



# AGENDA CITY COUNCIL

91136 N Willamette Street

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

Tuesday, June 13, 2023 at 6:00 PM

**CALL THE CITY COUNCIL MEETING TO ORDER** Council Meeting are held in-person at City Hall, or by Zoom. To participate by Zoom pre-register with the City by 3PM the day of the meeting. Council meetings are recorded and live stream both available at [coburgoregon.org](http://coburgoregon.org)

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## MAYOR COMMENTS

## AGENDA REVIEW

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

## RESPONSE(S) BY CITY COUNCIL

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

1. Appoint Jeffery Milam and Terry Dawson to Budget Committee
2. Minutes May 9, 2023 City Council

## SPECIAL GUEST

## ORDINANCES AND RESOLUTIONS

3. **Public Hearing**  
**RESOLUTION 2023-08** A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES ORS 221.770
4. **RESOLUTION 2023-09** A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE SHARED REVENUES ORS 221.760
5. **RESOLUTION 2023-10** A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2023-2024
6. **Public Hearing**  
**RESOLUTION 2023-11** A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2022-23, CREATING APPROPRIATIONS, SETTING THE TAX, AND IMPOSING THE TAX AND CATEGORIZING THE TAX
7. **RESOLUTION 2023-12** APPROVING THE EMPLOYMENT AGREEMENT WITH ADAM HANKS FOR THE POSITION OF CITY ADMINISTRATOR
8. Second Reading  
**ORDINANCE A-171-C** AN ORDINANCE AMENDING ORDINANCE A-171, AS AMENDED BY A-171-A AND A-171-B, AND ORDINANCE ESTABLISHING CITY PARK REGULATIONS

**ORDINANCE A-246-A AN ORDINANCE AMENDING ORDINANCE A-246, AN ORDINANCE CONTROLLING VEHICULAR AND PEDESTRIAN TRAFFIC**

**COUNCIL ACTION ITEMS**

- [9.](#) Lane Council of Government Intergovernmental Agreements for Telecommunication & Computer Services
- [10.](#) City of Cottage Grove Intergovernmental Agreement ADDENDUM 3 for Building Permit Program Services
- [11.](#) Lane County Sheriff's Intergovernmental Agreement for Dispatch Services
- [12.](#) Coburg Loop Path and Industrial Way Projects

**ADMINISTRATIVE INFORMATION REPORTS**

- [13.](#) Finance Audit Committee Written Report
- [14.](#) Administration Monthly Report

**COUNCIL COMMENTS**

August 8, 2023 City Council Meeting

**UPCOMING AGENDA ITEMS**

**FUTURE MEETINGS**

- June 20 Park Tree Committee
- June 21 Planning Commission
- July 4 City Hall Closed - Happy 4th of July!
- July 11 City Council

**ADJOURNMENT**

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

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



## MINUTES

**Coburg City Council Meeting**  
May 9th, 2023 at 6:00 P.M.  
91136 N Willamette Street  
Hybrid Meeting in-person or via Zoom

**MEMBERS PRESENT:** Mayor Nancy Bell, John Fox, John Lehmann, Kyle Blain, Claire Smith

**MEMBERS ABSENT:** Cathy Engebretson, Alan Wells

**STAFF PRESENT:** City Administrator Anne Heath, City Attorney Anee Davies, City Recorder Sammy Egbert, Chief of Police Larry Larson, Public Works Director Brian Harmon, City Accountant Gregory Peck

**GUEST:** Robert Killen, Regional Accelerator & Innovation Network (RAIN)

**RECORDED BY:** Angela Kern, Lane Council of Governments (LCOG)

### CALL THE CITY COUNCIL MEETING TO ORDER

Mayor Bell called the meeting to order at 6:00 pm.

### PLEDGE OF ALLEGIANCE

Counselor Fox led the Pledge.

### ROLL CALL

Ms. Egbert called roll. A quorum was present.

### MAYOR COMMENTS

Mayor Bell thanked the Council and audience. She then read the Public Works Week Proclamation, proclaiming the week of May 21 - 27, 2023, as National Public Works Week. She noted that Coburg Public Works had a new lawn tractor.

### AGENDA REVIEW

Item 10, listed as informational only, would instead be an Action Item.

### **CITIZEN TESTIMONY**

1. Written Testimony Joshua Briegl - Public Hearing on Utility Rates

### **RESPONSE(S) BY CITY COUNCIL**

None

### **CONSENT AGENDA**

2. Minutes April 11, 2023 City Council
3. Minutes April 25, 2023 City Council Work Session
4. Planning Commission Appointment - Jerry Behney
5. RESOLUTION 2023-07 A RESOLUTION 2023-07 DESIGNATING SIGNING AUTHORITY WITH KEY BANK AND OREGON TREASURY LOCAL GOVERNMENT POOL ACCOUNTS

**MOTION:** Councilor Fox moved to accept the Consent Agenda as presented, seconded by Councilor Blain.

The motion passed unanimously -- 4:0:0.

### **SPECIAL GUEST**

Robert Killen, Deputy Director of RAIN, presented the organization's annual report as a slideshow and answered Council questions. He suggested that alternative funding might be found if the City wished to finish out the MOU for a fifth year. Entrepreneur Gina Moran spoke positively about her experience with RAIN.

Counselor Blain asked for more examples of RAIN's work with entrepreneurs. Project Manager Aqsa Khan provided some.

### **ORDINANCES AND RESOLUTIONS**

Mayor Bell moved Item 7, Resolutions 2023-05 and 2023-06, to Item 6.

### **6. Public Hearing**

-RESOLUTION 2023-05 ADOPTING RATES FOR WASTEWATER EFFECTIVE JULY 1, 2023

-RESOLUTION 2023-06 ADOPTING WATER RATE SCHEDULE EFFECTIVE JULY 1, 2023

Mayor Bell opened the Public Hearing at 6:31 p.m.

Ms. Heath provided a Staff Report.

Citizen testimony: Larry Vonsieger, speaking on behalf of the Pioneer Valley Estates (PVE), requested that the Council take accountability for PVE. He pointed out that the 40-home suburb had no representation and had outdated water infrastructure. He wished to know what improvements the PVE could expect after the rate increases.



Mayor Bell closed the Public Hearing at 6:45 p.m.

Councilor Blain expressed that raising the utility rates was a difficult decision, which the Council had taken very seriously.

**MOTION:** Councilor Fox moved to adopt Resolutions 2023-05 and 2023-06, effective July 1st, 2023, as presented, seconded by Councilor Blain.

The motion passed unanimously -- 4:0:0.

## 7. Public Hearing | First Readings

-ORDINANCE A-171-C AN ORDINANCE AMENDING ORDINANCE A-171, AS AMENDED BY A-171-A AND A-171-B, AN ORDINANCE ESTABLISHING CITY PARK REGULATIONS

-ORDINANCE A-246-A AN ORDINANCE AMENDING ORDINANCE A-246, AN ORDINANCE CONTROLLING VEHICULAR AND PEDESTRIAN TRAFFIC

Mayor Bell opened the Public Hearing at 6:49 p.m.

Ms. Heath provided a Staff Report.

Councilor Blain inquired about funding. Mayor Bell said funding had been requested by the OMA (Oregon Mayors' Association) but hadn't been established.

Councilor Smith wanted unhoused campsites to maintain a reasonable distance from children's play areas. She also suggested that personal belongings remain within the footprint of a vehicle or tent.

Mayor Bell closed the Public Hearing at 7:09 p.m., noting that the Second Hearing would take place on June 13th, 2023.

## COUNCIL ACTION ITEMS

8. Jones Drilling Co. Inc, Secondary Wellfield Project Contract

Mr. Harmon presented.

**MOTION:** Councilor Blain moved to approve the contract as presented, seconded by Councilor Fox.

The motion passed unanimously -- 4:0:0.

9. Land Lease Agreement with Coburg Fire District

Mr. Harmon presented, providing background.

**MOTION:** Councilor Lehmann moved to approve the contract as presented, seconded by Councilor Blain.

The motion passed unanimously -- 4:0:0.

## ADMINISTRATIVE INFORMATION REPORTS

### 10. Premier RV Water Service

Mr. Harmon presented.

**MOTION:** Councilor Blain moved to approve the installation of Premiere RV water service subject to the approval of necessary easements and permits, seconded by Councilor Fox.

The motion passed unanimously -- 4:0:0.

The Council requested information on the infrastructure issues in Pioneer Valley Estates. Mr. Harmon furnished the details.

### 11. Finance Quarterly Presentation

Ms. Heath reported.

Councilor Lehmann asked about the Tree Fee. Ms. Heath said no decisions had been made.

Ms. Heath introduced the City's new accountant, Gregory Peck.

### 12. Police Department Quarterly Report

Chief Larson delivered the quarterly report.

Councilor Fox wondered why traffic stops were in a decline. Chief Larson said an officer was out.

### 13. Administration Monthly Report

Ms. Heath presented. She informed the Council that a City Administration candidate had been signed and would begin on July 31st. Regarding the Water Project, an LOI (Letter of Intent) had been filed with Business Oregon and the Oregon Water Resources grant needed to be updated. Ms. Heath noted that the Parks | Tree Committee would meet with the designer soon. The Coburg Loop Path was now projected to cost \$300,000 more than anticipated. Other options were discussed.

## COUNCIL COMMENTS

Councilor Lehmann wished to see written evaluations from RAIN's partners. Councilor Fox thought that RAIN needed better outreach. Councilor Blain said he'd rather focus on Main Street. Councilor Smith noted that Main Street had great ideas but lacked the processes to follow through. Ms. Heath inquired if the Council would finish the contract if RAIN found other funding. The consensus was yes.

**ADJOURNMENT**

Mayor Bell adjourned at 8:07 pm.

**APPROVED** by the City Council of the City of Coburg on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

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

**ATTEST:**

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

DRAFT



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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**TOPIC: 2023-08, A Resolution Declaring the City's Election to Receive State Revenues ORS 221.770**

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Meeting Date: June 13, 2023  
 Staff Contact: Anne Heath, City Administrator  
 Contact: 541-682-7871, anne.heath@ci.coburg.or.us

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### CITY COUNCIL GOAL(S)

Goal 4. Fiscal Stewardship

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### REQUESTED COUNCIL ACTION

Adopt Resolution 2023-08 to receive State Revenues for FY 2023-2024 pursuant to ORS 221.770

**Suggested Motion; "I move to adopt Resolution 2023-08 A Resolution declaring the City's Election to Receive State Revenues."**

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### BACKGROUND

The State of Oregon Department of Revenue requires Cities to pass by resolution declaring the City's election to receive state revenues on an annual basis. The Budget Committee held a public hearing on May 30, 2023 giving citizens an opportunity to comment on use of State Revenue Sharing. There will be another Public Hearing to hear citizen's comments at the City Council meeting June 13, 2023 before the Resolution is adopted. To receive the State revenue this Resolution must be adopted and sent to State of Oregon Department of Administrative Services.

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### RECOMMENDATION AND ALTERNATIVES

Recommendation is to approve Resolution 2023-08 or elect not to receive State Revenues and decrease the revenues and expenditures in the associated appropriation.

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### BUDGET / FINANCIAL IMPACT

State Shared Revenues projections are provided to Cities in Oregon Annually. The City of Coburg figures our projections based upon dollar amounts per capita provided by the state in their projections. For

Coburg there are four areas that state shared revenues are projected based upon the business sales and services approved to take place in our community. Dollar amounts approved are times the certified population of the City in any given year. At this time, the population of Coburg is certified at 1,322.

**Coburg Shared Revenues are as follow:**

<b>Cigarette Sales -</b>	<b>\$950</b>
<b>Liquor Sales -</b>	<b>\$26,675</b>
<b>Highway Trust Fund Revenues</b>	<b>\$105,000</b>
<b>State Shared Revenue</b>	<b>\$23,500</b>

**Total State Shared Revenues - \$156,125**

**Cigarette and Liquor Sales, as well as State Shared Revenue** support the General Fund. Together they equal \$51,125

**Highway Trust Fund Revenues** support the construction, reconstruction, preservation, maintenance, repair and improvement of streets and roads. The standard per capital distributions for the Highway Trust Fund equals \$105,000. These funds are deposited into the Street Fund on a monthly basis based upon collection of the prior month.

**PUBLIC INVOLVEMENT**

In order to receive distributions the City must:

1. Hold at least one public hearing before the Budget Committee to discuss possible uses of the funds which was completed May 30, 2023.
2. Hold an additional public hearing before the City Council on the proposed uses of the funds in relation to the entire Budget. This is to be completed at the June 13, 2023 meeting.

**ATTACHMENTS**

- A. Draft Resolution 2023-08

**REVIEWED THROUGH:**

Sammy Egbert, City Recorder

**RESOLUTION 2023-08**

**A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE REVENUES**

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

**WHEREAS**, the City of Coburg Budget Committee held a public hearing on the possible use of the funds on May 30, 2023; and

**WHEREAS**, the City Council of Coburg held a public hearing on the proposed use of these funds in relation to the entire budget on June 13, 2023;

**NOW, THEREFORE, BE IT RESOLVED** by the City of Coburg, pursuant to ORS 221.770, the City of Coburg hereby elects to receive state revenues for fiscal year 2023-24

**Adopted** by the **City Council of the City of Coburg**, Oregon, by a vote of \_\_ for and \_\_ against, this 13th day of June, 2023.

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

**ATTEST:**

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



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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**TOPIC: Resolution 2023-09 A Resolution Declaring the City's Certification of Eligibility for State Shared Revenues ORS 221.760**

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Meeting Date: June 13, 2023  
 Staff Contact: Anne Heath, City Administrator  
 Contact: 541-682-7871, Anne.Heath@ci.coburg.or.us

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### **CITY COUNCIL GOAL(S)**

Goal 4. Fiscal Stewardship

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### **REQUESTED COUNCIL ACTION**

Adopt Resolution 2023-09 to receive State Shared Revenues for FY 2024 pursuant to ORS 221.760

***Suggested Motion; "I move to adopt Resolution 2023-09, A Resolution declaring The City's certification of eligibility for State Shared Revenues."***

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### **BACKGROUND**

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

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

Resolution 2023-09 must be provided to State Shared Financial Services no later than July 31 of the Fiscal Year.

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**RECOMMENDATION AND ALTERNATIVES**

Staff recommends approval of the Resolution 2023-09

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**BUDGET / FINANCIAL IMPACT**

The City budget portion of State Shared Revenues is \$156,125 for the fiscal year of 2023-24.

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**PUBLIC INVOLVEMENT**

Included in the 2023-24 budget meeting held on May 30, 2023.

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**ATTACHMENTS**

A. Draft Resolution 2023-09

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**REVIEWED THROUGH:**

Sammy Egbert, City Recorder

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**RESOLUTION 2023-09**

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

**WHEREAS**, ORS 221.760, provides as follows:

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

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

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

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

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

**Adopted** by the **City Council** of the **City of Coburg**, Oregon, by a vote of \_\_\_ and \_\_\_ against, this 13<sup>th</sup> day of June, 2023.

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

ATTEST:

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



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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**TOPIC: Resolution 2023-10, a Resolution Adopting the Salary and Classification Schedule for Fiscal Year 2023-2024**

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Meeting Date: June 13, 2023  
 Staff Contact: Anne Heath, City Administrator  
 Contact: 541-682-7871, anne.heath@ci.coburg.or.us

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### CITY COUNCIL GOAL(S)

Goal 4. Fiscal Stewardship

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### REQUESTED COUNCIL ACTION

Consider Fiscal Year 2023-24 pay scale which continues City Councils direction of a merit-based structure and to update scale for all employees for budget year 2023-2024

**Suggested Motion; *"I move to adopt Resolution 2023-10, the Fiscal Year 2023-24 City of Coburg pay scale."***

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### BACKGROUND

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

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

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

The current schedule includes a 4.0% COLA which was approved in the 2023-2024 Budget Process, and by Council on April 11, 2023. The new pay rates will begin on July 1, 2023.

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**RECOMMENDATION AND ALTERNATIVES**

1. City Council may adopt the recommended Fiscal year 2023-2024 pay scale.
  2. City Council may request additional information for the Fiscal Year 2023-2024 pay scale.
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**BUDGET / FINANCIAL IMPACT**

Pay and benefits are a principal City expense. Adjustments to pay and benefits can have a significant financial impact on the City. The adopted Fiscal Year 2023-24 Budget is consistent with this pay scale recommendation.

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**PUBLIC INVOLVEMENT**

No public involvement was included as part of this item.

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**NEXT STEPS**

If adopted, Staff will implement the new pay scale.

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**ATTACHMENTS**

- A. Draft Resolution 2023-10
  - B. Draft FY 2023-24 Pay Scales
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**REVIEWED THROUGH:**

Anne Heath, City Administrator

**RESOLUTION 2023-10**

**A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2023-2024**

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

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

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

**WHEREAS**, this Fiscal Year the Coburg City Council chose to include a salary and classification schedule in the Fiscal 2023-2024 Budget;

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

The Salary Schedule set forth in the adopted budget is hereby adopted as the Official Salary Schedule of the City of Coburg for Fiscal Year 2023-2024.

**Adopted** by the **City Council** of the **City of Coburg**, Oregon by vote of \_\_\_\_ for and \_\_\_\_ against this 13<sup>th</sup> day of June, 2023.

