



AGENDA

CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, October 10, 2023 at 6:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

Delegation of Voting for League of Oregon Cities

AGENDA REVIEW

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

RESPONSE(S) BY CITY COUNCIL

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

1. Minutes September 12, 2023 City Council

SPECIAL GUEST

ORDINANCES AND RESOLUTIONS

2. **Resolution 2023-15** A RESOLUTION CREATING A TRANSPORTATION SAFETY AD-HOC COMMITTEE
3. **Public Hearing**
Resolution 2023-16 A RESOLUTION ADOPTING ADMINISTRATIVE SURCHARGES, ADMINISTRATIVE FEES AND PLANNING AND DEVELOPMENT CHARGES INCLUDED IN THE 2023 CITY OF COBURG FEE SCHEDULE

COUNCIL ACTION ITEMS

ADMINISTRATIVE INFORMATION REPORTS

4. Mandatory Reporting Required Duties
5. Citizen Quarterly Report
6. Administration Monthly Report

COUNCIL COMMENTS

UPCOMING AGENDA ITEMS

Quarterly Financial Report
Quarterly Police Report
Natural Hazard Mitigation Plan Adoption

Pavilion Park Improvements Contract Award
Agreement with Main Streets

FUTURE MEETINGS

October 11	Heritage Committee
October 17	Park Tree Committee
October 18	Planning Commission
November 1	Finance Audit Committee
November 8	Heritage Committee
November 10	City Hall Closed - Veterans Day
November 28	Council Work Session on Water System

ADJOURNMENT

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

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



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution Creating a Transportation Safety Committee

Meeting Date: October 10, 2023
 Staff Contact: Adam Hanks, City Administrator
 Contact: 541-682-7861, adam.hanks@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approve a resolution that creates a Transportation Safety Ad Hoc Committee to address short term transportation related safety issues outlined in section 6 of the resolution.

Suggested motion:

I move that the City Council approve Resolution 2023-15 creating a Transportation Safety Ad Hoc Committee

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal #1: Livability, Health, and Vitality
 City Council Goal #2: Utilities and Infrastructure Capacity

BACKGROUND

The City has been actively engaged with the community and regional transportation partners in advocating for and pursuing solutions to a number of transportation issues impacting Coburg. They range from immediate issues such as crosswalk placement to long-range regional issues such as the Coburg I-5 interchange re-construction.

The intention of this Ad-Hoc committee is to formally convene a committee to address primarily short term, immediate (6-12 month) transportation safety items with City staff and formulate a set of recommendations for Council to review and provide direction to staff to carry out. A list of suggested issues to address is detailed in section 6 of the resolution.

It is anticipated that the committee would meet monthly between January and June and have a formal recommendation for Council review and direction at its July or August, 2024 Council meeting.

BUDGET

No significant direct expenses are expected to be associated with the work of the Ad Hoc

Committee. Costs associated with the Council directed implementation of the recommendations from the Ad Hoc committee will be addressed and approved by Council at or subsequent to the final report and recommendation from the Ad Hoc Committee.

PUBLIC INVOLVEMENT

Two to four community members will be appointed by the Mayor (and confirmed by Council) and all meetings will be publicly noticed and are public meetings open to all. Some recommendations of the Ad Hoc committee may result in additional public involvement prior to implementation with direction from Council.

NEXT STEPS

Posting of Committee appointment opening immediately upon Council approval of the creation of the Ad Hoc Committee. Mayoral committee appointments will be brought forward for Council confirmation at the November Council meeting.

ATTACHMENTS

A. Resolution 2023-15 – A Resolution Creating a Transportation Safety Ad Hoc Committee

ATTACHMENT
RESOLUTION 2023-15

A RESOLUTION CREATING A TRANSPORTATION SAFETY AD-HOC COMMITTEE

WHEREAS, the City Council wishes to seek citizen participation and input regarding transportation system safety issues to assist Council and staff in solutions to improve pedestrian, bicycle and vehicle safety, and

WHEREAS, City Council FY2024 Goals include the formation of a Transportation Committee to address transportation challenges in Coburg and planning for update to the Transportation System Plan, and

WHEREAS, City Council recognizes an update to its Transportation System Plan will require a dedication of time and resources beyond the scope of the Transportation Safety Ad-Hoc Committee and wishes to focus initial efforts on immediate safety issues within the existing transportation system.

