability insurance or Pollution Liability insurance, the contractor shall maintain either “tail” coverage or continuous “claims made” liability coverage, provided the effective date of the continuous “claims made” coverage is on or before the effective date of the contract, for a minimum of twenty-four (24) months following the later of : (i) the contractor’s completion and Recipient’s acceptance of all services required under the contract or, (ii) the expiration of all warranty periods provided under the contract. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain “tail” coverage and if the maximum time period “tail” coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and ODOT may grant approval of the maximum “tail” coverage period reasonably available in the marketplace. If ODOT approval is granted, the contractor shall maintain “tail” coverage for the maximum time period that “tail” coverage is reasonably available in the marketplace.

3. NOTICE OF CANCELLATION OR CHANGE.

The contractor or its insurer must provide thirty (30) days’ written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

4. CERTIFICATE(S) OF INSURANCE.

Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the contract. The certificate(s) or an attached endorsement must endorse: i) **“State of Oregon, the Oregon Transportation Commission and the Oregon Department of Transportation, and their respective officers, members, agents and employees”** as an **endorsed** Additional Insured in regards to the Commercial General Liability and Automobile Liability policies and ii) that all liability insurance coverages shall be primary and noncontributory with any other insurance and self-insurance, with exception of Professional Liability and Workers’ Compensation/Employer’s Liability.

The Recipient shall immediately notify ODOT of any change in insurance coverage.



Oregon

Tina Kotek, Governor

Item 4.

Department of Transportation
Statewide Investments Section
355 Capitol St. NE, MS 21
Salem, Oregon 97301-4178
Phone: (503) 602-0494

July 27, 2026

Adam Hanks
City of Coburg
91136 N Willamette
Coburg, Oregon 97408

Subject: 2026 Small City Allotment Program Awards

Dear Adam,

In accordance with ORS 366.805 and the recommendation of the Small City Allotment Advisory Committee, I am pleased to announce that the project submitted by the City of Coburg was one of 23 selected to be funded. ODOT received 76 applications requesting a total of \$17,112,805; with funding limited to \$5,513,000 it made for a very competitive selection process.

The SCA award for your project is \$250,000.

Next Steps: In the coming weeks ODOT will begin developing the grant agreements. The project descriptions will be based on the information you provided within the application and supporting documents. When the agreement is presented to the city for signature(s) it is important that the project description is carefully reviewed and any request for changes brought to our attention. It is important to remember that projects are awarded via a competitive process, and you will be expected to deliver the project described within the application. Only minor changes will be allowed. Once agreements have been executed, changes must be requested in writing, approved by ODOT and an executed amendment in place, prior to being implemented.

Be advised that only expenses incurred after Notice to Proceed has been issued will be eligible for reimbursement.

It is our recommendation that you familiarize yourself with the program rules by reading the [Guidelines for Grantees](#) document.

Your participation in the program is appreciated, and we look forward to seeing your completed project. If you have questions regarding the SCA program, please contact me at SmallCityAllotments@odot.oregon.gov.

Best regards,

Deanna Edgar

Deanna Edgar
Statewide Investments Section Program Analyst
Encl: 2026 Small City Allotment Awards

2026 Small City Allotment Award Recipients

(Application Period 3/16/26 – 4/30/26)

City	Award
Region 1	
Rivergrove	\$220,389
Region 1 Total	\$220,389
Region 2	
Aumsville	\$250,000
Bay City	\$247,792
Coburg	\$250,000
Columbia City	\$244,050
Dayton	\$250,000
Dundee	\$250,000
Lafayette	\$250,000
Siletz	\$250,000
Sublimity	\$250,000
Region 2 Total	\$2,241,842
Region 3	
Coquille	\$250,000
Gold Hill	\$250,000
Phoenix	\$250,000
Port Orford	\$250,000
Region 3 Total	\$1,000,000
Region 4	
Fossil	\$108,770
La Pine	\$247,084
Lakeview	\$250,000
Region 4 Total	\$605,854
Region 5	
Enterprise	\$250,000
Heppner	\$250,000
Hines	\$250,000
Island City	\$250,000
Summerville	\$250,000
Union	\$186,209
Region 5 Total	\$1,436,209
2026 Program Total	\$5,504,294

**Balance of \$9,011.27 will be carried to 2027.*



Limited Income Assistance (LIA) Program

Meeting Date	Staff Contact	Email
September 8, 2026	Adam Hanks, City Administrator Sammy Egbert, City Recorder	Adam.hanks@coburgoregon.gov Sammy.egbert@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

A request was received to reconsider an LIA program application for the current FY27 program cycle. The application was denied due to the reported gross annual household income exceeding the Federal Poverty Level (FPL), which is the third-party standard the program utilizes for income qualification. The LIA policy approved via Resolution 2025-09 does not contain an appeal process because of the inherently objective nature of the qualifying criteria. Staff is requesting Council direction regarding the development of exception, waiver or appeal process to add to the program.

Suggested Motion

1. I move to direct staff to develop an appeal process to provide Council with discretion to exempt or otherwise waive eligibility criteria to applicants that do not meet the income thresholds prescribed in Resolution 2025-09 that guides the administration of the program.

OR

2. I move to retain the program criteria as contained in Resolution 2025-09 maintaining the objective eligibility criteria with no waiver, exception or appeal process for applicants that do not meet the stated eligibility criteria

BACKGROUND

Multiple correspondences from Ms. Postal were received between July 23, 2026 and August 6, 2026. Ms. Postal is requesting a review of the LIA application that was denied based on the reported annual household income exceeding the current year Federal Poverty Level as published.

The city staff lacks discretion to grant exceptions under the current resolution. Ms. Postal was notified that this matter is scheduled for City Council review on September 8, 2026. While the matter is in open discussion by the Council, staff has retained Ms. Postal's prior discount as the prior program year.

Resolution 2025-09 sets the LIA policy. Eligibility, qualifications, and level of assistance are based on the gross annual household income using FPL guidelines that are adjusted and published annually in advance of the annual local LIA enrollment period.

Exemptions, waivers or other similar deviations from the program criteria can be developed but should be carefully considered to include some sort of basis or reasoning for the deviation from the program standards to avoid perceived or actual situations of personal favor, inequitable distribution of financial benefit or other similar subjective decision outcome.

RECOMMENDATION

Staff seeks Council dialogue and direction on the development of additional language to amend the existing LIA Resolution to allow/include an exemption clause and associated criteria, along with direction on whether the exemptions would be processed administratively or individually heard by Council.

BUDGET / FINANCIAL IMPACT

Resolution 2025-09 includes a provision that sets a maximum program funding cap of 1% of the estimated annual revenue of all applicable rates, fees and charges on City of Coburg billing statements. This program cap would remain and apply to amendments creating an exemption criteria, unless Council chose to amend the 1% cap clause as well.

It is likely that the addition of an exemption process would allow additional customer access to the LIA program and therefore slightly increase the total budget/expense of the LIA program and move the program closer to the cap (but would not in of itself exceed the cap unless specifically altered by Council). The current utilization of the LIA program is comfortably below the 1% cap.

PUBLIC INVOLVEMENT

No new public involvement has occurred since the program's public hearing in May of 2025.

NEXT STEPS

Should Council provide such direction, staff will develop exemption language in a revised draft LIA resolution and present it at the October Council meeting.

ATTACHMENTS

1. Resolution 2025-09 Adopting the policy and criteria for limited Income Assistance
2. 8/4/2026 Michelle Postal email to Mayor and City Council
3. 8/13/2026 Michelle Postal email to Mayor and City Council

RESOLUTION 2025-09

A RESOLUTION ADOPTING THE POLICY, CRITERIA AND ASSISTANCE LEVELS FOR UTILITY BILLING LIMITED INCOME ASSISTANCE

WHEREAS, Ordinance A-224-A provides the Coburg City Council the authority to establish a Limited Income Assistance program. The Limited Income Assistance program sets a reduced monthly water rate for eligible residential water users, details the criteria, and policies; and

WHEREAS, Ordinance A-222-A provides the City Council of Coburg with authority to set rates for the construction and operation of the Coburg Wastewater System; and

WHEREAS, Ordinance A-252 provides for the reduction in the Transportation Fee for residential income-qualifying applicants; and

WHEREAS, Ordinance A-214 provides for the consideration of a financial hardship for residential tree fee customers whose gross family income is less than the Federal Poverty Level; and

WHEREAS, the City has an interest in maintaining a limited income assistance program that meets the needs of qualifying residents and utility customers of the City of Coburg that is effective, transparent and administratively efficient.

THE CITY OF COBURG RESOLVES AS FOLLOWS:

Section 1. Policy & Assistance Levels

- (a) The Program is available to residential utility billing customers whose household income qualifies under the annual Federal Poverty Level (FPL).
- (b) Assistance levels will correspond with qualifying FPL income levels as follows:

FPL = 100%	55%
FPL = 125%	45%
FPL = 150%	35%
- (c) The assistance level percentage credit will be applied to all base fees of the qualifying customer.
- (d) The program will have an annual total credit limit equal to one percent (1%) of the estimated annual revenue of all applicable rates, fees, charges of City of Coburg billing statements
- (e) Adjustments to the annual credit limit cap must be approved by Council prior to exceeding the cap with new customer enrollment.

Section 2. Criteria

- (a) Eligibility, qualification, and level of assistance are based on the gross annual household income and the size of the household using the annual FPL guidelines.

- (b) Approved credits expire annually on June 30th.
- (c) Annual Enrollment is open June 1st through June 30th. No applications will be accepted after June 30th.
- (d) The applicant must provide the total income of all persons residing permanently at the applicant's address. A copy of the federal tax return is preferred, but not the only supporting documentation.

Section 3. Effective

This resolution is effective immediately upon its approval and passage.

Adopted by the **City Council** of the **City of Coburg**, Oregon by a vote of 6 for and 0 against this 13th day of May, 2025.


Nancy Bell, Mayor

Attest: 
Sammy L. Egbert, City Recorder

----- Forwarded message -----

From: **Michele Postal** <mpostal2013@gmail.com>
Date: Tue, Aug 4, 2026 at 2:40 PM
Subject: For ALL Coburg city councilors & Mayor Bell
To: EGBERT Sammy <sammy.egbert@coburgoregon.gov>

Dear Coburg City Councilors and Madam Mayor,

I write to you today because I have not gotten a response to my inquiry/appeal regarding financial aid for Coburg utility bills for the fiscal year 2026-2027.

I became a widow just 2 weeks after my husband and I purchased the property at 91020 S Coleman St. Rick succumbed to a 16-year battle with Parkinson's Disease.

When I became aware of the financial aid opportunity offered, I applied. I was accepted. I have applied and was renewed without any issues before. This June, I completed the renewal application mailed to me and hand carried it to City Hall along with my Social Security benefits statement.

I was denied financial aid in a letter signed "City of Coburg."

No explanation was given. Yet, my circumstances haven't changed. I'm a year older, 76. My income is a Social Security check deposited on the 3rd Wednesday of each month. The amount is \$2202.00.

I can't provide a tax return because I was advised by my CPA 3 years ago that I didn't have enough income to file.

I'm attaching the letter I originally sent to Ms. Athey which was to be forwarded to your city administrator.

It has been 11 days. I emailed last Wed. and was told it was still being discussed.

Please see prior correspondence, below.
I appreciate your timely review of this matter.

With appreciation,

Michele Postal
541-733-7724

EGBERT Sammy

From: Michele Postal <mpostal2013@gmail.com>
Sent: Thursday, August 13, 2026 11:28 AM
To: EGBERT Sammy
Subject: Re: For ALL Coburg city councilors & Mayor Bell

You don't often get email from mpostal2013@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside the organization. **DO NOT CLICK** links or attachments unless you recognize the sender and know the content is safe.

Hi Sammy,

Please forward this email to Hanks, Mayor Bell & all the councilors.
Thank you.

As I begin week 4 of not hearing from city administrator or any elected official of Coburg government, I ponder what the repercussions would have been if I had waited for over 3 weeks to respond to a customer's inquiry when I was running a business.

Last I checked there are less than 600 households in Coburg. And yet one household's inquiry and request for an explanation takes this long to discuss, contemplate? Meanwhile I sit and wonder if I should sell my wedding ring to pay for watering my vegetable garden.

My greatest disappointment is your lack of giving a damn.

What matters to a constituent, should matter to you.

I am just one person, one household. But I know that there are lots of mumblings and grumblings in Coburg about the system that makes decisions "for us."

I'm frustrated beyond words.

Michele Postal



Oregon Health Authority/Business Oregon Grant Application

Safe Drinking Water Revolving Loan Fund: Emerging Contaminants Program

Meeting Date	Staff Contact	Email
September 8, 2026	Adam Hanks, City Administrator Brian Harmon, PW Director	Adam.Hanks@CoburgOregon.gov Brian.Harmon@CoburgOregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

In response to notification from the Public Health Division of the Oregon Health Authority (OHA), a recent City of Coburg water system sample test returned preliminary detection level of PFOS and PFOA. Neither contaminant is currently regulated for the City's water system but is being tested and monitored by OHA throughout the state for early detection to identify systems that would benefit from state funded programs to mitigate prior to the regulatory contaminate mitigation mandate of April of 2029.

This early detection provided the City with an opportunity to apply for the state funded program specifically designed for the emerging contaminants that were identified in the recent water samples.

Due to the time constraints between the time of the notification of the sample test results and the deadline for the grant application, the grant application was prepared, completed and submitted with dual signatures of Mayor Bell and the City Administrator. The total project cost is \$116,500, with \$106,500 requested as grant funds and \$10,000 as a City funding match (Water Fund)

Suggested Motion

I move to recognize and support the recent grant application submitted by staff in the amount of \$116,500 to the Oregon Health Department and Business Oregon for a Water System Treatment Feasibility Study to address the recent identification of PFAS/PFOS detected in the City of Coburg water supply.

BACKGROUND

Per- and polyfluoroalkyl substances (PFAS) are a group of thousands of different chemicals that have been manufactured and used in a variety of commercial products since the 1940s – from everyday household items to food packaging – due to their heat, moisture, stain resistance, and non-stick qualities. PFOS and PFOA have been the most extensively produced and studied of these chemicals, followed by PFHxS and PFNA. These chemicals do not break down in the environment

or human body and can accumulate over time. Attached to this staff report is an information sheet from the Oregon Health Authority website.

The early detection provides the City with the opportunity to develop solutions and seek funding options to ensure compliance with regulations set to be in effect in April of 2029.

Additional water sampling will be conducted quarterly in conjunction with and oversight of Oregon Health Authority as required by all Water System operators. These results may influence options and recommendations of the feasibility study and provide additional clarity in the months ahead.

RECOMMENDATION

Staff is seeking Council concurrence for the grant application and initial plan to address this newly identified contaminant.

BUDGET / FINANCIAL IMPACT

The grant application commits to a local match of \$10,000 that will be funded from the Water Fund. The remaining \$110,500 of the feasibility study funding will come from the grant if awarded. It is highly likely that the project will not commence until July of 2027, which means that the project will be included in the proposed FY28 budget rather than come from existing appropriations in the FY27 budget.

PUBLIC INVOLVEMENT

No specific public involvement has occurred to the point due to the very recent notification of the initial testing results. City staff will consult with OHA staff regarding recommended community/customer engagement information as additional testing is completed and accurate data trends are established.

NEXT STEPS

Staff will update Council on the results of the grant application. If awarded, staff will work with Branch Engineering and identified sub-contractors to deliver a feasibility study that provides Council and staff with clear options to address these emerging contaminants with guidance, direction and oversight of the Oregon Health Authority.

It is likely that the study will lead to the identification of a capital project within the Water Fund that can be included in the FY28 proposed budget that will be presented to the Budget Committee in early May of 2027.

ATTACHMENTS

1. Business Oregon Grant Application
2. Grant Application Scope of Work
3. Oregon Health Authority Notification of Sample Results – July 14, 2026
4. Oregon Health Authority – FAQ from OHA website



Application Instructions Page

Safe Drinking Water Revolving Loan Fund: Emerging Contaminants Program

Please review the instructions closely prior to filling out the application. Incomplete submissions may be deemed ineligible. Complete this application form and submit with applicable attachments via email to SDWRLF@biz.oregon.gov. Deadline for submission is February 15th and August 15th. If you have questions about the emerging contaminants funding, please email them to: SDWRLF@biz.oregon.gov.

Federal Bipartisan Infrastructure Law (BIL, also referred to as the Infrastructure Investment and Jobs Act or IIJA)) funding will be awarded to communities through the state's existing Safe Drinking Water Revolving Loan Fund (SDWRLF) program, implemented jointly by Business Oregon and Oregon Health Authority (OHA) Drinking Water Services. The BIL requires states to award funding to directly address emerging contaminants (EC) in drinking water with a focus on perfluoroalkyl and polyfluoroalkyl substances (PFAS).

Funding for the program is dependent on availability of two separate sources of federal funding from the U.S. Environmental Protection Agency:

- 1) BIL Emerging Contaminant Funding (BIL-EC): 100% Forgivable loan funding under BIL-EC is available for water systems eligible under the SDWRLF program. The EPA requires that the state award at least 25% of the funds to assist disadvantaged communities or public water systems serving fewer than 25,000 people.
- 2) Emerging Contaminants in Small or Disadvantaged Communities Funding (EC-SDC): 100% grant funding, which is required to be awarded to [disadvantaged communities](#).

Only project activities that are integral to addressing confirmed emerging contaminants are eligible for EC funding. Oregon Drinking Water Services will review submitted projects to determine eligibility. Projects may be partially eligible for EC funding when some activities are not directly related to contaminant mitigation.

Please review the project eligibility criteria outlined in the following document on OHA's website: [EC Project Eligibilities](#). Additional details on eligible borrowers and more specifics on eligible project activities can be found in the [Safe Drinking Water Revolving Loan Fund Handbook](#).

If the proposed project is seeking to perform work that is not directly related to addressing an emerging contaminant, other BIL funding sources are available for drinking water infrastructure projects. Please visit [OHA's Infrastructure Investment and Jobs Act page](#) for more information.

For more information on emerging contaminants, including a list of accredited labs for PFAS analysis, visit OHA's [Emerging Contaminants Webpage](#).

**Safe Drinking Water Revolving Loan Fund (SDWRLF):
Emerging Contaminants Program Application Form****Office Use Only**
Date received:
SD-**Section 1: Applicant Information**

Eligible recipients of the funds are community public water systems that have 15 or more service connections used by year-round residents, or that regularly serve 25 or more year-round residents. Additionally, non-community water systems that regularly serve at least 25 people are eligible only if the system is recognized under Oregon law as a nonprofit corporation.

A. Water System / Entity Information

City of Coburg

Organization Name

City of Coburg

Public Water System Name

4100200

Lane

Water System Identification Number (PWSID)

County where Public Water System is located

91136 N. Willamette Street, Coburg OR 97408

Street Address of Public Water System (include City/State/ZIP code)

PO Box 8316, Coburg, OR 97408

Organization Mailing Address (Include City/State/ZIP code)

(541) 682-7850

Main Phone Number/Office Phone Number

93-0522439

H5K1ETBNMGM5

Federal Tax ID Number

Unique Entity Identification (UEI*)

Oregon Secretary of State Business Registry Number (For Non-Municipal and Non-Tribal entities only)

***UEI Number.** To obtain funding from the SDWRLF, applicants must have obtained a Unique Entity Identification (UEI) number from the System for Award Management (SAM.gov) website. SAM.gov is an official website of the U.S. Government. There is no cost to obtain a UEI number, and the applicant does not need to be fully registered in SAM.gov to receive a UEI number. Visit [SAM.gov's entity registration page](#) for more information or Section 4 of the [SDWRLF Handbook](#).

B. Ownership Information**Organization Type**☒ Public☐ Private**Check the appropriate classification.** This public water system is:☒ Regulated as a Community Water System.☐ Regulated as a non-community water system and registered as a non-profit with the State of Oregon.*If neither option is true, contact Business Oregon to confirm eligibility to apply.*

C. Contact Information**Main Contact**

Brian Harmon

Name

Public Works Director

Title

City of Coburg

Organization

brian.harmon@coburgoregon.gov

Email

541-68-7857

Phone

Secondary Contact

Julie Leland

Name

Principal

Title

Branch Engineering, Inc.

Organization

juliel@branchengineering.com

Email

541-746-0637

Phone

Section 2: Emerging Contaminant Details

For a project to be considered for funding, the primary purpose of the project must be to address and/ or mitigate people's exposure to EC in drinking water. Currently, Oregon EC project priorities include: (1) PFAS, (2) Manganese, and (3) Cyanotoxins. Projects with a secondary focus that address and/or mitigate ECs that are listed on any of EPA's [Contaminant Candidate Lists \(CCL1 - CCL6\)](#) are recognized as eligible.

Optional Attachment: If available, and not already voluntarily submitted to [Oregon Drinking Water Services](#), attach lab results demonstrating confirmation of the described emerging contaminant in the water system's drinking water.

A. Will this project address any of the emerging contaminants listed below? Check any that apply:

☒ PFAS ☐ Manganese ☐ Cyanotoxins ☐ Other (Must complete the field below)

If other, provide details on which emerging contaminant this project will address:

- B. Please describe known emerging contaminant (EC) concerns, including the history of EC testing, results obtained, and any regulatory or operational impacts. Please also explain how the proposed project will address emerging contaminant issues and any related community, public health, or financial needs. Attach additional pages if necessary.**

In July 2026, the Oregon Health Authority (OHA) notified the City of Coburg (PWS ID 4100200) that a sample collected April 15, 2026, as part of the OHA PFAS Sampling Project detected per- and polyfluoroalkyl substances (PFAS) at the entry point serving Wells No. 1 and No. 2. PFOS was detected at 11.4 parts per trillion (ppt) and PFOA at 6.22 ppt, both above the federal Maximum Contaminant Levels (MCLs) of 4.0 ppt established by EPA in April 2024. Four additional PFAS were detected: PFHxS (3.66 ppt; MCL 10 ppt), PFBS (4.22 ppt; regulated under the Hazard Index MCL), PFHxA (2.74 ppt), and PFPeA (2.37 ppt). The Hazard Index for the detected mixture is approximately 0.4, below the MCL of 1. While compliance with the PFAS MCLs is not yet required, OHA has advised the City that these results indicate Coburg may eventually exceed the MCLs for PFOS and PFOA.

Please see attached pdf named: EIL-EC Application Additional Answers City of Coburg August 2026

Section 3: Feasibility Documentation

If the applicant is applying for design or construction funds: To be eligible to receive funding for final design and construction, a water system must demonstrate in its application that the proposed project is feasible and addresses the contaminant of concern (Section 3.9 of the [SDWRLF Handbook](#)). Feasibility of the proposed project can be demonstrated by providing a completed feasibility study or preliminary engineering report that is stamped and signed by the engineer responsible for the work and licensed in the State of Oregon, or in an up-to-date water master plan and accompanying documentation. A feasibility study is eligible to be funded through this EC funding program.

- A. Does the system have a current feasibility study, preliminary engineering report, or water master plan, stamped and signed by a professional engineer licensed in Oregon, that specifically addresses the contaminant of concern?** Yes ☐ No ☒

If no, you may still complete this application to submit for funding a feasibility study project that meets the minimum requirements of the program. A cost estimate for the feasibility study from an engineer will be required to be submitted with the application. For small systems, assistance with obtaining a cost estimate for a feasibility study can be requested through the [OHA Circuit Rider program](#).

If yes, please submit as an attachment with the application and indicate in the table below which document(s) the water system has and the date(s) the document was finalized:

Study Type:	Date Finalized:
Feasibility Study	
Water Master Plan	
Preliminary Engineering Report	

Section 4: Disadvantaged Community Determination

As part of the project evaluation process, OHA will assess whether the water system's service area meets the state's definition for "disadvantaged community". Oregon's current definition is:

- Any public water system (PWS) with a Median Household Income (MHI) less than the state MHI
- Or, if a PWS has an MHI equal to or greater than 100 percent of the state MHI but less than 120 percent of the state MHI, then the system must meet two of the following four criteria:
 - Greater than the state poverty rate,
 - Greater than the state unemployment rate,
 - Greater than the state housing cost burdened rate,
 - Greater than the state rate of people with less than a high school education.

OHA uses the most recent American Community Survey (ACS) five-year data available from the U.S. Census Bureau to assess disadvantaged status. The requirement of a service area map (described below) will be used to assess disadvantaged community criteria. See OHA's [Project Ranking and Disadvantaged Status website](#) for more information.

GIS Shapefile (Required Attachment): Submission of Geographic Information System (GIS) shapefiles for the water system's service area boundary and/or distribution system is required. If the system does not have access to a GIS and cannot produce a shapefile, please see the alternative option below. When available, shapefiles should be submitted with the application as a compressed (.zip) file.

A. Is the water system submitting a GIS Shapefile with this application?

Yes ☒ No ☐

Service Area Map (Optional Attachment). A PDF map showing the boundary of the water system's service area must be submitted with the application if the shapefile option described above is not available. This map will be used to assist in determining disadvantaged community status.

B. Is the water system submitting a service area map with the application? Yes ☒ No ☐

Note: Service area maps must include geospatial references such as roads or highways to allow for determination of whether the water system's service area meets the definition for disadvantaged community. Small water systems that do not have a service area map can use online mapping tools such as Google Maps® to create a simple hand drawn boundary map that encompasses the customer service area. For small systems, assistance with submitting a pre-application and the required service area map can be requested through the [OHA Circuit Rider program](#).