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

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

Salary and Classification Schedule  
 Resolution 2023-10  
 FY 2023-24 with 4.0% COLA

FOR ALL STAFF

*= Supervises Others	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>Administration</b>															
City Administrator *	Negotiated Contract														
Finance Director		38.25	39.02	39.80	40.60	41.41	42.24	43.08	43.94	44.82	45.72	46.63	47.57	48.52	49.49
Salary		79,570	81,161	82,785	84,440	86,129	87,852	89,609	91,401	93,229	95,094	96,995	98,935	100,914	102,932
Accountant		47,352	46,446	47,382	48,339	49,296	50,274	51,272	52,291	53,331	54,392	55,474	56,576	57,699	58,843
Hourly		22.77	23.22	23.69	24.17	24.65	25.14	25.64	26.15	26.67	27.20	27.74	28.29	28.85	29.42
City Recorder/Executive Assistant to CA & City Council		38.25	39.02	39.80	40.59	41.40	42.23	43.08	43.94	44.82	45.71	46.63	47.56	48.51	49.48
Salary		79,560	81,151	82,774	84,430	86,118	87,841	89,597	91,389	93,217	95,082	96,983	98,923	100,901	102,919
Utility Billing Specialist		46,422	47,351	48,298	49,264	50,249	51,254	52,279	53,325	54,391	55,479	56,588	57,720	58,875	60,052
Hourly		22.32	22.76	23.22	23.68	24.16	24.64	25.13	25.64	26.15	26.67	27.21	27.75	28.31	28.87
Administrative/Department Specialist		41,382	42,210	43,054	43,915	44,793	45,689	46,603	47,535	48,486	49,455	50,444	51,453	52,482	53,532
Hourly		19.90	20.29	20.70	21.11	21.54	21.97	22.41	22.85	23.31	23.78	24.25	24.74	25.23	25.74
Administrative Assistant 2		39,954	40,753	41,568	42,400	43,248	44,113	44,995	45,895	46,813	47,749	48,704	49,678	50,672	51,685
Hourly		19.21	19.59	19.98	20.38	20.79	21.21	21.63	22.06	22.51	22.96	23.42	23.88	24.36	24.85
Administrative Assistant 1		37,661	38,415	39,183	39,966	40,766	41,581	42,413	43,261	44,126	45,009	45,909	46,827	47,764	48,719
Hourly		18.11	18.47	18.84	19.21	19.60	19.99	20.39	20.80	21.21	21.64	22.07	22.51	22.96	23.42
Administrative Assistant - Temporary		30,410	31,018	31,638	32,271	32,916	33,575	34,246	34,931	35,630	36,342	37,069	37,811	38,567	39,338
Hourly - Legal Minimum Wage if State updated after beginning of fiscal year		14.62	14.91	15.21	15.51	15.83	16.14	16.46	16.79	17.13	17.47	17.82	18.18	18.54	18.91
<b>Court</b>															
Court Administrator		29.40	29.99	30.59	31.20	31.83	32.46	33.11	33.77	34.45	35.14	35.84	36.56	37.29	38.03
Salary		61,156	62,379	63,627	64,899	66,197	67,521	68,871	70,249	71,654	73,087	74,549	76,040	77,560	79,112
<b>Police</b>															
Police Chief *		45.04	45.94	46.86	47.80	48.75	49.73	50.72	51.74	52.77	53.83	54.90	56.00	57.12	58.26
Salary		93,682	95,556	97,467	99,416	101,405	103,433	105,501	107,612	109,764	111,959	114,198	116,482	118,812	121,188
Police Sargent *		77,637	79,190	80,774	82,389	84,037	85,718	87,432	89,181	90,964	92,784	94,639	96,532	98,463	100,432
Hourly		37.33	38.07	38.83	39.61	40.40	41.21	42.03	42.88	43.73	44.61	45.50	46.41	47.34	48.28
Police Officer 1		60,007	61,207	62,431	63,680	64,954	66,253	67,578	68,929	70,308	71,714	73,148	74,611	76,104	77,626
Hourly		28.85	29.43	30.02	30.62	31.23	31.85	32.49	33.14	33.80	34.48	35.17	35.87	36.59	37.32
Police Department Technician		49,494	50,484	51,494	52,523	53,574	54,645	55,738	56,853	57,990	59,150	60,333	61,540	62,770	64,026
Hourly		23.80	24.27	24.76	25.25	25.76	26.27	26.80	27.33	27.88	28.44	29.01	29.59	30.18	30.78
Reserve Officer		41,425	42,254	43,099	43,961	44,840	45,737	46,652	47,585	48,536	49,507	50,497	51,507	52,537	53,588
On-Call officer only (50 hours PY)		19.92	20.31	20.72	21.14	21.56	21.99	22.43	22.88	23.33	23.80	24.28	24.76	25.26	25.76
<b>Planning/Development</b>															
Planner/Development Director *		31.53	32.16	32.80	33.46	34.13	34.81	35.51	36.22	36.94	37.68	38.43	39.20	39.99	40.79
Salary		65,582	66,893	68,231	69,596	70,988	72,408	73,856	75,333	76,839	78,376	79,944	81,543	83,173	84,837
Staff Planner/Development		48,521	49,491	50,481	51,490	52,520	53,571	54,642	55,735	56,850	57,987	59,146	60,329	61,536	62,767
Hourly		23.33	23.79	24.27	24.76	25.25	25.76	26.27	26.80	27.33	27.88	28.44	29.00	29.58	30.18
<b>Public Works</b>															
Public Works Director *		38.70	39.48	40.27	41.07	41.89	42.73	43.59	44.46	45.35	46.26	47.18	48.12	49.09	50.07
Salary		80,505	82,115	83,757	85,432	87,141	88,884	90,661	92,474	94,324	96,210	98,135	100,097	102,099	104,141
Public Works Supervisor*		28.85	29.43	30.02	30.62	31.23	31.85	32.49	33.14	33.80	34.48	35.17	35.87	36.59	37.32
Salary		60,009	61,210	62,434	63,682	64,956	66,255	67,580	68,932	70,310	71,717	73,151	74,614	76,106	77,628
Public Works Operator 3		53,409	54,478	55,567	56,678	57,812	58,968	60,148	61,351	62,578	63,829	65,106	66,408	67,736	69,091
Hourly		25.68	26.19	26.71	27.25	27.79	28.35	28.92	29.50	30.09	30.69	31.30	31.93	32.57	33.22
Public Works Operator 2		46,790	47,726	48,680	49,654	50,647	51,660	52,693	53,747	54,822	55,918	57,037	58,178	59,341	60,528
Hourly		22.50	22.95	23.40	23.87	24.35	24.84	25.33	25.84	26.36	26.88	27.42	27.97	28.53	29.10
Public Works Operator 1		41,771	42,607	43,459	44,328	45,215	46,119	47,041	47,982	48,942	49,921	50,919	51,937	52,976	54,036
Hourly		20.08	20.48	20.89	21.31	21.74	22.17	22.62	23.07	23.53	24.00	24.48	24.97	25.47	25.98
Public Works Seasonal Worker		30,410	31,018	31,638	32,271	32,916	33,575	34,246	34,931	35,630	36,342	37,069	37,811	38,567	39,338
Hourly - Legal Minimum Wage if State updated after beginning of fiscal year		14.62	14.91	15.21	15.51	15.83	16.14	16.46	16.79	17.13	17.47	17.82	18.18	18.54	18.91



## **COBURG CITY COUNCIL ACTION/ISSUE ITEM**

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**TOPIC: Resolution 2023-11, A Resolution Adopting the City’s Budget for Fiscal Year 2023-2024, Creating Appropriations, Setting the Tax, Imposing the Tax, and Categorizing the Tax.**

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Meeting Date: June 13, 2023  
Staff Contact: Anne Heath, City Administrator  
Contact: 541-682-7871, anne.heath@ci.coburg.or.us

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### **CITY COUNCIL GOAL(S)**

Goal 4. Fiscal Stewardship

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### **REQUESTED COUNCIL ACTION**

Approve Resolution 2023-11 a resolution adopting the City’s budget for fiscal year 2023-24 creating expenditure appropriations, setting the tax, imposing the tax, and categorizing the tax.

Total budget expenditure appropriations of \$17,969,888 (as summarized in attached Resolution).

***Suggested Motion; “I move to adopt Resolution 2023-11, A resolution adopting the budget for fiscal year 2023-2024 creating appropriations, setting the tax, imposing the tax, and categorizing the tax.”***

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### **BACKGROUND**

This budget was presented, discussed, and approved for recommendation to the City Council by the 2023-2024 Budget Committee.

### **RECOMMENDATION AND ALTERNATIVES**

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

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### **FURTHER RECOMMENDATION**

The Budget Committee recommended to the Council that they research and pursue additional funding for the General Fund.

**BUDGET / FINANCIAL IMPACT**

Resolution 2023-11 reflects the proposed budget for which the City will conduct operations in fiscal year 2023-2024.

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**ATTACHMENTS**

- A. Purposed Resolution 2023-11
  - B. Collapsed Budget Overview Worksheet
  - C. Final Budget Document
- 

**REVIEWED THROUGH:**

Sammy Egbert, City Recorder

**RESOLUTION 2023-11**

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

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

**Section 1.** The City Council of the City of Coburg hereby adopts the budget for fiscal year 2023-24 in the total amount of \$17,969,888. This budget is now on file at 91136 N. Willamette Street, Coburg, Oregon.

**Section 2.** The amounts for the fiscal year beginning July 1, 2023 and for the purposes shown below are hereby appropriated:

**GENERAL FUND**

Administration	\$833,240
Facilities	\$118,850
Planning	\$192,590
Economic Development	\$58,700
Police	\$891,131
Court	\$166,972
Park	\$381,416
Public Works	\$613,685

Not Allocated to Organization Unit or Program

Debt Service	\$29,700
Contingency	\$150,000

**Total** \$3,436,284

**STREET FUND**

Street	\$2,288,712
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Not Allocated to Organization Unit or Program

Debt Service	\$135,750
Contingency	\$100,000

**Total** \$2,524,462

**WATER FUND**

Water	\$6,618,005
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Not Allocated to Organization Unit or Program

Debt Service	\$82,050
Contingency	\$200,000

**Total** \$6,900,055

**SEWER FUND**

Sewer	\$1,170,228
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Not Allocated to Organization Unit or Program

Debt Service	\$910,382
Contingency	\$200,000

**Total** \$2,280,610

**TOTAL APPROPRIATIONS ALL FUNDS** **\$15,141,411**

**TOTAL UNAPPROPRIATED AND RESERVES** **\$2,828,477**

**TOTAL ADOPTED BUDGET** **\$17,969,888**



**Section 3. BE IT RESOLVED** the City Council of the City of Coburg hereby imposes the taxes provided for in the adopted budget FY 2023-24 at the rate of \$3.7506 per \$1000 of assessed value for operations, and that these taxes are hereby imposed for tax year 2023-24 upon the assessed value of all taxable property within the City as follows:

Permanent Rate Tax            \$3.7506/\$1,000

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

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

**Section 5.** This Resolution will take effect upon passage.

**Adopted** by the **City Council** of the **City of Coburg**, Oregon by a vote of \_\_\_\_ for and \_\_\_\_ against, this 13<sup>th</sup> day of June, 2023.

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

ATTEST:

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

## BUDGET SUMMARY FISCAL YEAR 2023-24

	Beginning Balance	Revenues	Expenses	Alloc/Transfer In	Alloc/Transfer Out	Contingency	Ending Fund Balance	Total Requirements
<b>General Fund</b>								
Revenues	650,000	2,370,580		1,039,852			4,060,432	
Personal Services			(2,121,370)				(2,121,370)	
Materials and Services			(763,964)				(763,964)	
Debt Service			(29,700)				(29,700)	
Capital Outlay			(371,250)				(371,250)	
Contingency						(150,000)	(150,000)	
<b>Total</b>	650,000	2,370,580	(3,286,284)	1,039,852	0	(150,000)	624,148	(4,060,432)
<b>Street Fund</b>								
Revenues	960,200	1,975,340		0			2,935,540	
Personal Services					(57,462)		(57,462)	
Materials and Services			(171,745)		(96,005)		(267,750)	
Debt Services			(135,750)				(135,750)	
Capital Outlay			(1,963,500)			(100,000)	(2,063,500)	
<b>Total</b>	960,200	1,975,340	(2,270,995)	0	(153,467)	(100,000)	411,078	(2,935,540)
<b>Water Fund</b>							0	
Revenues	1,375,000	5,695,557					7,070,557	
Personal Services					(244,598)		(244,598)	
Materials and Services			(144,878)		(210,235)		(355,113)	
Debt Service			(82,050)				(82,050)	
Capital Outlay			(6,018,294)				(6,018,294)	
Contingency						(200,000)	(200,000)	
<b>Total Combined Beginning Balance</b>	1,375,000	5,695,557	(6,245,222)	0	(454,833)	(200,000)	170,502	(7,070,557)
<b>Sewer Fund</b>								
Revenues	2,344,175	1,559,184					3,903,359	
Personal Services					(286,020)		(286,020)	
Materials and Services			(338,677)		(145,531)		(484,208)	
Debt Service			(910,382)				(910,382)	
Capital Outlay			(400,000)				(400,000)	
Contingency						(200,000)	(200,000)	
<b>Total</b>	2,344,175	1,559,184	(1,649,059)	0	(431,551)	(200,000)	1,622,749	(3,903,359)
<b>Total</b>	<b>5,329,375</b>	<b>11,600,661</b>	<b>(13,451,560)</b>	<b>1,039,852</b>	<b>(1,039,851)</b>	<b>(650,000)</b>	<b>2,828,477</b>	<b>(17,969,888)</b>