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

Section 1. The City Council hereby approves the creation of the City of Coburg Transportation Safety Ad Hoc Committee

Section 2. The Committee shall be staffed by the Administration and Public Works Departments.

Section 3. The Committee shall be comprised of a minimum of five and a maximum of seven voting members made up of the Mayor, one (1) City Councilor, one (1) planning commissioner, and up to four (4) citizens. Committee members shall receive no compensation for participation in Committee activities.

Section 4. Applications will be submitted to the City Recorder and provided to the Mayor for appointment with confirmation from Council.

Section 5. The Ad-Hoc Committee is charged with analyzing a variety of pedestrian, bicycle and vehicle safety issues identified and presented by staff, reviewing potential mitigation actions and making recommendations to Council on preferred mitigation actions for staff to pursue. Committee analysis and recommendation shall also include utilization of citizen input provided to the Committee.

Section 6. Expected transportation safety issues to be brought forward to the Ad-Hoc Committee include, but are not limited to:

- Pedestrian crossing/safety on both Willamette and Pearl Street
- Pedestrian/bicycle safety lighting
- Vehicle speed limit reviews for Pearl St and citywide residential
- N Willamette & Van Duyn intersection improvements
- Traffic calming options on N Coleman St

Section 7. The Advisory Committee will cease to function upon the successful completion, recommendation, and presentation of a draft report on recommendations for the specific areas of concern presented by Staff to the Committee. The report will be prepared for presentation to Council by June 30, 2024. If it is deemed necessary that there is additional work of the Committee needed in order to pursue additional changes, or activities or community meetings to receive additional citizen input, the Council by majority vote can extend the completion/termination date of this Ad-Hoc committee up to an additional six months.

Section 8. This resolution is effective immediately upon passage.

Public Meeting Law and Public Record Retention Law must be followed consistent with Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR)

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ___ for and ___ against, this ___ day of October, 2023.

Nancy Bell, Mayor

ATTEST: _____
 Sammy L. Egbert, City Recorder

COBURG CITY COUNCIL ACTION/ISSUE ITEM



TOPIC: Resolution 2023-16 A Resolution Adopting the Administrative Surcharges, Administrative Fees, and Planning and Development Charges in the 2023 City Fee Schedules

Meeting Date: October 10, 2023

Staff Contact: Sammy Egbert, City Recorder

Contact: 541-682-7852, sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Adoption of Resolution 2023-16.

***Recommended Council motion:** I move to Adopt Resolution 2023-16, a resolution adopting administrative surcharges, administrative fees, planning and development charges included in the 2023 fee schedule.*

POLICIES OR CITY COUNCIL GOALS(S) ADDRESSED

Fiscal management and administration

BACKGROUND

2006 Ordinance A-204 was adopted creating an administrative surcharge for every fee or charge established by Ordinance or Resolution, specific fees listed in previous Ordinances and Resolutions are set at \$0.00 and an administrative order set the surcharges a fee schedule.

2007 Ordinance A-208 was adopted changing the Planning Fee Structure and setting fees and charges for Planning and Development Applications. This changes the planning fees from set amounts to applicants paying a fixed amount deposit at the start of application process. The Finance Director will track expenditures by application and at the end of the process collect balance due or issues a refund.

2008 Ordinance A-208-A was adopted amending Planning and Development fees and allowing for future changes to be done by resolution.

2014 Ordinance A-208-B Amends ORD A-200-A Establishing new fees and charges for Planning and development.

City Administrative Surcharge Fees regulated under Ordinance A-204 and Planning and development fees regulated under Ord A-208-B are compiled into one fee schedule.

The fee schedule was reviewed by staff and proposed changes are indicated on the attached document.

RECOMMENDATION AND ALTERNATIVES

It is recommended that City Council consider the adoption of Resolution 2023-16 approving the proposed changes to the fee schedules.

PUBLIC INVOLVEMENT

ORS 294.160 requires that a public hearing be held to provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase.