Section 5: Project Scope

- a. **Project Title.** Provide a short but descriptive title for the project that clearly identifies the project scope. *Example: City of Somewhere – PFAS Treatment Installation Project*

PFAS Treatment Feasibility Study

- b. **Project Description Summary:** Provide a short list in the space below summarizing the primary goals of the project:

- Collect and review existing water quality data.
- Conduct Rapid Small-Scale Column Testing (RSSCT).
- Assess adsorption media performance and expected service life.
- Develop conceptual treatment system alternatives.
- Prepare cost estimates and lifecycle cost comparisons.
- Complete feasibility study with implementation recommendations.

- c. **Project Description Details:** Provide a detailed description of the project, identifying each element to be constructed, replaced, or rehabilitated: (Attach additional pages if necessary.)

The City of Coburg proposes to complete a PFAS Treatment Feasibility Study for its municipal groundwater supply following PFAS detections in Wells No. 1 and No. 2. The City has retained Branch Engineering, serving as the City's Acting City Engineer, to manage and assist with the study and provide civil and structural engineering support. Branch will retain ESSI as a specialty subconsultant to provide PFAS treatment expertise, lead the treatment alternatives evaluation, and prepare the feasibility study. ATEC Water Systems will conduct Rapid Small-Scale Column Testing (RSSCT) and associated laboratory analyses under a separate contract.

The study will review existing water quality data and characterize source water, including PFAS, total organic carbon, sulfate, nitrate, chloride, alkalinity, and iron/manganese. The City's second initial-monitoring sample, anticipated in September–November 2026, will be incorporated into the design basis as available.

Treatment alternatives will include granular activated carbon (GAC), PFAS-selective single-use ion exchange (IX) resin, and surface-modified clay (SMC) media, with a screening-level evaluation of nanofiltration/reverse osmosis (NF/RO). ATEC will conduct RSSCT testing of GAC, IX, and SMC using Coburg's actual groundwater to evaluate media performance and service life.

The study will evaluate residuals and spent-media management, including spent GAC reactivation versus disposal and spent resin disposal. ESSI will develop conceptual treatment alternatives and compare capital, operation and maintenance, and lifecycle costs. Branch will coordinate site, utility, and constructability considerations and provide civil and structural engineering support. The alternatives will be compared through a decision matrix and used to develop a recommended approach for the City.

Section 6: Project Budget

Project Budget Line-Item Definitions:

Please see the [SDWRLF Handbook](#) for more information if needed.

- **Project Management** - It is recommended to budget for the recipient to hire third party assistance with administering and managing the project, as federally funded projects can be challenging to administer. \$5,000 is a recommendation, but the system may request no funding, or more for this budget line.
- **Environmental Review** - Prior to any construction work funded by federal funds, an environmental review must be completed or the system must obtain a categorical exclusion in accordance with the state environmental review process (SERP) and in compliance with state and federal environmental laws. If construction or any other earth disturbing activities occur prior to obtaining an BIL-EC funding award and completing the SERP, the project will no longer be eligible for funding.
- **Labor Standards** - The Davis-Bacon and Related Acts (DBRA) refer to the requirement to pay the higher of the local or federal prevailing wage rate for applicable work on construction projects that receive federal funding. Costs associated with third-party monitoring of DBRA compliance for construction projects are eligible under the program. \$15,000 is the maximum amount in BIL-EC funds that may reimburse DBRA monitoring costs.
- **Federal Requirements** - Projects receiving Emerging Contaminants (EC) funding are subject to various federal laws, executive orders, and policies, including the Build America, Buy America Act (BABA), federal cross-cutting requirements, and other applicable federal requirements. It is recommended that applicants budget for third-party assistance to help manage and document compliance with these requirements. Construction projects funded with EC funding must comply with BABA, which requires that all iron, steel, manufactured products, and construction materials incorporated into the project be produced in the United States. Please ensure that project cost estimates account for the costs associated with BABA compliance, including procurement, documentation, tracking, and verification activities.
- **Land Acquisition** - For land acquisition to be eligible under the EC program, it must be part of a funding award that includes facility construction. All BIL-EC projects must adhere to the Uniform Relocation Assistance and Real Property Acquisition Policies Act, which means that in most cases, projects must use a professional appraisal to determine the fair market value as a basis for establishing the offer price. For "soft costs" related to land acquisition planning, such as land use feasibility analysis, legal work, and appraisals, these are allowed to be included with a planning or design project.
- **Force Account Work** - If the Applicant intends to use its own staff to work on project activities, SDWRLF funds cannot be used to pay for that staff and will need to be funded by the water system or other applicable co-funding

Budget Table

Budget Line Item	EC Funds	Applicant Funds	Other Funds	Total
Planning (Feasibility Study, PER, etc.)	\$ 101,500.00	\$ 10,000.00		\$ 111,500.00
Engineering (Final Design)				\$ 0.00
Project Management* (Recommend \$5,000)	\$ 5,000.00			\$ 5,000.00
Construction				\$ 0.00
Construction Contingency (standard is 10% of construction costs)				\$ 0.00
Environmental Review*				\$ 0.00
Labor Standards* (Maximum \$15,000 from BIL-EC)				\$ 0.00
Federal Requirements Compliance* (Recommend \$15,000)				\$ 0.00
Legal				\$ 0.00
Land Acquisition*				\$ 0.00
Permitting/Fees/Regulatory Fees				\$ 0.00
Other:				\$ 0.00
Other:				\$ 0.00
Other:				\$ 0.00
Other:				\$ 0.00
Total:	\$ 106,500.00	\$ 10,000.00	\$ 0.00	\$ 116,500.00

***Please see budget table details above for more information.**

Include notes regarding the budget table, if necessary:

Please refer to ESSI & Branch Engineering's respective Scopes of Work for breakdown of cost estimate.

Source of Other Funds and Status (Committed / Budgeted)		
Funding Source	Status	Amount
EC Program Funds	N/A	
Applicant Funds	Committed	10,000.00
Other:	Choose One	
	TOTAL	\$ 10,000.00

Other funds needed to complete the project must be available, or the water system must have a binding commitment for such funds, in order for Business Oregon to execute a contract. For other Non-Business Oregon Funds, attach letters of commitment. (Optional Attachment E)

- A. Cost Estimate (Required Attachment B):** A cost estimate for the project proposed by an engineer is required to be included with this application. For small systems, assistance with obtaining a preliminary cost estimate can be requested through the [OHA Circuit Rider program](#).
Is the water system submitting a cost estimate with this application? Yes ☒ No ☐

B. Project budget prepared by:

Name: Julie Leland, P.E.

Title: Principal

Organization: Branch Engineering, Inc.

Date: 8/12/2026

Section 7: Project Workplan

Water systems should develop a clearly defined project schedule that identifies key milestones and dependencies. Please note that receiving a funding award and executing a contract under the EC program may take up to one year following the application submission deadline. Construction projects must be completed within 36 months of contract execution, while design and planning projects must be completed within 24 months. Please provide a general description of activities necessary to complete the project, and the anticipated start and end dates of those activities.

Simplified examples of workplan activities, if needed:

- Planning Projects – Procure consultant, draft study complete, study approved.
- Design Projects – Procure engineer, draft final design submitted for approval, final design complete.
- Construction Projects - Procure engineer, permitting and environmental review, start construction, construction 50% complete, construction complete.

Activity	Estimated Start Date	Estimated Completion Date
Anticipated Funding Agreement/Contract Execution & NTP	June 2027	July 2027
Kickoff, data review, water-quality characterization	July 2027	August 2027
RSSCT bench testing (incl. analytical turnaround)	August 2027	November 2027
Alternatives development, capital + lifecycle costs	November 2027	January 2028
Draft feasibility study to City/OHA	February 2028	February 2028
Final feasibility study	March 2028	March 2028

Section 8: Summary of Connections Usage & Populations Served

A. Summary of Connections, Usage and Populations Served

For each customer type, report the current number of connections, projected connections in five years, and current total annual billable water usage (in gallons).

Customer Type	Current Connections	Projected Connections (In 5 Years)	Current total annual billable water usage (gallons)
Residential	569.00		51,230,272.00
Commercial	78.00		43,977,965.00
Industrial			
Other:			
Total:	647.00	0.00	95,208,237.00

* 1 cubic foot (ft³) = 7.4805 gallons (US)

Section 9: Project Readiness to Proceed

A. Does the water system either own, or have a permanent easement or right of way, for all properties on which the improvements will take place? Yes ☒ No ☐

If no, or if property acquisition is part of the project, explain:

B. Has a licensed engineer or technical services provider aided you in project development and the completion of this pre-application? Yes ☒ No ☐

If yes, list name and contact information:

Company: Branch Engineering, Inc.
 Main Contact: Julie Leland, P.E.
 Phone: 541-746-0637
 Email: juliel@branchengineering.com

C. Public Engagement: Has the owner or governing body of the water system held a public meeting (e.g., council or board meeting, public hearing, or public workshop) to discuss the proposed project, including its purpose and need, anticipated start date, consistency with the local comprehensive land use plan? Yes ☐ No ☒

If no, it is recommended that the water system's governing body discuss the proposed project, including timelines, both internally and with the public.

- D. Permitting:** Has the system submitted any applications or performed coordination with its local city or county community development review department, engineering, and/or local permit center related to this specific project? Yes ☒ No ☐

If no, it is recommended the water system coordinates with applicable planning and regulatory departments to ensure the project complies with local, state, and federal requirements, including zoning, environmental regulations, and building codes. Early coordination can help identify and address potential issues that could delay or prevent project implementation.

E. Permits Table:

Permits				
List the permits and regulatory authorizations needed for the Project to be ready to proceed with construction:				
Permit Type	Review Agency	Description	Status	Actual or Expected Approval Date
N/A			Choose One	
			Choose One	
			Choose One	
			Choose One	

- CONTINUE TO SIGNATURE PAGE BELOW -

Section 10: Attachments

Required (check box if attached):

- ☒ Attachment A: GIS Shapefile Service Area Map
- ☒ Attachment B: Engineer's Cost Estimate

Optional Attachments (check box if attached):

- ☒ Attachment C: Lab results demonstrating confirmation of Emerging Contaminant
- ☐ Attachment D: Project Feasibility Documentation
- ☒ Attachment E: Letter of Funding Commitment
- ☐ Attachment F: Water System Operating Agreement
- ☐ Attachment G: Documents Verifying Establishment of Private Water System
- ☒ Attachment H: Signature Authority Documentation
- ☒ Attachment I: Water System Service Area Map

Section 11: General Certification

I certify to the best of my knowledge that all information contained in this document and any attached supplements is valid and accurate. I further certify that to the best of my knowledge:

1. The pre-application has been approved by the governing body or is otherwise being submitted using the governing body's lawful process, and
2. Signature authority is verified. **Business Oregon will only accept applications with proper signature authority documentation.**

Check One:

- ☐ Yes, I am the highest elected official. (e.g. Mayor, Chair, President, Owner)
- ☒ No, I am not the highest elected official. I have attached documentation that verifies my authority to sign on behalf of the applicant. (Documents such as charter, resolution, ordinance, or governing body meeting minutes must be attached.)


Signature:
Printed Title:
Printed Name:
Date:

SCOPE OF WORK

PFAS Treatment Feasibility Study

City of Coburg Water System — PWS ID 4100200

Prepared for Branch Engineering, Inc., on behalf of the City of Coburg

Prepared by ESSi

August 2026

1. Introduction and Background

In July 2026, the Oregon Health Authority (OHA) notified the City of Coburg (the City; PWS ID 4100200) that a sample collected on April 15, 2026 as part of the OHA PFAS Sampling Project detected per- and polyfluoroalkyl substances (PFAS) at the entry point serving Wells No. 1 and No. 2 (EP-A). PFOS and PFOA were detected above the federal Maximum Contaminant Levels (MCLs) of 4.0 parts per trillion (ppt) established by the U.S. Environmental Protection Agency (EPA) in April 2024. The reported results are summarized below.

PFAS Analyte	Detected Concentration (ppt)	Federal MCL
PFOS	11.4	4.0 ppt
PFOA	6.22	4.0 ppt
PFHxS	3.66	10 ppt
PFBS	4.22	Regulated under the Hazard Index MCL
PFHxA	2.74	Not established
PFPeA	2.37	Not established

In addition to the individual MCLs, EPA established a Hazard Index MCL of 1 (unitless) for mixtures of four PFAS (PFHxS, PFNA, HFPO-DA (GenX), and PFBS). The Hazard Index calculated for the mixture detected at Coburg is approximately 0.4, below the MCL of 1.

The April 15, 2026 sample was collected under the OHA PFAS Sampling Project and counts as the City's first initial-monitoring sample under the federal PFAS drinking water rule. The City must collect a second initial-monitoring sample in September–November 2026, and ongoing compliance monitoring begins after April 26, 2027. Compliance with the PFAS MCLs will be based on a running annual average (RAA) of quarterly compliance monitoring results; if the RAA exceeds an MCL, corrective action is required to reduce levels below the MCLs by April 2029. While compliance with the PFAS MCLs is not yet required, OHA has advised the City that these results indicate Coburg may eventually exceed the MCLs for PFOS and PFOA, and OHA has encouraged the City to apply for Emerging Contaminants (EC) funding now rather than wait for confirmation sampling.

Coburg is a small water system (approximately 647 connections), and absorbing the planning, design, and construction costs of PFAS mitigation through rates alone would be a significant financial burden on the community. The proposed feasibility study will evaluate viable alternatives for removing PFAS from the drinking water supplied through the entry point serving Wells No. 1 and No. 2, including treatment technologies, operational modifications, and associated capital and lifecycle costs. The study will provide the technical basis needed to identify the most effective and financially sustainable solution, position the City to pursue future design and construction funding, and ensure the continued delivery of safe, reliable drinking water to the Coburg community.

Project team. The City has retained Branch Engineering, Inc. (Branch), serving as the City’s Acting City Engineer, to manage the feasibility study and provide project management and civil and structural engineering support. ESSI will support the feasibility effort as a specialty subconsultant to Branch, providing PFAS treatment expertise, leading the treatment alternatives evaluation, and preparing the feasibility study. ATEC Water Systems (ATEC) will conduct Rapid Small-Scale Column Testing (RSSCT) and the associated PFAS laboratory analyses under a separate contract. This Scope of Work covers ESSI’s services.

2. Objectives

The objectives of the feasibility study are to:

- Characterize source water quality, including the competing background constituents that govern treatment media service life and, therefore, lifecycle cost.
- Evaluate PFAS treatment technologies head-to-head on Coburg’s actual water through bench-scale RSSCT testing conducted by ATEC.
- Develop and compare treatment alternatives—including residuals and spent-media management—on the basis of capital, operations and maintenance (O&M), and lifecycle costs.
- Identify the most effective and financially sustainable PFAS mitigation approach for the City.
- Deliver a feasibility study suitable for submittal to the City, OHA, and Business Oregon that positions the City to pursue design and construction funding.

3. General Approach

The study will evaluate PFAS treatment technologies including granular activated carbon (GAC), PFAS-selective single-use ion exchange (IX) resin, and novel media such as surface-modified clay (SMC) media, along with a screening-level evaluation of high-pressure membranes (nanofiltration/reverse osmosis). The RSSCT program conducted by ATEC will compare the GAC, IX, and SMC media head-to-head on Coburg’s actual water. Water quality characterization—the full PFAS panel plus the competing background ions—will feed directly into RSSCT interpretation, media service-life projections, and lifecycle cost estimates. Residuals and spent-media management will be evaluated as part of the alternatives analysis, as it is often the deciding factor between GAC and IX at small-system scale.

Bench-scale testing and the associated laboratory analyses are being conducted as part of this feasibility study, consistent with the EC funding program’s eligibility for non-routine testing performed as part of a feasibility study addressing the contaminant of concern.

4. Scope of Work

Task 1 — Kickoff, Data Review, and Water Quality Characterization (Months 1–2)

- Conduct a project kickoff meeting with Branch and City staff to confirm objectives, schedule, roles, and data needs; issue a data request.
- Review available information, including the OHA/DEQ analytical results, well construction and production records, water system information, and prior planning documents.
- Complete a water quality characterization of the source water, including the PFAS panel (EPA Method 533 or 537.1 at an ORELAP-accredited laboratory) along with total organic carbon (TOC), sulfate, nitrate, chloride, alkalinity, and iron/manganese. Competing background ions drive media service life and therefore lifecycle cost; these results feed directly into the RSSCT interpretation.
- Incorporate the results of the City’s second initial-monitoring sample (September–November 2026) and any subsequent compliance monitoring data into the design basis as they become available.
- Establish the treatment design basis (design flows, well operation, water quality, and treatment goals).

Task 2 — RSSCT Bench-Scale Testing Support and Interpretation (Months 2–5)

- ATEC, under separate contract, will conduct the RSSCT program: three column tests comparing GAC, PFAS-selective single-use IX resin, and SMC media on Coburg’s actual water, with the associated laboratory analyses included.
- Provide input to the RSSCT test plan and coordinate with ATEC on water collection and shipment, test conditions, and analytical schedule.
- Review RSSCT results (including analytical turnaround), interpret breakthrough data, and project full-scale media service life and replacement frequency for each media.

Task 3 — Treatment Alternatives Development and Cost Evaluation (Months 5–7)

- Develop conceptual treatment alternatives for GAC, IX, and SMC media informed by the RSSCT results, together with a screening-level evaluation of high-pressure membranes (NF/RO) and potential operational modifications.
- Evaluate residuals and spent-media management for each alternative, including spent GAC reactivation versus disposal and spent resin disposal.
- Develop conceptual layouts and identify site, utility, and constructability considerations in coordination with Branch.
- Prepare capital cost, annual O&M cost, and lifecycle (present-worth) cost estimates for each alternative, and compare the alternatives in a decision matrix with a recommended approach.

Task 4 — Feasibility Study Report (Months 8–9)

- Prepare the feasibility study following the anticipated report outline presented in Attachment A, which reflects the anticipated level of effort for the report.
- Prepare a draft feasibility study and submit it to the City, Branch, and OHA for review (Month 8).

- Address consolidated review comments and issue the final feasibility study (Month 9).
- The final feasibility study will be signed and stamped by a professional engineer licensed in the State of Oregon, consistent with SDWRLF/EC program requirements for subsequent design and construction funding.

Task 5 — Project Management and Meetings (Months 1–9)

- Provide monthly progress updates and invoicing to Branch.
- Attend up to three project meetings (kickoff, alternatives review workshop, and draft study review), held virtually or in person.
- Coordinate with OHA Drinking Water Services and Business Oregon as needed to support the study.

5. Deliverables

Deliverable	Timing (from NTP)
RSSCT test plan input and review comments (with ATEC)	Month 2
Water quality characterization and design basis summary	Month 3
RSSCT results interpretation and media service-life projections	Month 6
Draft Feasibility Study (to City, Branch, and OHA)	Month 8
Final Feasibility Study (signed and stamped)	Month 9

6. Schedule

Per the EC program application instructions, a funding award and contract execution may take up to one year following the August 15, 2026 application deadline, and planning projects must be completed within 24 months of contract execution. Project milestones are therefore keyed to the notice to proceed (NTP) rather than calendar dates.

Activity	Timing (from NTP)
Kickoff, data review, and water quality characterization	Months 1–2
RSSCT bench testing (including analytical turnaround)	Months 2–5
Alternatives development, capital and lifecycle costs	Months 5–7
Draft feasibility study to City/OHA	Month 8
Final feasibility study	Month 9

If estimated calendar dates are required, contract execution around mid-2027 would place draft feasibility study completion in early 2028 and the final study well within the 24-month completion window.

7. Budget

ESSI's fee for the services described in this Scope of Work is \$45,000. For context, the total planning budget for the feasibility study, including ATEC's bench-scale testing under separate contract, is summarized below.

Item	Fee
ESSI — PFAS Treatment Feasibility Study (Tasks 1–5, this Scope of Work)	\$45,000
ATEC — RSSCT bench-scale testing (three column tests; laboratory analyses included; provided under separate contract)	\$25,000
Total Planning Budget	\$70,000

The feasibility study is proposed for funding under Oregon's Safe Drinking Water Revolving Loan Fund Emerging Contaminants program (100 percent forgivable loan funds). A \$5,000 project management allowance for grant administration is carried separately in the City's funding application and is not part of the fees shown above.

8. Assumptions and Exclusions

- ATEC's RSSCT testing, including the associated laboratory analyses, will be performed under a separate contract and is not included in ESSI's fee.
- City staff will provide access to wells, records, and water system data, and will assist with sample collection for the water quality characterization.
- Branch will provide overall project management, civil and structural engineering support, and coordination with the City as the City's Acting City Engineer.
- Compliance monitoring, including collection of the second initial-monitoring sample (September–November 2026), remains the City's responsibility; the study will incorporate those results as they become available.
- This scope excludes final design, permitting, bidding, and construction-phase services, which would be provided under separate authorization if the City proceeds with a selected alternative.
- Environmental review (SERP), labor standards monitoring (Davis-Bacon), and Build America, Buy America compliance are construction-phase requirements and are excluded from this planning scope.
- The schedule assumes timely receipt of RSSCT results and laboratory analytical turnaround.

Attachment A — Anticipated Feasibility Study Report Outline

The feasibility study report is anticipated to follow the outline below, which is modeled on comparable PFAS treatment feasibility reports and reflects the level of effort included in this Scope of Work. The outline will be refined with City, Branch, and OHA input during the study.

Executive Summary

- Summary of findings, recommended alternative, estimated capital and annual O&M costs, projected media replacement frequency, and conceptual site arrangement.

1. Introduction and Background

- Water system overview and PFAS detections at the entry point serving Wells No. 1 and No. 2.
- PFAS in drinking water: sources, occurrence, and overview of health effects.
- Regulatory framework: EPA PFAS Rule MCLs and Hazard Index; Oregon initial and compliance monitoring requirements; compliance timeline (running annual average; corrective action by April 2029).

2. Description of Existing System and Sites

- Wells No. 1 and No. 2, entry point configuration, existing facilities, and available siting considerations for treatment.

3. Water Quality Characterization and Planning Criteria

- PFAS panel and background water quality (TOC, sulfate, nitrate, chloride, alkalinity, iron/manganese) and implications for treatment.
- Design flows, well operation, and treatment objectives.

4. Treatment Technology Overview

- Granular activated carbon (GAC), including media types.
- PFAS-selective single-use ion exchange (IX) resin.
- Novel media, including surface-modified clay (SMC).
- High-pressure membranes (NF/RO) — screening-level discussion — and other emerging technologies.

5. Bench-Scale (RSSCT) Testing Program and Results

- Test plan, methods, and water quality during testing.
- Breakthrough results for GAC, IX, and SMC media.
- Projected full-scale media service life and replacement frequency.

6. Evaluation of Alternatives

- Development of treatment alternatives (GAC, IX, SMC) and potential operational modifications.
- Residuals and spent-media management: spent GAC reactivation versus disposal; spent resin disposal.
- Comparison of alternatives — performance, costs, and non-cost factors — and recommended alternative.

7. Conceptual Design of Recommended Alternative (Basis of Design)

- Proposed site arrangement and conceptual layout.
- Treatment vessels, media, and hydraulic criteria.
- Backwash/residuals handling, utility, and system integration considerations.

8. Cost Estimates

- Capital cost, annual O&M cost, and lifecycle (present-worth) cost for each alternative and the recommended alternative.

9. Implementation Schedule and Funding Strategy

- Anticipated design, permitting, and construction sequence; positioning for EC design and construction funding.

10. References

Appendices

- Laboratory analytical reports; RSSCT data and breakthrough curves; cost estimate detail.

SCOPE OF WORK

PFAS Treatment Feasibility Study: Project Management, Civil, and Structural Services

City of Coburg Water System (PWS ID 4100200)

Prepared for the City of Coburg

Prepared by Branch Engineering, Inc., Acting City Engineer

August 2026

Supplement to the ESSI Scope of Work (August 2026)

1. Purpose and Reference

This Scope of Work describes the services provided by Branch Engineering, Inc. (Branch) as the City of Coburg's Acting City Engineer for the PFAS Treatment Feasibility Study. It is supplementary to, and should be read together with, the Scope of Work prepared by ESSI dated August 2026, which is submitted with the City's Emerging Contaminants (EC) funding application. The PFAS detection history at the entry point serving Wells No. 1 and No. 2, the regulatory framework and compliance timeline, the study objectives, and the general treatment approach are described in the ESSI Scope of Work and are not repeated here.

Project team. The City has retained Branch to serve as its Acting City Engineer and to lead and manage the feasibility study, providing overall project management, civil engineering, structural assessment, and coordination among the City and the project team. Branch will retain ESSI as a specialty subconsultant to provide PFAS treatment expertise, lead the treatment alternatives evaluation, and prepare the feasibility study. ATEC Water Systems (ATEC) will conduct Rapid Small-Scale Column Testing (RSSCT) and the associated PFAS laboratory analyses. This Scope of Work covers Branch's services, including the project management, civil, and structural engineering support Branch provides as Acting City Engineer and its administration of the subconsultant team.