**Total Revenues** 17,969,888

**Total Expenses** 17,969,888

CITY OF COBURG  
ADOPTED BUDGET 2023-2024

001 - General	HISTORICAL DATA			BUDGET		PROJECTED				
	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
	(0)	(0)	(0)	(0)	0	0	0	(0)	(0)	(0)
000 NonDepartmental	1,212,107	1,301,723	1,514,737	1,372,903	1,372,903	1,372,903	0	0	0	0
001-000-400200 Current Taxes	839,757	860,493	891,213	920,000	920,000	920,000	1,343,114	1,382,477	1,423,131	1,465,204
001-000-400300 Delinquent Taxes	4,777	12,718	35,000	25,000	25,000	25,000	25,750	26,523	27,318	28,138
001-000-401000 State Pool Interest	6,699	3,321	15,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500
001-000-402010 State Shared Revenue	23,207	23,153	15,640	23,500	23,500	23,500	24,205	24,931	25,679	26,449
001-000-402200 State Cigarette Taxes	1,267	1,127	1,050	950	950	950	950	950	950	920
001-000-402250 State Liquor Taxes	26,185	25,228	29,450	26,675	26,675	26,675	27,000	27,810	28,644	29,504
001-000-403100 Power Company Franchise Fee	160,365	144,963	198,000	175,000	175,000	175,000	180,250	185,658	191,227	196,964
001-000-403150 Power Company Franchise License	43,054	44,238	42,500	59,100	59,100	59,100	60,873	62,699	64,580	66,518
001-000-403200 Gas Company Franchise Fee	20,307	22,046	26,000	32,000	32,000	32,000	32,960	33,949	34,967	36,016
001-000-403300 Cable TV/Broadband Franchise Fee	6,581	7,798	8,008	8,200	8,200	8,200	8,446	8,699	8,960	9,229
001-000-403400 Telephone Franchise	3,362	3,025	3,500	3,100	3,100	3,100	3,193	3,289	3,387	3,489
001-000-403500 Garbage Franchise Fee	4,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
001-000-404040 Impound Fees	460	-	500	-	-	-	-	-	-	-
001-000-404042 Business License	3,930	4,130	4,000	3,500	3,500	3,500	3,605	3,713	3,825	3,939
001-000-404400 Land Use Filing Fees	3,000	-	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500
001-000-404487 COVID Relief Fund Grant	50,000	-	-	-	-	-	-	-	-	-
001-000-404488 American Rescue Plan	-	129,937	129,937	-	-	-	-	-	-	-
001-000-404492 CRRSAA Grant	-	-	59,047	-	-	-	-	-	-	-
001-000-404493 Broadband Grant - Fiber Consortium	-	-	-	25,000	25,000	25,000	-	-	-	-
001-000-404495 Lease Revenue	6,864	-	6,864	5,775	5,775	5,775	5,775	5,775	5,775	5,775
001-000-404500 Sign Application Fee	3,814	8,484	44,703	50,403	50,403	50,403	7,807	7,754	7,859	8,095
001-000-404600 SDC Admin. Fees	265	-	-	-	-	-	-	-	-	-
001-000-410910 Dog License Fees	293	293	500	200	200	200	200	200	200	200
001-000-498100 Lien Search	1,375	1,250	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
001-000-498200 Police Confiscation Forfeiture	-	-	-	1,500	1,500	1,500	1,500	1,500	1,500	1,500
001-000-499000 Other Receipts	2,838	7,519	2,047	4,500	4,500	4,500	4,500	4,500	4,500	4,500
001 Administration	(694,856)	(813,844)	(881,407)	(833,240)	(833,240)	(833,240)	(863,283)	(894,097)	(926,084)	(959,578)
001-001-500500 City Administrator 1FTE	(98,401)	(109,040)	(120,045)	(112,320)	(112,320)	(112,320)	(116,813)	(121,485)	(126,345)	(131,399)
001-001-501100 Finance Director 1 FTE 2021	(79,398)	(84,661)	(91,500)	(82,620)	(82,620)	(82,620)	(85,925)	(89,362)	(92,936)	(96,654)
001-001-501400 City Recorder 1 FTE	(69,001)	(73,344)	(80,441)	(85,968)	(85,968)	(85,968)	(89,407)	(92,983)	(96,570)	(100,570)
001-001-501500 Office Administration .6 FTE	(54,167)	(36,886)	(41,582)	(24,050)	(24,050)	(24,050)	(25,012)	(26,012)	(27,053)	(28,135)
001-001-501550 Utility Billing Specialist 1.0 FTE	-	-	(47,300)	(57,607)	(57,607)	(57,607)	(59,911)	(62,308)	(64,800)	(67,392)
001-001-501700 Emergency Management	-	-	-	-	-	-	-	-	-	-
001-001-501900 Severance/Vacation Pay/Adjust	(3,167)	(2,487)	(1,500)	(1,500)	(1,500)	(1,500)	(1,560)	(1,622)	(1,687)	(1,755)
001-001-502000 Workers' Compensation	(18,363)	(10,210)	(23,795)	(13,500)	(13,500)	(13,500)	(14,040)	(14,602)	(15,186)	(15,793)
001-001-503000 FICA/Medicare	(21,935)	(28,807)	(26,666)	(26,666)	(26,666)	(26,666)	(27,733)	(28,842)	(29,996)	(31,195)
001-001-504000 Health Insurance/Dental/Life/LTD/HRA	(68,495)	(98,408)	(115,461)	(109,000)	(109,000)	(109,000)	(113,360)	(117,894)	(122,610)	(127,515)
001-001-505000 PERS Retirement	(48,833)	(71,090)	(80,918)	(74,392)	(74,392)	(74,392)	(77,568)	(80,462)	(83,681)	(87,028)
001-001-506000 Unemployment Insurance/STT	(4,092)	(668)	(7,830)	(7,585)	(7,585)	(7,585)	(7,888)	(8,204)	(8,532)	(8,873)
001-001-506500 Workers Benefit Fund	(85)	(193)	(820)	(767)	(767)	(767)	(798)	(830)	(863)	(897)
001-001-510000 Office Expense	(7,931)	(6,625)	(8,000)	(6,500)	(6,500)	(6,500)	(6,760)	(7,032)	(7,312)	(7,599)
001-001-510020 Public Meeting Expense	(3,368)	(18,597)	(19,000)	(14,500)	(14,500)	(14,500)	(15,080)	(15,592)	(16,138)	(16,638)
001-001-510050 Council/Committee/commission Train	(259)	-	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
001-001-510600 Audit	(19,200)	(28,799)	(30,680)	(27,000)	(27,000)	(27,000)	(28,810)	(29,644)	(30,504)	(31,389)
001-001-510800 Professional Services	(28,361)	(30,843)	(25,000)	(20,000)	(20,000)	(20,000)	(20,600)	(21,218)	(21,855)	(22,510)
001-001-510881 Legal	(15,245)	(22,346)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
001-001-510950 Liability Insurance	(23,900)	(26,338)	(27,040)	(34,000)	(34,000)	(34,000)	(35,360)	(36,421)	(37,513)	(38,639)
001-001-510951 Auto Insurance	(13,475)	(18,132)	(15,080)	(18,500)	(18,500)	(18,500)	(19,240)	(19,817)	(20,412)	(21,024)
001-001-510952 Property Insurance	(12,430)	(15,020)	(14,040)	(20,375)	(20,375)	(20,375)	(21,190)	(22,046)	(22,942)	(23,879)
001-001-510953 Cyber Security Insurance	(1,550)	(2,808)	(1,500)	(9,000)	(9,000)	(9,000)	(9,360)	(9,741)	(10,135)	(10,545)
001-001-513000 Bank Fees	(32,092)	(27,040)	(15,000)	(22,000)	(22,000)	(22,000)	(22,600)	(23,240)	(23,920)	(24,640)
001-001-514400 City Prosecutor	(8,758)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
001-001-522090 Memberships Dues & Subscriptions	(4,377)	(4,743)	(5,200)	(6,000)	(6,000)	(6,000)	(6,180)	(6,365)	(6,556)	(6,753)
001-001-522100 Travel, Education, Training	(2,248)	(4,003)	(5,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
001-001-523500 Employee Promotions and Incent	(2,299)	(2,299)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
001-001-523550 Employee Wellness Campaign	-	(956)	-	-	-	-	-	-	-	-
001-001-523570 Volunteer Appreciation	(366)	(503)	(520)	(750)	(750)	(750)	(750)	(750)	(750)	(750)
001-001-530000 Computer/Replacement Expense	(424)	(2,700)	(2,500)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
001-001-530100 LOG IT Support Contract	(19,815)	(15,525)	(16,640)	(16,640)	(16,640)	(16,640)	(17,139)	(17,653)	(18,183)	(18,733)
001-001-542000 Miscellaneous	(2,618)	(17,221)	(1,500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)

Item 6.



CITY OF COBURG  
ADOPTED BUDGET 2023-2024

	HISTORICAL DATA			BUDGET		PROJECTED				
	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
001-001-502010 COVID-19	(30,541)	(4,070)	-	-	-	-	-	-	-	-
001-001-557100 Advertising, Legal Notices	(1,952)	(1,158)	-	-	-	-	-	-	-	-
001-700-710030 Payroll Reimbursement	-	-	-	-	-	-	-	-	-	-
002 - Facility Management	(85,675)	(130,749)	(92,840)	(118,850)	(118,850)	(118,850)	(93,305)	(94,031)	(94,779)	(95,549)
001-002-509560 Capital Outlay - Broadband Connection	-	-	-	(26,750)	(26,750)	(26,750)	-	-	-	-
001-002-505700 Capital Outlay - Council I-Pads	-	-	-	-	-	-	-	-	-	-
001-002-505800 Capital Outlay Computers	-	-	-	-	-	-	-	-	-	-
001-002-510100 Utilities	(9,177)	(10,836)	(11,440)	(14,500)	(14,500)	(14,500)	(14,935)	(15,383)	(15,845)	(16,320)
001-002-510450 Postage	(8,843)	(7,332)	(8,000)	(6,500)	(6,500)	(6,500)	(6,500)	(6,500)	(6,500)	(6,500)
001-002-511000 Bathroom and Kitchen Supplies	(305)	(529)	(800)	(600)	(600)	(600)	(600)	(600)	(600)	(600)
001-002-522000 Telephone	(7,524)	(10,512)	(9,000)	(9,000)	(9,000)	(9,000)	(9,270)	(9,548)	(9,835)	(10,130)
001-002-522050 Network/Email/Backup	(5,770)	(42,022)	(10,400)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
001-002-523500 Copier Lease/Maint.	(7,710)	(6,834)	(7,200)	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)
001-002-530500 Finance Software	(17,493)	(19,952)	(20,000)	(22,000)	(22,000)	(22,000)	(22,000)	(22,000)	(22,000)	(22,000)
001-002-582000 Building Maint, Supplies	(6,804)	(7,402)	(13,000)	(13,000)	(13,000)	(13,000)	(13,500)	(13,500)	(13,500)	(13,500)
001-002-598000 Records Storage	(2,985)	(3,609)	(3,000)	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)
001-002-603000 Capital Outlay City Hall	(19,064)	(45,264)	(10,000)	-	-	-	-	-	-	-
006 Planning	(84,447)	(140,595)	37,567	7,557	7,557	7,557	(79,988)	(116,202)	(85,109)	(99,564)
001-006-403050 Electrical Permit Fees	10,430	6,107	19,219	16,515	16,515	16,515	12,566	12,566	7,190	7,190
001-006-404300 Building Permit Fees	59,749	52,110	146,756	144,356	144,356	144,356	66,928	80,928	74,723	74,723
001-006-404450 Planning Service Fees	33,677	82,248	25,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
001-006-404460 Surcharge Fee	5,764	5,182	6,014	8,500	8,500	8,500	8,500	8,500	8,500	8,500
001-006-404470 Technology Fee (3% of Permit Fees)	4,566	7,158	18,188	5,276	5,276	5,276	2,835	1,995	3,094	2,907
001-006-404480 STPG Reimbursement	3,638	-	-	-	-	-	-	-	-	-
001-006-405000 Historic Preservation Grant	11,500	3,000	4,723	2,500	2,500	2,500	5,000	2,500	5,000	2,500
001-006-406000 Bike Kiosk Grants-Travel Oregon/MPC	-	45,618	-	-	-	-	-	-	-	-
001-006-407500 TGM Planning Assistance Grant	-	-	-	-	-	-	-	-	-	-
001-006-408500 Fed MPO Reimb Planning (UPWP)	-	7,616	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
001-006-500000 Planner/Development Staff	(29,412)	(36,802)	(41,099)	-	-	-	-	-	-	-
001-006-501200 Planning/Development Manager	-	-	-	(51,078)	(51,078)	(51,078)	(53,121)	(55,246)	(57,456)	(59,754)
001-006-501900 Severance Pay/Vacation	-	(1,636)	(700)	(700)	(700)	(700)	(700)	(700)	(700)	(700)
001-006-502000 Workers' Compensation	(15)	(17)	(89)	(110)	(110)	(110)	(114)	(124)	(129)	(129)
001-006-503000 FICA/Medicare	(2,346)	(2,738)	(3,108)	(3,762)	(3,762)	(3,762)	(3,912)	(4,069)	(4,232)	(4,401)
001-006-504000 Health Insurance	(5,926)	(9,462)	(9,844)	(9,324)	(9,324)	(9,324)	(9,697)	(10,085)	(10,488)	(10,908)
001-006-504100 Life/STD Insurance	-	-	-	-	-	-	-	-	-	-
001-006-505000 PERS Retirement	(1,587)	(8,378)	(8,534)	(10,432)	(10,432)	(10,432)	(10,849)	(11,283)	(11,735)	(12,204)
001-006-506000 Unemployment Insurance/STT	(570)	(715)	(845)	(1,070)	(1,070)	(1,070)	(1,113)	(1,157)	(1,204)	(1,252)
001-006-510000 Office Expense	(882)	(21)	(1,000)	(500)	(500)	(500)	(500)	(500)	(500)	(500)
001-006-510460 UGR Expense	-	-	-	-	-	-	-	-	-	-
001-006-510500 Inspection Permit Fees	(58,078)	(73,917)	(70,596)	(80,400)	(80,400)	(80,400)	(84,420)	(88,641)	(93,727)	(97,727)
001-006-510530 Building Permit Surcharge	(28,310)	(31,576)	(5,096)	(6,014)	(6,014)	(6,014)	(6,420)	(6,810)	(7,200)	(7,600)
001-006-510800 Professional Serv	(48,783)	(88,629)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
001-006-510870 Planner - LCOG	(21,526)	(20,000)	(20,000)	-	-	-	-	-	-	-
001-006-510880 City Attorney	(8,005)	(1,910)	(7,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
001-006-513000 Bank Fees	(2,825)	(4,503)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
001-006-522100 Travel, Education, Training	(237)	(907)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)
001-006-530001 Historic Preservation Expense (Granted)	-	-	-	(2,540)	(2,540)	(2,540)	(5,000)	(5,000)	(5,000)	(5,000)
001-006-530060 Storm Water Master Plan	(1,140)	-	(4,723)	-	-	-	-	-	-	-
001-006-530085 TGM Grant Expense	-	-	-	-	-	-	-	-	-	-
001-006-530090 Build Out Scenario	(11,241)	(15,166)	-	-	-	-	-	-	-	-
001-006-530100 Bike Kiosk Expense	(3,111)	(67,368)	-	-	-	-	-	-	-	-
001-006-530180 Transportation System Plan	(8,250)	(250)	-	-	-	-	-	-	-	-
001-006-557100 Advertising, Legal Notices	(513)	(1,695)	(1,000)	(1,500)	(1,500)	(1,500)	(1,000)	(1,000)	(1,000)	(1,000)
015 Police	(573,970)	(690,459)	(870,945)	(832,126)	(832,126)	(832,126)	(857,885)	(878,698)	(909,389)	(935,313)
001-015-406200 Police Training Fees	2,574	-	2,575	2,575	2,575	2,575	2,652	2,732	2,814	2,898
001-015-406375 Bureau of Justice Vest Grant	-	-	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
001-015-406600 Police Donations	-	-	-	-	-	-	-	-	-	-
001-015-406600 Police CHET Program Donations	1,374	720	950	500	500	500	500	500	500	500
001-015-410800 Shop with a Cop	200	2,175	1,700	1,000	1,000	1,000	1,000	1,000	1,000	1,000
001-015-485200 Police Reserve Officer Revenue	-	100	800	900	900	900	900	900	900	900
001-015-486000 Partner Agency Reimbursements	42,716	7,493	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
001-015-486100 Harrisburg Patrol	10,545	30,240	26,880	26,880	26,880	26,880	27,955	29,073	30,236	31,446
001-015-486200 USMS- Sex Offenders	-	-	1,000	7,500	7,500	7,500	7,500	7,500	7,500	7,500
001-015-486300 ODOT Traffic Safety Grant	-	-	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000

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CITY OF COBURG  
ADOPTED BUDGET 2023-2024