Public hearing was noticed and will be held during the October 10, 2023 City Council meeting.

NEXT STEPS

Implementation of 2023 City of Coburg Fee Schedule as adopted.

ATTACHMENTS

- A. Draft Resolution 2023-16
 - EXHIBIT A. 2023 City of Coburg Fee Schedule
 - B. 2021 City of Coburg Fee Schedule with proposed changes tracked.
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ATTACHMENT A

RESOLUTION 2023-16**A RESOLUTION ADOPTING ADMINISTRATIVE SURCHARGES, ADMINISTRATION FEES AND PLANNING AND DEVELOPMENT CHARGES INCLUDED IN 2023 CITY OF COBURG FEE SCHEDULE.**

WHEREAS, Ordinance A-204 creates an administrative surcharge for every fee or charge established by Ordinance or Resolution, specific fees listed in previous Ordinances and Resolutions are set at \$0.00. The City Administrator is to consider the charge to be zero and set an administrative surcharge consistent to Ordinance A-204.

WHEREAS, per Ordinance A-204 at least once a year the City Administrator shall direct a review of the Administrative Surcharges in the fee schedule and report to Council. Administrative surcharges take effect the day after Council consideration; and

WHEREAS, Ordinance A-208 as amended by Ordinance A-208-A and A-208-B establishes fees and charges for planning and development applications; and

WHEREAS, Ordinance A-208-B requires an annual review by Council and that changes be made by resolution.

WHEREAS, Oregon Revised Statue 294.160 requires the City to provide an opportunity for interested persons to comment on the enactment of any Resolutions prescribing a new fee or rate increase. A Public Hearing was held on October 10, 2023.

NOW THEREFORE, THE COBURG CITY COUNCIL RESOLVES AS FOLLOWS:

1. The City of Coburg adopts administrative surcharges, administrative fees, planning and development charges and all other fees in EXHIBIT A "2023 City of Coburg Fee Schedule".

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ____ for and ____ against, this 10th day of August 2021.

Nancy Bell, Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder

2024 City of Coburg Fee Schedules

Resolution 2023-16 Exhibit A

Item 3.

Planning and Development Fees and Charges Ordinance A-208	Amount	Notes
		All fees are for actual City cost and include necessary Administrative, Planning, Public Works, Fire, CPR and EPR time per A-208-A
Type 1 (administrative)		
Building Permit Land Use Review	\$70	
Code interpretation	\$300	
Floodplain Development permit	\$500	
Final subdivision plat, 1-5 lots	\$75/lot	Ordinance A-200-L Article XII.D.1
Final subdivision plat, 6 lots and up	\$65/lot	Ordinance A-200-L Article XII.D.1
Lot of record – lot confirmation	\$150	
Sign permit	\$300	
Original Art Mural Application	\$70	
Tree removal (Public Works)	\$300	
Type 2 (limited land use)		
Code Interpretation	\$300	
Non-Conforming Use	\$700	
Lot lineadjustment including consolidation	\$900	
Change in Use	\$900	
Partition replat	Same as subdivision	
Site review – Minor	\$900	
Site review – commercial/industrial	\$3,900	
Site review – historic structure	\$2,100	
Site review – manufactured home park	\$5,400 + \$30 PDU	
Temporary use permit	\$800	
Partition	Same as subdivision	
Type 3 (quasi-judicial)		
Appeal to City Council	\$1050	
Appeal to Planning Commission	\$1050	
Conditional use permit	\$3,200	
Home occupation	\$900	
Master planning - major amendment	\$2,700	

Land Use Fees – Amended January 2020

PDU = Per Dwelling Unit

CPR = Construction Plan Review

EPR = Engineering Plan Review

2024 City of Coburg Fee Schedules

Item 3.