2. Branch Role and Objectives

Branch's objectives for its services on the feasibility study are to:

- Serve as the City's Acting City Engineer and provide overall project management and coordination for the feasibility study, keeping the effort on scope, schedule, and budget.
- Coordinate the project team (including specialty subconsultant ESSI & testing firm ATEC) and the City and administer the subconsultant scope.
- Evaluate site civil conditions and identify constraints that affect siting of PFAS treatment at the entry point serving Wells No. 1 and No. 2.
- Provide a structural assessment of the existing well house and/or proposed treatment building to inform conceptual siting, equipment layout, and constructability.
- Provide civil and structural engineering support to ESSI's treatment alternatives evaluation and conceptual layouts and oversee the feasibility study so that it is suitable for submittal to the City, OHA, Business Oregon, and EC funding program.

3. Scope of Work

Branch's work on the feasibility study falls into three areas that run concurrently across the study: leading and administering the project as the City's Acting City Engineer, carrying out the site civil and structural evaluation, and reviewing the completed study before it goes to the City and the funding agencies. ESSI's Scope of Work covers the treatment technology evaluation, RSSCT interpretation, and preparation of the report itself; the tasks below describe only Branch's contribution.

Project management and team coordination. Branch serves as the City's Acting City Engineer and the single point of contact for the study, holding responsibility for scope, schedule, and budget from notice to proceed through delivery of the final report. This includes retaining and administering ESSI's subconsultant agreement, coordinating ATEC's bench-scale testing schedule and sample logistics with ESSI, and pulling both firms' work into one coordinated effort for the City. Branch will convene the kickoff, facilitate the alternatives review once RSSCT results are available, and lead the draft-study review, along with monthly progress reporting, invoicing, and any required coordination with OHA Drinking Water Services, Business Oregon, and the EC funding program.

Site civil and structural evaluation. This is the core of Branch's technical contribution and the part of the study that will be grounded at the site itself. Working from available survey, utility, and record drawings, Branch will assess what it would actually take to place PFAS treatment at the entry point serving Wells No. 1 and No. 2: how much usable footprint exists, how equipment would be accessed and served by power and yard piping, how the site drains, and what setbacks and wellhead-protection boundaries come into play. In parallel, Branch will look at the existing well houses, and at a new treatment building if one is contemplated, to judge whether either can carry the weight of treatment vessels and media and what modifications a given alternative would demand. These findings feed straight into ESSI's conceptual layouts and cost estimates. The structural work is a conceptual, non-destructive review; it does not include destructive testing, detailed structural analysis, or geotechnical investigation.

Feasibility study review and oversight. As Acting City Engineer, Branch reviews the draft and final feasibility study for completeness and for consistency with the City's objectives and the SDWRLF/EC program requirements, confirms that the site constraints it identified are carried through the alternatives comparison and conceptual design, and supports submittal of the final study to the City, OHA, Business Oregon, and EC program.

4. Deliverables

Deliverable	Timing (from NTP)
Project management, meeting facilitation, and monthly progress updates	Months 1–9
Site civil evaluation and constraints evaluation	Month 6
Structural assessment (well house / treatment building)	Month 6
Civil and structural input to conceptual layouts and cost estimates	Month 7
Review comments on the draft feasibility study	Month 8
Oversight and concurrence on the final feasibility study	Month 9

5. Schedule

Consistent with the ESSI Scope of Work, Branch's milestones are keyed to the notice to proceed (NTP) rather than calendar dates, reflecting that a funding award and contract execution may take up to one year following the August 15, 2026, application deadline and that planning projects must be completed within 24 months of contract execution.

Activity	Timing (from NTP)
Project management and coordination	Months 1–9
Subconsultant management and coordination	Months 1–9
Site civil evaluation and constraints	Months 2–6
Structural assessment of well house / treatment building	Months 2–6
Feasibility study oversight and review	Months 7–9

6. Budget

Branch's fee for the services described in this Scope of Work, together with the subconsultant scope Branch administers, is summarized below.

Item	Fee
Branch: Site civil engineering and project management	\$27,000
Branch: Structural assessment of well house / treatment building	\$7,500
Subconsultant scope & Subconsultant coordination fee (10% added to subconsultant scope: ESSI PFAS treatment feasibility study, \$45,000; ATEC RSSCT bench-scale testing, \$25,000)	\$77,000
Total Branch Scope	\$111,500

The subconsultant scope of \$70,000 comprises ESSI's \$45,000 fee and ATEC's \$25,000 bench-scale testing budget, as detailed in the ESSI Scope of Work. The 10 percent subconsultant coordination fee (\$7,000) covers Branch's administration and coordination of the subconsultant team, bringing the marked-up subconsultant total to \$77,000. Combined with Branch's civil, project management, and structural services, the total Branch scope is \$111,500.

The feasibility study is proposed for funding under Oregon's Safe Drinking Water Revolving Loan Fund Emerging Contaminants program. A \$5,000 project management allowance for grant administration is carried out separately in the City's funding application and is not part of the fees shown above.

7. Assumptions and Exclusions

- ESSI's PFAS treatment feasibility services and ATEC's RSSCT testing are performed under subconsultant arrangements administered by Branch; the detailed scopes for ESSI and ATEC are defined in their respective scopes of work.
- The subconsultant scope total of \$70,000 reflects the amounts in the ESSI Scope of Work (ESSI, \$45,000; ATEC, \$25,000); the 10 percent Branch coordination fee applies to that total.

- City staff will provide access to the wells, well house, records, survey and utility information, and water system data needed for the civil and structural evaluations.
- The structural assessment is a conceptual, non-destructive evaluation based on available record information and a site visit; it does not include destructive testing, detailed structural analysis, or geotechnical investigation.
- This scope covers planning-level civil and structural evaluation and study oversight only; it excludes final design, permitting, bidding, and construction-phase services, which would be provided under separate authorization if the City proceeds with a selected alternative.
- Environmental review (SERP), labor standards monitoring (Davis-Bacon), and Build America, Buy America compliance are construction-phase requirements and are excluded from this planning scope.
- A \$5,000 project management allowance for grant administration is carried out separately in the City's funding application and is not part of the fees shown above.
- The schedule is keyed to the notice to proceed and assumes timely receipt of subconsultant deliverables and City input.



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<http://healthoregon.org/dwp>

July 14, 2026

BRIAN HARMON
COBURG, CITY OF
PO BOX 8316
COBURG, OR 97408

Re: PFAS Detections

Dear BRIAN HARMON,

As you are aware, OHA is monitoring public water systems in Oregon to identify water systems with PFAS detections so the systems can access currently available funding to address the issue. Samples collected recently from **COBURG, CITY OF**, PWS ID#: **4100200** had the following results:

Sample Date: **4/15/26**

Sample Location: **EP-A: EP FOR WELLS #1 & #2**

PFAS Chemical	Detected level	Maximum Contaminant Level (MCL)*
PFOS	11.4 ppt	4.0 ppt
PFOA	6.22 ppt	4.0 ppt
PFHxS	3.66 ppt	10 ppt
PFBS	4.22 ppt	Part of Hazard Index MCL
PFHxA	2.74 ppt	N/A
PFPeA	2.37 ppt	N/A

*Must comply with MCLs by April 2029

Based on these detections, OHA-DWS has the following information on PFAS rule requirements and available funding to address PFAS:

- PFAS Rule.** On April 10, 2024, EPA set individual Maximum Contaminant Levels (MCLs) for PFOA and PFOS at 4.0 ppt and PFHxS, PFNA, and GenX at 10 ppt. EPA has also set an MCL of 1 (unitless) for a mixture of four PFAS (PFHxS, PFNA, GenX, and PFBS) using a Hazard Index (a tool used to evaluate potential health risks from exposure to chemical mixtures). For information about the rule, see EPA's webpage: <https://www.epa.gov/sdwa/and-polyfluoroalkyl-substances-pfas>.

Although compliance with the MCLs is not yet required, these results indicate that COBURG, CITY OF may eventually exceed the MCLs for PFOS and PFOA. Compliance with MCLs will be based on a running annual average (RAA) of quarterly compliance monitoring results collected after April 2027. If the RAA is exceeded, corrective action would be required to reduce the levels below the MCLs by April 2029.

2. PFAS Rule initial monitoring requirements.

The PFAS drinking water rule initial monitoring requirements for COBURG, CITY OF, PWS ID# 4100200 are **2 consecutive samples per entry point within a 12-month period, with samples collected 5 to 7 months apart** prior to April 26, 2027.

The PFAS sample collected on 4/15/26 as part of the OHA PFAS Sampling Project counts as the first sample needed. **Please collect a second PFAS sample within 5 to 7 months after this sample – either September, October, or November of 2026.**

Report the results to OHA-DWS by emailing them to dlwp.dmce@odhsoha.oregon.gov prior to **April 26, 2027**. If you are unable to email the report, you can fax it to 971-673-0458 (include a cover sheet, the number of pages, your name and phone number) or mail it to Water Quality Reports, P.O. Box 14450, Portland, OR 97293-0450.

Public water systems must use a lab approved by the state to analyze PFAS samples needed to meet the initial monitoring requirements. Samples for initial monitoring must be analyzed using EPA method 533 or EPA method 537.1 (Version 1 or 2). A list of ORELAP-accredited labs for the analysis of PFAS can be found on our website here:

<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/OPERATIONS/Documents/PFAS-lab-list.pdf> .

3. Ongoing compliance monitoring begins after April 26, 2027. Compliance monitoring frequency is determined by the initial monitoring results:

- Quarterly: if any initial monitoring results are at or above the trigger levels ($\frac{1}{2}$ the MCLs), or
- Triennially (every 3 years): if all initial monitoring results are below the trigger levels ($\frac{1}{2}$ the MCLs)

For more information about the PFAS rule initial monitoring requirements, see the OHA-DWS PFAS Rule webpage:

<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/RULES/Pages/PFAS-Rule.aspx>

4. Emerging Contaminants Funding. OHA currently has 100% grant/forgivable loan funding available (does not need to be paid back) to address PFAS and other emerging contaminants in drinking water (see attached handout for project eligibilities). The funding can be used to address any PFAS detections (does not need to exceed an MCL). *The funding cannot be used for PFAS monitoring unless it is associated with a project to address PFAS.* **We strongly suggest applying.**

More information about the emerging contaminants funding can be found on our webpage in the "IIJA Emerging Contaminants (IIJA-EC)" section:

<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/SRF/Pages/bil.aspx> . The emerging contaminants [Application Form](#) can be found on Business

Oregon's webpage in the "Application Process for Emerging Contaminants Projects" section.

If you are interested in pursuing the emerging contaminants funding, the [Application Form](#) must be submitted by **August 15, 2026** to be considered for the next round of funding. The [Circuit Rider](#), Civil West Engineering, may be contacted for funding application assistance; contact Marlin Gochmour at 541-266-8601 or mgochnour@civilwest.net. For questions about this funding, please contact Amy Bleekman at Amy.Bleekman2@oha.oregon.gov or 541-751-3154.

Please let me know if you have any questions. I can be reached at 503-936-1657 or gregg.c.baird@oha.oregon.gov.

Sincerely,



Gregg Baird, REHS
Emerging Contaminants Specialist
Oregon Health Authority, Drinking Water Services

Encl: Emerging Contaminants Funding project eligibilities handout

cc: Matt Luedtke, LANE CO ENV HEALTH
Amy Bleekman, OHA-DWS

Frequently Asked Questions – OHA Website

What are PFAS?

Per- and polyfluoroalkyl substances, known as PFAS, describes a class of more than 4,000 chemical compounds that have been used since the 1940s for a wide range of consumer and industrial products. PFAS provide grease and water-resistance properties to clothing, shoes, and outerwear. They are also used in firefighting foam, electronics manufacturing, chrome-plating, paper manufacturing, and other consumer and industrial uses.

Why are PFAS a concern?

- PFAS are referred to as “forever chemicals,” meaning that when they contaminate soil or groundwater, they do not easily break down or degrade into a less harmful chemical form.
 - Unsafe storage, improper disposal, and inadequate containment of these chemicals has resulted in contamination of soil, waterways and groundwater supplies in some locations.
 - PFAS-contamination can migrate to groundwater and surface water supplies and affect the safety of drinking water.
-

How did PFAS end up in our environment?

Industrial & Firefighting Uses

- In the United States, the most significant sources of known PFAS contamination are facilities that manufacture the chemicals and large military bases that conduct extensive firefighting training activities.
- Often chemical manufacturing facilities did not have adequate waste storage and disposal practices, which resulted in PFAS-contaminated soil, groundwater and surface water in certain locations.
- In the 1990s, scientists began identifying PFAS in people’s blood. Since then, studies began finding health effects related to exposure to high levels of the chemicals, such as near PFAS manufacturing plants, and military bases that conduct frequent firefighting training.
- In the 2000s, chemical manufacturers voluntarily phased out two commonly used PFAS compounds, perfluorooctanesulfonic acid (PFOS) and perfluorooctanoic acid (PFOA), that were shown to be present in people and persistent in the environment. These were replaced with versions of PFAS thought to be less persistent and toxic.

Consumer Uses

- PFAS' water- and grease-resistant properties made it popular to use in consumer products.
- **Examples of its use in products include:**
 - Water-repellant sprays for footwear, fabrics and outerwear
 - Stain-resistant carpets and nonstick cookware
 - Food packaging
 - Polishes, waxes, and cleaning products
- When consumers use products that contain PFAS, the chemicals end up in landfills and wastewater treatment plants, where they can further contaminate groundwater and surface water.

How are people exposed to PFAS?

Potential Exposure to PFAS in Contaminated Drinking Water

- Human exposures to high levels of PFAS have been documented in places near facilities known to manufacture PFAS chemicals and military bases with extensive firefighting training activities.
- High levels of PFAS in drinking water is the pathway of exposure of greatest concern. Researchers are still studying the extent to which this pathway impacts human health.

Other Methods of Exposure

- Eating food packaged in material that contains PFAS or consuming items that touch grease-resistant coatings, such as wrappers, to-go boxes, and pre-packaged microwaveable foods.
- Using some consumer products such as non-stick cookware, stain resistant carpeting, and water repellant clothing.
- Accidentally swallowing contaminated soil or dust.
- Some types of food sources can be affected by PFAS contamination:
 - **Plants:** Some plants, such as grasses, can absorb contamination when they are fertilized with PFAS-containing biosolids from wastewater treatment plants. This has resulted in cows producing contaminated milk in some dairy farms in the U.S.
 - **Fish:** There is also evidence that when surface water is contaminated, certain PFAS compounds can bioaccumulate in fish. Several states have issued fish advisories in bodies of water where fish have been affected by contamination.
- **Given how prevalent PFAS are in the environment, these chemicals are found in the blood of people and animals worldwide, and are present in a variety of food products**

and the environment. Researchers are still studying the extent of human exposure from these types of PFAS sources.

What is the scientific understanding of health risks from PFAS?

- Information about human health effects from certain PFAS chemicals primarily comes from studies of people with occupational exposure at work, people living near industrial facilities where PFAS were produced, and people exposed to contaminated drinking water.
- Additional knowledge of health risks comes from animal studies that have documented multiple specific health effects in animals, including reproductive, developmental, liver, kidney and immunological effects.
- **The research suggests that exposure to high levels of PFAS may:**
 - Affect growth, learning and behavior of infants and children.
 - Lower a woman's chance of getting pregnant.
 - Interfere with the body's hormones.
 - Increase cholesterol levels.
 - Affect the immune system.
 - Increase the risk of certain types of cancer (such as kidney and testicular cancer).

Can I get tested for PFAS?

- If tested, most people in the U.S. would have PFAS measured in their blood. Since there are no health-based screening levels for specific PFAS, health care providers cannot interpret blood tests to say what the results mean for health. Tests cannot be used to diagnose if PFAS are the cause of adverse health effects.
- Testing for PFAS exposure is not a routine clinical test. Testing blood for PFAS levels requires services of a specialized laboratory. It is unlikely that health insurance would cover the testing cost.
- **More information:**
 - [Testing for PFAS](#)
 - [Screening for PFAS Levels in Your Blood](#)
 - [Talking to Your Doctor About Exposure to PFAS](#)

What is Oregon Doing About PFAS?

- OHA's Drinking Water Services [emerging contaminants](#) and [PFAS](#) webpages outline their work to protect Oregonians from PFAS in their public drinking water.
- OHA Environmental Public Health is providing toxicological and health education support to DEQ and other partners who are working to understand and reduce potential PFAS-related exposures at specific sites and statewide.
- Oregon Department of Environmental Quality (DEQ) is working to protect residents from PFAS in several ways as described in these webpages:
 - [Department of Environmental Quality : Addressing PFAS in Oregon : Toxic Reduction and Safer Alternatives : State of Oregon](#)
 - [Department of Environmental Quality : PFAS 2025 : Adopted Rules : State of Oregon](#).
 - [Department of Environmental Quality : Foodware Containers and Polystyrene Foam : Production and Design : State of Oregon](#)
 - [Department of Environmental Quality: PFAS in Cleanup](#)

What are Other Government Agencies Doing?

- The federal government has taken several steps to address health risks from PFAS as outlined on the [EPA's PFAS webpage](#).



Pearl Street Speed Reduction

Speed Zone Investigation Request to Oregon Dept of Transportation

Meeting Date	Staff Contact	Email
September 8, 2026	Adam Hanks, City Administrator Brian Harmon, PW Director	Adam.Hanks@CoburgOregon.gov Brian.Harmon@CoburgOregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

In support of a recommendation of the Transportation Safety Ad-Hoc Committee Recommendations approved by Council in July of 2024, an opportunity has been identified for the City to submit a request to the Oregon Department of Transportation to conduct a speed investigation for Pearl Street between Finley Street and N Willamette Street. The objective is to seek a reduction in the maximum speed limit on Pearl Street with a transitioned reduction from the existing 35 MPH to 25 MPH with a focus on the section west of Coleman Street.

Suggested Motion

I move to direct staff to complete and submit a Speed Zone Investigation Request to the Oregon Department of Transportation with an intention of reducing the maximum speed limit of 25 MPH on Pearl Street west of Finley Street

BACKGROUND

Throughout the duration of the work and development of recommendations of the Transportation Safety Ad-Hoc Committee, staff provided input that the ability to reduce speed limits on Pearl Street was not possible based on discussion with Lane County Transportation who maintains jurisdictional control over Pearl St (and N Willamette Street). Because of the committee's consistent prioritization of speed reduction on Pearl Street, staff suggested that this request should remain in the final recommendations document as regulatory situations can change.

The final committee recommendations adopted by Council in July of 2024 include the following under "Other Recommendations"

2. Further research the regulations and potential strategies to reduce the current 35 MPH speed limit on Pearl Street between N Willamette and Colemand Street at a minimum and further east if possible.

A recent citizen engagement directly to Lane County regarding the current 35 MPH speed limit resulted in an updated dialogue between City and Lane County Transportation staff and concluded with a potential pathway to pursue a speed reduction.

Key elements of request:

- City staff are eligible entities to submit a Speed Zone Investigation request to ODOT.
- For the initial review, no engineering study or trip count inventories are required
- As part of the Coleman Street pedestrian crossing request to Council, pedestrian and traffic survey work was completed and may be valuable should it be requested as part of the investigation request process.
- Lane County Transportation has agreed to submit a letter of concurrence on behalf of the City of Coburg indicating their support of a speed reduction.
- Prior to a final decision, the City would be notified if further data/study is required or would benefit the decision making process saving that expense decision until after the initial review is complete.

RECOMMENDATION

Staff recommends Council direct staff to request a Speed Zone Investigation to ODOT for Pearl Street with the intention of a reduction of the maximum speed limit from the current 35 MPH to 25 MPH between Coleman and N Willamette and further east to Finley if possible.

BUDGET / FINANCIAL IMPACT

Current expenditures are limited to staff time with no direct expense related to the request to ODOT. As noted, additional data from the crosswalk approval process could be provided as requested to fortify the request. Should additional survey/data be required to extend the review, staff will estimate the cost (Branch Engineering) and present to Council prior to incurring further expense.

PUBLIC INVOLVEMENT

As this request has a direct correlation to the Transportation Safety Ad-Hoc Committee, significant public involvement occurred in the creation and ultimate approval of this Pearl Street speed reduction request. The Ad-Hoc committee met five times between December 2023 and June 2024 and the final recommendations were presented to Council in July of 2024, with all meetings noted being publicly noticed and recorded.

NEXT STEPS

Upon Council approval, staff will submit the Speed Zone Investigation Request to ODOT and update Council as new information becomes available.

ATTACHMENTS

1. Transportation Safety Ad-Hoc Committee – Final Recommendations (June 27, 2024)
2. ODOT Flowchart – “Process for Establishing Speed Zones”

Transportation Safety Ad Hoc Committee

Final Recommendations

Purpose & Objectives

The Transportation Safety Ad Hoc Committee was created by the Mayor and Council in October of 2023 to analyze a variety of pedestrian, bicycle and vehicle safety issues identified and presented by staff and review and make recommendations to Council on preferred mitigation actions for staff to pursue and implement. Issues included pedestrian crossing and general safety on N Willamette and Pearl Streets, pedestrian lighting, vehicle speed limits throughout the community, the N Willamette and Van Duyn curve/intersection and traffic calming opportunities.

The Ad-Hoc Committee was tasked to complete their work within a six-month window from January to June of 2024 and successfully did so with five committee meetings culminating in the following recommendations.

Recommendations

As part of the review, deliberations and formation of recommendations, the committee was informed of a variety of potential regulatory obstacles to various individual recommendations but was encouraged to take that into account but not temper the desired recommendations due to possible regulatory limitations or processes as that would be addressed by staff as the final Council approved recommendations began to be implemented.

Similarly, while most recommendations are relatively inexpensive to implement, staff encouraged the committee to not make estimated costs a deterrent to the selection of recommendations. As with the regulatory issues, cost and budget availability would be addressed by staff at the Council level.

The resulting recommendations were carefully considered by the committee and many individual recommendations become more impactful when coupled with other recommendations resulting in a strong sentiment for as many of the recommendations as possible to be implemented as concurrently as possible to maximize the benefits and impact of the recommendations as a whole.

Pedestrian Crossings

1. [Pearl at Coleman Street](#) – Lighted, push-button flashing beacons and crossing markings

Purpose: Provide a safe means of crossing Pearl Street for north/south connectivity improving access to residents on the south to City Parks and alternate school routes

Implementation Issues and Timeline: Pearl Street is a Lane County facility and may require data acquisition to gain approval. Costs are expected to be similar to the system installed at N Willamette & McKenzie (\$20,000)

2. [N Willamette at E Mill Street](#) - Pedestrian crossing markings at south side crossing
 3. [N Willamette at E Delaney Street](#) - Pedestrian crossing markings at north side crossing
 4. [N Willamette at E Dixon Street](#) - Pedestrian crossing markings at north side crossing
 5. [E Mill Street](#) - Pedestrian crossing markings parallel to N Willamette St on east sides of intersection
 6. [E McKenzie Street](#) – Pedestrian crossing markings parallel to N Willamette St on west and east sides of intersection
 7. [E Delaney Street](#) - Pedestrian crossing markings parallel to N Willamette St on east sides of intersection
 8. [E Dixon Street](#) - Pedestrian crossing markings parallel to N Willamette St on east sides of intersection
- Purpose:** Improve pedestrian safety along Coburg’s primary downtown commercial corridor, both for crossing this corridor and for side streets that feed N Willamette St

Implementation Issues and Timeline: N Willamette Street is a Lane County facility and may require data acquisition to gain approval. Costs are dependent on how the work is completed (City staff, County Staff, contracted) as well as how many of the crossings are approved. It is possible that some may receive approval quickly while others may require more time for review/approval and could be grouped into phases for budgeting purposes.

N Willamette/Van Duyn Intersection

1. [Replacement and relocation of “curve ahead warning signs”](#) at both ends of the intersection
Purpose: Decrease average speeds approaching the intersection with increased visibility of warning signs with newer “neon” yellow-colored signs and relocation of signs to improve sightlines of signs and improve driver awareness of curve and need for reduced speed

Implementation Issues and Timeline: N Willamette Street is a Lane County facility and may require data acquisition to gain approval. Costs are dependent on how the work is completed (City staff, County Staff, contracted) and current sign replacement costs from Lane County. Sign location alteration may be limited by regulatory standards.

2. [Re-painting of all intersection pavement markings](#)
Purpose: Restore visible awareness to vehicles of traffic lane boundaries and ensure bicycle lane boundaries are visible. Desired result is reduced speeds through intersection and increased bicycle mode safety.

Implementation Issues and Timeline: N Willamette Street is a Lane County facility. Costs are dependent on how the work is completed (City staff, County Staff, contracted)

3. [Enhanced painting](#) to highlight bike lanes and driver lane awareness*
 * (see speed limit section for speed related recommendations for this intersection)
Purpose: Improve visible awareness to vehicles of traffic lane boundaries and ensure bicycle lane boundaries are visible. Desired result is reduced speeds through intersection and increased bicycle mode safety.

Implementation Issues and Timeline: N Willamette Street is a Lane County facility. Costs are dependent on how the work is completed (City staff, County Staff, contracted). Final markings will be subject to regulatory standards (color, stripe vs. solid, text on surface, etc) Staff will work with Lane County to maximize final design.

1. [N Willamette Street - Speed reduction](#) at south entrance extend further south (extend 40 MPH south, begin 25 MPH south of Vintage St)

Purpose: Ensure 25MPH zone extends to City limits line (or beyond if possible). Desired result is reduced speeds entering/exiting Coburg and moving the vehicle “speed ramp-up” outside of City limits.