	HISTORICAL DATA				BUDGET		PROJECTED					
	FY 2021 Actuals	FY 2022 Actuals	FY 2023	Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	
								2,500	2,500	2,500	2,500	2,500
001-015-486350 ODOT Truck Inspection	-	-	-	-	2,500	-	2,500	-	-	-	-	2,500
001-015-486400 UO World Games	-	-	8,000	-	-	-	-	-	-	-	-	-
001-015-498000 Fingerprinting Fees	-	270	-	150	150	150	150	150	150	150	150	150
001-015-500400 Chief of Police	(100,694)	(101,992)	-	(110,150)	(117,084)	(117,084)	(117,084)	(121,767)	(126,638)	(131,704)	(136,972)	(136,972)
001-015-500540 Police Officer-Universal #2	-	(213,267)	(72,890)	(78,787)	(78,787)	(78,787)	(81,938)	(81,938)	(85,216)	(88,625)	(92,170)	(92,170)
001-015-500540 Police Officer-Universal #3	-	(17,018)	(80,920)	(80,920)	(80,920)	(80,920)	(84,157)	(84,157)	(87,523)	(91,024)	(94,665)	(94,665)
001-015-500540 Police Sergeant	(171,427)	-	(98,149)	(105,452)	(105,452)	(105,452)	(109,670)	(109,670)	(114,057)	(118,619)	(123,364)	(123,364)
001-015-500580 Reserve Police	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
001-015-500590 Other Agency Patrols	(55,655)	(60,196)	(49,667)	(53,173)	(53,173)	(53,173)	(59,300)	(59,300)	(62,205)	(65,408)	(68,606)	(68,606)
001-015-501300 Police Clerk	(8,662)	(2,301)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
001-015-501900 Severance/Vacation Pay	(24,131)	(30,966)	(31,872)	(31,872)	(31,872)	(31,872)	(33,147)	(33,147)	(34,473)	(35,852)	(37,286)	(37,286)
001-015-503000 FICA/Medicare	(85,614)	(93,739)	(108,238)	(108,238)	(108,238)	(108,238)	(112,753)	(112,753)	(117,070)	(121,753)	(126,623)	(126,623)
001-015-505000 PERS Retirement	(48,945)	(86,113)	(91,321)	(91,321)	(91,321)	(91,321)	(98,998)	(98,998)	(102,958)	(107,076)	(111,359)	(111,359)
001-015-506000 Unemployment Insurance/STT	(4,169)	(4,750)	(8,417)	(8,417)	(8,417)	(8,417)	(9,066)	(9,066)	(9,429)	(9,806)	(10,198)	(10,198)
001-015-506050 Workers Benefit Fund	(106)	(107)	(882)	(882)	(882)	(882)	(920)	(920)	(957)	(986)	(1,025)	(1,025)
001-015-506100 USMS - Sex Offenders	-	-	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
001-015-506200 ODOT Traffic Safety	-	-	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)
001-015-506250 ODOT Truck Inspection	-	-	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)
001-015-506300 UO World Games	-	-	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)
001-015-510000 Office Expense	(1,447)	(1,225)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)
001-015-510200 Equipment Repair, Maintenance	(2,755)	(2,459)	(7,176)	(7,176)	(7,176)	(7,176)	(7,500)	(7,500)	(7,824)	(8,148)	(8,472)	(8,472)
001-015-510250 Equipment Non-Capital	(8,626)	(9,280)	(14,664)	(14,664)	(14,664)	(14,664)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
001-015-510500 Uniforms Expense	(1,749)	(3,836)	(8,320)	(8,320)	(8,320)	(8,320)	(8,570)	(8,570)	(8,827)	(9,084)	(9,341)	(9,341)
001-015-510505 Bulletproof Vest Purchases (Grant)	(307)	(359)	(4,160)	(4,160)	(4,160)	(4,160)	(4,285)	(4,285)	(4,414)	(4,546)	(4,682)	(4,682)
001-015-510510 Photo, Crime Scene & Evidence	(1,417)	(1,538)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)
001-015-510550 Community Outreach Program	(7)	-	(520)	(520)	(520)	(520)	(520)	(520)	(520)	(520)	(520)	(520)
001-015-510999 Canine Program	(65,240)	(64,890)	(64,890)	(64,890)	(64,890)	(64,890)	(66,000)	(66,000)	(66,000)	(66,000)	(66,000)	(66,000)
001-015-516200 Dispatch Contract	(3,702)	(3,961)	(9,952)	(9,952)	(9,952)	(9,952)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
001-015-522010 Cellular Phone	(3,040)	(3,464)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
001-015-522100 Travel, Education, Training	(11,553)	(16,965)	(15,000)	(15,000)	(15,000)	(15,000)	(15,450)	(15,450)	(15,914)	(16,391)	(16,883)	(16,883)
001-015-525000 Gasoline, Diesel Fuel	(2,850)	(1,862)	(1,720)	(1,720)	(1,720)	(1,720)	(1,720)	(1,720)	(1,720)	(1,720)	(1,720)	(1,720)
001-015-531000 Computer Expense	(8,240)	(9,335)	(8,000)	(8,000)	(8,000)	(8,000)	(8,240)	(8,240)	(8,487)	(8,744)	(9,004)	(9,004)
001-015-535000 Vehicle Maintenance	-	(1,211)	(4,456)	(4,456)	(4,456)	(4,456)	(4,456)	(4,456)	(4,456)	(4,456)	(4,456)	(4,456)
001-015-536600 Shop With Cop Program Expense	(707)	(1,816)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)	(3,120)
001-015-536700 Investigation Expense	(1,086)	(410)	(2,288)	(2,288)	(2,288)	(2,288)	(2,288)	(2,288)	(2,288)	(2,288)	(2,288)	(2,288)
001-015-536800 Psychological Testing	(134)	(177)	(832)	(832)	(832)	(832)	(832)	(832)	(832)	(832)	(832)	(832)
001-015-540000 Police CHETT Program Expenses	(472)	(481)	(1,664)	(1,664)	(1,664)	(1,664)	(1,664)	(1,664)	(1,664)	(1,664)	(1,664)	(1,664)
001-015-542000 Miscellaneous	(7,380)	(14,750)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
001-015-585500 Reserve Officer Program	-	(875)	(2,808)	(2,808)	(2,808)	(2,808)	(2,808)	(2,808)	(2,808)	(2,808)	(2,808)	(2,808)
001-015-588700 Contract Services 2	-	-	-	-	-	-	-	-	-	-	-	-
001-015-588800 Community Assistance	-	-	-	-	-	-	-	-	-	-	-	-
001-015-588900 Wellness Program	-	-	-	-	-	-	-	-	-	-	-	-
001-015-601000 Capital Outlay (Equipment)	(10,850)	-	-	-	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
020 Municipal Court	(2,886)	(843)	(42,914)	(42,914)	(46,272)	(46,272)	(51,033)	(51,033)	(51,597)	(52,071)	(53,065)	(53,065)
001-020-405000 Fines and Bails	69,813	97,515	80,000	85,000	85,000	85,000	87,000	87,000	90,000	95,000	100,000	100,000
001-020-405010 Fines & Bail - Agency Collect.	63,050	42,747	42,848	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
001-020-405100 Fines Transfer from Other	1,408	1,421	200	200	200	200	200	200	200	200	200	200
001-020-406000 Court Fees	148	200	200	500	500	500	500	500	500	500	500	500
001-020-501700 Court Administrator	(63,357)	(70,457)	(71,615)	(75,131)	(75,131)	(75,131)	(78,136)	(78,136)	(81,262)	(84,512)	(87,893)	(87,893)
001-020-501900 Severance/Vacation	(1,278)	(1,148)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
001-020-502000 Workers' Benefit	(20)	(23)	(154)	(160)	(160)	(160)	(166)	(166)	(173)	(180)	(187)	(187)
001-020-503000 FICA/Medicare	(4,597)	(5,130)	(5,417)	(5,534)	(5,534)	(5,534)	(5,755)	(5,755)	(5,986)	(6,225)	(6,474)	(6,474)
001-020-504000 Health/Dental/Life/LTD/HRA	(25,211)	(25,644)	(27,261)	(27,112)	(27,112)	(27,112)	(28,196)	(28,196)	(29,324)	(30,497)	(31,717)	(31,717)
001-020-504100 Life/STD Insurance	(14,169)	(15,423)	(16,503)	(17,030)	(17,030)	(17,030)	(17,711)	(17,711)	(18,420)	(19,156)	(19,923)	(19,923)
001-020-505000 PERS Retirement	(844)	(949)	(1,472)	(1,565)	(1,565)	(1,565)	(1,628)	(1,628)	(1,693)	(1,760)	(1,831)	(1,831)
001-020-510000 Office Expense	(1,934)	(1,521)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
001-020-510800 Professional Services	-	-	(2,500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)
001-020-510880 City Attorney	-	-	(150)	(150)	(150)	(150)	(150)	(150)	(150)	(150)	(150)	(150)
001-020-510920 Interpreter	(59)	-	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)

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**CITY OF COBURG  
ADOPTED BUDGET 2023-2024**

	HISTORICAL DATA			BUDGET		PROJECTED					
	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	
001-020-513000 Bank Fees	(2,664)	(2,824)	(4,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	
001-020-513500 Jury Witness Fees	(211)	(16)	(800)	(800)	(800)	(800)	(800)	(800)	(800)	(800)	
001-020-514500 Municipal Judge	(7,950)	(8,900)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	
001-020-516000 Court Appointed Attorney	(3,665)	(3,96)	(6,000)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	
001-020-516200 Court Software	(7,922)	(10,081)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	
001-020-516500 Jail Beds Springfield	(600)	-	(3,300)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	
001-020-522090 Mbrships, Dues & Subscriptions	(538)	(373)	(600)	(538)	(300)	(300)	(300)	(300)	(300)	(600)	
001-020-522100 Travel, Education, Training	(119)	(1,358)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	
001-020-523500 Condit./Printer Lease and Service	-	(180)	(540)	(540)	(540)	(540)	(540)	(540)	(540)	(540)	
001-020-530000 Computer Storage	(1,569)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	
001-020-588000 Records Storage	(17,060)	(33,930)	(55,922)	(17,000)	(12,200)	(12,200)	(12,200)	(12,200)	(12,200)	(12,200)	
027 Economic Dev	19,033	28,228	20,000	22,000	22,000	22,000	23,000	23,000	24,000	24,000	
001-025-402500 Transient Room Tax	15,700	17,964	20,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	
001-025-402600 Tourism Funds	-	300	5,000	2,500	2,500	2,500	5,000	5,000	5,000	5,000	
001-025-402800 IOOF Building, Rental Income	-	7,277	20,000	-	-	-	-	-	-	-	
001-025-402900 Preserving Oregon Grant2	-	-	80,000	-	-	-	-	-	-	-	
001-025-403000 Oregon Main Street Projects	-	(26,847)	(24,717)	-	-	-	-	-	-	-	
001-025-500000 Technical Assistant - Economic Develop	-	(807)	(200)	-	-	-	-	-	-	-	
001-025-501900 Severance Pay/Vacation	-	(12)	(50)	-	-	-	-	-	-	-	
001-025-502000 Workers Compensation	-	(1,941)	(1,500)	-	-	-	-	-	-	-	
001-025-503000 FICA/Medicare	-	(450)	(600)	-	-	-	-	-	-	-	
001-025-504000 Health Insurance	-	(2,471)	(2,566)	-	-	-	-	-	-	-	
001-025-505000 PERS Retirement	-	(293)	(508)	-	-	-	-	-	-	-	
001-025-506000 Unemployment Insurance/STT	(713)	(1,043)	(1,680)	(1,500)	(1,500)	(1,500)	(1,600)	(1,750)	(1,872)	(1,872)	
001-025-510450 Postage	(9,965)	(10,353)	(12,500)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	
001-025-522220 Promotion of City Tourism/Marketing	(495)	(5,000)	(5,000)	-	-	-	-	-	-	-	
001-025-522230 Tourism - Funding to Chamber	(1,500)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	
001-025-522250 Oregon Rain	-	(2,353)	(20,000)	-	-	-	-	-	-	-	
001-025-522270 IOOF Buildings Lease	-	(768)	(31,000)	-	-	-	-	-	-	-	
001-025-522280 IOOF Preservation Project	-	-	(1,000)	-	-	-	-	-	-	-	
001-025-522295 Main Street Projects	-	-	(500)	-	-	-	-	-	-	-	
001-025-522300 Travel Education & Training	-	-	(300)	-	-	-	-	-	-	-	
001-025-522310 Office Supplies	-	-	(1,500)	-	-	-	-	-	-	-	
001-025-522320 Membership Dues & Subscriptions	-	-	(1,500)	-	-	-	-	-	-	-	
001-025-522340 Website Design/Upgrade	-	-	(1,500)	-	-	-	-	-	-	-	
001-025-522350 Event Materials & Services	-	-	(2,000)	-	-	-	-	-	-	-	
001-025-522360 Professional Fees	-	-	(500)	-	-	-	-	-	-	-	
001-025-601000 IOOF Building Upgrades	-	(8,635)	(86,000)	-	-	-	-	-	-	-	
001-025-710000 Oregon Main Street - ARPA FUND OUT	(42,083)	(54,364)	(30,826)	(37,200)	(37,200)	(37,200)	(37,200)	(37,200)	(37,200)	(37,200)	
050 Park Fund	-	130	1,000	(33,450)	(33,450)	(33,450)	(33,775)	(34,300)	(34,650)	(34,800)	
001-050-401060 Park Donations	-	375	800	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
001-050-402050 Park User Fees	(1,089)	(2,957)	(2,080)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	
001-050-510810 Landscape Contract Services	(1,244)	(1,385)	(1,661)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	
001-050-511000 Restroom Supplies	(3,013)	(426)	(1,560)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	
001-050-511200 Power Consumption	-	-	(350)	-	-	-	-	-	-	-	
001-050-511500 Supplies/Gravel	(353)	(5,660)	(1,750)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	
001-050-522100 Travel, Education, Training	(506)	(1,179)	(650)	(700)	(700)	(700)	(750)	(800)	(800)	(800)	
001-050-525000 Gasoline, Diesel Fuel	(1,799)	(1,846)	(1,500)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	
001-050-526000 Safety Equipment and Supplies	(348)	(770)	(1,750)	(200)	(200)	(200)	(250)	(250)	(250)	(250)	
001-050-530200 Equipment Rental	(1,037)	(675)	(1,100)	(2,200)	(2,200)	(2,200)	(2,200)	(2,200)	(2,200)	(2,200)	
001-050-531000 Vehicle, Equipment Maintenance	(113)	(1,92)	(1,500)	(2,000)	(2,000)	(2,000)	(2,050)	(2,100)	(2,150)	(2,200)	
001-050-531500 Building Maintenance	(8,392)	(12,544)	(8,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	
001-050-533000 Materials, Supplies	(10,026)	(3,331)	(350)	(350)	(350)	(350)	(350)	(350)	(350)	(350)	
001-050-588700 Contract Services	(4,539)	(10,000)	(5,000)	-	-	-	-	-	-	-	
001-050-601000 Capital Outlay - Parks Equipment	(64,386)	29,473	342,300	223,359	223,359	223,359	(111,188)	32,349	(75,335)	34,019	
001-050-601100 Capital Outlay - Parks Projects	524	269	300	-	-	-	-	-	-	-	
001-051-401000 Interest Income	814	65,197	189,575	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
001-051-404000 Parks Improvement SDC	37,273	-	-	235,325	235,325	235,325	33,171	34,300	34,145	36,137	
001-051-404200 Other Receipts	-	-	-	-	-	-	-	-	-	-	
001-051-404500 Oregon Small Cities Grant - ORPD	-	-	216,200	332,500	332,500	332,500	100,000	-	-	-	

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**CITY OF COBURG  
ADOPTED BUDGET 2023-2024**

	HISTORICAL DATA			BUDGET		PROJECTED					
	FY 2024 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	
001-051-405000 OPRD Community Grant	-	-	150,000	-	-	-	-	-	-	-	-
001-051-510100 SDC Administrative Fees (5% of Loan Pay)	-	(237)	(1,500)	(11,766)	(11,766)	(11,766)	(1,659)	(1,715)	(1,707)	(1,807)	
001-051-510800 Professional Services	(1,899)	(11,695)	(1,248)	(1,200)	(1,200)	(1,200)	(1,200)	(1,236)	(1,273)	(1,311)	
001-051-513000 Bank Fees	(0)	0	(104)	-	-	-	-	-	-	-	
001-051-544020 SDC Analysis	-	-	(10,000)	-	-	-	-	-	-	-	
001-051-603000 Engineering	-	-	-	-	-	-	(7,500)	-	(7,500)	-	
001-051-610001 Capital Const. Coburg Loop Seg 4	(1,167)	(13,789)	-	-	-	-	(35,000)	-	-	-	
001-051-620000 Capital Outlay - Coburg Creek	-	-	-	-	-	-	(100,000)	-	(100,000)	-	
001-051-620002 Capital Outlay - Johnny Diamond	(99,118)	-	-	-	-	-	-	-	-	-	
001-051-620003 Capital Outlay - Pavilion Park Plaza	-	(10,509)	(203,000)	(332,500)	(332,500)	(332,500)	(100,000)	-	-	-	
400 PW Admin	(414,385)	(526,389)	(612,928)	(613,685)	(613,685)	(613,685)	(638,232)	(663,762)	(690,312)	(717,925)	
001-400-500200 Public Works Director	(86,132)	(94,854)	(94,693)	(106,772)	(106,772)	(106,772)	(111,043)	(115,485)	(120,104)	(124,908)	
001-400-500210 Public Works Operator Supervisor (1)	(65,684)	(65,601)	(86,732)	(78,025)	(78,025)	(78,025)	(81,146)	(84,392)	(87,768)	(91,278)	
001-400-500310 Public Works Operator I & 2- (4)	(122,184)	(180,564)	(212,181)	(230,269)	(230,269)	(230,269)	(239,480)	(249,059)	(259,021)	(269,362)	
001-400-500300 FICA/Medicare	(20,365)	(25,130)	(29,770)	(31,872)	(31,872)	(31,872)	(33,147)	(34,473)	(35,852)	(37,286)	
001-400-500400 Health/Dental/Life/LIT	(69,753)	(86,928)	(96,724)	(83,412)	(83,412)	(83,412)	(86,748)	(90,218)	(93,827)	(97,580)	
001-400-505000 PERS Retirement	(46,144)	(68,016)	(83,888)	(73,634)	(73,634)	(73,634)	(76,579)	(79,643)	(82,828)	(86,141)	
001-400-506000 Unemployment/STT	(4,005)	(5,161)	(8,092)	(8,715)	(8,715)	(8,715)	(9,064)	(9,426)	(9,803)	(10,195)	
001-400-506050 Workers Benefit Fund	(118)	(135)	(848)	(866)	(866)	(866)	(1,025)	(1,066)	(1,109)	(1,153)	
500 Allocation	639,700	782,994	878,804	1,039,852	1,039,852	1,039,852	1,076,929	1,115,352	1,155,174	1,196,444	
001-500-500010 Overhead Allocation	299,697	395,643	423,968	451,772	451,772	451,772	465,325	479,285	493,663	508,473	
001-500-510000 PW Personal Services Allocation	340,003	387,291	454,836	588,080	588,080	588,080	611,603	636,067	661,510	687,971	
600 Debt	(19,878)	(30,665)	(30,150)	(29,700)	(29,700)	(29,700)	-	(28,800)	-	(32,900)	
001-000-499100 Loan Proceeds	579,569	-	-	-	-	-	-	-	-	-	
001-001-510100 City Hall Purchase Interest (Summit)	(19,591)	-	-	-	-	-	-	-	-	-	
001-001-510101 City Hall Purchase Principle (Summit)	(579,856)	-	-	-	-	-	-	-	-	-	
001-001-510102 City Hall Bonded Debt Interest (FF&C)	(15,599)	(15,599)	(15,150)	(14,700)	(14,700)	(14,700)	(14,250)	(13,800)	(13,350)	(12,900)	
001-001-510103 City Hall Bonded Debt Principle (FF&C)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(20,000)	
001-002-510500 LID Assessment (Debt)	(66)	(66)	-	-	-	-	-	-	-	-	
800 Contingency	-	-	(200,000)	(150,000)	(150,000)	(150,000)	(150,000)	-	-	-	
001-800-801000 Operating Contingency - Emergency Res.	-	-	(200,000)	(150,000)	(150,000)	(150,000)	(150,000)	-	-	-	
900 Fund Balance Change	113,700	307,708	44,164	25,852	25,852	25,852	495,498	223,058	288,534	183,990	
001-900-400100 Beginning Fund Balance	860,277	746,577	705,000	650,000	650,000	650,000	774,148	464,650	241,592	46,932	
001-900-950000 Unappropriated Ending Balance	(746,577)	(438,869)	(484,246)	(342,294)	(342,294)	(342,294)	(152,125)	(54,767)	(190,402)	(276,575)	
001-900-950003 Restricted for Park SDC	-	-	(176,590)	(281,854)	(281,854)	(281,854)	(162,525)	(186,825)	(143,470)	(129,607)	
Grand Total	(0)	(0)	(0)	0	0	0	0	(0)	(0)	0	

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CITY OF COBURG  
ADOPTED BUDGET 2023-2024