Resolution 2023-16 Exhibit A

Planning and Development Fees and Charges Ordinance A-208	Amount	Notes
Type 3 (Continued)		
Planned unit development with subdivision	\$4,900 + \$15 PDU	
Planned unit development without subdivision	\$4,110 + \$15 PDU	
Preliminary partition/subdivision plat, 1-2 lots (residential)	\$1,100 + \$380/lot	
Preliminary subdivision, 3-5 lots (residential)	\$2,100 + \$360/lot	
Preliminary subdivision, 6-19 lots (residential)	\$3,100 + \$260/lot	
Preliminary subdivision, 20-40 lots (residential)	\$4,100 + \$210/lot	
Preliminary subdivision, 41-100 lots (residential)	\$7,300 + \$170/lot	
Preliminary subdivision, greater 101 lots (residential)	\$10,000 + \$140/lot	
Variance – Major Review	\$800 to \$2,700	Ord A-220-I Article X
Zone change (individual review)	\$3,000	
Zoning Map change	\$3,000	
Type 4 (legislative)		
Annexation	\$10,500	
Comprehensive plan amendment – text	\$3,700	
Comprehensive plan amendment –map	\$4,600	
Development code amendment (text)	\$2,950	
Master Planning – Development Review	See Subdivision	
Master Planning – Overlay District and Concept	\$4,000	
Vacation	\$1,800	
Other		
Zoning Code, hard copy	\$30	
Land Use Compatibility Statements (LUCS)	\$70	
Public Notice Mailing List	Varies	Ord A-220-L
Pre-application-1 st 2 hours exempt	\$200/hr.	
Sign replacement	\$25	
Administrative Appeal	\$150	
SDC Financing Fees	\$1,500	

2024 City of Coburg Fee Schedules

Resolution 2023-16 Exhibit A

Item 3.

Fees and Administrative Surcharge Ordinance A-204	Amount	Notes
Administrative		
Business License Fee	\$50.00 Annually	ORD A-209-B, monthly late fee \$10
Copies	\$0.25	
Fax of Records per page)	\$0.50	
Lien Search	\$25.00	
Returned Checks NSF	\$30.00	
Public Records Request	Varies	\$25 deposit rate set by policyr)
Special Event Application	\$25.00	Ord A-198-B
Special Event License	\$200.00	Resolution 2005-18
Special Event Coincident Activites Application	\$25.00	Ord A-198-B
Special Event Coincident Activities	\$250.00	Ord 198-B Section 6
Solicitors Application and License	\$150.00	\$25.00 per person (whichever greater) Resolution 2005-18
Transient Merchants License	\$50.00	Per month 2005-18
Transient Merchants Application	\$150.00	Resolution 2005-18
OLCC Original Application	\$100.00	ORS 471.164 & 471.166
OLCC Annual License Renewal	\$35.00	
OLCC Change Fee	\$75.00	Change in ownership, location or privilege
OLCC Temporary or Special Application	\$35.00	
Noise Variance	\$35.00	ORD A-249
Recording Sewer Easements	\$125.00	
DMV Wrecker's License	\$35.00	
Communications Provider Registration Fee	\$150.00	ORD A-233-A
Ordinance Violation Penalties		
Class A	\$500 with max of \$1000	
Class B	\$250 with max of \$500	
Class C	\$75 with max of \$250	
Class D	\$25 with max of \$75	
Police Department		
Copy of Police Reports	\$15.00	
Reprints of Police Photos	\$10.00	CD with up to 30 photos
Finger Prints	\$15.00	
Vehicle Impound Fee	\$110.00	ORD A-202
Dog License Fee, Un-Neutered Fee	\$20.00	ORD A-220-A
Dog License Fee, Neutered Fee	\$15.00	
Dog License Fee, Senior Citizen Owner (60 years or older)	\$10.00	

2024 City of Coburg Fee Schedules

Item 3.