Implementation Issues and Timeline: N Willamette Street is a Lane County facility. Costs are dependent on how the work is completed (City staff, County Staff, contracted). If approved, limited to sign/post relocation only.

2. [Van Duyn Street - Reduce 35MPH limit to 25MPH](#) from N Willamette St intersection through N Coburg Rd intersection

Purpose: Create speed limit consistency between the two intersections to be more compatible with residential zoning and uses. Also reduces speed changes from school zone limit to standard limit. Desired result is reduced and consistent speeds throughout this residential, inside City limits corridor.

Implementation Issues and Timeline: N Willamette/VanDuyn Streets are Lane County facilities. Costs are dependent on how the work is completed (City staff, County Staff, contracted) and are limited to sign/post relocations.

3. [Consistent school zone speed reduction limits/rules and improved signage](#) on Van Duyn St, N Coburg Rd and Bottom Loop Rd.

Purpose: Current school zone signage on N Coburg is different than on Van Duyn.

- Request standardization and use of 7:00 AM – 5:00 PM for enforcement rather than “when children are present.
- Request improved signage for flashing units during the 7:00-5:00 times.
- Request relocation of school zone signage to maximum legal distances from school to increase school zone speed limit area.

Implementation Issues and Timeline: N Willamette and Van Duyn Streets are Lane County facilities. Costs are dependent on how the work is completed (City staff, County Staff, contracted). Expect costs to include signage/post relocation, new/replacement signage and custom signage (flashing – solar)

4. [Designate N Willamette Street as Business District](#) to allow speed reduction to 20MPH within maximum area of Lane County/ODOT district definition

Purpose: Desired result is reduced speeds through as much of the downtown/commercial corridor as allowed by Business District designation/definition, which enhances pedestrian safety and overall human experience of downtown, enhancing economic development and community satisfaction.

Implementation Issues and Timeline: N Willamette Street is a Lane County facility. Costs are dependent on how the work is completed (City staff, County Staff, contracted) and may involve data acquisition as well as signage replacement.

5. [No reduction in local street speed limits \(remain 25 mph\) *](#)

Purpose: Speed reduction to 20 MPH creates a requirement for significant installation of signage on all City streets that negatively impact the utilization of the rights of way for parking, access, etc and are not likely to have a material effect on average speed limits.

*Recommend City staff continued and increased utilization of speed trailer in strategic locations to obtain data to trend and support future transportation safety decision making.

Implementation Issues and Timeline: Coburg Police Department is fully supportive of increasing the utilization of the speed trailer and the City Administrator and Police Chief will develop a data collection and reporting communication process to ensure the data collected is available to Council and the community.

Other Recommendations

1. Development and implementation of formalized safe routes to school maps, signage and promotion utilizing the neighborhood street system to minimize crossings on major streets/intersections and funneling pedestrian and bicycle traffic to controlled intersections to maximize the safety of the route
2. Further research the regulations and potential strategies to reduce the current 35 MPH speed limit on Pearl Street between N Willamette and Coleman Street at a minimum and further east if possible.
3. Develop and implement tree trimming maintenance schedule for tree branches and vegetation overhanging travel lanes, bike lanes, sidewalks, traffic sign visibility and vision clearance areas.
4. Research the viability and potential for the installation of a pedestrian crossing on Pearl Street at the intersection of Pearl and Finney Street.
5. Evaluate appropriate traffic marking tools to improve the safety of W KcKenzie (grade chage + S-curve)

Process Plan (next steps)

This document, once formally approved by the Ad-Hoc Committee, will be presented to Council by staff at the July 9, 2024 Council meeting. Committee members are invited to attend and participate in the presentation if desired.

Discussion points with Council will include cost estimates, timelines and prioritization of recommendations. Upon approval of final recommendations with any adjustments from Council, staff will begin working on the priority recommendations and will develop a regular reporting format for Council and community tracking of progress.

Acknowledgements

The success of this process was made possible by the creation of the Ad-Hoc committee by Mayor Bell, the enthusiastic support of the committee from the City Council and most importantly by the informed and engaged time and effort of the committee members who took a minimum of ten hours of their personal time to dedicate to the review, deliberation and formation of the recommendations described within this document.

Community involvement and engagement in topics and issues that shape the community and its safety and livability are critical elements of good governance and provide Council and staff with invaluable perspective and ideas to more fully shape future plans and actions. Thank you to committee members listed below:

Transportation Safety Ad-Hoc Committee Members

Brian Hamburger
 Brandon Rhodes
 Jeanne Schapper
 McKenzie Bryant
 John Marshall
 Michael McDonald
 Vilma McDonald

Councilor John Lehmann

Mayor Nancy Bell

Staff

Adam Hanks, City Administrator Brian

Harmon, Public Works Director

Megan Winner, Planning Director

Larry Larson, Police Chief

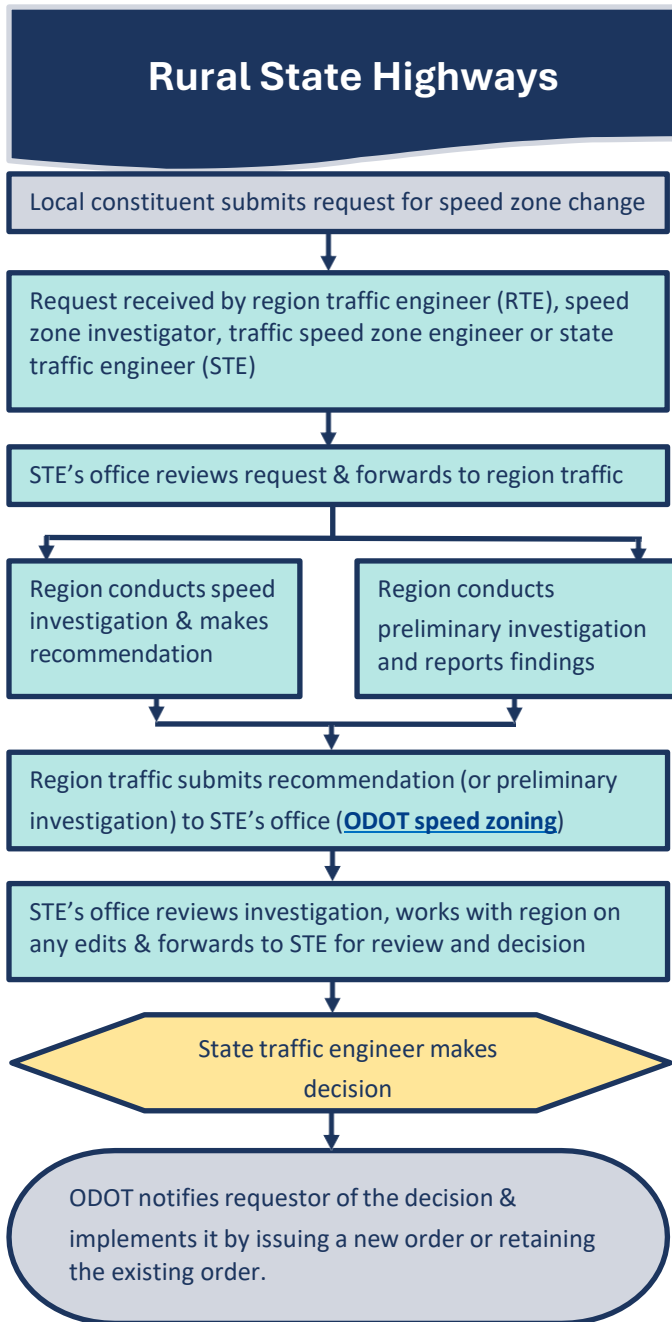
Process for Establishing Speed Zones

Item 7.

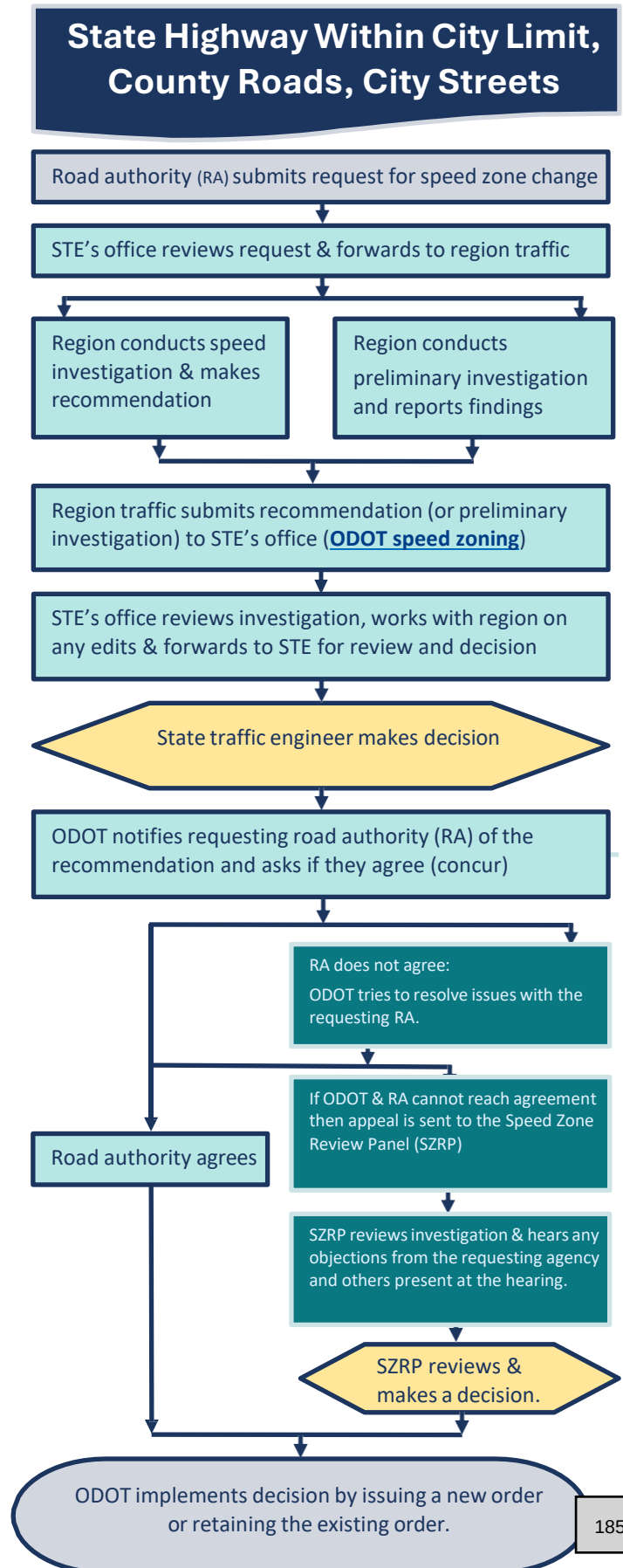
(For cities and counties **WITHOUT** delegated authority as described in **OAR 734 020 0013**)

Updated 12/2025

Rural State Highways



State Highway Within City Limit, County Roads, City Streets





Sign Ordinance Amendments Clarifying and Updating Regulations

Meeting Date	Staff Contact	Email
September 8, 2026	Adam Hanks, City Administrator Megan Winner, Planning Director	adam.hanks@coburgoregon.gov megan.winner@coburgoregon.gov

BACKGROUND

Several issues have been identified within the current Sign Ordinance A-155-A through citizen inquiries, concerns of decision makers, and staff usage. The purpose of this set of amendments is to update processes and regulations, particularly those related to the criteria and procedure for temporary signs and illuminated signs, as well as to clarify outdated or unclear language.

At May and July, 2026 Planning Commission meetings, discussions on the sign ordinance update took place resulting in three categories for the current sign ordinance language (color coded) as follows:

- Green highlights: Staff plans to bring proposed language changes for these sections.
- Yellow highlights: Areas that may be problematic and tagged for further review during a more comprehensive update but will not be addressed this time because there is either not an easy fix available or it is not burdensome.
- Red highlights: to be deleted

Staff presented an overview of the existing sections as well as provided information from the League of Oregon Cities (LOC) on developing sign codes to the Planning Commission earlier this year. Considerable legal compliance arise related to the first amendment and freedom of speech that require consideration while developing regulatory sign codes.

NEXT STEPS

The focus of this sign code amendment process is to correct outdated language, clarify and simplify regulations and details, particularly related to temporary and illuminated signs, and for decision makers to identify areas of the ordinance where staff should research developing new language. Staff anticipate presenting draft language changes to the Planning Commission later this fall with final approval coming before Council in early 2027.

ATTACHMENTS

1. LOC Guide To Drafting a Sign Code



Guide to Drafting a Sign Code

MARCH 2018

Last updated by LOC Attorneys
October 2025

By John M. Baker, Greene Espel PLLP

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About the Author: John M. Baker is a founding partner of Greene Espel PLLP, a law firm in Minneapolis. His interest in First Amendment and public sector legal issues predated law school, and he has been practicing, teaching, writing and lecturing about First Amendment issues for nearly 30 years. He has successfully defended cities against First Amendment challenges to their sign codes, and has advised Seattle, Indianapolis, Fargo, and many smaller cities and counties about potential their sign codes. He is also a co-author (with Daniel Mandelker and Richard Crawford) of the fourth edition of the American Planning Association’s “Street Graphics and the Law” book, published in August 2015.

I. Introduction

A. Overview of the Guide

This guide is intended to provide a combination of guidance, background, and tools to enable public officials in Oregon to make better decisions about how and when to regulate signs in their communities. It begins with an inventory of particular types of legal rights that can be affected by the way a city regulates signs – including rights to free expression under the U.S. and Oregon Constitutions, rights to compensation under constitutional and state law, and rights to continue using a sign that was lawful when it was established. A description of the way that certain federal and state statutes regulating outdoor advertising affect local authority and responsibilities follows. Then, the guide identifies a list of recurring problem areas that cities encounter when regulating signage, and suggests solutions or alternatives. It ends with an updated version of a model sign ordinance, and checklists that can serve as important tools for cities in this process.

B. Limitations of the Guide

This guide is intended to orient non-attorney public officials in Oregon about some of the legal issues that arise when Oregon cities endeavor to regulate signs. Because the free expression clause of the Oregon Constitution has been given a special meaning by the Oregon Supreme Court, and because Oregon has adopted statutes which can affect local authority and responsibilities in this area, the guide also includes state specific information.

1. The Guide is not a one-size-fits-all solution

The best approach to sign regulation in any given community often depends on considerations that vary between cities. For example, not all cities place the same weight on aesthetic considerations, quaintness or avoiding any risk of distractions along roadways. Risks that are high in certain contexts—such as the risk of distraction along a limited-access highway through a growing community—are not matched in urban downtown areas where traffic speeds rarely reach 30 miles an hour. One city might attempt to create a “Times Square” type of excitement around a sports arena or concert venue (in which flashy signs are a critical part of the ambiance) while another city may place the same emphasis on century-old historic shops and restaurants (where modern or digital signage would disrupt the design theme).

While this guide includes a type of model sign ordinance as well as general guidance, the model ordinance and general guidance works best as a starting point. While cities should not disregard important constitutional principles when they are contrary to what the city is seeking to accomplish, at the same time cities should take care to see that the purpose statement in the sign code, and the record that is made when it is adopted, reflect actual aspirations and circumstances in that community.

2. The Guide is not a guarantee of freedom from litigation

One of the objectives of this guide is to reduce the risk that a city unwittingly crosses a constitutional or statutory boundary. However, cities with sign laws adopted in good faith, with the best intentions and advice, can also become the target of lawsuits. For example, a suburb that has found a fully-constitutional way to prohibit the erection of new billboards might still be sued by a company that is seeking to fill a hole in their network and is unafraid of losing. Another city might be sued because a stakeholder understands that he or she does not have a constitutional right to erect a sign in a particular place but wants to bring a “test case.”

3. The Guide is not a substitute for involving your city’s own attorney

An important premise of this guide is that any changes that are made to laws or policies are made with the active participation of the city’s regular attorney. No guide can achieve the kind of trusting relationship that commonly exists between an elected body or appointed staff and the attorney or law firm they have chosen to advise them. City attorneys can also bring many benefits to the process of amending a sign code that cannot begin to be provided in this guide. For example, city attorneys may understand that adding provisions to a sign code applicable to the use of publicly-owned property may conflict, in one or more particular cities, with a separate chapter on the use of city property. The codes of some cities have business regulation chapters that already address some of the commercial activity that some businesses seek to conduct through signage. Because city attorneys will likely need to become involved in sign code enforcement, it is particularly important that they are involved in the process of writing or revising the standards and procedures.

II. Legal and Constitutional Considerations

A. Constitutional rights to free expression

1. The First Amendment to the U.S. Constitution

The free speech clause of the First Amendment to the U.S. Constitution provides that “Congress shall make no law. . .abridging the freedom of speech.” Information conveyed by signs is free speech protected by the free speech clause. Because sign ordinances regulate signs and the information they convey, courts must determine whether sign ordinances violate the free speech clause.

a. Varying levels of scrutiny of laws regulating speech or expressive conduct

Not all laws that affect expressive conduct or speech are evaluated under the same test. There are three major tests that have been applied to First Amendment claims against sign regulations. One is considered a “strict scrutiny” test, and the others are slightly different “intermediate scrutiny” tests. Although the application of the proper test is usually one of the last steps in the process of determining whether a sign law violates the First Amendment, understanding the differences between strict and intermediate scrutiny is critical to understanding the importance of court decisions that will control *whether* the required scrutiny of the law is strict or intermediate.

When strict scrutiny is required in a free speech clause case, the law will be considered constitutional only if the government proves that the restriction (1) furthers a (2) compelling interest and (3) is narrowly tailored to achieve that interest. *Arizona Free Enterprise Club’s Freedom Club PAC v. Bennett*, 564 US 721, 734 (2011). Laws rarely survive strict scrutiny. The U.S. Supreme Court has not found that a law regulating expression satisfied the requirements of strict scrutiny since 1992, in *Burson v. Freeman*, 504 US 191 (1992). In the lower courts, it is truly rare to find any case upholding a sign regulation when strict scrutiny is applied.

Among the laws that the U.S. Supreme Court has subjected to strict scrutiny under the First Amendment, and that failed such scrutiny, are: a law that exempted labor disputes from a ban on residential picketing, *Carey v. Brown*, 447 US 455, 458-59 (1980); a law that exempted pickets involving school labor disputes from a ban on picketing within 150 feet of schools in session, *Police Dept. of City of Chicago v. Mosley*, 408 US 92, 95 (1972); a law that prohibited a subset of expression arousing anger or violence if the expression was on the basis of race, color, creed, religion, or gender, *R.A.V. v. City of St. Paul*, 505 US 377, 391 (1992); and a law that prohibited recipients of federal funding from broadcasting editorials that related to controversial issues of public importance, *F.C.C. v. League of Women Voters of California*, 468 US 364, 383 (1984).

Among the laws that the U.S. Supreme Court has subjected to only intermediate scrutiny, and that passed such scrutiny, are laws requiring concerts in a public park to use the city’s own noise-limiting amplification system, *Ward v. Rock Against Racism*, 491 US 781, 784 (1989), and laws that prohibit the attachment of signage to utility guy wires, *Members of City Council of City*

of *Los Angeles v. Taxpayers for Vincent*, 466 US 789, 806-07 (1984). The Supreme Court has also found a total ban on signage in residential areas, *City of Ladue v. Gilleo*, 512 US 43, 54 (1994), and a ban on residential for-sale signage, *Lindmark Associates Inc. v. Willingboro*, 431 US 85, 93 (1977), to violate intermediate scrutiny.

The U.S. Supreme Court has articulated two very similar intermediate-scrutiny tests. The best-known is the test used for time, place, and manner regulations. The U.S. Supreme Court has held that a law is a reasonable time, place, and manner regulation if (1) it is content-neutral, (2) it serves a significant governmental interest, and (3) it leaves open ample alternate avenues of communication. *Heffron v. International Soc's for Krishna Consciousness*, 452 US 640, 648-55 (1981). The U.S. Supreme Court has adopted another test for laws that regulate commercial speech. Speech that “does no more than propose a commercial transaction” falls within “the core notion of commercial speech.” *Bolger v. Youngs Drug Products Corp.*, 463 US 60, 66 (1983). If speech contains a mixture of advertising and speech on public issues, it can still be treated as commercial speech if it involves advertising, refers to a specific product or service, and is the result of economic motivation. *Id.* at 66-68. Signs giving the name of a business or identifying its products, billboards, and other commercial advertising material, are common examples of commercial speech.

Signs that have no discernable connection to the commercial interests of the speaker are considered noncommercial expressions. The U.S. Supreme Court has held (1) that speech is protected by the free speech clause if it concerns lawful activity and is not false or misleading. If the answer is “yes,” then a law regulating commercial speech: (2) must serve a substantial governmental interest; (3) must directly advance the asserted governmental interest; and (4) must be no more extensive than necessary to serve that interest. *Central Hudson Gas & Electric Corp. v. Public Service Commission*, 447 US 557, 564 (1980). To distinguish it from strict scrutiny and the time, place, and manner test, this is usually known as “the *Central Hudson* test.” *Edenfield v. Fane*, 507 US 761, 769 (1993).

When either kind of intermediate scrutiny is applied to a sign law, the law is relatively more likely to be upheld, although that outcome is hardly inevitable. Since 2011, the U.S. Supreme Court has been increasingly demanding when applying intermediate scrutiny in free speech clause cases. See, e.g., *McCullen v. Coakley*, 573 US 464, 489-90 (2014); *Sorrell v. IMS Health, Inc.*, 564 US 552, 563-64 (2011).

Now that you see the difference between strict scrutiny and intermediate scrutiny, you can better understand the importance of the questions that determine whether strict scrutiny is required. With a few exceptions, a law must be “content-neutral” to avoid strict scrutiny. *Reed v. Town of Gilbert, Arizona*, 576 US 155 (2015). The most relevant such exception is for laws that regulate commercial speech, which can be content-based without triggering strict scrutiny. *Central Hudson*, 447 US at 563-66; *Bolger*, 463 US at 65. The reasons for giving governments greater latitude to regulate commercial speech than is available to regulate noncommercial speech relate in part to a desire to preserve the level of protection that noncommercial speech currently receives. As the U.S. Supreme Court has stated several times, “[t]o require a parity of constitutional protection for commercial and noncommercial speech alike could invite dilution,

simply by a leveling process, of the force of the [First] Amendment's guarantee with respect to the latter kind of speech.” *Metromedia v. San Diego*, 453 US 490, 605 (1981) (White, J., plurality) (quoting *Ohrlik v. Ohio State Bar Assn.*, 436 US 447, 456 (1978)).

b. The current meaning of “content-neutral”

In 2015, the U.S. Supreme Court decision in *Reed v. Town of Gilbert* was a pivotal case signaling when a sign regulation should be considered content-neutral. In that case the town’s sign code imposed different size, location and duration requirements for temporary signs depending on whether they fit within certain categories. 576 US 155. Political signs (i.e. election signs) were subject to one set of size, location, and duration standards. *Id.* Signs for qualifying events were subject to a less-favorable set of size, location and duration standards. *Id.* Ideological signs were subject to a set of different size, duration, and location standards, which were generally more favorable than those for qualifying event signs. *Id.*

The suit arose when a church that relied upon directional signage to help lead attendees to the current location of its worship services contended that it should be allowed to post qualifying event signs as large as political signs, for periods as long as allowed for political signs. *Id.* at 156. Before the U.S. Supreme Court agreed to review the case, the town had won every decision in the lower courts. *See Reed v. Town of Gilbert*, 587 F3d 966, 979 (9th Cir 2009). However, the lower courts had applied the most commonly-used test for content-neutrality, a pragmatic test under which a law was considered content-neutral so long as it was “justified without reference to the content of the regulated speech,” and was not adopted by the government “because of disagreement with the message” the speech conveyed. *See Hill v. Colorado*, 530 US 703, 719 (2000) (quoting *Ward v. Rock Against Racism*, 491 US 781, 791 (1989)). It was generally known as the *Ward* test for content-neutrality. The plaintiffs urged the court to adopt a test more difficult for governments to satisfy, under which a sign law would be content-based if one needed to read the sign in order to determine whether it complied with the regulation.

The U.S. Supreme Court first reached the question of the proper test for content-neutrality and adopted a harsher test than the *Ward* test. It explained:

- A government “has no power to restrict expression because of its message, its ideas, its subject matter, or its content.” *Id.* at 156-157 (quoting *Police Dept. of Chicago v. Mosley*, 408 US 92, 95 (1972);
- “Government regulation of speech is content based if a law applies to particular speech because of the topic discussed or the idea or message expressed.” *Id.* at 156-157;
- “This commonsense meaning of the phrase ‘content based’ requires a court to consider whether a regulation of speech ‘on its face’ draws distinctions based on the message a speaker conveys.” *Id.* at 163.

The court concluded that the town’s treatment of directional signs was content-based because even a purely directional message that merely bears “the time and location of a specific event” is considered one that “conveys an idea about a specific event.” *Id.* at 170. For that reason, the regulation was based on the idea or message expressed.

The *Reed* decision transformed the *Ward* test, from a “shield” that a government could use to argue that a sign regulation that distinguished on its face between topics or subjects was content-neutral, into a “sword” that a party challenging such an ordinance could use to attack it, regardless of the distinctions it made on its face, by showing that the law was justified based on the content of the regulated speech, or that it was adopted by the government because of disagreement with the message the speech conveyed. *Reed*, 576 US at 167.