	HISTORICAL DATA			BUDGET		PROJECTED				
	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
<b>003 Street</b>										
000 General	(0)	-	(0)	(0)	(0)	(0)	0	(0)	0	0
003-000-401000 State Pool Interest	341,206	479,514	559,400	442,900	442,900	442,900	720,908	480,580	740,525	496,698
003-000-402445 City Fuel Taxes	1,985	1,826	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
003-000-402450 State Street Taxes	125,177	177,614	170,000	170,000	170,000	170,000	175,100	185,764	185,764	191,336
003-000-406500 Street Tree Utility Fees	99,917	107,621	120,000	105,000	105,000	105,000	127,308	131,127	135,061	135,061
003-000-407000 Transportation Utility Fee	13,243	12,909	14,500	13,000	13,000	13,000	13,100	13,200	13,300	13,400
003-000-480100 ODOT Grant	99,979	112,160	152,000	152,000	152,000	152,000	152,500	153,000	154,000	154,000
003-000-499000 Other Receipts	904	8,337	500	500	500	500	250,000	-	250,000	-
<b>001 Administration</b>	(366,634)	(387,343)	(422,545)	(316,642)	(316,642)	(316,642)	(562,878)	(389,316)	(545,978)	(302,895)
003-001-510500 Uniform Expense	(815)	(681)	(854)	(900)	(900)	(900)	(900)	(927)	(955)	(975)
003-001-510710 Emergency Street Repair	-	-	-	-	-	-	-	-	-	-
003-001-510800 Professional Services	(30,817)	(10,409)	(1,560)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
003-001-512000 Street Tree Purchase	(648)	-	(1,456)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
003-001-512010 Monitoring Services	-	-	-	-	-	-	-	-	-	-
003-001-512020 Street Tree Maintenance	(9,407)	(8,015)	(15,600)	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)
003-001-522010 Cellular Phone	(1,160)	(1,109)	(1,404)	(1,500)	(1,500)	(1,500)	(1,560)	(1,622)	(1,687)	(1,755)
003-001-522100 Travel, Education, Training	(195)	(117)	(728)	(750)	(750)	(750)	(780)	(803)	(828)	(852)
003-001-525000 Gasoline, Diesel Fuel	(2,478)	(5,244)	(3,240)	(3,500)	(3,500)	(3,500)	(3,800)	(4,160)	(4,550)	(5,000)
003-001-526000 Safety Equipment & Supplies	(638)	(1,268)	(1,165)	(1,200)	(1,200)	(1,200)	(1,248)	(1,285)	(1,324)	(1,364)
003-001-526500 Tools & Equipment	(1,070)	(1,739)	(832)	(857)	(857)	(857)	(891)	(918)	(946)	(974)
003-001-530200 Equipment Rental	(70)	(262)	(988)	(1,018)	(1,018)	(1,018)	(1,059)	(1,123)	(1,157)	(1,191)
003-001-531000 Vehicle, Equipment Maintenance	(2,345)	(3,485)	(1,872)	(2,000)	(2,000)	(2,000)	(2,080)	(2,142)	(2,207)	(2,273)
003-001-531500 Building Maintenance	(8,253)	(15,152)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
003-001-532000 Street Maintenance	(2,000)	(46,111)	(1,560)	(1,600)	(1,600)	(1,600)	(1,664)	(1,714)	(1,765)	(1,818)
003-001-532050 Street Overlay/Reconstruction Projects	(3,194)	(51,648)	-	-	-	-	-	-	-	-
003-001-533000 Materials, Supplies	(5,898)	(7,979)	(5,000)	(6,000)	(6,000)	(6,000)	(6,200)	(6,400)	(6,600)	(6,800)
003-001-583000 Street Lighting	(11,030)	(14,072)	(13,500)	(16,000)	(16,000)	(16,000)	(16,200)	(16,400)	(16,600)	(16,800)
003-001-583300 Urban Forestry	(92,496)	(15,365)	(350)	(350)	(350)	(350)	(350)	(350)	(350)	(350)
003-001-603000 Street Repair - SCA Grant Projects	(50,928)	-	(100,000)	(40,000)	(40,000)	(40,000)	(30,000)	(250,000)	(350)	-
003-500-500050 Capital Outlay - Street Fleet/Equipment	(77,469)	(85,458)	(102,021)	(57,462)	(57,462)	(57,462)	(59,760)	(62,151)	(64,637)	(67,222)
003-500-500060 Street Personal Services Allocation	(65,762)	(119,229)	(120,415)	(96,005)	(96,005)	(96,005)	(98,885)	(101,852)	(104,907)	(108,054)
003-700-xxxxxx Transfer in From General Fund	-	-	-	-	-	-	-	-	-	-
<b>023 Street Capital</b>	35,709	50,121	265,082	(439,630)	(439,630)	(439,630)	541,049	16,961	44,428	44,050
003-023-401000 Interest Income	3,242	1,688	1,688	-	-	-	-	-	-	-
003-023-401010 Interest Income SDC	180	4,518	180	5,500	5,500	5,500	5,500	5,500	5,500	5,500
003-023-404002 Trans Improvement SDC	35,461	80,549	266,504	278,592	278,592	278,592	36,237	37,106	39,455	39,095
003-023-405000 Grant Funding - MPC Federal-LC Swap	-	-	-	748,348	748,348	748,348	-	400,000	-	-
003-023-406000 Bond Purchase - Street Repairs	-	-	1,800,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
003-023-510100 SDC Administrative Fees (5% of Loan Pay)	-	-	(329)	13,930	13,930	13,930	1,812	1,855	1,973	1,955
003-023-510800 Professional Fees	(1,000)	-	(2,841)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
003-023-513000 Bank Fees	-	-	(100)	-	-	-	-	-	-	-
003-023-530060 Storm Water Master Plan	-	-	(20,000)	(60,000)	(60,000)	(60,000)	-	-	-	-
003-023-544020 SDC Analysis	(531)	-	(140,000)	-	-	-	-	-	-	-
003-023-601000 Capital Outlay - Fuel Island	(4,092)	-	(10,000)	-	-	-	-	-	-	-
003-023-601100 Collector Street Project	(250)	(2,543)	-	(17,000)	(17,000)	(17,000)	-	-	-	-
003-023-601200 Reconstruction - Roberts Road	-	(19,227)	-	(850,000)	(850,000)	(850,000)	-	-	-	-
003-023-601250 Reconstruction - Macy, Harrison, N. Will.	-	(13,176)	-	(800,000)	(800,000)	(800,000)	-	-	-	-
003-023-601260 Feasibility Study - Truck Route	-	-	-	(56,500)	(56,500)	(56,500)	-	-	-	-
003-023-601300 Coburg Industrial North - 10.27 Match MPC	-	-	(297,000)	-	-	-	-	-	-	-
003-023-601300 Reconstruction - McKenzie St	-	-	(100,000)	(200,000)	(200,000)	(200,000)	-	-	-	-
003-023-601400 Public Works Shop	-	-	(150,000)	(135,750)	(135,750)	(135,750)	-	-	-	-
<b>600 Debt</b>	-	-	-	-	-	-	-	-	-	-
003-600 Street Debt Service (future)	-	-	-	(114,400)	(114,400)	(114,400)	(286,277)	(284,936)	(289,146)	(277,853)
003-600-510000 OTTB Loan Principal	-	-	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
003-600-510500 OTTB Loan Interest	-	-	-	(21,350)	(21,350)	(21,350)	(21,877)	(20,536)	(19,746)	(18,259)
<b>800 Contingency</b>	-	-	-	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
003-800-801000 Operating Contingency/Emergency Res.	-	-	(200,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
900 Fund Balance Change	(10,281)	(142,292)	(51,937)	549,122	549,122	549,122	(312,802)	276,710	151,172	151,172

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**CITY OF COBURG  
ADOPTED BUDGET 2023-2024**

	HISTORICAL DATA			BUDGET		PROJECTED					
	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	
003-000-400100 Beginning Fund Balance	804,996	815,277	896,000	960,200	960,200	960,200	511,078	923,880	747,170	705,997	
003-900-950000 Unappropriated Ending Balance	(815,277)	(957,569)	(335,231)	(399,078)	(399,078)	(399,078)	(811,880)	(634,810)	(593,267)	(553,440)	
003-900-950001 Reserve For Tree Maintenance	-	-	(11,581)	(12,000)	(12,000)	(12,000)	(12,000)	(12,360)	(12,731)	(12,750)	
003-900-950003 Restricted for Street SDC	-	-	(601,125)	-	-	-	-	-	-	-	
<b>Grand Total</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	

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CITY OF COBURG  
ADOPTED BUDGET 2023-2024

Item 6.

	HISTORICAL DATA				BUDGET		PROJECTED					
	FY 2022 Actuals		FY 2023 Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected		
	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected		
004 Water	0	0	0	-	-	-	0	0	0	0	0	
000 General	819,765	912,664	914,250	975,000	975,000	975,000	1,015,760	1,056,070	1,097,993	1,140,593		
004-000-401000 State Pool Interest	443	5,622	1,000	5,000	5,000	5,000	1,000	1,000	1,000	1,000		
004-000-402100 Water Meter Installation Fee	1,958	3,848	6,500	5,000	5,000	5,000	5,000	5,000	5,000	5,000		
004-000-402300 Water User Fees	816,088	899,894	901,250	969,000	969,000	969,000	1,007,760	1,048,070	1,089,993	1,133,593		
004-000-403250 Water Deposits	25	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000		
004-000-498100 Lien Search Fees	-	-	-	-	-	-	-	-	-	-		
004-000-499000 Other Receipts- Brass Return	1,251	3,300	4,500	-	-	-	1,000	1,000	1,000	1,000		
001 Administration	(382,133)	(350,511)	(415,181)	(561,098)	(561,098)	(561,098)	(583,394)	(602,856)	(625,313)	(650,163)		
004-001-510000 Office Expense	(1,945)	(307)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)		
004-001-510250 Emergency Repairs	(16,077)	(11,473)	(10,000)	(11,000)	(11,000)	(11,000)	(12,000)	(12,000)	(12,000)	(13,000)		
004-001-510500 Uniform Expense	(720)	(1,243)	(854)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,050)	(1,050)		
004-001-510800 Professional Services	(2,217)	(7,459)	(3,500)	(3,750)	(3,750)	(3,750)	(4,000)	(4,300)	(4,300)	(4,300)		
004-001-510880 City Attorney	-	-	(1,650)	(1,700)	(1,700)	(1,700)	(1,700)	(1,750)	(1,750)	(1,750)		
004-001-511200 Pump Station Power	(34,732)	(33,151)	(38,617)	(42,090)	(42,090)	(42,090)	(43,350)	(47,250)	(51,500)	(56,140)		
004-001-522010 Cellular Phone	(1,235)	(1,109)	(1,934)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,550)	(1,600)		
004-001-522090 Memberships, Dues & Subscriptions	(900)	(940)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)		
004-001-522100 Travel, Education, Training	-	(92)	-	(450)	(450)	(450)	(570)	(590)	(610)	(630)		
004-001-523200 Water Analysis	(3,362)	(2,270)	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)		
004-001-525000 Gas, Oil and Fuel	(5,055)	(5,832)	(5,832)	(6,400)	(6,400)	(6,400)	(7,000)	(7,600)	(8,284)	(9,000)		
004-001-526000 Safety Equipment & Supplies	(709)	(1,981)	(800)	(900)	(900)	(900)	(900)	(1,100)	(1,100)	(1,200)		
004-001-526500 Tools & Equipment- Spend Brass Return 22	(1,905)	(1,015)	(5,000)	(1,600)	(1,600)	(1,600)	(1,700)	(1,800)	(1,800)	(1,900)		
004-001-530200 Equipment Rental	-	(57)	(750)	(775)	(775)	(775)	(800)	(800)	(825)	(825)		
004-001-531000 Vehicle, Equipment Maintenance	(2,876)	(1,639)	(2,750)	(2,750)	(2,750)	(2,750)	(2,850)	(2,500)	(2,700)	(2,800)		
004-001-531500 Building Maintenance, Supplies	(807)	(344)	(4,400)	(4,450)	(4,450)	(4,450)	(4,500)	(4,500)	(4,500)	(4,500)		
004-001-533000 Materials, Supplies	(16,227)	(17,877)	(14,100)	(14,500)	(14,500)	(14,500)	(14,800)	(14,800)	(14,800)	(14,900)		
004-001-534000 Water Meter Replacement	-	-	-	-	-	-	-	-	-	-		
004-001-534100 Backflow Program	-	(681)	(1,500)	-	-	-	-	-	-	-		
004-001-588500 Certifications, Membership Dues	(2,434)	(1,063)	(4,300)	(4,300)	(4,300)	(4,300)	(4,500)	(4,500)	(4,500)	(4,600)		
004-001-588700 Service Contracts	(4,887)	(7,080)	(3,300)	(3,400)	(3,400)	(3,400)	(3,500)	(3,500)	(3,500)	(3,500)		
004-001-601000 Capital Outlay -	-	-	-	-	-	-	-	-	-	-		
004-001-635000 Hand Held Meter Replacement	(10,215)	-	-	-	-	-	-	-	-	-		
004-001-670020 Capital Outlay - Equipment	(36,938)	-	-	-	-	-	-	-	-	-		
004-500-500050 Public Works Personal Services	(133,419)	(114,692)	(143,932)	(244,598)	(244,598)	(244,598)	(254,382)	(264,557)	(275,139)	(286,145)		
004-500-500060 Overhead Allocation	(105,473)	(140,647)	(166,261)	(210,235)	(210,235)	(210,235)	(223,038)	(229,729)	(236,621)	(243,621)		
024 Water Capital	828,840	(92,852)	(967,252)	(1,336,350)	(1,336,350)	(1,336,350)	50,859	35,304	36,694	37,394		
004-024-401010 Interest Income SDC	4,208	2,413	782	1,500	1,500	1,500	1,500	1,500	1,500	1,500		
004-024-404004 Water Improvement SDC	53,568	53,333	164,694	222,262	222,262	222,262	32,329	33,623	34,947	35,613		
004-024-405050 Regional Solutions Loan Proceeds	840,866	302,570	2,902,500	4,496,795	4,496,795	4,496,795	2,200,000	-	-	-		
004-024-405100 Loan Proceeds	768,096	-	-	-	-	-	-	-	-	-		
004-024-510100 SDC Administrative Fees (5% of Loan Pay)	-	-	(188)	(11,113)	(11,113)	(11,113)	1,616	1,681	1,747	1,781		
004-024-510800 Professional Services	(13,845)	(6,695)	(2,500)	(2,500)	(2,500)	(2,500)	(1,500)	(1,500)	(1,500)	(1,500)		
004-024-513000 Bank Fees	0	0	(40)	-	-	-	-	-	-	-		
004-024-544020 SDC Analysis	-	-	(10,000)	-	-	-	-	-	-	-		
004-024-544030 Water Conservation Plan	-	-	-	(25,000)	(25,000)	(25,000)	-	-	-	-		
004-024-601400 Public Works Shop	-	-	(200,000)	(530,000)	(530,000)	(530,000)	-	-	-	-		
004-024-603000 Engineering Water Project	(72,995)	(86,690)	(410,000)	-	-	-	-	-	-	-		
004-024-603100 East Side Water Line/1/5 Bone/Trans	(335,575)	(105,617)	(1,500,000)	-	-	-	-	-	-	-		
004-024-603200 Production Well Property/Development	(369,433)	(24,887)	(1,242,500)	(83,124)	(83,124)	(83,124)	-	-	-	-		
004-024-603300 Water Infrastructure Upgrades/Updates	(13,289)	(204,706)	(120,000)	(4,996,795)	(4,996,795)	(4,996,795)	-	-	-	-		
004-024-603300 Well 1 & 2 Rehabilitation	-	-	-	(408,375)	(408,375)	(408,375)	-	-	-	-		
004-024-603400 Reservoir Development/Rehab	(33,763)	(23,075)	(550,000)	-	-	-	(2,183,086)	-	-	-		
600 Debt	(949,696)	(166,650)	(332,150)	(82,050)	(82,050)	(82,050)	(482,400)	(482,400)	(400,000)	(400,000)		
004-001-510500 LID Assessment DEBT	-	-	-	-	-	-	-	-	-	-		
004-600-510300 1999 Bond Principal Due Feb	-	-	-	-	-	-	-	-	-	-		
004-600-510350 Proj GO1001 Principal Due Dec	(459,577)	-	-	-	-	-	-	-	-	-		
004-600-510360 Proj GO1001 Interest Due Dec	(24,447)	-	-	-	-	-	-	-	-	-		
004-600-510380 Proj BO1003 Principal Due Dec Pay off 23	(254,455)	-	-	-	-	-	-	-	-	-		
004-600-510390 Proj BO1003 Interest Due Dec Pay off 23	(13,537)	-	-	-	-	-	-	-	-	-		
004-600-510400 Water Bonded Debt Interest (FF&C)	(11,600)	(16,650)	(12,150)	(7,050)	(7,050)	(7,050)	(4,800)	(2,400)	-	-		
004-600-510410 Water Bonded Debt Principal (FF&C)	(170,000)	(150,000)	(170,000)	(75,000)	(75,000)	(75,000)	(80,000)	(80,000)	-	-		
004-600-510500 Business Oregon Water Debr. Service	-	-	(150,000)	-	-	-	(200,000)	(400,000)	(400,000)	(400,000)		
004-600-513000 Bank Admin Charges	(16,100)	-	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)		
004-800-801000 Operating Contingency -Emergency Res.	-	-	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)		

**CITY OF COBURG  
ADOPTED BUDGET 2023-2024**

	HISTORICAL DATA			BUDGET		PROJECTED				
	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
900 Fund Balance Change	(316,776)	(302,651)	1,000,333	1,204,498	1,204,498	1,204,498	(425)	193,861	90,625	72,175
004-000-400100 Beginning Fund Balance	1,098,076	1,414,852	1,567,000	1,375,000	1,375,000	1,375,000	370,502	570,927	577,066	686,441
004-900-950000 Unappropriated Ending Balance	(1,414,852)	(1,717,503)	(566,667)	(170,502)	(170,502)	(170,502)	(370,927)	(377,066)	(451,494)	(543,766)
004-900-950003 Restricted for Water SDC	-	-	-	-	-	-	-	-	(34,947)	(70,560)
<b>Grand Total</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>

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CITY OF COBURG  
ADOPTED BUDGET 2023-2024

Item 6.