Resolution 2023-16 Exhibit A

Three year Dog License Fee, Un-Neutered	\$50.00	
Three year Dog License Fee, Neutered	\$40.00	
Three year Dog License Fee, Senior Citizen Owner (60 years or older)	\$20.00	
Duplicate License	\$5.00	
Non-Commercial Kennel	\$45.00	
Commercial Kennel	\$60.00	
Impoundment Fee	\$25.00	
Daily Care	\$5.00/per day	
Watchdog Permit	\$25.00	
Euthanasia	Cost Reimbursement	
Public Works Department		
Public Facilities Right-of-Way Application Fee	\$150.00	
Public Facilities Right-of-Way Inspection Fees		
• Single Residential	\$50.00	
• Subdivision or Multiple Residential	\$300.00	
• Commercial Industrial	\$600.00	
• Utility Franchise		
a) Single site excavation up to 40 feet	\$75.00	
b) Fee for Boring and Overhead	\$0.10 per linear foot	
c) Fee for Excavation over 40 feet	\$0.38 per linear foot	
Government	\$0.00	
Tree Permit Application Fee	\$25.00	
Failure to Connect Water	\$636.00	Ordinance A-224-A sec 4.8
Failure to Connect Wastewater	\$1,020	
New Water Service	Varies	Time and Material
New Sewer Service	Varies	Ordinance A-222-A Sec 1.080
Utility Bill Late Payment	\$5.00	Ordinance A-224-A Sec 11.6.1
Water Service Deposit	\$52.00	Ordinance A-224-A Sec 5.2
Unauthorized Water Turn-On	\$50.00 Min	Ordinance A-224-A Sec 13.7
Restoration of Service, 1 st	\$25.00	Ordinance A-224-A Sec 5.2.3
2 nd	\$50.00	Ordinance A-224-A Sec 5.2.3
Fire Hydrant Meter Rental		
Deposit:	\$1,000.00	Refundable when meter is returned
Rental:	\$2.00/day	
Use per gallon	\$1.00/1000gal	
Park Structure Reservations – Coburg Residents	\$60.00	ORD A-171-A
Park Structure Reservations – Non Residents	\$75.00	ORD A-171-A
Municipal Court		
Court Appointed Attorney Fees	\$55.00/hr.	Maximum \$300.00 per appointment (ORS 151.505)

2024 City of Coburg Fee Schedules

Item 3.

Resolution 2023-16 Exhibit A

Copies: fee per case	\$5.00	
Certified Copies in addition to base fee	\$5.00	ORS 192.440(4)
Archived files, per file	\$15.00	
Discovery	\$20.00	
DMV Suspension Packet	\$11.50	ORS 153.624
Juror Service	\$10.00/daily	ORS 10.061
Warrant Fee	\$55.00	ORS 161.665
Suspension Fee	\$15.00	ORS 809.267
Payment Agreement Fee	\$15.00	ORS 1.202
Police Training Fee, per violation case	\$7.00	Ordinance A-212
Probation Court Supervision, per month/case	\$15.00 or \$180/year	Ordinance A-216
Probation Violation Fee (Show Cause), per order		ORS 137.540(11)
-one issue only or first proceeding	\$25.00	
-multiple issue or prior violation	\$50.00	
Motion to Reopen Fee	\$50.00	Ordinance A-216
DUII Diversion Admin Fee	\$200	ORS 813.240
Security Release	15% of Security Amount	Not less than \$5.00 or more than \$750.00 ORS 135.265(2)
Court Technology Fee	\$9.00	ORD A-238 Charge is per violation / crime

2024~~1~~ City of Coburg Fee Schedules

Item 3.

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Type 1 (administrative)		
Building Permit <u>Land Use</u> Review	\$70	
Code interpretation	\$300	
<u>Floodplain</u> Development permit Floodplain	\$500	
Facilities permit ROW (Public Works)	\$150	
Final subdivision plat, 1-5 lots	\$75/lot	Ordinance A-200- L Article XII.D.1,
Final subdivision plat, 6 lots and up	\$65/lot	Ordinance A-200- H Article XII.D.1
Lot of record – lot confirmation	\$150	
Non-conforming use	\$700	
Sign permit	\$300	
<u>Original Art Mural Application</u>	<u>\$70</u>	
Tree removal (Public Works)	\$300	
Type 2 (limited land use)		
Code Interpretation	\$300	
Non-Conforming Use	\$700	
<u>Lot line</u> Boundary line adjustment <u>including consolidation</u>	\$900	
Change in Use	\$900	
Partition replat	Same as subdivision	
Property line consolidation	\$900	
Site review – Minor	\$900	
Site review – commercial/industrial	\$3,900	
Site review – historic structure	\$2,100	
Site review – manufactured home park	\$5,400 + \$30 PDU	
Temporary use permit	\$800	
Partition	Same as subdivision	
Type 3 (quasi-judicial)		
Appeal to City Council	\$1050	
Appeal to Planning Commission	\$1050	
Conditional use permit	\$3,200	
Home occupation	\$900	

2024~~1~~ City of Coburg Fee Schedules

Item 3.