However, in April 2022, the U.S. Supreme Court ruled in favor of the City of Austin, Texas, in a challenge to the city’s off-premises sign regulations in the case *City of Austin v. Reagan National Advertising*, 596 US 61 (2022).¹ In this case, the U.S. Supreme Court clarified the outstanding question that local governments had been struggling with since the *Reed* decision: Whether on-/off-premises sign regulations (i.e., regulations that regulate off-premises signs such as billboards differently than on-premises signs) are “content-based” and therefore presumptively unconstitutional.

The U.S. Supreme Court distinguished between strict and intermediate scrutiny application depending on which type of sign regulation was at issue. The Court concluded that “strict scrutiny” standard of review applies to content-based restrictions, but here, the City’s on-/off-premises sign regulations were content-neutral and therefore subject to the “intermediate scrutiny” standard of review. The intermediate scrutiny is a much lower burden for a regulation to pass muster under the First Amendment.

The plaintiffs in *Austin* owned two billboard companies who applied for permits to digitize some existing billboards. The City had a regulation prohibiting new billboards but allowed existing billboards to remain. The owners of existing billboards could change the face of the sign but could not increase the degree of nonconformity, including changing the method or technology used to convey a message. The City’s regulations did allow digitization of on-premises signs in some circumstances. Per the City’s regulation, “off-premises” signs advertise “a business, person, activity, goods, products or services not located on the site where the sign is installed.” Based on this regulation, the City denied the plaintiffs permits.

The plaintiffs sued the City over the permit denials, arguing that the on-/off-premises distinctions were content-based and therefore unconstitutional under *Reed*. The plaintiffs relied on the *Reed* argument that “if you have to read the sign to regulate it” the regulation is content-

¹ For an additional analysis of the leading federal First Amendment Speech caselaw, please visit Harvard Law Review, *City of Austin v. Reagan National Advertising of Austin, LLC*, 136 Harv L Rev 320 (Nov 2022) at <https://harvardlawreview.org/print/vol-136/city-of-austin/> (last accessed February 2, 2024).

based and strict scrutiny would apply. Put differently, you would need to read the sign to know whether it is to be located on the same premises as the person, place, or thing being discussed.

The Fifth Circuit District Court upheld the City’s permit decision, but the Fifth Circuit Court of Appeals reversed, holding that the off-premises sign regulation was content-based and failed the “strict scrutiny” test—thus rendering it unconstitutional under the First Amendment. In reversing the Fifth Circuit Court of Appeals decision, U.S. Supreme Court Justice Sonia Sotomayor wrote for the majority:

The Court of Appeals interpreted *Reed* to mean that if “[a] reader must ask: who is the speaker and what is the speaker saying” to apply a regulation, then the regulation is automatically content based...this rule, which holds that a regulation cannot be content neutral if it requires reading the sign at issue, is too extreme an interpretation of this Court’s precedent. Unlike the regulations at issue in *Reed*, the City’s off-premises distinction requires an examination of speech only in service of drawing neutral, location-based lines. It is agnostic as to content. Thus, absent a content-based purpose or justification, the City’s distinction is content neutral and does not warrant the application of strict scrutiny.

Id. at 6.

The U.S. Supreme Court distinguished on-/off-premises sign regulations from the type of regulations at issue in *Reed*. The Court distinguished *Austin* from *Reed*, with the majority concluding that:

Unlike the sign code at issue in *Reed*, however, the City’s provisions at issue here do not single out any topic or subject matter for differential treatment. A sign’s substantive message itself is irrelevant to the application of the provisions; there are no content-discriminatory classifications for political messages, ideological messages, or directional messages concerning specific events, including those sponsored by religious and nonprofit organizations. Rather, the City’s provisions distinguish based on location: A given sign is treated differently based solely on whether it is located on the same premises as the thing being discussed or not. The message on the sign matters only to the extent that it informs the sign’s relative location. The on-/off-premises distinction is therefore similar to ordinary time, place, or manner restrictions. *Reed* does not require the application of strict scrutiny to this kind of location-based regulation.

Id. at 8.

The majority’s opinion emphasized this country’s long history of regulating signs based on the on-/off-premises distinction, including the federal Highway Beautification Act of 1965, state laws, and thousands of local codes throughout the country. The U.S. Supreme Court also cited several of its own decisions upholding off-premises sign regulations and location-based rules.

The U.S. Supreme Court remanded the case back to the Fifth Circuit Court of Appeals to determine whether the regulations could meet the intermediate scrutiny test for content-neutral regulations.

What we understand from *Austin* is the following: (1) A regulation is content-based if it singles out any topic or subject matter for differential treatment or if it uses function or purpose in a way that is simply a proxy for subject matter; and (2) A regulation is content-based if it singles out any topic or subject matter for differential treatment or if it uses function or purpose in a way that is simply a proxy for subject matter.

- c. For now, the overall meaning for cities is that a regulation permitting the digitizing of on-premises signs, but not off-premises signs, will be considered facially “content-neutral” for First Amendment purposes even if it requires the city to read the signs, since it does not discriminate based upon the topic or message expressed. This is a win for cities and local governments who can once again feel confident in creating, retaining, or reinstating reasonable on-/off-premises sign regulations.² **Areas of uncertainty about content-neutrality after *Reed***

The *Reed* decision should have had no *direct* effect on commercial speech, but sign companies have tried to use its sweeping language in cases involving commercial speech. Because *Reed* involved speech that was undisputedly noncommercial, and the plaintiffs’ attorney acknowledged in oral argument that the Supreme Court treats commercial speech differently, the court’s holding in *Reed* did not directly affect commercial signage. Nor did the Supreme Court overrule, or even mention, the precedents that allow differential treatment of commercial and noncommercial signage. But the decision was written by Justice Clarence Thomas (who has long disagreed with the court’s precedents requiring a lower level of protection for commercial speech), and his opinion for the court in *Reed* never acknowledged that commercial speech should be treated differently. (Note: The court’s opinion was similarly silent about whether obscene speech should continue to be treated differently.)

At least three of the six justices who joined the court’s opinion consider “[r]ules distinguishing between on-premises and off-premises signs,” and “[r]ules imposing time restrictions on signs advertising a one-time event,” to be content-neutral. *Id.* at 174 (Alito, J., concurring, joined by Justices Sotomayor and Kennedy). These items were included in what Justice Alito identified as a non-exhaustive list of “some rules that would not be content based[.]” *Id.* Most planners and lawyers with experience in sign regulation understand that an on-premises sign means one that advertises something on the premises, and an off-premise sign advertises something off the premises, but it is not certain that the three concurring justices shared that understanding. Moreover, as Justice Kagan pointed out in her separate opinion, the concurring justices’ statement that a rule “imposing time restrictions on signs advertising a one-time event” would be content-neutral is difficult to reconcile with the question that the court necessarily decided in *Reed*. *Reed*, 576 US 155, 181 fn.* (Kagan, concurring with the judgment).

² While the federal case law impacts the First Amendment of the U.S. Constitution analysis, it is imperative that the Oregon Constitutional analysis thresholds are met as well, as Oregon Constitution Article I, Section 8, free speech provisions, are more protective than that of the U.S. Constitution. See *Section II(C)* below.

Language in the court’s opinion in *Reed* that was not essential to the outcome could have a radical effect if treated as law. Neither the plaintiffs nor the Town argued that a law could become content-based if it draws distinctions based on the function or purpose of a sign, yet Justice Thomas’s opinion for the court includes a brief tangent, in which he appeared to observe that “defining regulated speech by its function or purpose” distinguishes based on the message a speaker conveys. *Id.* at 163-164. While it is easy to imagine a regulation for which that reasoning may be true (such as a sign law that permits yard signs only if they have as their purpose or function the re-election of incumbents), sign-code provisions that differentiate based on the purpose or function of a sign are unavoidable, and often innocuous. For example, any good sign code defines the word “sign,” and unless that definition attempts to differentiate between structures or displays based on their function or purpose, it will be extraordinarily overbroad.

d. The tensions between targeted regulation and overly-fine distinctions

In retrospect, the reason the town of Gilbert’s sign code was such a tempting target for a content-neutrality attack was that it drew particularly fine distinctions in its treatment of non-commercial signs, to the point where it allowed election signs for a different period than it allowed ideological signs. A simpler, less nuanced sign code can be more likely to satisfy the *Reed* version of the content-neutrality requirement. But the simplicity of a flat, or across-the-board standard can become a problem even under intermediate scrutiny, because (as noted above) the time, place and manner test and the *Central Hudson* test disfavor overly-inclusive restrictions on speech. A court might consider an overly broad regulation of commercial speech as “more extensive than necessary to serve” the asserted government interest, and it might consider an overly broad regulation of noncommercial speech as one that fails to serve the asserted governmental interest.

This tension is better addressed by eliminating exceptions to noncommercial speech regulation and other sign code complexities that are difficult to justify, especially if it is possible that a judge could conclude the regulation can only be applied by reading the sign. But it is worth remembering that *Reed* does not necessarily require communities to become *more* permissive as they go about stripping content-discrimination from their sign codes. Given the added difficulty of finding a content-neutral way to continue to allow real estate agents to post temporary “open house” signs at residentially-zoned street corners without also allowing similarly-sized baby billboards advertising internet-based dating services, a community could justifiably forbid both.

e. Discretion is distrusted: how the paradigm for sign regulation must differ from the paradigm for ordinary land-use regulations

It is usually considered good advice in drafting land use ordinances to preserve substantial discretion. That is because it is often difficult to foresee every bad idea that an applicant or other property owner might come up with regarding the use of his or her property and preserving the ability to exercise discretion to say “no” under those circumstances is a practical solution to the problem.

Yet that rule of thumb can't be used when regulating signs. Where expressive conduct or speech is concerned, courts *distrust* discretion. They presume that, if a city preserves for itself the discretion to go beyond clearly-articulated standards and criteria when responding to requests for permission to engage in protected speech or conduct, that discretion may be abused to encourage speech they like while discouraging or preventing speech they don't like. For that reason, courts often demand that the standards be "narrowly drawn, reasonable, and definite." *Thomas v. Chicago Park Dist.*, 534 US 316, 324 (2002). The fact that much of the Supreme Court's First Amendment jurisprudence arose in the civil rights era of the 1960s, from standardless denials of permits for voting rights marches and the like, helps to explain the Court's distrust of discretion in this field.

As a result, a sign code should not include as a permit criterion that the application or the sign is acceptable to a particular city board or official. See *City of Lakewood v. Plain Dealer Pub. Co.*, 486 US 750, 769 (1988) (holding unconstitutional a news-rack permitting ordinance in part because "nothing in the law as written requires the mayor to do more than make the statement 'it is not in the public interest' when denying a permit application."). Nor should it classify signs as special or conditional uses, at least if the criteria for the consideration of conditional use permits applies equally to sign permits. See *Desert Outdoor Adver. v. City of Moreno Valley*, 103 F.3d 814, 819 (9th Cir.1996). Whether a new convenience store in a residential neighborhood is consistent with the character of the neighborhood is a perfectly fine question for a planning commission to ask but asking the same question regarding a "save the whales" sign creates an occasion for the commission to exercise undue discretion regarding protected expression.

f. The overbreadth doctrine – and how it forces cities to worry about hypothetical sign proposals

For an ordinary land use regulation (that does not regulate expressive conduct or speech), its legality will most likely be determined in the context of a particular application to do a particular thing. Therefore, in such ordinary situations, it can often be a waste of time and energy to consider an endless series of hypothetical things that a land use law might allow or forbid, if those things are particularly unlikely to be proposed.

Again, on this subject, sign regulation must be viewed differently. Where expressive conduct or speech is concerned, judges have a special concern that the mere presence of an overly broad law on the books will chill valuable speech. For that reason, in free speech cases, courts generally relax the requirement that a plaintiff actually intend to engage in protected conduct that is actually restricted by the law under challenge. Instead, if a law is written so broadly that its "sweep" includes a substantial amount of protected conduct, someone whose conduct could be lawfully restricted by a narrower law is nevertheless allowed to challenge the law's overbreadth, and if successful, benefit from the law's demise. See, e.g., *Forsyth Cty., Ga. v. Nationalist Movement*, 505 US 123, 129 (1992). Courts believe that only by allowing this kind of "overbreadth" challenge will laws that restrict both unprotected and protected expression or conduct be changed before too much protected expression is chilled.

g. A timely decision, adequately explained

Another way that regulating signs must differ from regulating other land uses for First Amendment reasons concerns the subject of delayed decision making. When a developer seeks a variance or other approval for an ordinary development idea, courts place little or no constitutional significance on whether the city takes weeks, months or even years to decide whether to grant it. But where the activity is protected by the First Amendment, courts view a requirement that the speaker first obtain a permit before engaging in the expressive activity as a “prior restraint” on speech, warranting special protections. *Forsyth County*, 505 US at 130. Put another way, courts view pre-approval requirements as opportunities for censorship, not just through denial of permission, but through delaying the decision of whether to approve for so long that much of the mischief of censorship is accomplished before approval occurs.

In addition to satisfying the requirements or intermediate or strict scrutiny described above for other forms of sign regulation, a *content-based* permitting regime must not involve “undue delay” in acting on permit requests. (Since the U.S. Supreme Court’s 2002 *Thomas* decision, time limits have not been constitutionally required for content-neutral permit schemes. See *S. Oregon Barter Fair v. Jackson Cty., Oregon*, 372 F3d 1128, 1137 (9th Cir 2004); *Granite State Outdoor Advert., Inc. v. City of St. Petersburg, Fla.*, 348 F3d 1278, 1282 (11th Cir 2003). The difficulty, however, is knowing at the time of drafting or revising a sign code whether a judge will consider the particular parts of the sign code involved in a future dispute to be content-neutral or content-based.) Courts decide what constitutes “undue delay” on a case-by-case basis. *City of Littleton, Colorado v. Z.J. Gifts D-4 LLC*, 541 US 774, 781 (2004). For ordinary sign permits, absent special circumstances (such as an upcoming election or event), a delay of several weeks is currently considered constitutional. Where no special circumstances were present, compliance with a statutory requirement of approval within 90 days was considered sufficient. *Advantage Media, L.L.C. v. City of Eden Prairie*, 456 F3d 793, 804 (8th Cir 2006).

A further procedural requirement for the administration of content-based permit regimes is that the decision maker state the reasons for denying permission. *Thomas*, 534 US at 324. “Requiring officials to state their reasons for restricting speech is particularly important because without a written explanation it is ‘difficult to distinguish, “as applied,” between a licensor’s legitimate denial of a permit and its illegitimate abuse of censorial power.’” *Seattle Affiliate of Oct. 22nd Coal. to Stop Police Brutality, Repression & Criminalization of a Generation v. City of Seattle*, 550 F3d 788, 801 (9th Cir 2008) (quoting *Plain Dealer*, 486 US at 758).

2. Vagueness

Constitutional litigation about sign ordinances sometimes involves an allegation that one or more of the regulations in the code should be declared “void for vagueness.” I, e.g., *G.K. Ltd. Travel v. City of Lake Oswego*, 436 F.3d 1064, 1084-85 (9th Cir 2006). Courts usually view regulations more closely when they implicate First Amendment rights when considering vagueness claims, compared to ordinary land use or police power regulations. *Id.* at 1084. Courts pose two questions: (1) whether the regulation fails to give persons of ordinary intelligence adequate notice of what conduct is proscribed; and (2) whether the law permits “arbitrary and discriminatory enforcement. *Id.* (quoting *Hill v. Colorado*, 530 US 703, 732 (2000)). However, this does not

require that sign codes include only objective standards. “Vagueness doctrine cannot be understood in a manner that prohibits governments from addressing problems that are difficult to define in objective terms.” *Gammoh v. City of La Habra*, 395 F.3d 1114, 1121 (9th Cir 2005). For example, the “element of subjectivity” that was present in the City of Lake Oswego’s requirement of “compatibility” did not cause the requirement to fail either part of the test. *G.K. Ltd. Travel*, 436 F3d at 1085.

In considering an allegation that a sign code provision is unconstitutionally vague, courts do not focus on the most imprecise words in isolation but view the regulation as a whole. “[O]therwise imprecise terms may avoid vagueness problems when used in combination with terms that provide sufficient clarity.” *Gammoh*, 395 F3d at 1120.

B. Preparing for challenges to enforcement

As a matter of local administrative law, a party who challenges a quasi-judicial or administrative decision such as the denial of a permit required by a land use ordinance can argue that it was arbitrary and capricious. *See, e.g., Archdiocese of Portland v. Washington Cty.*, 254 Or 77, 82, 684 (1969). As the Oregon Court of Appeals recently reaffirmed:

The terms ‘arbitrary and capricious action,’ when used in a matter like the instant one, must mean willful and unreasoning action, without consideration and in disregard of the facts and circumstances of the case. On the other hand, where there is room for two opinions, action is not arbitrary or capricious when exercised honestly and upon due consideration, even though it may be believed that an erroneous conclusion had been reached.

Bradley v. State, ex rel. Dep’t of Forestry, 262 Or App 78, 94 (2014) (quoting *Jehovah’s Witnesses v. Mullen et al*, 214 Or 281, 296 (1958)). This standard requires the city to “examine the relevant data and articulate a satisfactory explanation for its action including a rational connection between the facts found and the choice made.” *Id.* (quoting *Motor Vehicle Mfrs. Assn. v. State Farm Mut.*, 463 US 29, 43 (1983)).

A city can take several steps at the time of drafting or revising its sign code to improve the chances that its decisions to grant or deny a sign permit withstand scrutiny under this standard. First, it can include an adequate statement of purposes, which encompasses not simply the objectives for restricting signage within the community (such as the risk of distraction and aesthetics) but also the objectives for *not* restricting certain types of signage (such as wayfinding and free expression). Second, the chances of arbitrary decision-making can be reduced through the use of objective standards wherever objectivity does not undermine the stated purposes of the code. Third, including in the administrative section of the ordinance procedures for requiring all of the kinds of information from applicants that are needed in order to apply the criteria will reduce the chances that a court later faults the city for making a decision without sufficient evidence in the record, or based on factors that fall outside the criteria.

When city decisions fail under an “arbitrary or capricious” standard, it is often because there is little or no factual basis in the record for the factual determinations made. It is generally

not necessary for a city to commission studies of traffic safety or survey citizens regarding aesthetic preferences in order to avoid having its sign permit decisions overturned in court. However, city staff and decision-makers should anticipate the need for evidentiary support for findings supporting a denial, even if the ordinance places the burden of demonstrating satisfaction of the criteria for approval on the applicant.

C. The Oregon Constitution’s Free Expression Clause (Art. I, Section 8), as a source of added limitations

The free-expression clause of the Oregon Constitution is phrased somewhat differently than the First Amendment to the United States Constitution. It states that “[n]o law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatever; but every person shall be responsible for the abuse of this right.” Because of the phrase “on any subject whatever,” it has been interpreted to prohibit distinctions in state and local sign regulations that differentiate on the basis of subject matter.

1. Art. I Section 8 interpreted in *West Coast Media LLC v. City of Gladstone*

In *West Coast Media, LLC v. City of Gladstone* in 2004, an applicant for a billboard permit argued to the LUBA and the Oregon Court of Appeals that the City of Gladstone’s ban on off-premises advertising “was unconstitutional in that it prohibited freestanding signs carrying commercial advertising but did not prohibit freestanding signs containing public service information or political advertising.” 192 Or App 102, 107 (2004). The LUBA agreed with the applicant, because the City Code “selectively allows some [types of] off-premises speech and prohibits others, based on the content of that speech.” *Id.* With little additional explanation, the Court of Appeals agreed, *id.*, 192 Or App at 108.

2. Art. I Section 8 as interpreted in *Outdoor Media Dimensions v. Dept. of Transportation* and *Lombardo v. Warner*

However, on March 23, 2006, the Oregon Supreme Court issued decisions in two billboard cases, in each case interpreting Article I Section 8 when applying the Oregon Motorist Information Act (OMIA), ORS 377.700 to 377.840. *See Outdoor Media Dimensions v. Dept. of Transportation*, 340 Or 280-281 (2006) and *Lombardo v. Warner*, 340 Or 264, 267(2006).

In *Outdoor Media Dimensions*, the court considered several issues—most notably whether the OMIA’s requirement of a permit for a sign advertising goods, products, services, facilities or activities not conducted on the premises where the sign is located, while requiring no permit for a sign advertising such things if sold, offered, or conducted on the premises on which the sign is located, unconstitutionally discriminated on the basis of subject matter. On that issue, the court held that “[t]he OMIA’s different treatment of on-premises and off-premises speech” violated the free-expression clause because that distinction treated signs differently based on whether the message related to activity conducted on the premises where the sign is located. 340

Or at 296. “The broad sweep of Article I, section 8, compels us to conclude that the provision was not intended only to prevent content-based restrictions that are motivated by an intent to censor offensive, disruptive, or potentially harmful speech.” 340 Or at 298. On this basis, the court struck down the OMIA’s permit requirement for outdoor advertising signs, viewing that remedy as less draconian than requiring everyone with an on-premise sign within the area regulated by OMIA to now obtain a permit from the department. *Id.* at 282-84.

Notwithstanding this ruling, the court held that “the OMIA’s provisions regarding the erection and maintenance of signs visible from public highways, including the permit and fee requirements—again with the exception of the statute’s different treatment of on-premises and off-premises signs, as discussed below—are content-neutral time, place and manner restrictions that do not violate Article I, section 8.” 340 Or at 292.

In *Lombardo v. Warner*, the court interpreted the OMIA’s variance provisions from otherwise applicable restrictions on the display of temporary signs visible from public highways. 340 Or at 267. Specifically, it interpreted an exception to the OMIA’s permit requirement that allows (“for good cause shown”) temporary signs on private property, which the OMIA defines as signs that “do[] not exceed 12 square feet,” that are “not on a permanent base,” that are not displayed for compensation, and (for signs not erected by a resident on his or her own property) that do not remain in place for more than 60 days in a calendar year. *Id.*, (quoting ORS 377.735 (1)(b)). It held that the Oregon Department of Transportation’s discretion in granting a variance was limited by the department’s own rule and by state and federal constitutions. *Id.* 340 Or at 272-73. It also held that the OMIA should be construed to require the agency to act on variance requests within a reasonable time. *Id.* 340 Or at 273.

3. How Oregon’s Court of Appeals has softened the impact of *Outdoor Media Dimensions*

Based on the March 2006 Oregon Supreme Court decision in *Outdoor Media Dimensions*, lower courts have reconsidered and reversed earlier rulings against billboard owners who failed to obtain permits required by OMIA for such signs. See *Drayton v. Dep’t Of Transp.*, 209 Or App 656, 661 (2006).

However, sign companies and proponents have encountered difficulty when attempting to build on that decision as a basis to de-regulate signage at the state and local level. One important reason was the willingness of Oregon’s appellate courts to remedy the presence of discrimination on the basis of subject matter within a sign code by invalidating exceptions to restrictions, rather than the restrictions themselves. For example, in *Clear Channel Outdoor Inc. v. City of Portland*, 243 Or App 133 (2011), the city conceded that the distinction in its sign code between “signs” (which were regulated) and “painted wall decorations” (which were not), turning on the presence of “text, numbers, registered trademarks or registered logos,” would be considered content or subject-matter based discrimination in violation of Article I, Section 8. 243 Or at 144. Had the Court of Appeals chosen to require the city to invalidate not just the exemption from regulation, but the word “sign” as well, the sign code would have been rendered useless. 243 Or at 148. Instead, it concluded that the city council would likely have preferred to strike the exemption rather than effectively extending the exemption to all signs, and therefore struck the

exemption, but not the definition of “sign.” That allowed the city to apply other parts of the sign code to deny the plaintiff’s requested sign permits. 243 Or at 151.

4. Does the “well-established historical exception” doctrine require a different result?

At the very end of its analysis of the meaning of the free expression clause in *Outdoor Media Dimensions*, the Oregon Supreme Court paused to note that, under the established framework for interpreting that clause (first articulated in *State v. Robertson*, 293 Or 402 (1982)), a regulation “may be permitted notwithstanding Article I, section 8” if the scope of the content-based restraint “is wholly confined within some historical exception.” *Outdoor Media Dimensions*, 340 Or at 299 (quoting *Robertson*, 293 Or at 412). That exception applies where “the scope of the restraint is wholly confined within some historical exception that was well established when the first American guarantees of freedom of expression were adopted and that the guarantees then or in 1859 [when the Oregon Constitution was adopted] demonstrably were not intended to reach.” *State v. Plowman*, 314 Or 157,164(1992) (quoting *Robertson*, 293 Or at 412). In *Outdoor Media Dimensions*, because the state “has offered no argument as to any such historical exception,” and the court was “aware of none,” *Id.* that *Robertson* factor did not stand in the way of the court’s ruling regarding the on-premise/off-premise distinction. *Outdoor Media Dimensions*, 340 Or at 299.

Several years later, in *State v. Moyer*, the Oregon Supreme Court relied upon the “well-established historical exception” doctrine when concluding that a regulation of false speech about campaign conditions violated Article I Section 8. 348 Or 220, 233 (2010). It explained that “[w]hether a statute that restrains expression is ‘wholly confined within some historical exception’ requires the following inquiries: (1) was the restriction well established when the early American guarantees of freedom of expression were adopted, and (2) was Article I, section 8, intended to eliminate that restriction.” *Id.* Noting that similar laws were accepted in the era when the Oregon Constitution was adopted, the court inferred that it was unlikely that the framers of the constitution considered that kind of communication a form of constitutionally-protected expression. *Id.*, 348 Or at 234.