	HISTORICAL DATA			BUDGET		PROJECTED				
	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
005 Sewer	(0)		(0)							(0)
000 General	836,203	844,919	951,900	870,000	870,000	870,000	896,210	922,691	949,967	977,561
005-000-401000 Interest Income	212	162	500	-	-	-	500	500	500	-
005-000-404480 Homeland Security Grant										
005-000-480000 Wastewater Fee	834,526	843,658	852,600	857,000	857,000	857,000	882,710	909,191	936,467	964,561
005-000-480500 Sewer Easement Fee	315	375	3,800	500	500	500	500	500	500	500
005-000-490000 Other Receipts	808	-	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500
005-028-401000 SP Interest Income	342	724	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000
001 Administration	(485,490)	(522,230)	(595,349)	(686,943)	(686,943)	(686,943)	(709,326)	(746,335)	(770,379)	(794,016)
005-001-505600 Homeland Security - Fuel Island										
005-001-510000 Office Expense	(1,718)	(628)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
005-001-510250 Emergency Repairs	(27,309)	(14,285)	(16,500)	(16,500)	(16,500)	(16,500)	(18,500)	(19,500)	(19,500)	(19,500)
005-001-510500 Uniform Expense	(1,451)	(1,256)	(854)	(880)	(880)	(880)	(915)	(943)	(971)	(1,000)
005-001-510800 Professional Services	(30,726)	(3,842)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
005-001-510880 City Attorney	(124)		(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
005-001-511200 Electricity	(38,060)	(39,216)	(42,640)	(44,772)	(44,772)	(44,772)	(46,563)	(47,960)	(49,399)	(50,881)
005-001-513350 Professional Dues	(220)	-	(27)	-	-	-	-	-	-	-
005-001-513360 Certifications, Memberships and Dues	(3,503)	(2,903)	(3,400)	(3,500)	(3,500)	(3,500)	(3,500)	(3,700)	(3,700)	(3,800)
005-001-522010 Cellular Phone	(1,235)	(1,109)	(1,288)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,600)	(1,650)
005-001-522100 Travel, Education, Training	(1,550)	(1,820)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
005-001-525000 Gas, Oil, Fuel Expense	(6,706)	(5,393)	(4,536)	(4,900)	(4,900)	(4,900)	(5,340)	(5,820)	(6,340)	(6,910)
005-001-525210 Waste Analysis	(7,651)	(8,496)	(3,744)	(5,500)	(5,500)	(5,500)	(6,000)	(6,250)	(6,500)	(6,750)
005-001-526000 Safety Equipment and Supplies	(1,183)	(2,107)	(1,700)	(975)	(975)	(975)	(1,050)	(1,150)	(1,150)	(1,150)
005-001-526500 Tools & Equipment	(1,282)	(1,389)	(6,000)	(8,000)	(8,000)	(8,000)	(8,250)	(8,500)	(9,000)	(9,500)
005-001-530200 Equipment Rental	(243)	(260)	(1,030)	(1,040)	(1,040)	(1,040)	(1,050)	(1,060)	(1,060)	(1,070)
005-001-531000 Vehicle Maintenance	(5,020)	(2,209)	(3,000)	(3,100)	(3,100)	(3,100)	(3,200)	(2,500)	(2,750)	(3,000)
005-001-531500 Building Maintenance, Supplies	(3,903)	(2,474)	(1,850)	(2,000)	(2,000)	(2,000)	(2,250)	(2,500)	(2,750)	(3,000)
005-001-531700 Easement Recording	(488)	-	(500)	(500)	(500)	(500)	(500)	(2,600)	(2,600)	(2,700)
005-001-532900 Printing and Ads	(10,980)	(18,394)	(12,500)	(13,000)	(13,000)	(13,000)	(13,400)	(13,500)	(13,500)	(13,600)
005-001-533000 Materials, Supplies	(19,104)	(29,354)	(32,780)	(32,775)	(32,775)	(32,775)	(34,000)	(34,000)	(34,000)	(35,000)
005-001-540010 Tank Maintenance/in house pumping	(35,013)	(45,834)	(54,000)	(54,000)	(54,000)	(54,000)	(54,000)	(71,000)	(74,000)	(74,000)
005-001-540015 Monitoring Services	(16,685)	(12,523)	(23,500)	(24,000)	(24,000)	(24,000)	(24,500)	(25,000)	(25,500)	(25,500)
005-001-540020 Plant Equipment Maintenance	(1,313)	(622)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)
005-001-540200 Lab Supplies	(5,448)	(2,498)	(10,000)	(10,000)	(10,000)	(10,000)	(10,250)	(10,500)	(10,750)	(11,000)
005-001-588700 Service Contracts	(3,399)	(2,620)	(3,825)	(3,950)	(3,950)	(3,950)	(4,000)	(4,050)	(4,100)	(4,100)
005-001-601000 Capital Outlay Fleet/Equipment	(3,600)	-	-	-	-	-	-	-	-	-
005-500-500050 Sewer Personal Services Allocation	(129,115)	(187,141)	(208,883)	(286,020)	(286,020)	(286,020)	(297,461)	(309,359)	(321,734)	(334,603)
005-500-500060 Overhead Allocation	(128,462)	(135,767)	(137,292)	(145,531)	(145,531)	(145,531)	(149,897)	(154,394)	(159,076)	(163,796)
027 Sewer Cap	52,925	69,583	7,569	(212,589)	(212,589)	(212,589)	(201,423)	49,290	(351,875)	(351,703)
005-027-401000 Wastewater Improvement SDC	50,620	69,971	268,647	265,696	265,696	265,696	46,264	46,943	45,833	45,997
005-027-401010 Wastewater SDC Interest	5,773	3,685	(1,440)	2,500	2,500	2,500	2,500	2,500	2,500	2,500
005-027-510100 SDC Administrative Fees (5% of Loan Pay)	-	-	(4,400)	(13,285)	(13,285)	(13,285)	2,313	2,347	2,292	2,300
005-027-510200 Capital Outlay -Premier RV Tanks	-	(4,073)	(50,000)	(2,500)	(2,500)	(2,500)	(250,000)	-	-	-
005-027-510800 Professional Services	(3,468)	-	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
005-027-540020 SDC Analysis	-	-	(10,000)	-	-	-	-	-	-	-
005-027-544030 Waste Water Facilities Plan	-	-	-	(65,000)	(65,000)	(65,000)	-	-	-	-
005-027-600500 Plant Expansion	-	-	(200,000)	(400,000)	(400,000)	(400,000)	-	-	-	-
005-027-601400 Public Works Shop	-	-	(481,894)	(481,894)	(481,894)	(481,894)	(488,674)	(485,064)	(481,298)	(499,710)
028 Sewer Debt	(486,059)	(445,347)	(484,767)	(491,894)	(491,894)	(491,894)	(488,674)	(485,064)	(481,298)	(499,710)
005-028-401050 LID Assessment	186,964	90,811	53,517	45,988	45,988	45,988	20,000	20,000	400,000	400,000
005-028-402030 Funding from URA - Debt Reserve	400,000	375,000	375,000	375,000	375,000	375,000	375,000	400,000	400,000	400,000
005-028-402040 Loan Proceeds In - DEQ	8,805,123	-	-	-	-	-	-	-	-	-
005-028-402050 Loan Proceeds In - US BANK	5,928,538	-	-	-	-	-	-	-	-	-
005-028-510000 LID Administration	-	-	-	-	-	-	-	-	-	-
005-028-510881 Legal Fees	-	(144)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
005-028-513000 Bank Fees	-	-	-	-	-	-	-	-	-	-
005-028-530411 Loan R23041 Principal	(634,833)	-	-	-	-	-	-	-	-	-
005-028-530412 Loan R23042 Interest	(11,141)	-	-	-	-	-	-	-	-	-
005-028-530421 Loan R23042 Principal	(7,302,429)	-	-	-	-	-	-	-	-	-
005-028-530422 Loan R23042 Interest	(102,599)	-	-	-	-	-	-	-	-	-
005-028-530442 Loan R23044 Principal	(1,121,060)	-	-	-	-	-	-	-	-	-
005-028-530443 Loan R23044 Interest	(10,370)	-	-	-	-	-	-	-	-	-
005-028-530445 Loan R23045 Interest (DEQ)	(93,521)	(72,070)	(67,452)	(37,188)	(37,188)	(37,188)	(34,462)	(31,712)	(28,959)	(26,144)

**CITY OF COBURG  
ADOPTED BUDGET 2023-2024**

	HISTORICAL DATA			BUDGET		PROJECTED					
	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 PROPOSED	Sum of FY 2024 APPROVED	Sum of FY 2024 ADOPTED	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	
005-028-530446 Loan R23045 Principle (DEC)	(291,134)	(535,924)	(540,542)	(545,201)	(545,201)	(545,201)	(549,900)	(554,640)	(559,420)	(564,241)	
005-028-530447 Loan R23045 Fee	-	(42,570)	(39,890)	(62,793)	(62,793)	(62,793)	(34,462)	(31,712)	(28,939)	(43,327)	
005-028-530450 Annual Loan Fees	(157,602)	-	-	-	-	-	-	-	-	-	
005-028-530500 USDA Bond Principle	(5,639,130)	-	-	-	-	-	-	-	-	-	
005-028-530501 USDA Bond Interest	(171,492)	-	-	-	-	-	-	-	-	-	
005-028-530600 Sewer Bonded Debt Interest (FF&C)	(96,373)	(175,450)	(172,900)	(170,200)	(170,200)	(170,200)	(167,350)	(164,500)	(161,500)	(158,500)	
005-028-530601 Sewer Bonded Debt Principal (FF&C)	(175,000)	(85,000)	(90,000)	(95,000)	(95,000)	(95,000)	(95,000)	(100,000)	(100,000)	(105,000)	
700 Transfers	-	-	-	-	-	-	-	-	-	-	
005-700-720028 Transfer to Sewer Debt	-	-	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(100,000)	(100,000)	(100,000)	
800 Contingency	-	-	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(100,000)	(100,000)	(100,000)	
005-900-801800 Contingency - Reserve for Debt/ Emer. Equip	-	-	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(100,000)	(100,000)	(100,000)	
900 Fund Balance Change	82,422	53,075	320,647	721,426	721,426	721,426	703,213	359,438	753,585	667,862	
005-900-400100 Beginning Fund Balance	2,311,224	2,228,802	2,164,000	2,344,175	2,344,175	2,344,175	1,822,749	1,319,536	1,060,118	406,533	
005-900-950000 Unappropriated Ending Balance	(2,228,802)	(2,175,727)	(739,706)	(1,045,577)	(1,045,577)	(1,045,577)	(748,600)	(542,239)	(306,533)	261,329	
005-900-950003 Restricted for Sewer SDC	-	-	(1,103,647)	(577,172)	(577,172)	(577,172)	(370,956)	(417,879)	-	-	
Grand Total	(0)	(0)	(0)	(0)	(0)	(0)	0	(0)	(0)	(0)	



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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**TOPIC: Resolution 2023-12, Approving the Employment Agreement for Adam Hanks for the Position of City Administrator.**

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**Meeting Date: June 13, 2023**

**Staff Contact: Anne Heath, Finance Director**

**Contact: 541-682-7871, anne.heath@ci.coburg.or.us**

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### REQUESTED COUNCIL ACTION

**Council approval Resolution 2023-12**

**Recommended wording: *"I move to approve Resolution 2023-12, approving the Employment Agreement with Adam Hanks for the position of City Administrator"***

### CITY COUNCIL GOAL(S)

Dynamic Operational Capacity

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### BACKGROUND

On August 31, 2023, City Administrator Anne Heath will vacate her position at the City of Coburg. She made the council aware of this in the fall of 2022. The City hired LGPI through Lane Council of Governments to conduct a recruitment.

On April 26, 2023, a two (2) panel interview process was conducted with two (2) candidates. As a result of that process, Adam Hanks was chosen for the City Administrator position. The Mayor offered the position through an intent to hire letter, and the offer was accepted.

The Mayor, City Administrator and CIS legal designed a contract and negotiated the draft contract with Adam Hanks. It has been reviewed through the City Attorney. That contract is attached.

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### RECOMMENDATION AND ALTERNATIVES

It is recommended that the Council approve Resolution 2023-12 entering into an Employment Agreement with Adam Hanks. An alternative would be to approve the agreement with changes.

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**PUBLIC INVOLVEMENT**

Two panel interview process including citizen representatives.

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**ATTACHMENTS**

- A. Draft Resolution 2023-12**
  - B. Draft City Administrator Employment Contract**
- 

**NEXT STEPS**

Mayor to execute contract with Adam Hanks, new City Administrator.  
Adam Hanks will report to work on July 31, 2023

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**REVIEWED THROUGH:**  
**CIS Legal Services**  
**Coburg Mayor Bell**  
**Adam Hanks**

**DRAFT**  
**RESOLUTION 2023-12**

**APPROVING THE EMPLOYMENT AGREEMENT WITH ADAM HANKS FOR THE POSITION OF CITY ADMINISTRATOR**

**WHEREAS**, the City of Coburg City Administrator Anne Heath has submitted her resignation with an effective date of August 31, 2023; and

**WHEREAS**, The City of Coburg contracted with LGPI through Lane Council of Governments to conduct an recruitment process; and

**WHEREAS**, The City of Coburg conducted a two-panel interview process on April 26, 2023 with two candidates; and

**WHEREAS**, after deliberation, the City Council has chosen Adam Hanks as City Administrator from the hiring process, and he has been offered the position of City Administrator by Mayor Bell through a *Letter of Intent to Hire*.

**NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COBURG, OREGON AS FOLLOWS**

1. The Council authorizes the Mayor, on behalf of the City, to execute and enter into an Employment Agreement with Adam Hanks. Said agreement is attached as Exhibit "A"
2. Adam Hanks is hereby appointed City Administrator of the City of Coburg, Oregon, with an effective date of July 31, 2023.
3. The City Administrator shall have the duties, power and responsibilities of the City Administrator including but not limited to the duties as recorded in the City Charter of the City of Coburg.

**Adopted** by the **City Council** of the **City of Coburg**, Oregon, by a vote of \_ for and \_ against, this 13th day of June, 2023.

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

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



**EMPLOYMENT AGREEMENT  
CITY ADMINISTRATOR, CITY OF COBURG**

**BETWEEN:** The City of Coburg (City)

**AND:** Adam Hanks (Employee)

**RECITALS:**

A. The Charter of the City of Coburg provides that the Mayor may, with the consent of the City Council, appoint any city officers the City Council deems necessary.

B. Under the direction of the Mayor, the City advertised for the position of a City Administrator in March and April, 2023, interviewed qualified candidates, and selected candidate Adam Hanks for this position.

B. The City and Employee wish to enter into an Employment Agreement.

**AGREEMENT:**

**SECTION 1. TERM**

The term of this Agreement shall be one year, beginning on July 31, 2023, and ending on July 30, 2024, unless terminated earlier pursuant to this Agreement. This Agreement, in its entirety, will be automatically extended annually for an additional one-year period unless the Council specifically takes action to not renew this Agreement or negotiate a new agreement.

**SECTION 2. DUTIES AND HOURS OF WORK**

**A. DUTIES**

The office of City Administrator is established as the administrative head of the City government. The City Administrator is responsible to the Mayor for the day to day supervision of the City, and to the City Council for the proper administration of all city business. The City Administrator will assist the Mayor and Council in the development of city policies, carry out policies established by ordinances and resolutions and perform such other legally permissible and proper duties and functions as the Mayor and Council shall assign as stated in the City Charter as follows:

- a. Plan and direct all administrative activities of the City, and take necessary actions to improve operations.
- b. Establish administrative procedures to increase the effectiveness and efficiency of City government, according to current practices in local government, and

- consistent with approved policies established by City Council.
- c. Supervise and coordinate the City's administrative policies and procedures, including personnel policies and purchasing procedures.
  - d. Provide information and advice to the Mayor, City Council, other public officials and the public on the City's operations.
  - e. Act as the City's representative in such areas as labor relations, intergovernmental relations, conferences, conventions, and seminars related to public management.
  - f. Delegate responsibility as necessary to accomplish the desired objectives.
  - g. Attend meetings of the City Council and other boards and commissions as necessary to coordinate and satisfy the administrative needs of the City.
  - h. Act to resolve operational conflicts, decide and implement alternate courses of action, formulate administrative policies, and otherwise make decisions in the best interest of the City's operations.
  - i. Recommend for adoption by the Council such measures as he or she may deem necessary or expedient.
  - j. Prepare and submit to the Mayor and Council such reports as may be required by that body, or as he or she may deem advisable to submit.
  - k. Keep the Mayor and Council fully informed and advised of the financial conditions of the City and its future needs.
  - l. Coordinate and supervise preparation of the preliminary budget for submission to the Mayor, and administer the budget after its adoption.
  - m. Appoint and remove all employees of the City except the Municipal Judge and City Recorder. Exercise all supervisory duties over all employees of the City, including officers of the City, but excluding the Municipal Judge.
  - n. Perform such other duties as directed by the Mayor.