Master planning - major amendment	\$2,700	
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Land Use Fees – Amended January 2020

PDU = Per Dwelling Unit

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Planning and Development Fees and Charges Ordinance A-208	Amount	Notes
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Zoning Map change	\$3,000	
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Comprehensive plan amendment –map	\$4,600	
Development code amendment (text)	\$2,950	
Master Planning – Development Review	See Subdivision	
Master Planning – Overlay District and Concept	\$4,000	
Vacation	\$1,800	
Other		
Development code, electronic copy	\$10	
Development Zoning eCode, hard copy	\$30	
Land Use Compatibility Statements (LUCS)	\$70	
<u>Public Notice Mailing List</u>	<u>Varies</u>	<u>Ord A-220-L</u>
Pre-application-1 st 2 hours exempt	\$200/hr.	
Sign replacement	\$25	
Administrative Appeal	\$150	
SDC Financing Fees	\$1,500	

2024~~1~~ City of Coburg Fee Schedules

Item 3.

Fees and Administrative Surcharge Ordinance A-204	Amount	Notes
Administrative		
Business License Fee	\$50.00 Annually	ORD A-209-B, monthly late fee \$10
Copies	\$0.25	
Fax of Records per page)	\$0.50	
Lien Search	\$25.00	
Returned Checks NSF	\$30.00	
Public Records Request	Varies	\$25 deposit rate set by policy per person (whichever greater)
<u>Special Event Application</u>	<u>\$25.00</u>	<u>Ord A-198-B</u>
Special Event License	\$200.00	Resolution 2005-18
<u>Special Event Coincident Activities Application</u>	<u>\$25.00</u>	<u>Ord A-198-B</u>
Special Event Coincident Activities	\$250.00	Ord 198-B Section 6
Solicitors Application and License	\$150.00	\$25.00 per person (whichever greater) Resolution 2005-18
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Transient Merchants Application	\$150.00	Resolution 2005-18
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OLCC Annual License Renewal	\$35.00	
OLCC Change Fee	\$75.00	Change in ownership, location or privilege
OLCC Temporary or Special Application	\$35.00	
Noise Variance	\$35.00	ORD A-249
Recording Sewer Easements	\$125.00	
DMV Wrecker's License	\$35.00	
Communications Provider Registration Fee	\$150.00	ORD A-233-A
Ordinance Violation Penalties		
Class A	\$500 with max of \$1000	
Class B	\$250 with max of \$500	
Class C	\$75 with max of \$250	
Class D	\$25 with max of \$75	
Police Department		
Copy of Police Reports	\$15.00	
Reprints of Police Photos	\$10.00	CD with up to 30 photos
Finger Prints	\$15.00	

2024~~1~~ City of Coburg Fee Schedules

Item 3.

Vehicle Impound Fee	\$110.00	ORD A-202
Dog License Fee, Un-Neutered Fee	\$20.00	ORD A-220-A
Dog License Fee, Neutered Fee	\$15.00	
Dog License Fee, Senior Citizen Owner (60 years or older)	\$10.00	
Three year Dog License Fee, Un-Neutered	\$50.00	
Three year Dog License Fee, Neutered	\$40.00	
Three year Dog License Fee, Senior Citizen Owner (60 years or older)	\$20.00	
Duplicate License	\$5.00	
Non-Commercial Kennel	\$45.00	
Commercial Kennel	\$60.00	
Impoundment Fee	\$25.00	
Daily Care	\$5.00/per day	
Watchdog Permit	\$25.00	
Euthanasia	Cost Reimbursement	
Public Works Department		
Public Facilities Right-of-Way Application Fee	\$150.00	
Public Facilities Right-of-Way Inspection Fees		
• Single Residential	\$50.00	
• Subdivision or Multiple Residential	\$300.00	
• Commercial Industrial	\$600.00	
• Utility Franchise		
a) Single site excavation up to 40 feet	\$75.00	
b) Fee for Boring and Overhead	\$0.10 per linear foot	
c) Fee for Excavation over 40 feet	\$0.38 per linear foot	
Government	\$0.00	
Tree Permit <u>Application</u> Fee	\$25.00 10.00	
Failure to Connect Water	\$636.00	Ordinance A-224-A sec 4.8
Failure to Connect Wastewater	\$1,020	
New Water Service	Varies	Time and Material
New Sewer Service	Varies	Ordinance A-222-A Sec 1.080
Utility Bill Late Payment	\$5.00	Ordinance A-224-A Sec 11.6.1
Water Service Deposit	\$52.00	Ordinance A-224-A Sec 5.2
Unauthorized Water Turn-On	\$50.00 Min	Ordinance A-224-A Sec 13.7
Restoration of Service, 1 st	\$25.00	Ordinance A-224-A Sec 5.2.3
2 nd	\$50.00	Ordinance A-224-A Sec 5.2.3
Fire Hydrant Meter Rental		
Deposit:	\$1,000.00	Refundable when meter is returned