However, the “well-established historical exception” element was litigated as part of a successful challenge to the Port of Portland’s policy of refusing to permit the placement of advertising materials at the Portland International Airport that contain religious or political messages. In *Oregon Natural Resources Council Fund v. Port of Portland*, the Court of Appeals first found that the Port’s policy was written in terms directed to the substance of any ‘opinion’ or any ‘subject’ of communication within the meaning of *Robertson* and *Outdoor Media Dimensions*, because it “expressly regulates based on the *content* of particular advertisements, prohibiting religious and political content while allowing commercial content.” 286 Or App 447, 464 (2017). The Port argued, however, that the “proprietary function doctrine” (arising from its ownership of the Airport and advertising spaces) “is a well-established historical exception to the rules that otherwise applied to state actors, and is a doctrine of constitutional significance.” *Id.* 286 Or App at 465. The Court of Appeals rejected this assertion, explaining that “none of the principles in the ‘government as proprietor’ case law naturally extend to the context of governmental interference with free expression, {*Robertson*}, 286 Or App at 460-61, let alone

demonstrate a ‘well established’ exception for the type of speech restriction at issue in this case.” *Id.* 286 Or App at 465-466.

D. Potential compensation demands

1. The Takings Clauses in the U.S. and Oregon Constitutions

The Fifth Amendment of the United States Constitution and Article I, Section 18, of the Oregon Constitution prohibit the taking of property for a public purpose without just compensation. Sign owners and disappointed applicants for sign permits sometimes allege that sign regulations constitute such a taking. *See, e.g., Ackerley Commc'ns, Inc. v. City of Salem, Or.*, 752 F2d 1394, 1396 (9th Cir 1985); *Meredith v. City of Lincoln City*, No. CIV. 03-6385-AA, 2008 WL 4937809, at *5 (D Or Nov 6, 2008); *Lamar Advert. of S. Dakota, Inc. v. City of Rapid City*, 138 F Supp 3d 1119, 1131 (DSD 2015).

However, a common disadvantage facing claimants in the billboard context is that their property rights are often nothing more than leasehold interests which constitute one “stick” in the bundle of property rights held by the property’s owner. A regulation that deprives a rooftop sign of its value may not constitute a taking because of the reasonable economic value that remains in the rest of the parcel when viewed as a whole. Thus, as the California and Michigan Supreme Courts have reasoned, “we do not believe that a property owner, confronted with an imminent property regulation, can nullify... a legitimate exercise of the police power by leasing narrow parcels or interests in his property so that the regulation could be characterized as a taking only because of its disproportionate effect on the narrow parcel or interest leased.” *Regency Outdoor Advert., Inc. v. City of Los Angeles*, 39 Cal 4th 507, 523 (2006), as modified (Oct. 11, 2006) (quoting *Adams Outdoor Advert. v. City of E. Lansing*, 463 Mich 17, 25 (2000)).

2. Can There Be a Right to Compensation under Oregon’s Outdoor Motorist Information Act or the Highway Beautification Act?

Part of the legislative compromise that enabled the passage of the federal Highway Beautification Act and its counterparts in states (such as Oregon) that opted into the program, was the inclusion of certain statutory rights to compensation to the owners of signs removed.

The Oregon Outdoor Motorist Information Act provides in relevant part:

(2) All outdoor advertising signs that are lawfully located outside of a commercial or industrial zone and visible from an interstate highway or a primary highway shall be removed *upon payment of just compensation as provided by ORS 377.780.*

(3) *Upon payment of just compensation*, the Oregon Department of Transportation may remove any lawful outdoor advertising sign located in a scenic area designated pursuant to ORS 377.505 to 377.540.

(4) Outdoor advertising signs in existence on May 30, 2007, that are lawfully located outside of a commercial or industrial zone in existence on July 1, 1971, and visible from a secondary highway and not within a scenic area existing on July 1, 1971, or

thereafter designated a scenic area may be removed *only upon payment of just compensation* as provided in ORS 377.780. *Upon payment of just compensation*, the department may remove the outdoor advertising sign. It may not be reconstructed or replaced if destroyed by natural causes and may not be relocated.

(5) If a secondary highway existing on July 2, 1971, is subsequently designated as an interstate or primary highway, *upon payment of just compensation*, the department may remove outdoor advertising signs not conforming to the provisions of ORS 377.700 to 377.844.

(6) If any other highway is designated as an interstate or primary highway, *upon payment of just compensation*, the department may remove a nonconforming outdoor advertising sign lawful before such designation but nonconforming thereafter.

See ORS Chapter 377.

These provisions either directly or indirectly apply to removal *by the Oregon Department of Transportation*, however. The department is specifically referenced in subparts 3 through 6. Although subpart (2) does not specifically mention the department, it does refer to “payment of just compensation *as provided by ORS 377.780*,” “and that section is applicable “Where the Department of Transportation elects to remove and pay for a sign . . .” ORS 377.780 (1), and references only the Department. (Counterparts to the Oregon statute in other states have “just compensation” provisions that are worded more broadly, and that have been successfully enforced against local governments. See, e.g., *Lamar Advert. Co. v. Charter Twp. of Clinton*, 241 F Supp 2d 793, 800 (ED Mich 2003) (upholding state statutory claim to just compensation from a township in Michigan).

The Ninth Circuit has also ruled, in a case arising from Ashland, Oregon’s removal of a billboard, that the Highway Beautification Act (including its compensation provisions) “creates no federal rights in favor of billboard owners” and “creates no private cause of action for their benefit.” *Nat’l Advert. Co. v. City of Ashland, Or.*, 678 F2d 106, 109 (9th Cir 1982).

3. Measures 37 and 49 (codified at ORS 195.305)

“In 2004, the voters enacted Measure 37, which permitted an owner of property that is subject to land use restrictions that went into effect after the owner purchased the property to bring a claim either for the diminution in value resulting from those restrictions or for a waiver of those restrictions in lieu of compensation.” *Pete’s Mountain Homeowners Ass’n v. Clackamas Cty.*, 227 Or App 140, 143–144 (2009) (citing ORS 197.352 (2005)).

However, “[i]n November 2007, the voters enacted Measure 49, and, on December 6, 2007, the measure took effect. . . Measure 49 supersedes Measure 37 and replaces the remedies formerly provided by Measure 37.” *Id.*, 227 Or App at 144 (citing Or Laws 2007, Ch. 424 § 5). As codified in ORS § 195.305, the right is now limited to restrictions on *the residential use of private real property or a farming or forest practice*[.]” *Id.* at subd (1). Based on the effect of Measure 49 on Measure 37, a federal court has considered Measure 37 by a sign owner moot. *Meredith v. City of Lincoln City*, No. CIV. 03-6385-AA, 2008 WL 4937809, at *6 (D Or Nov 6, 2008).

E. Signs as prior nonconforming uses

“A nonconforming use is one that lawfully existed before the enactment of a zoning ordinance and that may be maintained after the effective date of the ordinance although it does not comply with the use restrictions applicable to the area.” *Dodd v. Hood River Cty.*, 317 Or 172, 179 fn.10 (1993) (citing *Clackamas Co. v. Holmes*, 265 Or 193, 196-197 (1973)). “The use must be an existing one when the zone is adopted; one merely contemplated is not protected.” *Parks v. Bd. of Cty. Comm'rs of Tillamook Cty.*, 11 Or App. 177, 197 (1972).

Nonconforming use protections against the enforcement of city zoning ordinances are not created by statute, but by city ordinances. See *City of Mosier v. Hood River Sand, Gravel & Ready-Mix, Inc.*, 206 Or App 292, 310 (2006) (“We conclude that ORS 215.130(7)(b) applies to counties, not cities. The applicable legal standard in this case, therefore, is [the nonconforming use section of the city code].”) But as courts construe city ordinance provisions, court decisions arising in cities or counties are important. *Id.*, 206 Or App at 311-312 (construing the discontinuance exception in a city ordinance based on two cases arising under the county statute).

1. Legality of the use

The doctrine only protects the ability to continue prior *lawful* nonconforming uses (that is, a use that was lawful before a change in the zoning made that use nonconforming). *Lawrence v. Clackamas County*, 180 Or App 495, 501 rev. den., 334 Or 327 (2002).

a. Alteration of the use:

“A nonconforming use cannot be changed to a new and different use and continue to be protected.” *Parks v. Bd. of Cty. Comm'rs of Tillamook Cty.*, 11 Or App 177, 197 (1972).

“[T]he law of nonconforming uses is based on the concept, logical or not, that uses which contravene zoning requirements may be continued only to the extent of the least intensive variations – both in scope and location – that preexisted and have been continued after the adoption of the restrictions.” *Clackamas City v. Gay*, 133 Or App 131, 135 (1995). This is reflected in the narrow definition of “alteration” of a nonconforming use in Section § 215.130 (9), which includes “(a) [a] change in the use of no greater adverse impact to the neighborhood; and (b) [a] change in the structure or physical improvements of no greater adverse impact to the neighborhood.”

For example, the City of Portland’s sign code includes a procedure under which sign companies or property owners can seek an “area enhancement” upon the satisfaction of three specified criteria. See Portland City Code § 32. The requesting party must establish that the adjustment “will not significantly increase or lead to street level sign clutter, to signs adversely dominating the visual image of the area, or to a sign which will be inconsistent with the objectives of a specific plan district or design district,” and that “[t]he sign will not create a traffic or safety hazard.” *Id.* 32.38.030. In addition, the applicant must either establish that “[t]he adjustment will allow a unique sign of exceptional design or style which will enhance the area or

which will be a visible landmark,” or that “[t]he adjustment will allow a sign that is more consistent with the architecture and development of the site.” *Id.* These criteria were upheld by the Oregon Court of Appeals against a First Amendment challenge, *Clear Channel Outdoor, Inc. v. City of Portland*, 243 Or App 133, 159 (2011). They were considered content-neutral and not overly broad, so long as they were construed “to require consideration only of the proposed sign’s objective, non-expressive physical features, and to exclude any consideration whatever of the subjective content of the sign’s message.” 243 Or App at 161, 262 and did not grant undue discretion to the city, 243 Or App at 166.

The only circumstance in which a county is required by statute to permit an alteration of a nonconforming use is if that alteration was lawfully demanded by a governmental authority. Otherwise, allowing the alteration is a matter of county discretion. *Cyrus v. Deschutes Cty.*, 194 Or App 716, 722 (2004) (interpreting ORS 215.130). A city zoning ordinance that includes a comparable provision should be fully enforceable.

Simply changing the image displayed on a sign, without changing the nature and purpose of the use or its quality, character, or degree, is not considered a change, extension, or alteration of the use or structure for purposes of prior nonconforming use status. *See, e.g., Barron Chevrolet, Inc. v. Town of Danvers*, 419 Mass 404, 410 (1995). The same is generally true for repairs to a sign’s structure that replace “what is torn or broken.” *Total Outdoor Corp. v. City of Seattle Dep’t of Planning & Dev.*, 187 Wash App 337, 350 *review denied*, 184 Wash 2d 1014 (2015). However, if changes made in the name of “repair” encompass rebuilding to dimensions larger than those allowed at the time that more restrictive regulations were adopted, it should be treated as an enlargement. *Id.*, 187 Wash App at 35.

b. Expansion of the use

“Rules that restrict the ... expansion of nonconforming uses are common.” *Parks v. Bd. of Cty. Comm’rs of Tillamook Cty.*, 11 Or App 177, 197. However, a city has discretion to authorize expansions, whether by ordinance (*Ne. Neighborhood Ass’n v. City of Salem*, 59 Or App 499 (1982) (upholding LUBA decision to allow enlargement of a permitted use where it was authorized by ordinance) or on a case-by-case basis, pursuant to the application of legislatively-adopted criteria. *Vanspeybroeck v. Tillamook Cty. Camden Inns, LLC*, 221 Or App 677, 692 (2008).

Where upgrading a static sign to digital or moving causes at least one of the dimensions of the sign face (such as its thickness) to increase, that also constitutes an enlargement or expansion. *Adams Outdoor Advert., L.P. v. Bd. of Zoning Appeals of City of Virginia Beach*, 274 Va 189, 196 (2007).

c. Destruction of the use

Laws vary in their treatment of restoration of prior lawful nonconforming uses that are destroyed by fire, natural disaster or other peril. Counties have discretion under § ORS 215.130(6) to permit restoration under such circumstances, but it must “be commenced within one year from the occurrence of the fire, casualty or natural disaster.”

F. The interplay between federal, state, and local authority to regulate signs

In certain areas, local authority to regulate more restrictively is impaired (or “pre-empted”) because of the adoption of a federal or state regulation concerning the same or similar subject. Not so with the authority of Oregon cities and counties to regulate signs. Oregon cities and counties may regulate them more restrictively than the standards in the federal Highway Beautification Act or the Oregon Motorist Information Act require.

“In the context of noncriminal legislation, the Oregon courts have adhered to the principle that, in the absence of a manifest intent by the state legislature to exclude local law, city legislation is not preempted by state laws that the local provisions simply duplicate or ‘supplement.’” *City of Portland v. Dollarhide*, 71 Or App 289, 294–295 (1984), *aff’d*, 300 Or 490 (1986). The Oregon Legislature has not demonstrated any “manifest intent” to preempt local law in this area. In fact, the Oregon Motorist Information Act specifically provides that nothing in it “is intended to permit a person to erect or maintain any sign that is prohibited by any governmental unit.” ORS 377.740.

“In passing the Highway Beautification Act of 1965 Congress did not intend to preempt the subject of highway advertising control.” *Markham Advert. Co. v. State*, 73 Wash 2d 405, 417 (1968). As noted in a formal opinion of the Office of the Attorney General of Oregon, “[a]n opinion of Edwin J. Reis, Assistant Chief Counsel for Right-of-Way and Environmental Law of the Federal Highway Administration, dated September 6, 1972, makes it clear that the Federal Highway Administration has not preempted state or local zoning law authority.” 36 Or Op Atty Gen.1145 (June 21, 1974). The attorney general’s opinion further states that “it is our opinion, in light of the federal act and the Oregon statutes, that cities and counties are not preempted from exercising their police power as they deem necessary for the control or removal of billboards, so long as the purpose of their action is not to circumvent the federal act. It is our opinion from the cases and opinions set forth that the federal government will not in any way penalize the State of Oregon for the removal or control of billboards by the cities or counties within the state under the existing statutes, regardless of where the signs are located.”

The effect of the federal and state billboard standards sometimes depends on local land-use law and local zoning decisions. For example, the HBA standards permit the erection and maintenance of outdoor advertising within 660 feet of the nearest edge of the right of way of interstate or primary highways *in areas zoned for business, industrial or commercial activities*. See 23 U.S.C. § 131(d). Therefore, by zoning or rezoning property, a city or county can cause an otherwise unlawful new billboard to be lawful. To discourage abusive commercial or industrial rezonings that are designed to defeat the effect of the federal Act, however, a federal regulation states that “[a]ction which is not a part of comprehensive zoning and is created primarily to permit outdoor advertising structures, is not recognized as zoning for outdoor advertising control purposes.” 23 C.F.R. 750.708 (b). That Rule also refuses to recognize zoning decisions that are not “in accordance with statutory authority” or by units of government that are not authorized to zone. *Id.* at (c). For example, if a city rezones a golf course to a designation that includes “industrial” uses on the list of permitted uses, notwithstanding how it is guided in its comprehensive plan, and then issues permits for new billboards on that course in areas adjacent to a federally-

funded freeway, such zoning may be disregarded for purposes of assessing the billboard company's compliance with a state statute adopted to carry out the state's obligations under the Highway Beautification Act. *In re Denial of Eller Media Co.'s Applications for Outdoor Advertising Permits in the City of Mounds View*, 664 NW2d 1, 10 (Minn 2003).

Noteworthy, the 2025 Legislative session passed SB 417.³ The bill amends provisions for relocating or reconstructing outdoor advertising signs and digital billboards. The measure further specifies acceptable documentation to prove a landowner's consent when seeking an outdoor advertising sign permit.

III. Recurring problem areas in regulating signage

It is possible to identify several areas of sign regulation that give rise to the greatest number of questions from city officials or other citizens.

A. What should be treated as a sign

The most common word in nearly every sign code is the word “sign.” Therefore, it is particularly important that a city avoid content-based distinctions in the “sign” definition itself, because if a court declares the definition of “sign” unconstitutional, that flaw may make most if not all of the code inoperable, at least until the definition is amended.

A common but avoidable problem in the sign codes of many cities is that the definition of “sign” also includes exemptions which are best parked elsewhere in the code. For example, the definition of “sign” in the sign code of a mid-sized city in North Carolina specifically exempted “public art” and “holiday decorations.” Because a federal district court judge concluded that those two distinctions were content-based, the list of provisions that the district court judge struck down included limits on the size of “signs” in a residential area and the prohibition of signs in a residential area with fluorescent colors, both of which the plaintiff had violated. *Bowden v. Town of Cary*, 754 FSupp2d 794, 802 (EDNC 2010). It would have been better for the city to have placed those exclusions in a separate section, so that the constitutionality of the definition of the word “sign” would not be affected.

In considering a definition of “sign” that is unlikely to be struck down after *Reed v. Town of Gilbert*, consider one like the definition of “street graphic” in *Street Graphics and the Law* 75 (4th edition 2015): “Any structure that has a visual display visible from a public right of way and designed to identify, announce, direct or inform.”

B. Electronic message and digital signs

For over a century, sign companies have used technology to make static messages on signs come to life, and thereby attract attention. As signs began to incorporate the appearance or

³ <https://olis.oregonlegislature.gov/liz/2025R1/Measures/Overview/SB417> (last accessed October 2025).

reality of motion, regulators began to restrict the use of such technologies. For decades, many sign codes have prohibited signs or lights that moved, flashed, traveled, blinked or used animation. Consistent with this approach, terms of agreements between states and the Federal Highway Administration generally prohibit flashing, intermittent, or moving lights in areas within 660 feet of a federal-aid highway. See *Scenic Am., Inc. v. United States Dep't of Transportation*, 836 F3d 42, 46 (DC Cir 2016) (“Nearly all of the [Federal-State Agreements] contain a prohibition against ‘flashing,’ ‘intermittent,’ and ‘moving’ lights.”).

As new sign technologies emerged, new ordinances were drafted to address such new technologies. Drafters introduced new terms and concepts into sign regulation, such as:

- “Electronic changeable message displays” (any sign that uses electronic means such as combinations of LEDs, fiber optics, light bulbs, or other illumination devices within a display area to cause one display to be replaced by another);
- “Dwell time” (the number of seconds between changes in the appearance of a changeable message sign);
- “Video displays” (an electronic changeable message sign using instantaneous transitions and giving the illusion of motion, with no meaningful dwell time between changes in the display); and
- “Sequential messaging” (dividing a single message into a series of shorter displays that must be viewed from start to finish in order for the viewer to fully understand the message).

The “prohibited signs” section of the Oregon Motorist Information Act generally prohibits (along state highways in places visible to the traveling public) the erection or maintenance of a sign that “contains, includes or is illuminated by any flashing, intermittent, revolving, rotating or moving light or moves or has any animated or moving parts,” with exceptions that include “signs or portions thereof with lights that may be changed at intermittent intervals by electronic process or remote control that are not outdoor advertising signs,” and those digital billboards that meet six specified criteria. See ORS 377.720 (3).

The best digital display element of a sign ordinance for any particular community will often reflect the degree of risk-aversion and aesthetic and policy preferences of the elected and appointed officials. Whether and how to regulate dynamic signs are discretionary choices. Those choices should be made in light of safety, aesthetics, planning, and other policy considerations.

It is relatively easy to regulate dynamic displays on signs in a content-neutral way. Cities should anticipate that courts reviewing content-neutral dynamic display regulations might take an approach that is somewhat more demanding than accepting any rational basis but is less demanding than “strict scrutiny.”

In this field—like many others—conclusive scientific proof is elusive. Sign proponents argue that the evidence fails to demonstrate that driver behavior is influenced by the presence of

electronic or digital signs. Nevertheless, legitimate human-factors studies of driver behavior and safety form pieces of a broader puzzle. When fit together properly, these pieces can support the conclusion that frequently changing dynamic signs may have safety implications.

A community might choose to await conclusive proof that such signs cause accidents, but it is not required to do so. A city that studies the special safety issues created by dynamic signs may conclude that dynamic signs are more likely to pose safety hazards and may regulate them more restrictively on that basis. A city could also decide to regulate dynamic signage more or less restrictively based on whether a particular environment poses more or less of a risk to traffic safety. A heavily-traveled road with vehicles entering from driveways or at-grade streets and relatively high speeds interrupted by stop lights, may be a particularly unsafe environment for the added distraction of dynamic signs. A downtown entertainment area with no high speed traffic and pedestrians crossing only at controlled intersections could be a relatively safer area to allow dynamic signage.

C. Commercial advertising in residential areas

Communities typically seek to limit commercial signage in residential areas. The Supreme Court recognized a century ago that the municipal police power includes the ability to exclude billboards from residential areas, at least where the ban was subject to an exception for consent of those nearby property owners most affected by them. *Cusack Co. v. City of Chicago*, 242 US 526, 531 (1917). Two years later, it explained that billboards “properly may be put in a class by themselves and prohibited ‘in the residence districts of a city in the interest of the safety, morality, health and decency of the community.’” *St. Louis Poster Advertising Co. v. City of St. Louis*, 249 US 269, 274 (1919). Although those decisions predate the Supreme Court’s recognition of commercial speech as a form of speech potentially protected by the First Amendment, by adopting an appropriately-worded ordinance (that does not extend the prohibition to noncommercial speech), cities may still prohibit billboards from exclusively residential areas without running afoul of the U.S. Constitution.

Soon after the Supreme Court recognized that the First Amendment can extend to commercial speech, it reviewed a case in which a township prohibited the posting of real estate “for sale” and “sold” signs, hoping to stem a tide of homeowners moving out of a newly-integrated community. *Linmark Assocs., Inc. v. Willingboro Twp.*, 431 US 85, 94 (1977). The court found that the ordinance left homeowners with unsatisfactory alternative channels for communicating their interest in selling their homes and was not necessary to assure that the community remained an integrated one. It also considered the means that the township chose to advance its legitimate end was a “highly paternalistic approach,” depending on suppressing information that the township considered to be potentially harmful because it reflected poorly on the locality. *Id.* at 95-97. While the court’s reasoning in *Linmark* was superseded by the Supreme Court’s adoption of the four-part *Central Hudson* test for evaluating restrictions on speech, it has never questioned *Linmark*’s holding that “for sale” or “sold” signs cannot be prohibited.

Some have asked whether a city that carves out real estate “for sale” signs from a prohibition to comply with *Linmark* is thereby creating either a content-based exception that violates *Reed v. Town of Gilbert*, 576 US at 163-164, or a preference for one form of commercial speech that is

not equally available to noncommercial speech, in violation of *Metromedia Inc. v. City of San Diego*, 453 US 490, 514 fn 1 (1981). Cities can avoid being caught between the “rock” of *Linmark* and the “hard place” of *Reed* and *Metromedia* by doing two things. First, in place of a regulation that allows an additional “for sale” or “for rent” sign, the city should allow an additional sign on *a lot that is* for sale or rent (or includes a structure or unit that is for sale or for rent). That shifts the law’s focus away from what the sign says, to what activity is taking place on the property, making it content-neutral. Second, the city should include in its sign code a “content-substitution clause,” specifically providing that, notwithstanding any other provision in the sign code, a noncommercial message of any type may be substituted for any duly permitted or allowed commercial message or any duly permitted or allowed noncommercial message. See *Get Outdoors v. Chula Vista*, 407 FSupp 2d 1174 (S D Cal 2005). Inclusion of a content-substitution clause effectively inoculates the code against a claim that it favors commercial speech over non-commercial speech in violation of *Metromedia*.

D. Temporary and portable signs

The same general principles that apply to regulations of permanent signs should apply to temporary or portable signs. Cities can choose to regulate temporary or portable signs differently than permanent signs. However, after *Reed v. Town of Gilbert*, a city should not regulate those signs that involve an event in any way that requires a city to read the date or time of the event to determine whether it complies.

The Ninth Circuit Court of Appeals recently upheld the ability of cities to prohibit motorized or non-motorized “mobile billboard advertising displays” within city limits, without violating the First Amendment. *Lone Star Sec. & Video, Inc. v. City of Los Angeles*, 827 F3d 1192, 1200 (9th Cir 2016). Companies in those cities would park trailers bearing signs in the wee hours of the morning (in parking spaces not yet occupied, usually near heavily-traveled intersections or off-ramps), and not consider themselves subject to local billboard regulations. Others bolted signs to motor vehicles but otherwise followed a similar business model. The court rejected the argument that “the word ‘advertising’ renders the challenged regulations content-based on their face,” applied intermediate scrutiny, and found that “by removing from city streets vehicles that have no purpose other than advertising, the mobile billboard regulations are narrowly tailored to the Cities’ interests in parking control and reducing traffic hazards.” *Id.* at 1201. It also recognized that a flat prohibition, rather than a permit-based system, was justified because “mobile billboards are difficult to control precisely because they can be moved in and out of a jurisdiction with ease.” *Id.*

Before *Reed*, communities typically regulated temporary event signs by allowing them so long as they were not posted more than a specified number of days or weeks before the event depicted on the sign and were removed within a specified number of days after the event is completed. After *Reed*, a regulation phrased that way would likely be content-based, because an enforcement officer would need to read the date of the event on the sign in order to perform the calculations.