## **B. HOURS OF WORK**

It is recognized that Employee must devote a great deal of time outside normal office hours to business of the City, often in excess of a 40-hour work week. To that end, employee may take reasonable compensatory time off during said normal office hours, provided notice is left with City Recorder, and provided such time off does not interfere with fulfillment of Employee's duties. Work in excess of an average 40 hour week shall be deemed part of the professional responsibility for which Employee shall not be paid overtime.

## **SECTION 3. COMPENSATION**

**A. BASE SALARY.** Employee's annual salary shall be \$110,000, payable in installments at the same time as other employees of the City are paid and subject to customary withholding.

**B. ADJUSTMENTS.** Upon each anniversary of employment, the City Council shall review Employee's performance annually to determine annual merit salary increases. Employee shall also receive any cost of living adjustments (COLA) received by the administrative management employees of the City during the period of this Agreement.

## **SECTION 4. BENEFITS**

A. **HEALTH AND LIFE INSURANCE.** The City shall provide Employee with the same health, long term disability, dental, and vision insurance benefits as are provided to other regular status employees when and as Employee becomes eligible for them.

B. **RETIREMENT.** The City shall provide Employee the same PERS retirement benefit under the same terms and conditions with respect to the employee contribution and employer contribution as is provided to the City's unrepresented, managerial employees.

C. **VACATION.** The City shall provide the Employee with vacation to be accrued at 10 hours per month unless longevity increases this amount per employee policy. Additionally, the employee shall receive a vacation bank of 40 hours upon hire.

D. **SICK AND HOLIDAY LEAVE.** The City shall provide Employee the same leave benefits as are provided to the City's unrepresented, managerial employees. Additionally, the employee shall receive a sick bank of 20 hours immediately upon hire.

## **SECTION 5. TECHNOLOGY**

Upon on hire, the Employee will be provided with a cell phone, I- Pad, and lap top upon request. All other requests will be evaluated individually and limited to budget constraints.

## **SECTION 6. PROFESSIONAL ACTIVITIES**

The City shall, to the extent it is financially viable, budget and pay expenses for Employee's membership and participation in professional activities and conferences, including professional dues, the League of Oregon Cities, and any other membership fees and travel, which, in the judgment of the Mayor, are necessary and desirable for Employee's continued participation, growth, and advancement as City Administrator.

## **SECTION 7. PERFORMANCE REVIEWS**

The City Council shall review and evaluate the performance of Employee on at least an annual basis, and may review and evaluate Employee's performance on a more frequent basis if it determines that it is appropriate to do so.

## **SECTION 8. TERMINATION.**

### **A. DEFINITIONS**

**GOOD CAUSE**—Any willful, knowing, grossly negligent, or negligent breach, disregard or habitual neglect of any provision, duty or obligation of this Agreement, City personnel policies, an ordinance of the City or the laws of the United States or the State of Oregon.

Any misconduct involving an act of moral turpitude, criminal illegality (except minor traffic violations), or habitual violations of traffic laws, whether or not related to Employee's official duties hereunder.

Any willful, knowing, grossly negligent, or negligent misapplication or misuse, direct or indirect, by Employee of public or other funds or other property, real or personal, owned by or entrusted to the City, any agency or corporation thereof, or Employee in her official capacity.

Other misconduct, whether on or off the job, that reflects on the City Administrator's ability to function as City Administrator or that damages the City's reputation or image.

#### **B. TERMINATION EVENTS:**

This Agreement shall terminate upon any of the following events:

1. Mutual written agreement of the Council and the Employee, signed by both the Employee and the designated representative of the City
2. Retirement or death of the Employee
3. Termination of employment by City for "good cause"
4. Termination by City without "good cause"
5. Resignation by the Employee
6. Expiration of the term of this Agreement.

#### **C. SEVERANCE**

In the event Employee is terminated by the City pursuant to Section B.4 or B.6 above, severance shall be paid. City may, at its option, either (a) pay Employee a lump sum cash payment equal to three months base salary, or (b) provide three (3) months advance written notice to Employee. After three full years of service, the City will either (a) pay Employee a lump sum cash payment equal to three (3) months base salary, or (b) provide three (3) months advance written notice to Employee. However, if Employee is terminated "for good cause," then City shall have no obligation to pay the severance sum or give notice under this provision. The severance shall be payable in a lump sum at time of termination unless otherwise agreed to in writing by the Employer and the Employee.

#### **SECTION 9. RESIGNATION**

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time. In the event Employee voluntarily resigns prior to the expiration of the term of this Agreement, Employee shall give City ninety (90) days' written notice, unless otherwise agreed in writing.

**SECTION 10. INDEMNIFICATION AND BONDING**

Consistent with the Oregon Tort Claims Act and applicable law, the City shall defend and indemnify Employee against any tort, professional liability claim or demand, or other legal action arising out of an alleged act or omission arising out of the course and scope Employee’s employment as City Administrator.

The City shall bear the cost of any bond required of Employee by any law or ordinance.

**SECTION 10. GENERAL PROVISIONS**

**A. PERSONNEL MANUAL.** Except as otherwise specified in this Agreement, the terms and provisions of the City's Personnel Manual shall apply to the City Administrator.

**B. REVIEW BY INDEPENDENT COUNSEL.** Employee acknowledges that the City has advised Employee to have this Agreement reviewed by an attorney of their choice.

**C. EFFECTIVE DATE.** This Agreement shall be effective beginning July 31, 2023 and shall continue in effect until July 30, 2024, unless terminated earlier in accordance with this Agreement.

**D. NOTICES.** Any notice required or permitted by this Agreement shall be in writing and shall be personally served upon the other Party, or sent by US Postal Service, postage prepaid and addressed to the appropriate Party as follows:

If to City: Mayor Nancy Bell  
City of Coburg  
PO Box 8316  
Coburg, OR 97408

If to Employee: Adam Hanks  
3366 Heather Way  
Eugene, Oregon 97405

**E. VOLUNTARY AGREEMENT.** Employee acknowledges understanding of the terms of this Agreement and has entered into it voluntarily.

**F. INTEGRATION.** The terms of the agreement are set forth completely in this written document. This Agreement supersedes all prior or contemporaneous oral and written agreements, understandings, and commitments. Employee acknowledges no reliance on any other representation or promises by the City, its agents, employees or representatives, except those contained in this Agreement.

**G. SEVERABILITY.** Any provision, or portion of any provision, in this Agreement that is held unenforceable, void, or unconstitutional shall not affect the remainder of the terms of this Agreement or any portion thereof which shall be deemed severable and shall

remain in full force and effect.

H. **MODIFICATION.** This Agreement may not be modified in any respect, except by a written agreement executed by both parties.

**IN WITNESS WHEREOF**, the City of Coburg has caused this Agreement to be signed and executed in its behalf by its Mayor, and Employee has signed and executed this Agreement.

CITY OF COBURG

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

By: \_\_\_\_\_

Nancy Bell, Mayor City of Coburg

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

By: \_\_\_\_\_

Adam Hanks, City Administrator



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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**TOPIC: Ordinance A-171-C, an Ordinance Amending A-171, as Amended By A-171-A and A-171-B, An Ordinance Establishing City Park Regulations;**

*And*

**Ordinance A-246-A, an Ordinance Amending Ordinance A-246, An Ordinance Controlling Vehicular and Pedestrian Traffic.**

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**Meeting Date: June 13, 2023**

**Staff Contact: Anne Heath, City Administration/Budget Officer**

**Contact: 541-682-7871, anne.heath@ci.coburg.or.us**

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### REQUESTED COUNCIL ACTION

**Second Reading and adoption of Ordinance A-171-C and A-246-A**

**Suggested Motion:**

#### Ordinance A-171-C

*"I move that the Coburg City Council adopt Ordinance A-171-C amending A-171, as amended by A-171-A and A-171-B, an ordinance establishing City Park Regulations."*

#### Ordinance A-246-A

*"I move that the Coburg City Council adopt Ordinance A-246-A, an ordinance amending Ordinance A-246, an ordinance controlling vehicular and pedestrian traffic."*

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### POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

2023-24 City Council Goals:

- Livability, Health and Vitality
- 

### BACKGROUND

On September 29, 2022, the Federal Court of Appeals for the Ninth Circuit issued its decision in Johnson v. Grants Pass. The Johnson Case applies the earlier ruling made in Martin v Boise (9<sup>th</sup> Cir. 2019). These rulings made it unconstitutional to punish someone for sleeping on public property if that person has nowhere else to sleep.

In 2021 the Oregon legislature attempted to codify this constitutional law in ORS 195.520, which becomes operative on July 1, 2023. In addition, HB 3124 expanded prior statutes regarding how to disband established homeless campsites.

Each City in Oregon must look at their ordinances and make sure that they are operating lawfully, amend or appeal their ordinances, or choose to follow the state law.

The City of Coburg contracted with Local Government Law Group to review our ordinances and come up with recommended amendments in order for Coburg to be in compliance. They reviewed several of the City Ordinances and made recommendation for amendment of two.

The recommendations were presented to the City Council at their April 25, 2023 work session and are reflected in the attached memo. This is time sensitive as the City should adopt the recommended changes by June 30, 2023.

The Council held a first reading of both ordinances and held public hearings on May 9, 2023.

Council Smith requested a map showing the public owned space in the City Limits which is attached to this report.

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#### **RECOMMENDATION OF LOCAL LAW GROUP**

The recommendation provides for an amendment to both Ordinances A-171 as amended by A-171-A, and A-171-B Establishing City Park Rules and Ordinance A-246 Controlling Vehicular and Pedestrian Traffic.

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#### **RECOMMENDATION**

Staff recommends the Council adopt Ordinance A-171-C, and A-246-A as presented.

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#### **PUBLIC INVOLVEMENT**

- **2<sup>nd</sup> reading before adoption. Public Hearing was held at the May 9, 2023 City Council Meeting. Comments will be taken at this meeting during Citizen Testimony.**

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#### **NEXT STEPS**

- Establish a Management Plan for the location and approval of sites that may be used for both temporary camping, and parking of vehicles.
- Continue to notify and educate the public

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#### **ATTACHMENTS**

1. Memo from Local Government Law Group dated April 4, 2023
2. Ordinance A-171-C
3. Ordinance A-171 showing proposed changes
4. Ordinance A-246-A
5. Ordinance A-246 showing proposed changes
6. Public owned spaces map in Coburg.



**REVEIWD THROUGH**

**Carrie Connelly, Attorney  
Sammy Egbert, City Recorder**

# Memo

**To:** Anne Heath  
**From:** Carrie Connelly  
**Date:** April 4, 2023  
**Re:** City of Coburg Implementation of HB 3115/ORS 195.530

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## Purpose of Memo

In the ever-evolving arena of homelessness regulations, this memo and the accompanying Code Audit seek to clarify next-steps and possible Code amendments for the City. Recognize that the foundations this memo is built upon will certainly shift in the coming months and years. As a result, evaluation of these issues is not static and not a one-time obligation. The City will need to continue its evaluations and adjustments into the future.

This memo is intended to address two recent developments. On September 29, 2022, the Federal Court of Appeals for the Ninth Circuit issued its decision in *Johnson v. Grants Pass* (formerly known as *Blake v. Grants Pass*). The *Johnson* case applies the earlier ruling made in *Martin v Boise*, 920 F.3d 584, 604 (9<sup>th</sup> Cir. 2019).

The 2021 Oregon legislature attempted to codify this constitutional law in ORS 195.530, which becomes operative on July 1, 2023. In addition, HB 3124 expanded prior statutes regarding how to disband “established” homeless campsites.

## City Regulatory Background

The City of Coburg does not forbid camping City-wide on all City-owned property. However, the City does close its parks overnight, and the term “park” is defined broadly to include developed *and* natural resource areas and undeveloped parkland. I was unable to access the Parks and Recreation page on the City’s website, so cannot evaluate developed and undeveloped park acreages.

In terms of parking on City streets, the City enforces parking regulations throughout the City with a limit on storing vehicles on City streets. All vehicles are cited after 72 hours in one location. The City also prohibits parking or standing for more than 5 consecutive or non-consecutive days within each calendar quarter. I’m not sure whether this latter restriction is being enforced.

City of Coburg  
April 4, 2023  
Page 2

The City has regulations that forbid blocking sidewalks which would be applied to a person sleeping on a sidewalk in such a way as to cause an obstruction. But the City does not prohibit individuals sitting or sleeping on a sidewalk in a way that does not cause an obstruction.

Taken together, the City's regulations would allow overnight camping on City property, apart from its "parks" (e.g., natural areas not subject to the overnight closure, and undeveloped rights-of-way). The City does not forbid sleeping on sidewalks so long as the person is not blocking vehicle or pedestrian access. In addition, the City allows camping in a vehicle on City streets for up to 72 hours.

### ***Martin and Johnson Cases***

In western states subject to the Ninth Circuit's *Martin* ruling, it is unconstitutional to punish someone for sleeping on public property if that person has nowhere else to sleep. The *Martin* Court cautioned against reading its ruling too broadly. In this regard, the court noted the following:

- Cities are not required to provide adequate shelters for homeless persons;
- Cities have not been ordered to allow homeless individuals to sit, lie, or sleep on city streets at all times and places;
- The ruling does not apply to people who have access to adequate shelter but choose not to use it;
- The ruling leaves open the possibility for an ordinance to prohibit sitting, lying or sleeping outside during particular times of the day or at particular locations; and
- It may be possible for an ordinance to prohibit the obstruction of public rights-of-way or the erection of certain structures.

In July, 2020, Judge Clarke of the United States District Court for the District of Oregon ruled in favor of the plaintiffs on their Eighth Amendment claim against the City of Grants Pass in the case *Blake v. Grants Pass*.

In summary, Judge Clarke's ruling provides that cities need to carve out exceptions where the homeless can lawfully engage in sleeping without risk of violating a camping ordinance. An exception that would likely meet Judge Clarke's opinion would be to relate the camping violation to a certain time limitation (e.g., camping in one location for more than 24 hours) instead of a complete ban on sleeping in public.

The *Blake* case added the following guidance to *Martin*:

- Whether a city's prohibition is a civil or criminal violation is irrelevant – if the prohibition punishes an unavoidable consequence of one's status as a person experiencing homelessness, then the prohibition, regardless of its form, is unconstitutional.

City of Coburg  
 April 4, 2023  
 Page 3

- Persons experiencing homelessness who must sleep outside are entitled to take necessary minimal measures to keep themselves warm and dry while they are sleeping (e.g., a city could not outlaw use of a sleeping bag in public spaces).

On September 29, 2022, the Federal Court of Appeals for the Ninth Circuit issued its decision in *Johnson v. Grants Pass* (formerly known as *Blake v. Grants Pass*). In the *Johnson* case, the Ninth Circuit had the opportunity to again evaluate the issues raised in *Martin* and determine how the Eighth Amendment might apply to how Grants Pass regulated its homeless population. The court in *Johnson* affirmed the *Martin* analysis and concluded:

“We affirm the district court’s ruling that the City of Grants Pass cannot, consistent with the Eighth Amendment, enforce its anti-camping ordinances against homeless persons for the mere act of sleeping outside with rudimentary protection from the elements, or for sleeping in their car at night, when there is no other place in the City for them to go.”

We do not see the *Johnson* ruling as a sea-change in the law or a drastic extension of the *Martin* case. Instead, we see *Johnson* as a rather natural and expected evolution of the *Martin* ruling. At its core, *Johnson* made three minor extensions to *Martin*:

- 1) Camping includes the ability to stay warm and dry through the use “rudimentary protection” such as a blanket (reflects the District Court’s decision in *Blake*);
- 2) Punishment under the Eighth Amendment includes civil monetary penalties (e.g., civil code enforcement) in addition to criminal monetary penalties (e.g., infraction citations (reflects the District Court’s decision in *Blake*); and
- 3) Camping on public property includes sleeping in a vehicle on public streets.

### **ORS 195.530 – HB 3115 (2021)**

Effective July 1, 2023, ORS 195.530(2) states:

“Any city or county law that regulates the acts of sitting, lying, sleeping or keeping warm and dry outdoors on public property that is open to the public must be objectively reasonable as to time, place and manner with regards to persons experiencing homelessness.”

Keeping warm and dry includes taking protective measures from the cold and rain, such as use of a blanket, but does not include use of fire or flame. ORS 195.530(1)(b).

While intended to codify *Martin* and *Blake*, this statute places an increased burden on cities. Under *Martin* and *Johnson*, cities could largely eliminate constitutional liability by not enforcing local regulations that violate the Eighth Amendment.