2024~~1~~ City of Coburg Fee Schedules

Item 3.

Rental:	\$2.00/day	
Use per gallon	\$1.00/1000gal	
Park Structure Reservations – Coburg Residents	\$60.00	ORD A-171-A
Park Structure Reservations – Non Residents	\$75.00	ORD A-171-A
Municipal Court		
Court Appointed Attorney Fees	\$55.00/hr.	Maximum \$300.00 per appointment (ORS 151.505)
Copies: fee per case	\$5.00	
Certified Copies in addition to base fee	\$5.00	ORS 192.440(4)
Archived files, per file	\$15.00	
Discovery	\$20.00	
DMV Suspension Packet	\$11.50	ORS 153.624
Juror Service	\$10.00/daily	ORS 10.061
Warrant Fee	\$55.00	ORS 161.665
Suspension Fee	\$15.00	ORS 809.267
Payment Agreement Fee	\$15.00	ORS 1.202
Police Training Fee, per violation case	\$7.00	Ordinance A-212
Probation Court Supervision, per month/case	\$15.00 or \$180/year	Ordinance A-216
Probation Violation Fee (Show Cause), per order		ORS 137.540(11)
-one issue only or first proceeding	\$25.00	
-multiple issue or prior violation	\$50.00	
Motion to Reopen Fee	\$50.00	Ordinance A-216
DUII Diversion Admin Fee	\$200	ORS 813.240
Security Release	15% of Security Amount	Not less than \$5.00 or more than \$750.00 ORS 135.265(2)
Court Technology Fee	\$9.00	ORD A-238 Charge is per violation / crime
		updated

Notes:

- **Ordinance A-204: Set Administrative Order Number 01-06Administrative Surcharge for Certain Fees and Charges for Services to be changed by City Administrator, report to City Council**
- **Administrative Order 01-06 established land use fees**
- **Attachment Ordinance A-208-A adjusted land use fee structure in accordance with ORS, may be changed City Administrator, restructuring requires resolution**

Oregon Municipal Handbook

CHAPTER 30: ABUSE REPORTING



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Chapter 30: Abuse Reporting

Introduction

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

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

Child Abuse Reporting

Child abuse is defined to include:

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

DHS Abuse Hotline:

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

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

¹ ORS 419B.005(1).

² ORS 419B.005(2).

Who has a duty to report?

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

What does the mandatory reporting duty require?

Any mandatory child abuse reporter having reasonable cause to believe that any child with whom the official comes in contact with must immediately report or cause a report to be made in the manner required in ORS 419B.015.⁴ The reporting requirement may be accomplished orally by telephone or otherwise to a local Oregon Department of Human Services (DHS) office, a DHS representative or to a law enforcement agency within the county in which the person making the report is located at the time of contact.

The DHS provides information and training for mandatory child abuse reporters. Further information on Oregon’s child abuse reporting requirements may be accessible at:

https://www.oregon.gov/dhs/ABUSE/Pages/mandatory_report.aspx.