One safer alternative after *Reed* would be to adopt a permit-based system under which the start date for the period is not based on anything that the permit-holder states on the sign, but

instead is based on the date that the permit is issued. For example, a city could create a relatively simple permit system under which an applicant who seeks to put up a temporary sign could submit a postcard-sized form with his or her name and address and receive in return a sticker (with a date a specified number of days into the future) to put on the back of the sign. For example, if the city wanted to permit temporary signs for up to seven days, the date on the sticker would be seven days after the date it is issued. If the sign is not removed by the date on the city-issued sticker, it would then violate the ordinance. The constitutional significance of the procedure is that it can be carried out without any need for the enforcement officer to read any part of the permit-holder's message.

Finally, a city that decides to simply ban residents from putting up *any* sign on their property may be acting in a content-neutral way, but such a sweeping regulation would fail the “time, place and manner” test. The U.S. Supreme Court struck down such a regulation in *Ladue*, Missouri, finding that it “almost completely foreclosed a venerable means of communication that is both unique and important.” *City of Ladue v. Gilleo*, 512 US 43, 54 (1994).

E. Directional signage

Another popular form of signage is designed to help drivers or pedestrians reach their intended destinations, without undue delay. They range from permanent signs along major roadways indicating the distance and direction to a business, to additional on-site signs that direct customers to a drive-through entrance, to small signs posted by realtors on the route to a house that is holding an open house, to the signs used by the plaintiffs in *Reed v. Town of Gilbert* to direct parishioners to the location of their Sunday morning services.

As noted above in Section III, the Supreme Court considered duration and size restrictions on the directional signs in *Reed* to be content-based, because it held that a law that applies to particular speech because of the idea or message expressed was content-based, and the sign's directional message (described as “inviting people to attend its worship services”) was treated as an “idea.” *Reed*, 576 US at 163-164. Even before *Reed*, a sign code that gave preference to commercial directional signage (such as a relator's “open house” signage down the street from a house for sale) without giving at least as much protection for noncommercial directional signage, would likely violate the First Amendment. See *Nat'l Adver. Co. v. City of Orange*, 861 F2d 246, 248 (9th Cir 1988). This is a further reason to include the kind of content-substitution clause described above in Section D.

Most examples of directional signs fall on the “commercial” side of the line between commercial and noncommercial expression, and for that reason are not directly affected by *Reed*. However, in light of the Oregon Supreme Court's interpretation of the Oregon Constitution in *Outdoor Media Dimensions*, 340 Or at 296, as forbidding laws distinguishing between on-premise and off-premise advertising, cities in Oregon with directional-sign regulations are potentially vulnerable to an attack under Article 1 Section 8, even if the law only involves commercial signage.

Similar to the way that content-neutrality can be achieved with “for sale” sign provisions by revising them to apply to signs on property that is for sale, it is possible to re-write sign

regulations allowing additional signage for restaurants with drive-through windows and menu boards without ever mentioning the content of the sign. In place of a regulation that exempts a “drive-in” directional sign, a city could allow an extra sign on property that includes a drive-through window if the sign is less than two square feet in area and less than three feet in height and is located within six feet of a curb cut. In place of a regulation that exempts menu boards in a drive-through restaurant lane, a city could allow an extra sign on property that includes a drive-through window if the sign is less than 10 square feet in area, less than six feet in height, and faces the drive-through lane.

F. Historic or iconic signage

Some signs, such as the leaping-white stag neon sign in Old Town in Portland, or the Public Market Center signs above Pike Place Market in Seattle, are beloved. Sometimes citizens worry about such signs when communities are considering regulating signs more restrictively, and fear that adopting such restrictions will lead to the removal of such signs.

However, iconic signs—and other not-so-iconic signs that are already established in a particular location—can be left in place as sign regulations are strengthened, so long as nonconforming use and structure provisions remain in place and expressly apply to the sign code. As explained in section II above, such signs may lose their protection as nonconforming structures if they are expanded, or abandoned for extended periods of time. Yet the unchanging things that cause the signs to be considered iconic make the risk of expansion and abandonment less likely.

G. Variations by zoning district or location

Sign regulations can and often do vary between types of zoning districts and types of property uses. As noted above in Section C, the U.S. Supreme Court has recognized that cities have particularly broad latitude to ban billboards in exclusively residential areas. *St. Louis Poster Advertising Co.*, 249 U.S. at 274. Justice Alito’s concurrence in *Reed* expressly recognized that the Court’s standard for content-neutrality is not violated by “[r]ules distinguishing between the placement of signs on commercial and residential property,” or “[r]ules that distinguish between the placement of signs on private and public property.” *Reed*, 576 US at 174 (Alito, J, concurring).

Because of the relatively wide variety of potential property uses within a commercial or industrial zoning district, cities should consider differentiating within a type of zoning district based on the nature of the particular property use on the site. For example, a city’s code could allow a larger monument sign within a commercial district if it is located at the entrance of an office building or research facility, without extending that right to every property within the commercial district.

Cities can also consider sign code provisions that apply in designated “areas of special character.” See Daniel Mandelker, John M. Baker, and Richard Crawford, *Street Graphics and the Law*, 84 (4th ed 2015). Under this approach, a city could designate by ordinance, after notice and a hearing, a contiguous area that contains unique architectural, historic, scenic or visual features that require special regulations so that signage in that area will enhance its character. The

regulations applicable only in an area of special character could be more permissive in one respect (such as allowing projecting signs over entrances to businesses) while being more restrictive in another respect (such as prohibiting fluorescent paint colors on signs in a historic colonial area).

H. A non-exhaustive list of key types of sign regulations to avoid

- Laws that do not relate to any of the objectives stated in the sign code’s “purposes” section.
- Laws that specifically apply to “election” or “political” signs.
- Laws that prohibit all signs in residential areas.
- Laws that specifically apply to “indecent” signs.
- Laws that specifically refer to churches, temples, monasteries or nunneries.
- Laws that exempt “grand opening” signs from all prohibitions, including those that apply to noncommercial signage.
- Laws that allow certain types of flags (American, state, governmental) but would not include (for example) a Greenpeace or “Peace in the Gulf” flag.
- Laws that classify signs as conditional or special uses, subject to the ordinary criteria for approval of conditional or special use permits.
- Laws that authorize a city or county official to withhold a sign permit even if it satisfies all of the other criteria for its issuance.



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As of 07/31/2026**

Cash Balances

	FY 2027 Actual	FY 2026 Actual	EOY FY 2026
General Fund	329,004	(47,905)	92,468
Street Fund	332,396	893,244	879,706
Water Fund	2,286,553	2,090,884	2,165,834
Sewer Fund	906,635	1,028,879	1,335,062
Total Cash	3,854,588	3,965,103	4,473,070

Fund Balances

	FY 2027 Actual	FY 2027 Budget	FY 2026 Actual	EOY FY 2026
General Fund	264,348	450,052	126,732	401,212
Street Fund	858,184	693,098	-	856,136
Water Fund	2,240,005	3,419,301	2,836,133	2,187,233
Sewer Fund	1,051,187	1,116,571	1,101,720	1,377,283
Total Fund Balance	4,413,723	5,679,022	4,064,585	4,821,864

0%

0%

Interest Earnings Summary

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

0%



**City of Coburg
Fund Statements
City Wide
FY 2027
As of 07/31/2026**

	FY 2027			FY 2026	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY FY26
Revenues:					
Taxes and Assessments	25,227	1,267,798	2%	20,191	1,235,603
Intergovernmental	11,982	661,000	2%	12,413	663,000
Franchise Fees	20,965	305,500	7%	22,879	287,500
Licenses, Permits & Fees	2,797	56,500	5%	4,540	92,000
Fines and Forfeitures	16,258	136,500	12%	12,419	101,000
Investment Revenue	13,967	69,500	20%	9,432	66,000
Grants and Donations	-	275,000	0%	-	251,000
Charges for Services	213,229	2,526,000	8%	202,748	2,364,000
Charges for Services -SDC	-	282,000	0%	-	312,000
Other Revenue	129	20,000	1%	299	22,000
Bond Proceeds	-	1,300,000	0%	-	1,300,000
Transfer In	14,167	170,000	8%	12,500	150,000
Total Revenue	318,721	7,069,798	5%	297,422	6,844,103
			0%		
Operating Expenditures:					
Personnel Services	215,969	2,284,470	9%	156,657	2,170,350
Materials and Services	158,782	1,249,600	13%	147,685	1,211,750
Debt Service	332,936	1,041,184	0%	335,709	1,129,811
Capital Outlay	5,008	1,440,000	0%	107,400	2,615,000
Transfers Out	14,167	170,000	8%	12,500	150,000
Contingencies	-	500,000	0%	-	500,000
Total Expenditure	726,862	6,685,254	11%	759,951	7,776,911
Net Change	(408,141)	384,544	-106%	(462,529)	(932,808)
Fund Balance - June 30,	4,821,864	5,294,478	91%	5,754,134	5,754,672
			0%		
Fund Balance	4,413,723	5,679,022	78%	5,291,605	4,821,864



**City of Coburg
Fund Statements
General Fund
FY 2027
As of 07/31/2026**

	FY 2027			FY 2026	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY FY26
Revenues:					
Taxes and Assessments	11,152	1,104,798	1%	-	1,072,603
Intergovernmental	2,238	49,000	5%	2,139	51,000
Franchise Fees	20,965	305,500	7%	22,879	287,500
Licenses, Permits & Fees	2,797	56,500	5%	4,540	92,000
Fines and Forfeitures	16,258	136,500	12%	12,419	101,000
Investment Revenue	1,193	8,500	14%	745	5,000
Grants and Donations	-	25,000	0%	-	1,000
Charges for Services	3,987	308,500	1%	805	146,500
Charges for Services -SDC	-	35,000	0%	-	65,000
Other Revenue	65	11,000	1%	299	13,000
Transfer In - Admin Fee	14,167	170,000	8%	12,500	150,000
Total Revenue	72,822	2,210,298	3%	56,326	1,984,603
			0%		
Expenditures					
Administration Department	83,893	497,270	17%	118,225	469,190
Facility Management Department	4,122	126,000	3%	26,309	104,500
Planning Department	10,473	139,370	8%	7,520	195,640
Police Department	69,772	802,470	0%	47,774	793,150
Municipal Court	18,777	187,110	0%	15,063	183,550
Economic Development	12,000	44,000	27%	12,128	43,500
Parks (Public Works)	10,649	139,800	8%	21,364	118,780
Debt Service:					
Principal	-	15,000	0%	-	15,000
Interest	-	13,350	0%	-	13,800
Contingency	-	50,000	0%	-	50,000
Total Expenditures	209,686	2,014,370	10%	248,383	1,987,110
			0%		
Net Change	(136,864)	195,928	-70%	(192,057)	(2,507)
Fund Balance - June 30,	401,212	254,124	158%	403,179	403,719
Fund Balance	264,348	450,052	59%	211,122	401,212



City of Coburg
Fund Statements
Street Fund
FY 2027
As of 07/31/2026

	FY 2027			FY 2026	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY FY26
Revenues:					
Taxes and Assessments	14,075	160,000	9%	16,920	160,000
Intergovernmental	9,744	112,000	9%	10,274	112,000
Investment Revenue	957	8,000	12%	2,083	8,000
Grants and Donations	-	250,000	0%	-	250,000
Charges for Services	15,328	191,500	8%	14,741	191,500
Charges for Services -SDC	-	85,000	0%	-	85,000
Other Revenue	-	-	0%	-	-
Bond Proceeds	-	-	0%	-	-
Total Revenue	40,103	806,500	5%	44,018	806,500
Expenditures					
Administration Department	10,257	133,820	0%	7,749	130,070
Public Works Department	25,299	343,620	7%	13,523	269,540
Capital	-	385,000	0%	-	800,000
Transfer Out	2,500	30,000	8%	2,500	30,000
Debt Service:					
Principal	-	96,230	0%	-	93,865
Interest	-	18,171	0%	-	20,540
Contingency	-	50,000	0%	-	50,000
Total Expenditures	38,056	1,056,841	4%	23,772	1,394,015
Net Change	2,048	(250,341)	-1%	20,246	(587,515)
Fund Balance - June 30,	856,136	943,439	91%	1,443,651	1,443,651
Fund Balance	858,184	693,098	0%	1,463,897	856,136



City of Coburg
Fund Statements
Water Fund
FY 2027
As of 07/31/2026

	FY 2027			FY 2026	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY FY26
Revenues:					
Investment Revenue	8,156	50,000	16%	6,605	50,000
Grants and Donations	-	-	0%	-	-
Charges for Services	108,634	1,106,000	10%	107,682	1,106,000
Charges for Services -SDC	-	72,000	0%	-	72,000
Other Revenue	64	-	0%	-	-
Bond Proceeds	-	1,300,000	0%	-	1,300,000
Total Revenue	116,854	2,528,000	5%	114,287	2,528,000
Expenditures					
Administration Department	14,050	156,340	0%	9,929	154,480
Public Works Department	39,191	319,670	12%	19,498	282,780
Capital	5,008	1,005,000	0%	71,757	1,800,000
Transfer Out	5,833	70,000	8%	5,000	60,000
Debt Service:					
Principal	-	-	0%	-	80,000
Interest	-	-	0%	-	2,400
Contingency	-	200,000	0%	-	200,000
Total Expenditures	64,082	1,751,010	4%	106,184	2,579,660
Net Change	52,772	776,990	7%	8,103	(51,660)
Fund Balance - June 30,	2,187,233	2,642,311	83%	2,238,893	2,238,893
Fund Balance	2,240,005	3,419,301	0%	2,246,996	2,187,233



City of Coburg
Fund Statements
Sewer Fund
FY 2027
As of 07/31/2026

	FY 2027			FY 2026	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY FY26
Revenues:					
Taxes and Assessments	-	3,000	0%	3,271	3,000
Intergovernmental	-	500,000	0%	-	500,000
Investment Revenue	3,661	3,000	122%	-	3,000
Grants and Donations	-	-	0%	-	-
Charges for Services	85,280	920,000	9%	79,520	920,000
Charges for Services -SDC	-	90,000	0%	-	90,000
Other Revenue	-	9,000	0%	-	9,000
Bond Proceeds	-	-	0%	-	-
Total Revenue	88,942	1,525,000	6%	82,791	1,525,000
Expenditures					
Administration Department	14,369	156,340	0%	9,311	154,480
Public Works Department	61,899	528,260	12%	31,592	497,440
Capital	-	10,000	0%	-	-
Transfer Out	5,833	70,000	8%	5,000	60,000
Debt Service:					
Principal	279,110	659,420	0%	276,725	654,640
Interest	53,826	239,013	0%	58,984	249,566
Contingency	-	200,000	0%	-	200,000
Total Expenditures	415,038	1,863,033	22%	381,612	1,816,126
Net Change	(326,096)	(338,033)	96%	(298,821)	(291,126)
Fund Balance - June 30,	1,377,283	1,454,604	95%	1,668,411	1,668,409
Fund Balance	1,051,187	1,116,571	0%	1,369,590	1,377,283



City of Coburg
Department Summary of Expenditures by Fund
FY 2027
As of 07/31/2026
8.33% Target

	FY 2027			FY 2026	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY FY26
General Fund					
Administration Department					
Personnel Services	26,270	243,270	10.80%	24,771	238,190
Material and Services	57,624	254,000	22.69%	93,454	231,000
Total Administration Department	83,893	497,270	16.87%	118,225	469,190
Facility Management Department					
Material and Services	4,122	111,000	3.71%	7,339	99,500
Capital	-	15,000	0.00%	18,970	5,000
Total Facility	4,122	126,000	3.27%	26,309	104,500
Public Works Administration					
Personnel Services	7,205	89,800	8.02%	4,422	82,580
Material and Services	-	-	0.00%	-	-
Total Public Works	7,205	89,800	8.02%	4,422	82,580
Planning Department					
Personnel Services	10,473	85,070	12.31%	7,491	92,890
Material and Services	-	54,300	0.00%	29	102,750
Total Planning Department	10,473	139,370	0.00%	7,520	195,640
Police Department					
Personnel Services	63,397	640,470	9.90%	42,297	636,150
Material and Services	6,375	137,000	4.65%	5,476	157,000
Capital Outlay	-	25,000	0.00%	-	-
Total Police Department	69,772	802,470	8.69%	47,774	793,150
Municipal Court			0.00%		
Personnel Services	15,483	147,110	10.52%	11,055	144,650
Material and Services	3,294	40,000	8.23%	4,007	38,900
Total Municipal Court	18,777	187,110	10.04%	15,063	183,550
Economic Development					
Personnel Services	-	-	0.00%	-	-
Material and Services	12,000	44,000	27.27%	12,128	43,500
Total Economic Department	12,000	44,000	27.27%	12,128	43,500



City of Coburg
Department Summary of Expenditures by Fund
FY 2027
As of 07/31/2026
8.33% Target

	FY 2027			FY 2026	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY FY26
Park					
Material and Services	3,445	50,000	6.89%	268	26,200
Capital	-	-	0.00%	16,673	10,000
Total Park	3,445	50,000	6.89%	16,941	36,200
Debt Service:					
Principal	-	15,000	0.00%	-	15,000
Interest	-	13,350	0.00%	-	13,800
Total Debt	-	28,350	0.00%	-	28,800
Total General Fund Expenditures	209,686	1,964,370	10.67%	248,383	1,937,110



City of Coburg
Department Summary of Expenditures by Fund
FY 2027
As of 07/31/2026
8.33% Target

	FY 2027			FY 2026	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY FY26
<u>Street Fund</u>					
Administration Department					
Personnel Services	10,257	133,820	7.66%	7,423	125,070
Material and Services	-	-	0.00%	327	5,000
Total Administration Department	10,257	133,820	7.66%	7,749	130,070
Public Works Administration					
Personnel Services	13,345	150,820	8.85%	9,442	170,640
Material and Services	11,954	192,800	6.20%	4,082	98,900
Total Public Works	25,299	343,620	7.36%	13,523	269,540
Capital	-	385,000	0.00%	-	800,000
Transfer Out	2,500	30,000	8.33%	2,500	30,000
Debt Service:					
Principal	-	96,230	0.00%	-	93,865
Interest	-	18,171	0.00%	-	20,540
Total Debt	-	114,401	0.00%	-	114,405
Total Street Fund Expenditures	38,056	1,006,841	3.78%	23,772	1,344,015



City of Coburg
Department Summary of Expenditures by Fund
FY 2027
As of 07/31/2026
8.33% Target

	FY 2027			FY 2026	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY FY26
<u>Water Fund</u>					
Administration Department					
Personnel Services	14,050	156,340	8.99%	9,929	154,480
Material and Services	-	-	0.00%	-	-
Total Administration Department	14,050	156,340	8.99%	9,929	154,480
Public Works Administration					
Personnel Services	21,753	183,170	11.88%	11,473	151,280
Material and Services	17,437	136,500	12.77%	8,025	131,500
Total Public Works	39,191	319,670	12.26%	19,498	282,780
Capital	5,008	1,005,000	0.50%	71,757	1,800,000
Transfer Out	5,833	70,000	8.33%	5,000	60,000
Debt Service:					
Principal	-	-	0.00%	-	80,000
Interest	-	-	0.00%	-	2,400
Total Debt	-	-	0.00%	-	82,400
Total Water Fund Expenditures	64,082	1,551,010	4.13%	106,184	2,379,660



City of Coburg
Department Summary of Expenditures by Fund
FY 2027
As of 07/31/2026
8.33% Target

	FY 2027			FY 2026	
	Actual YTD	Adopted Budget	% of B to A	Actual YTD	EOY FY26
<u>Sewer Fund</u>					
Administration Department					
Personnel Services	14,369	156,340	9.19%	9,311	154,480
Material and Services	-	-	0.00%	-	-
Total Administration Department	14,369	156,340	9.19%	9,311	154,480
Public Works Administration					
Personnel Services	19,368	298,260	6.49%	19,043	219,940
Material and Services	42,531	230,000	18.49%	12,549	277,500
Total Public Works	61,899	528,260	11.72%	31,592	497,440
Capital	-	10,000	0.00%	-	-
Transfer Out	5,833	70,000	8.33%	5,000	60,000
Debt Service:					
Principal	279,110	659,420	42.33%	276,725	654,640
Interest	53,826	239,013	22.52%	58,984	249,566
Total Debt	332,936	898,433	37.06%	335,709	904,206
Total Sewer Fund Expenditures	415,038	1,663,033	24.96%	381,612	1,616,126
Total City Expenditure	726,862	6,185,254	11.75%	759,951	7,276,911



City of Coburg
Budgetary Compliance
FY 2027
Resolution 2026-16
As of 07/31/2026
8.33% Target

	ACTUAL	ADOPTED BUDGET	% BUDGET to ACTUAL	BALANCE
General Fund				
Administration Department	83,893	497,270	17%	413,377
Facility Management Department	4,122	126,000	3%	121,878
Planning Department	10,473	139,370	8%	128,897
Police Department	69,772	802,470	9%	732,698
Municipal Court	18,777	187,110	10%	168,333
Economic Development	12,000	44,000	27%	32,000
Parks (Public Works)	10,649	139,800	8%	129,151
Debt Service	-	28,350	0%	28,350
Contingency	-	50,000		50,000
Total General Fund	209,686	2,014,370	10%	1,804,684

Street Fund				
Administration Department	10,257	133,820	0%	123,563
Public Works Department	25,299	343,620	7%	318,321
Capital	-	385,000	0%	385,000
Transfer Out	2,500	30,000	8%	27,500
Debt Service	-	114,401	0%	114,401
Contingency	-	50,000	0%	50,000
Total Street Fund	38,056	1,056,841	0%	1,018,785

Water Fund				
Administration Department	14,050	156,340	9%	142,290
Public Works Department	39,191	319,670	12%	280,479
Capital	5,008	1,005,000	0%	999,992
Transfer Out	5,833	70,000	8%	64,167
Debt Service	-	-	0%	-
Contingency	-	200,000		200,000
Total Water Fund	64,082	1,751,010	4%	1,686,928



City of Coburg
Budgetary Compliance
FY 2027
Resolution 2026-16
As of 07/31/2026
8.33% Target

	ACTUAL	ADOPTED BUDGET	% BUDGET to ACTUAL	BALANCE
Wastewater Fund				
Administration Department	14,369	156,340	9%	141,971
Public Works Department	61,899	528,260	12%	466,361
Capital	-	10,000	0%	10,000
Transfer Out	5,833	70,000	8%	64,167
Debt Service	332,936	898,433	37%	565,497
Contingency	-	200,000		200,000
Total Wastewater Fund	415,038	1,863,033	22%	1,447,995
Total Appropriations	726,862	6,685,254	11%	5,958,392

City of Coburg - Urban Renewal Agency
Balances
As of 07/31/2026

Cash Balances

	FY 2027	FY 2027	FY 2026	EOY
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>FY 2026</u>
General Fund	289,048	N/A	294,375	287,973

Fund Balances

	FY 2027	FY 2027	FY 2026	EOY
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>FY 2026</u>
General Fund	292,322	249,037	286,724	289,370

City of Coburg - Urban Renewal Agency
Fund Statements
As of 07/31/2026

	FY 2027			FY 2026	
	<u>Actual</u>	<u>Budget</u>	<u>% of B to A</u>	<u>Actual</u>	<u>EOY</u>
Revenues:					
Taxes and Assessments	2,326	517,500	0%	470,894	485,804
Investment Revenue	960	1,035	93%	12,361	15,398
Total Revenue	<u>3,286</u>	<u>518,535</u>	1%	<u>483,255</u>	<u>501,202</u>
Expenditures					
Administration Department	-	29,000	0%	-	6,617
Debt Service:					
Principal	-	500,000	0%	400,000	400,000
Interest	-	-	N/A	-	-
Contingency	-	-		-	-
Total Expenditures	<u>-</u>	<u>529,000</u>	0%	<u>400,000</u>	<u>406,617</u>
Net Change	3,286	(10,465)	-31%	83,255	94,585
Fund Balance - June 30,	<u>289,036</u>	<u>259,502</u>	111%	<u>194,451</u>	<u>194,451</u>
Fund Balance	<u>292,322</u>	<u>249,037</u>	117%	<u>277,706</u>	<u>289,036</u>
Fund Balance:					
Restricted for URA	292,322				
Unappropriated Ending Fund Balance	<u>-</u>				
Fund Balance	<u>-</u>				

City of Coburg - Urban Renewal Agency
Department Summary of Expenditures by Fund
As of 07/31/2026

	FY 2027			FY 2026	
	Actual	Budget	% of B to A	Actual	EOY
<u>General Fund</u>					
Administration Department					
Audit	-	38,500	0.00%	-	6,617
Sewer Project Reimbursement		-	0.00%		
Total Administration Department	-	38,500	0.00%	-	6,617
Debt Service:					
Principal	-	600,000	0.00%	-	400,000
Interest	-	-	0%	-	
Total Debt	-	600,000	0.00%	-	400,000
Total General Fund Expenditures	-	638,500	0.00%	-	406,617

City of Coburg - Urban Renewal Agency
Budgetary Compliance
Resolution 2025-01-U
As of 07/31/2026

	<u>Actual</u>	<u>Budget</u>	<u>% of B to A</u>	<u>Balance</u>
General Fund				
Administration Department	-	38,500	0%	38,500
Debt Service	-	600,000	0%	600,000
Contingency	-	-		-
Total General Fund	-	638,500		638,500
Total Appropriations	-	638,500	0%	638,500



ADMINISTRATION REPORT

This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of council and staff.

FEATURED ITEMS

September 2026

1. New Neighborhood Park Survey Results

A survey collecting community input on the desired amenities and design concepts for the development of the new park land deeded to the City as part of the Coburg Creek subdivision development recently closed and was a great success with 78 responses. The complete survey data will be compiled, organized and presented to the Park and Tree Committee at its September 15th meeting and will help shape the Committee's final recommendations to Council on the conceptual design and phasing of the development of the new park.

Pre-development funding was allocated in the current FY27 budget for grading, leveling, soil preparation and seeding of the entire park area that will take place in early spring of 2027 providing an active, functional greenspace for the neighborhood and community while the phased improvements are designed and funding earmarked for FY28 and FY29.

The Committee recommendations and survey results will be presented to Council in late 2026 or early 2027 for integration into the FY28 budget process that begins in May of 2027.

2. Business Retention and Expansion Survey Results

As noted in a prior Administration Report, City staff worked with a U of O graduate intern to develop and complete a Business Retention and Expansion Survey to the light industrial business base located primarily along North and South Industrial and Roberts Road. The complete report and results of this survey will be presented to Council at the September Work Session on Sept 22nd. This survey, called B,R & E's in economic development terminology, are valuable tools to communicate with, understand and ultimately support this critical element of the Coburg community and is an action specifically listed in the "Our Economy" section of the Council's adopted Goals and Objectives Framework document that is reviewed, updated and adopted annually.

The results will support additional discussion and Council decision making on policies and service levels that serve the needs of the light industrial sector of Coburg (and the region's) economy.

3. Upcoming U of O Student Policy Team Project

The City is again partnering with the Public Policy Program at the University of Oregon for an undergraduate student project. This ongoing collaboration and partnership between the City of Coburg and the U of O continues to extend staff's ability to provide meaningful research, evaluation and recommendations to Council on a number of important community topics.

The topic selected for this fall term is a Public Facilities Strategic Use Plan that includes both City Hall and the IOOF building. With pending significant investments needed for City Hall (ADA, HVAC, etc) and a decision looming in the next 12 months regarding the end of the five-year IOOF building lease, this project



will assist staff and Council on existing conditions, utilization and future opportunities for both buildings. The project scope of work is attached to this report for reference, and the final report will be presented to Council in early 2027.

4. Police Department Recognition

During a recent evening stop at the ARCO gas station in Coburg, an individual observed one of our officers assisting a stranded family at the gas pumps. The officer had paid for the family's fuel so they could continue their trip out of town. The observer shook the officer's hand and personally thanked him for the act of kindness, stating "it was impressive, kind, and moving to see one of your officers go above and beyond to help someone in need". They reached out to staff afterwards and emphasized how impressed they were by the compassion and initiative shown.

This act reflects positively on our police department's commitment to service and highlights the everyday, often unseen ways our officers support people in need. The individual asked that the officer be thanked again on their behalf, and their message serves as a meaningful reminder of the impact these small acts of kindness can have within our community. These types of community policies activities are made possible by the culture and leadership of the Coburg Police Department and the ongoing community support and donations to the CHETT Program that funds these types of financial assistance to individuals and families in tough situations.

CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	Oct 2026
Water	Stallings Transmission Line	\$420,000	Oct 2026
Streets	Major Maintenance Contract	\$50-\$75,000	August 2026
Parks	New Park Pre-Development Work	\$20,000	Jan/Feb 2027
Parks	Parks System Landscape Maintenance	\$24,000	December 2026
Streets	Right-of-way Vegetation Maintenance	\$4,900	October 2026

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Inactive – Tenants vacated
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Traffic/Ped Safety – Mill St/Diamond St	4/16/26	Active – Data/Study
Traffic Safety – Christian St (inadequate dead end signage)	4/20/26	Active – Lane County coord
Nuisance Property – Skinner St (Weeds, trash, misc.)	4/29/26	Active – In progress
Vegetation/Weeds – Various locations	5/11/26	Complete (two remaining)
Drinking Fountain – Norma Pheiffer Park	5/26/26	In review – Parks Committee
Camping/Parking Concern	5/22/26	Resolved

DEPARTMENT ACTIVITY AND STATISTICS

Staff maintains various activity, work order and case log type records that are utilized for required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some data comes from third party systems and not always in a format that is easily summarized or customized.

PUBLIC WORKS

Staff:

- New hire started in July – Training/shadowing August/Sept for solo duty work starting in October

Water System:

- Monthly meter reading, door hangers
- Water sample testing at select addresses

Wastewater System/Treatment Plant:

- Mixed Liquor Feed Pump & DO Probed replaced - combined cost \$15,000
- Recovery cleans on membranes at plant
- Electrical/control systems inventory, testing and replacements (battery back-ups)

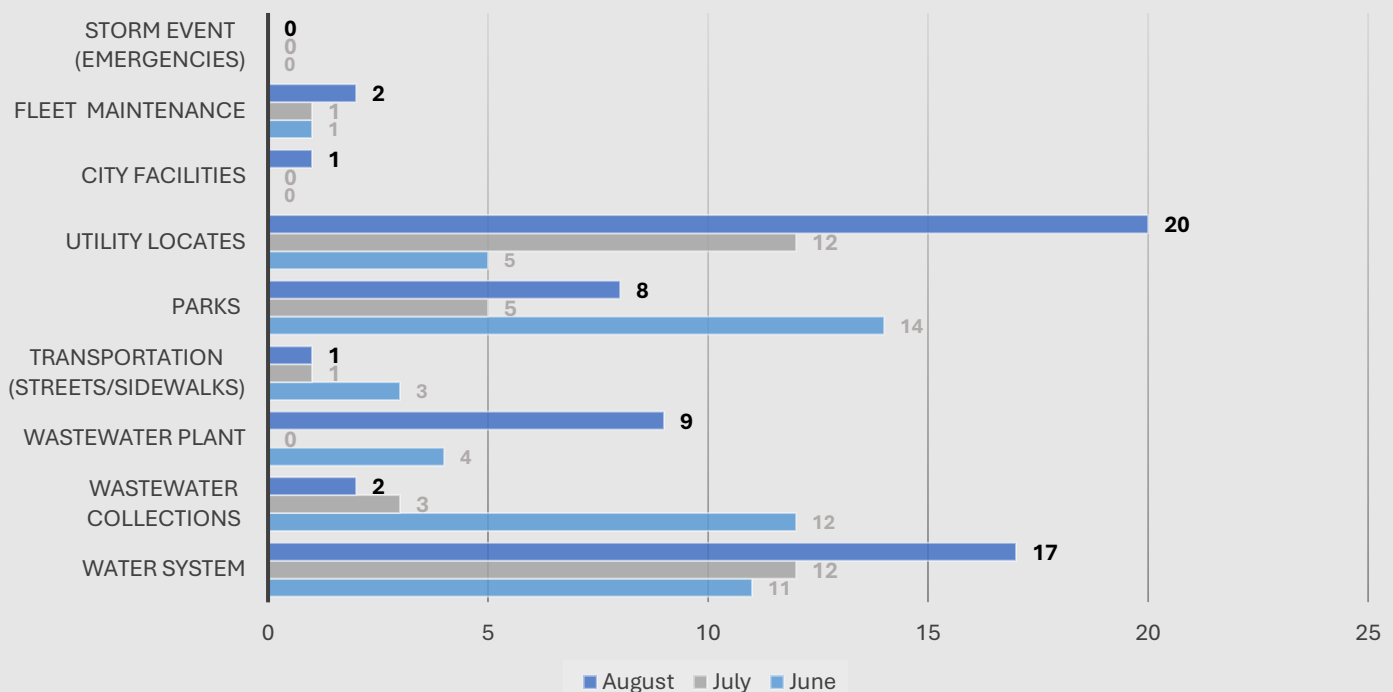
Streets/Storm Drains:

- Right-of-way and storm water system vegetation management (citywide)
- McKenzie/Abby St storm drain project (infiltration system installations)
-



60
WORK ORDERS
IN AUGUST

Work Orders - Three Month Trend



MUNICIPAL COURT

32

NEW CITATIONS
for August 11th Court

\$
16,633

TOTAL FINES
(total monies collected)

\$
15,408

NET FINES
(not including collections)

\$
1,225

TOTAL COLLECTION
REVENUE

\$
8,462

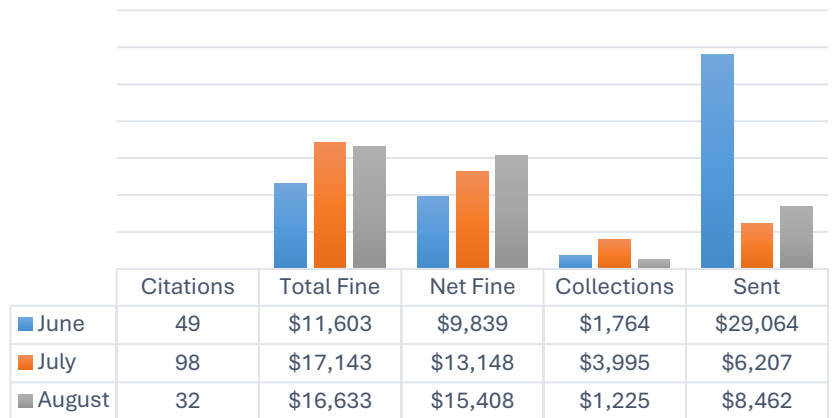
TURNED OVER TO
COLLECTIONS

Other Information:

- September Court Date:
September 1, 2026 Regular Court Session
- Upcoming Court Date: October 6, 2026 Regular Court Session

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

Three Month Trends



PLANNING



6

PERMITS
ISSUED
(for July & Aug)

- Attended various regional transportation meetings including Transportation Planning Committee and the Technical Advisory Sub Committee (to MPC). CLMPO is kicking off an update to the region's Transportation Safety Action Plan (TSAP) that will explore how the MPO can best support regional transportation safety efforts. In addition to the TSAP TAC, staff are currently participating in LTD's "Connect 45" long range planning technical advisory committee.
- Attended American Planning Association training on active listening.
- Developing scope of work for UO fall term student consultant project.
- Housing Capacity Analysis - The Housing Initiatives Survey received 90 responses, a substantial and nearly statistically significant number. Staff tabled at Concerts in the Park to promote community engagement. Specific outreach efforts (interviews and survey) targeted at community-based organizations are also taking place including but not limited to the Coburg Community Foundation, Coburg Main Street, Charter School, Serenity Lane, Grange, and more. Research conducted on past discriminatory actions and practices at the national, state and local level is currently being drafted. The second HCA TAC meeting is scheduled for Tuesday, September 15th and an initial review of the Buildable Lands Inventory (BLI) will take place.



POLICE

MULTIPLE OFFICER RESPONSE: 4

- Officers responded to a report of a disorderly subject at Coburg Pizza. The suspect became physical with a customer who punched him in the face. The suspect was transported to the hospital. The suspect was so out of control he had to be sedated. 3 times. He was arrested and charged with several crimes. **ARREST**
- Officers responded to a cover request at a traffic stop on Pearl and Industrial St. **CITATION**
- Officers responded to an incomplete 911 call E Locust St. **INFO**
- Officers responded to a report of a dispute at Premier RV Park **RESOLVED**

SINGLE OFFICER RESPONSE: 36

- An Officer responded to an on-N. Coleman regarding a welfare check **WELFARE CHECK**
- An Officer responded to a disorientated subject N. Coleman Street **WELFARE CHECK**
- An Officer responded to Stuart Way regarding a citizen contact **CIVIL**
- An Officer responded to an alarm on Roberts Rd. **PATROL CHECK**
- An Officer responded to an outside agency assistance **REPORT**
- An Officer responded to a report of a dispute 9100 block of Industrial Way **UNABLE TO LOCATE**
- An Officer responded to a report of a suspicious vehicle on N. Harrison St. **ADVISED**
- An Officer responded to a report suspicious condition on Lincoln Way **UNABLE TO LOCATE**
- An Officer responded to a request for a VIN inspection on Roberts Rd. **VIN INSPECTION**
- An Officer responded to city hall for a citizen's contact **CITIZEN'S CONTACT**
- An Officer responded to criminal mischief on Coleman St. **INFORMATION**
- An Officer responded to a dispute at Kamping World on S. Stuart Way **RESOLVED**
- An Officer responded to a disabled vehicle Van Duyn **RESOLVED**
- An Officer responded to a report on the subject down on Willamette Street **RESOLVED**
- An Officer responded Roberts Road for follow up investigation **INFORMATION**
- An Officer responded to a report of a dispute on N. Willamette St. **WELFARE CHECK**
- An Officer responded to a welfare check on E McKenzie. **PATROL CHECK**
- An Officer responded to an address on S. Skinner Street for a citizen's contact **FIELD INTERVIEW**
- An Officer responded to a report of a reckless driver on Willamette Street **PATROL CHECK**
- An Officer responded to a report of a suspicious vehicle on Pearl Street **GONE ON ARRIVAL**
- An Officer responded to a report of a traffic hazard on Finley **UNABLE TO LOCATE**
- An Officer responded to a report of a trespass N. Willamette St. **REPORT**
- An Officer responded to a report of a possible dispute on Industrial way **UNABLE TO LOCATE**
- An Officer responded to a request for a VIN Inspection on Roberts Rd. **VIN INSPECTION**
- An Officer responded to a to the TA Truck Stop for a follow-up investigation **FOLLOW-UP**
- An Officer responded to a citizen contact at city hall **COURTESY TRANSPOR**



ADMINISTRATION REPORT

- An Officer responded to a request for a welfare check Shane Court **WELFARE CHECK**
- An Officer responded to a report of a possible drunk driver's Industrial Way **UNABLE TO LOCATE**
- An Officer responded to a report about unlawful use of a motor vehicle at Premier RV **UNFOUNDED**
- An Officer responded to a report of a disorderly subject on N. Willamette St. **REPORT**
- An Officer responded to an assist fire e scooter accident, broken arm **FIRE DEPARTMENT ASSIST**
- An Officer responded to a vin inspection on Roberts Road **ASSIST**
- An Officer responded to an address on S. Coburg Industrial Way for a report of a Hit and Run **REPORT**
- An Officer responded to a report of a suspicious subject on S. Coburg Industrial **GONE ON ARRIVAL**
- An Officer responded to a citizen contact at CPD **RESOLVED**
- An Officer responded to a report of an injured animal on Coburg Rd. at mile post 8 **UNABLE TO LOCATE**

Traffic Stops = 79

Patrol Checks = 68

Total Activities = 224

OTHER ACTIVITIES:

- CPD members participated in Emergency Vehicle Operators Course in Goshen. This class is instructed by members of the Lane County Sheriff's Office and other small agencies throughout the area. Instructions on high-speed braking, high speed lane changes, backing skills and various other skills and techniques will be taught to participants.
- CPD Officers worked bailiff duties at Coburg Municipal Court
- CPD participated in the Coburg Car Classic held at Norma Pfeiffer Park on 8/1/2026
- CPD members attended the City of Harrisburg with their "National Night Out" function on 8/4/2026
- CPD members assisted the city of Harrisburg with the annual "Harvest fest" tractor pull event on 8/7/2026 and 8/8/2026.
- Sgt. Miller attends August's monthly Crisis Negotiation Team training on 8/26/2026
- CPD officers attended all concerts in the park talking to community members and visitors handing out police stickers and candy to the kids. Great event
- CPD Reserve Officer Woods assisted with security at the Lane County Fair
- CPD officers work bailiff duties at Harrisburg Municipal Court
- CPD Reserve Officer Woods assisted with security at Autzen Stadium for a recent concert

UPCOMING EVENTS:

- CPD officers will be teaching I love you guys' safety program to Coburg Community Charter School staff
- CPD will be helping the Sheriff's Department with parking at the U of O football games



SCOPE OF WORK

COBURG PUBLIC FACILITY STRATEGIC USE PLAN

PURPOSE

This document gives a draft scope for the Local Solutions Studio: Coburg Public Facility Strategic Use Plan (Strategic Use Plan) research project that will be taking place in Fall Term 2026. Included in this scope are background and context for the project as well as guiding themes, research objectives, and a preliminary project timeline. This scope also provides an overview of the methodology and questions for a Coburg Strategic Use focus group and individual stakeholder interviews. The Local Solutions Studio student team (student team) will use this scope as a framework for developing recommendations for improved use of the Coburg City Hall and the IOOF building in Fall of 2026.

PROJECT BACKGROUND

The City of Coburg owns and operates a City Hall building on N. Willamette Street, which contains city administration, planning, finance, municipal court and police departments. A large portion of the lower floor is used for City Council, Municipal Court and Planning Commission meetings; however, it is not ideally set up for these uses. The City also leases the first floor of the IOOF Building, a historic building across the street from City Hall. The IOOF building is currently subleased to the Coburg Main Street organization; the lease includes use of the IOOF parking lot to provide free public parking. The City would like to investigate how to improve the utilization these two spaces to maximize the value of the facilities, energize the downtown core and continue to provide essential services to the community.

Project Elements

This project will include background research, public engagement, analysis of existing and proposed building use based upon findings, and development of strategic use plan options for each building.

Background research will include site visits to understand the spaces, create existing floor and site plans, and perform visual condition analysis, research into the history and construction of each building, identification and analysis of two case studies of similar buildings converted for public use, and an initial identification of potential community uses for the public spaces.

Public engagement will include interviews with City staff and other users of City Hall to better understand how the building is used and its needs and issues. It will also include the formation of a focus group of potential community users of the IOOF building. Findings from the focus group and interviews will be combined with background research to develop recommendation options for the future use of each building.

The final document will be 2 part. The City Hall Plan will define the “next life” of this building. This plan will address current and future uses, public agency needs, accessibility, and potential modifications that could be made to the building to meet those needs, including but not limited to revised floor plans or relocation plans. The IOOF Plan will explore the best way(s) to use this rental space to meet community

needs. This plan will address community needs, historic preservation, accessibility, and potential management of the rental space.

Demographics¹

Coburg is small bedroom community located approximately eight miles north of Eugene. The city differs from the rest of the state in several key housing and income characteristics. Homeownership is substantially higher in the city (80.9%) than statewide (63.3%). Detached single-family homes also make up a larger share of housing in the city (79.3%) compared to the state overall (62.7%). In addition, the city's median household income (\$98,000) exceeds the state median (\$83,011). Coburg is predominately white and is generally an older community with an emerging subset of young families as reflected by the growing number of the Under 17 population. There is a single K-8 charter school (Coburg Community Charter School) servicing the city.

ROLES AND RESPONSIBILITIES

This section defines how student teams lead and execute the work, how the client provides vision, access, and timely feedback, and how instructors coach process and quality—aligning expectations, communication, and deliverables from kickoff through final presentations.

Student Consultants and Student Teams

Overview: Student consultants form into student teams and function as a team unit when working with the clients/project partners. The student team has the ultimate responsibility for the project deliverables. They perform the tasks needed to answer the project's guiding questions and synthesize their work into final deliverables for the clients.

Responsibilities:

- **Project Management:** Turn the project scope into a work breakdown schedule that is regularly updated and used to keep the project on track
- **Client Communication:** Work with client/project partners to schedule and hold regular meetings that keep the team and the clients on the same page; use written communication to provide updates and request feedback as necessary
- **Project Work:** Complete all tasks (see below) associated with completing the project scope
- **Learning:** Identify personal learning goals related to the course learning objectives and skills; work towards both personal goals and learning outcomes by acting on feedback and taking initiative to experiment with new (and possibly uncomfortable) things
- **Final Deliverables:**
 - Synthesize all project work into the deliverables outlined in the project scope and any class-specific deliverables
 - Produce a final version of all project deliverables and share digital copies with clients in their preferred format
 - Present project findings to a group organized by the client (*during week 10 or finals week*)
 - Present project findings in a showcase for clients and others (*during finals week, date, exact date to be determined*)

Client/Project Partner

Overview: The client, also called the project partner, holds the vision for the project and communicates needs to the student team so that their needs are met. Clients have already agreed on a general project scope through conversations with faculty prior to the class, but clients can work with the student team and the course instructor to modify aspects of the project as needed so long as modifications fit within the capacity of the student team.

Minimum Responsibilities:

- **Meetings:** Be available to meet with the student team on the dates and times highlighted in timeline; additional availability outside of these times as the student team is getting started (*early-mid October*) and as the student team is winding down the final deliverables (*mid-late November*) may be necessary
- **Feedback:** Provide timely feedback and connections to the student team so they can move the project forward
- **Final Deliverables**
 - Help organize a final presentation where the students can present their findings to relevant partners and stakeholders (*City Leadership, December 8*)
 - Provide timely written feedback on final written deliverables *by November 25 at minimum with possible additional comments later* so that students can finalize their product by *December 4*

Course Instructors & Team Coach

Overview: The course instructor and coaches provide regular, structured feedback to student teams on assignments they turn in to meet class requirements.

The instructors also serve as “team coaches” once the term begins to support student teams in the completion of their project work. The team coach does not complete any of the work themselves but meets regularly with student teams to provide feedback on deliverables and suggestions about overall project process and direction.

Responsibilities:

- **Project Scoping:** Ensure scopes of work are complete prior to student team onboarding
- **Team Meetings:** Meet at least once per week with the student team to provide feedback and suggestions about project direction; maintain about 5 hours of availability outside of team meetings each week to meet with students and student teams as needed
- **Feedback:** Provide timely feedback to students about both class-related assignments and project-related work to ensure the student team can keep moving the project forward
- **Final Deliverables:** Provide feedback on drafts of project deliverables to coach students towards success

Tasks

The student team will focus on the following four tasks. Included with each entry is a task timeline and any associated deliverables for each task. This information is grouped by type of work – for a full project timeline see [Project Schedule](#).

Task 0: Project Kickoff and Community Orientation (Weeks 1-2)

This task will align the team and client on scope, roles, success criteria, and communication norms; ground the work in local context by touring Coburg City Hall and the IOOF building and meeting employees and community members so insights directly inform interviews, focus groups, and research.

Activities:

- Prepare kickoff agenda and materials
- Hold client kickoff meeting with Coburg city staff
- Plan and conduct a Week 2 community visit

Timeline

- September 30: Client kickoff meeting with Coburg city staff (in class)
- Week 2: Community visit — Tour IOOF and City Hall, and get to know the community

Deliverables

- Kickoff agenda and meeting notes
- Stakeholder contact list and communication plan
- Community visit memo (floor plans, observations, photos) and next-step recommendations

Task 1: Background Research (Weeks 2-4)

This task focuses on collecting information on existing facility condition and use, identifying potential users from the community, and reviewing case studies for ideas on facility study content and potential civic uses of public spaces.

Activities:

- Site Visit
- Building History and Condition Analysis
- Community User identification
- Case Study identification and analysis

Timeline

- Week 2: Site Visit and conditions analysis with city staff, identify possible case studies
- Weeks 3-4: Case studies

Deliverables

- Case Study memo
- Floor plans (existing uses) for each building
- Conditions Analysis for each building

Task 2: Public Engagement (Weeks 4-7)

This task focuses on collecting qualitative insights to better understand community perspectives and identify needs related to the project.

Activities

- Interview current users of facilities to determine needs/issues

- Conduct a focus group with potential users of facilities
 - Focus discussion on current unmet needs, potential modifications to buildings to meet those needs, potential use of buildings to activate community, and potential management structure of mixed-use buildings

Timeline

- Week 4: Interviews with City staff and Main Street, organize Focus group
- Week 5: Complete interviews, design focus group questions with project partner
- Week 6: Focus Group with proposed users

Deliverables

- Polished, synthesized notes summarizing community views and identified needs/issues/potential uses for both buildings (by Week 6 or 7)

Task 3: Plan Development (Weeks 7-10)

This task focuses on synthesizing engagement responses to identify community priorities, preferences, and needs for these public facilities.

Activities

- Separate findings of research and engagement into plans for each building.
- Each plan should:
 - Detail the existing uses and conditions of the building
 - Describe limitations and potential of the building
 - Identify needs/issues of current occupants
 - Identify needs of community in relation to the building
 - Include recommendations for future use of building, needed modifications to meet proposed uses, and potential management structure(s)

Timeline

- Week 7-8: Develop draft plans and recommendations, including illustrations and graphic display
- Week 9-10: Refine final deliverables
- Week 10-11: Present final deliverables to City Council and Main Street Coburg

Deliverables

- 2 part final memo summarizing key findings and conclusions (due in Week 11)
- Individually formatted proposed use visualizations derived from the recommendations (due Week 11)

Schedule and Budget

IPRE will initiate scoping on the project starting July 2026. The fall LSS student team will onboard in late September and begin to execute the scope. The fall LSS team will have 3-5 student members working approximately 10 hours/week each on the project from September 30, 2026 – December 11, 2026. This project is covered under the Master Agreement between the IPRE and Lane County for the Lane County Policy Lab. This agreement covers the cost of providing advising and coaching to the student team and any necessary travel in Lane County.