Elder Abuse Reporting

Elder abuse is abuse of an elderly person which includes:

- Any non-accidental physical injury or injury which appears to be at variance from the explanation given of the injury;
- Neglect;
- Abandonment;
- Willful infliction of physical pain or injury;
- Verbal abuse;
- Financial exploitation;
- Sexual abuse;
- Involuntary seclusion for the convenience of a caregiver or to discipline the elderly person; and
- A wrongful use of physical or chemical restraint.⁵

³ ORS 419B.005.

⁴ ORS 419B.010.

⁵ ORS 124.050(1).

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

Who has a duty to report?

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

What does the mandatory reporting duty require?

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

The DHS provides further information, guidance and training relating to elder abuse on its website accessible at: <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/ADULT-ABUSE/Pages/index.aspx>.

Failure to Report

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

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

⁶ ORS 124.050(2).

⁷ ORS 124.050(9).

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

⁹ OAR 411-020-0020.

¹⁰ ORS 124.075; ORS 419B.025.

¹¹ ORS 124.990; ORS 419B.010(5).

Appendix A

List of Mandatory Reporters: Child Abuse¹²

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

¹² ORS 419B.005(6).

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

Appendix B:

List of Mandatory Reporters: Elder Abuse¹³

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

¹³ ORS 124.050(9).



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Citizen Inquiry Quarterly Report

Meeting Date: October 10, 2023

Staff Contact: Sammy Egbert, City Recorder

Contact: 541-682-7852, sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

This is a quarterly report to City Council and is presented as information only on the Citizen Inquiry requests received by the City.

CITY COUNCIL GOAL

Citizen Communication

BACKGROUND

Council requested a summary on Citizen Inquires be provided quarterly. The purpose is to provided accountability and consistency on following up with citizens questions and concerns.

Citizen Inquires process -

1. Administration intake at front desk. Inquiry is date stamped, logged and emailed to the City Administrator and department heads who will handle the response.
 2. Departments print working copy and follow up on inquiry.
 3. When complete the department signs off on Citizen Inquiry form. Summarizing any actions taken, correspondence, etc. Attach all supporting documentation.
 4. Department follows up with citizen who submitted the Inquiry by letter, email or phone call. Update them on how the inquiry has been handled and letting them know that it is closed. **(N/A if Anonymous)**
 5. Route completed inquiry to City Administrator for final review and sign off.
 6. Return to administration staff to log, close and retain.
-

NEXT STEPS

Quarterly report covering October, November, December is scheduled for the January 9, 2024 2023 City Council Meeting.

ATTACHMENTS

Quarterly Citizen Inquiry summary

3rd Quarter Citizen Inquires July, August, September 2023				
Received	Inquiry by	Citizens Inquiry	Closed	City Response
7/5/2023	Walk In	Blackberries on walking path behind Abby Rd are taking over path	7/31/2023	In compliance
7/10/2023	Rocky Singh	Concerns about the hard water calcium build up at his house	7/13/2023	Called and discussed concerns and talked about water softener options.
7/11/2023	Anonymous	Concerns about a Stop sign that was removed and now there is a hole	7/17/2023	Hole was filled by Public Works
7/18/2023	Anonymous	32720 E Pearl Noxious Vegetation	8/1/2023	Compliance Confirmed
7/18/2023	Anonymous	32804 E Pearl Street Palm Trees and Vegetation blocking view	7/24/2023	Public Works forwarded to Lane County Public Works their right of way
8/21/2023	Marl Carter	End of Christian Way and Vintage Vegetation overgrown fire hazard	10/3/2023	Officer Miller confirmed compliance
8/30/2023	Rick Quaily	Speed Bump on Coleman	9/5/2023	Continue coorespondence with citizen regarding speed concerns
8/31/2023	Jill Carter	Trees on Christian Way	9/6/2023	See Coorespondence
9/5/2023	Patricia McConnell	Semi Truck Storage units on property for years	Pending	
9/5/2023	Mark and Rita Kaufmal	32752 S. Coleman bushes along road block view saftey issue	Pending	Property Owner agreed to trim bushes. PW to confirm compliance.
9/22/2023	Anonymous	91193 N Skinner St (property is a mess and a nuisance)	Pending	
9/26/2023	Dyane Malmgren	Buck outside Dari Mart location	Pending	