ORS 195.530 goes a step further, requiring regulations to be reasonable as judged by the statutory criteria. This changes the legal process used for filing a lawsuit from an “as

applied” challenge, as in *Martin* and *Johnson*, to a “facial” challenge. The City must be proactive to ensure that its adopted regulations meet the statutory criteria. A plaintiff in an ORS 195.530 lawsuit need only show that they are “homeless” and subject to “unreasonable” regulations – enforcement of the regulations does not appear to be a necessary element for a lawsuit under ORS 195.530.

What is objectively reasonable under ORS 195.530 may look different in different communities. The statute retains cities’ ability to enact reasonable time, place, and manner regulations, aiming to preserve the ability of cities to manage public spaces effectively for the benefit of an entire community. Fortuitously, ORS 195.530 incorporates the first two holdings in *Johnson* (points #1 and #2, above).

*Martin*, *Johnson* and ORS 195.530 all concern regulating “public property.” While routinely referenced in association with public parks, the law does not only target park regulations. If the City has other suitable public areas where a person may sleep without punishment, the law does not forbid the closure of public parks from camping.

Under the current law, we can also conclude:

- 1) The Eighth Amendment does not limit the City’s ability to evict homeless individuals from particular public places, *if* there are other places for the individuals to go;
- 2) Cities can prohibit sleeping in public parks *if* it also does not prohibit sleeping on other public lands;
- 3) Cities are not prohibited from clearing out a specific homeless encampment because the Eighth Amendment does not establish a constitutional right to occupy public property indefinitely (but see ORS 195.505 procedures for clearing out “established campgrounds”); and
- 4) The Eighth Amendment does not create a right for homeless to occupy any public space of their choosing.

As to parking regulations, the Ninth Circuit cases do not go so far as to require the City to allow the establishment of a permanent vehicle camp within the public right-of-way. While *Martin* and *Johnson* do not speak directly to the contours of vehicle camping allowances, it would be hard to read the cases as forbidding a 72-hour parking regulation.

### **ORS 195.505 – HB 3124 (2021)**

ORS 195.505 requires the City to provide 72 hours’ notice before removing homeless individuals from an “established campsite.” ORS 195.505 also requires the City to store any unclaimed personal property from the “established campsite” for at least 30 days, unless the personal property is unsanitary or valueless. The City can immediately remove an “established campsite” if it poses a threat to health or safety. Unfortunately, the legislature did not define the term “established campsite.”

Absent clarification from the courts, our advice has been that homeless individuals' tents or other camping materials do not become an "established campsite" if the camping is done in accordance with reasonable time/manner/place regulations. For example, if a city has a regulation that permits camping on public property between the hours of 7:00 PM and 7:00 AM and the city consistently enforces that regulation, a campsite in compliance with that regulation does not become an "established campsite" under ORS 915.505. However, if that city did not enforce its regulation, but instead tolerated campsites to remain on public property beyond the permitted times, then it is likely that those campsites became "established campsites" under the statute and the city must comply with ORS 195.505.

## Next Steps

### Obligations Imposed on Coburg by State and Federal Law

Under the case law described above, as well as ORS 195.530, there are two basic obligations on cities.

1. The City is obligated to cease imposing sanctions for camping, sleeping on public property when no alternative shelter is available. Coburg has no City-wide camping ban, so no Code provision absolutely must be repealed by July 1, 2023.
2. The City is obligated to examine any existing Code provisions regulating sitting, lying, sleeping, or keeping warm and dry outdoors on public property open to public to ensure that they are "objectively reasonable" in relation to those experiencing homelessness.
  - a. We recommend amending or repealing Ordinance No. A-246, Section 23(4), which sets a 5 cumulative day parking limit on motor homes used to transport or house the operator or operator's family members.
  - b. If needed to ensure sufficient public areas for unhoused to sleep, amend the definition of the term "park" in Ordinance Nos. A-171, Section 2(1) to include only developed parkland.
  - c. If the City does not allow camping on other public property or if there is no other public property suited for camping, either repeal Ordinance Nos. A-171, Section 15(2), which forbids any person from using a tent, vehicle, camper, or trailer as shelter for housing or sleeping in any park area, except with a permit between 10 p.m. and 7 a.m., or add an exception for unhoused individuals.
  - d. Consider repealing any City-imposed minor curfew, and instead rely solely on state law, ORS 419C.680.
  - e. If not yet in place, adopt a policy complying with ORS 197.500 and 197.505 governing the "removal of homeless individuals from camping sites on public property."

Other than these few regulations, the City's current Code appears to comply with ORS 195.530. Regardless, based upon *Johnson* and ORS 195.530, and depending upon changes in the homeless population, ongoing work entails:

- 1) Know the amount of public space “open” for camping. This does not necessarily need to be a parcel-by-parcel inventory, but there needs to be an accepted mechanism within the City’s enforcement staff as to where enforcement measures will not be undertaken to satisfy the federal 8<sup>th</sup> Amendment.
- 2) Evaluate the character of that public space available for camping—parks are generally maintained while undeveloped rights-of-way and natural areas are not maintained. For example, if the only unregulated properties available for camping become sodden or full of blackberry brambles, the City’s inventory of suitable camping locations would be impacted and its regulations may no longer be “reasonable” under ORS 195.530.
- 3) The population of homeless (#s) will impact the reasonableness of regulations and can play into the *Johnson* and ORS 195.530 analysis. As a result, the City should have procedures: a) to estimate its homeless population; and 2) monitor whether the City’s inventory of “available” public spaces is sufficient for the corresponding homeless population. If “full,” regulations and enforcement may need to be adjusted to open up additional City public property.

## ORDINANCE A-171-C

### AN ORDINANCE AMENDING ORDINANCE A-171, AS AMENDED BY A-171-A AND A-171-B, AN ORDINANCE ESTABLISHING CITY PARK REGULATIONS

**WHEREAS**, the City of Coburg finds that each community member of Coburg is entitled to a basic level of dignity, respect, and wellness, regardless of whether they are housed or unhoused. It is the official policy of the City that its responses to homelessness will be undertaken in accordance with these principles; and

**WHEREAS**, the City recognizes the social nature of the problem of homelessness that has contributed to individuals locating themselves in City streets and on publicly-owned property and establishing campsites there. The City is committed to ensuring the most humane treatment of homeless individuals and to the removal of homeless individuals from established campsites on public property, per ORS 195.500. The City recognizes that people experiencing homelessness need a place to sleep, shelter themselves, and store belongings. The City is committed to the safety and security of all people in the City, including people experiencing homelessness, property owners, and the traveling public, while protecting all people in the City from unsafe and dangerous conditions; and

**WHEREAS**, there are constitutional limits on a city's ability to address how public places can be used by people who do not have options for shelter. The Eighth Amendment to the United States Constitution prohibits "cruel and unusual punishment." The Ninth Circuit Court of Appeals has interpreted this prohibition to forbid cities from criminalizing sitting, lying sleeping and keeping warm and dry camping on all outside public property that is open to the public, at all times, by those who lack the financial means to pay for adequate shelter, unless adequate shelter is available to such person free of charge; and

**WHEREAS**, the City Council acknowledges the lack of nightly shelter beds and housing currently available and recognizes the systemic lack of state and federal investment in shelter and public health services for those experiencing homelessness; and

**WHEREAS**, the State of Oregon is facing an overwhelming crisis of people experiencing homelessness; and

**WHEREAS**, using the Lane County Homeless by Name List (HBNL) data, the number of individuals reported as experiencing homelessness has been increasing, Lane County has seen an increase in individuals experiencing homeless from 3,477 in October 2020 to 3,754 in October 2021 to 4,599 in October 2022; and

**WHEREAS**, due to the City's small size and proximity to I-5, unhoused individuals seeking a place to sit, lie, sleep and keep warm and dry within the City of Coburg to date have been transitory, on their way north or south on I-5, resulting in no constant nor average number of individuals experiencing homelessness within the City; and



**WHEREAS**, the City Council intends to regulate sitting, lying, sleeping, and keeping warm and dry and survival sheltering outdoors on City property that is open to the public only in the context of the City's commitment to monitor available public space, particularly parkland, available in comparison to the number of unhoused individuals within the City of Coburg on an ongoing basis; and

**WHEREAS**, the City Council wishes to delegate sufficient authority to its City Administrator to ensure a comprehensive response to homelessness, including the authorization to adopt and modify an Administrative Order for the Use of Public Lands by Individuals Experiencing Homelessness (Administrative Order); and

**WHEREAS**, the City Council acknowledges that it is currently unavoidable that some people will live or shelter for survival outdoors until they are able to access affordable or free shelter or housing; and

**WHEREAS**, the City owns property where sitting, lying, sleeping and keeping warm and dry camping can or should be allowed, depending upon need, while some City properties may be able to generally remain closed to the public or have limited access for safety, environmental and security reasons; and

**WHEREAS**, the City Council wishes to delegate the authority to the City Administrator to modify park regulations based upon changing circumstances pursuant to an Administrative Order for Use of Public Lands by Individuals Experiencing Homelessness in order to secure locations that do not pose a risk to the health and safety of individuals experiencing homelessness who have no access to alternative locations within the City for sitting, lying, sleeping, and staying warm and dry; and

**WHEREAS**, the City recognizes the need to provide public locations within the City for individuals experiencing homelessness who are unable access locations within the City to sit, lie, sleep, and keep warm and dry, while also protecting the intended use of public property via objectively reasonable time, place, and manner regulations; and

**WHEREAS**, the City Council and staff have identified all City owned parkland; and

**WHEREAS**, this Ordinance does not criminalize or otherwise subject an individual to citation for the acts of sitting, lying, sleeping, or keeping warm and dry outside on public property, as prohibited by the Ninth Circuit in *Martin v. City of Boise*, *Blake v. City of Grants Pass*, *Johnson v. City of Grants Pass* and ORS 195.530. Instead, this Ordinance ensures that the City's vehicular and pedestrian traffic regulations constitute reasonable time, place, and manner regulations that balance the rights of people without shelter to use some outside public places to meet basic needs with the City's obligation to manage public spaces to meet their intended uses and to maintain health and safety for everyone in Coburg; and

**WHEREAS**, the Coburg City Council met in a work session on April 25, 2023, to discuss the impact of the above-recognized state and local laws on City municipal ordinances; and

**WHEREAS**, on May 9, 2023, the City Council held a public hearing on the revision to Ordinance A-171, as amended by A-171-A and A-171-B, An Ordinance Establishing City Park Regulations.

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

**Section 1.** Amending Ordinance A-171.

- a. Section 15(4) of Ordinance A-171, as amended by A-171-A and A-171-B, is hereby amended to read as follows:

The hours of closure for parks, portions thereof or facilities therein, set forth in this Section may be modified by an Administrative Order for the temporary use of public lands by individuals experiencing homelessness, issued by the City Administrator or the Administrator’s designee. The City Administrator is authorized to issue and modify such an Administrative Order based upon all factors that the City Administrator deems relevant to the purposes of this Ordinance and to comply with applicable state and federal law.

- b. Section 16 of Ordinance A-171, as amended by A-171-A and A-171-B, is hereby repealed.

**Section 2.** Continued Effect. All unamended provisions of Ordinance A-171 shall remain unchanged and in full force and effect.

**Section 3.** Severability. The sections, subsections, paragraphs and clauses of Ordinance A-171 are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

**Section 4.** Findings. The recitals set forth above are hereby adopted as support for the amendments adopted herein.

**Section 5.** Effective Date. Ordinance A-171-A will take effect on the thirtieth day after its enactment.

**ADOPTED** by the **City Council** of the **City of Coburg** this 13th day of June, 2023, by a vote of \_\_\_\_ for and \_\_\_\_ against.

**APPROVED** by the Mayor of the City of Coburg this 13th day of \_\_\_\_\_, 2023.

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

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

ORDINANCE NO. A-171  
 (as amended by A-171-A)  
 (as amended by A-171-B)  
**PROPOSED AMENDMENTS BY A-171-C**

AN ORDINANCE ESTABLISHING CITY PARK REGULATIONS; PRESCRIBING PENALTIES; AND DECLARING AN EMERGENCY

The City of Coburg ordains as follows:

SECTION 1. PURPOSE

The parks of this city are established and maintained as areas of recreation, relaxation, and enjoyment of the public. It is intended that they shall be regulated and used to permit enjoyment by a maximum number of people engaged in as many diverse interests and activities as may be practical within the limits of space, design and accommodations available in each park unit. Limitations may be required to insure the safe use of perk areas and to protect the rights of others in surrounding areas.

SECTION 2. DEFINITIONS. As used in this ordinance:

- (1) The term “park” means an area of land owned or controlled by the city, set aside and maintained by the city for recreation and relaxation of the public, including neighborhood parks and community parks, as well as limited use parks (which includes undeveloped greenways).
- (2) The term “neighborhood park” includes areas planned for public recreation, and also school grounds of each public school of the City of Coburg when said school ground is being used by the City under a recreation agreement with Eugene 4J School District.
- (3) The term “community park” includes areas such as the Norma Pfeiffer Park and similar areas which are, or may later be, planned and developed for numerous types of family or group uses.

SECTION 3. MOTORIZED VEHICLES

- (1) Motorized vehicles, such as autos, trucks, motorcycles, motor scooters, go carts, etc., shall operate, stop, or park only upon designated roadways or within designated parking areas. Exceptions will include;
  - a. Maintenance equipment when operated by city authorized personnel.
  - b. The loading and unloading of materials, supplies, or equipment as authorized by the City.
- (2) Except for city authorized vehicles or emergency vehicles, the following prohibitions shall also apply to city parks.
  - a. No bicycles shall be operated on trails designated as foot paths only.
  - b. Motor vehicles shall be operated only on roads and in parking areas constructed or designated for motor vehicle use.

- c. No motor vehicle shall be operated on a bicycle or foot path.
- d. No commercial vehicles, truck tractors (with or without a trailer), or vehicles with the combined weight greater than normal for loaded full-sized passenger automobiles, shall use the roads in any parks unless authorized or permitted by the City.

#### SECTION 4. HORSES AND PONIES

No person shall ride or lead any horse or pony in the park, except upon roadway or designated parking area or designated bridle path. No animal shall be hitched to a tree or shrub in a manner that endangers the tree or shrub. Horse or pony owners shall immediately remove from a park any solid waste deposited there by those animals.

#### SECTION 5. PETS

- (1) Dogs are prohibited in park areas posted as no dog areas.
- (2) A dog brought into or kept in any park areas shall be on a leash not more than eight (8) feet in length, or confined in a vehicle, and must be kept under control at all times.
- (3) Dog owners shall immediately remove from a park any solid waste deposited there by their dogs.
- (4) A dog's owner is responsible for the dog's behavior at all times while the dog is in the park. The City may require a person in charge of an animal to undertake any measure, including the removal of an animal from the park area, necessary to prevent interference by the animal with the safety, comfort, or well-being of park visitors, park resources, or adjoining property users. The refusal of a dog owner to follow any such orders shall be a violation of this ordinance.

#### SECTION 6. FIRE

No person shall build or maintain any fire in a park, except in fire rings or fireplaces as provided by the City or in a stove or barbeque unit where picnic areas are provided. No person shall take firewood from any park unless authorized by city officials to do so.

#### SECTION 7. COMMERCIAL ACTIVITY

- (1) No person shall sell or attempt to sell any merchandise or service or operate any concession in a park without permission of the City. The City may issue a permit authorizing the selling of merchandise or services or the operating of a concession in a park if the City determines, in its reasonable discretion, that such a commercial activity is appropriate for the park and is in the best interests of the public. The city may include reasonable conditions in said permit, and may revoke a permit if the terms of the permit are violated, or may deny a permit to a person or persons who have violated the terms of the permit within the previous year.

- (2) No person who holds a valid permit issued by the City under this section shall sell merchandise or services within the park in violation of any conditions stated in that permit.

#### SECTION 8. GARBAGE AND OTHER REFUSE

- (1) No person shall discard or dispose of any garbage or other refuse in a park, except in a receptacle provided by the City for such garbage or refuse.
- (2) No person shall take any garbage or other refuse into a park for the purpose of discarding or disposing of such garbage or other refuse, nor shall the same be disposed of in any park, even though it may have been placed in a city receptacle for garbage or refuse.

#### SECTION 9. MOTOR VEHICLE SPEED

The designated speed for motor vehicles upon the roadways within any park is 10 miles per hour (mph) unless otherwise posted. In no event shall any person operate a motor vehicle upon any roadway in a park at a speed greater than permitted by the basic rule as provided in the Oregon Revised Statutes then adopted by ordinance of the city.

#### SECTION 10. DANGEROUS EQUIPMENT AND ACTIVITIES

No person shall use any equipment or other thing or engage in any activity in a park that creates an unreasonable interference or danger to other persons or property. Such activities shall include, but not limited to, the use of golf clubs, archery equipment, a discus, javelin or shot; or any aircraft, rocket or missile powered by fuel or mechanical means; or any firearm. Such activities will be allowed only provided in Section 13 of this ordinance.

#### SECTION 11. PROHIBITED ACTIVITIES

In addition to any other prohibitions in these rules, the following activities are prohibited within a park area:

- (1) Setting up or using a public address system without the written permission of the City.
- (2) Operating or using any battery, electrical motor, or vehicle operated noise-producing device in a manner that could disturb other park visitors or adjoining property owners or users in their reasonable use and enjoyment of their property.

Without in any manner otherwise limiting the applicability of this subsection (2), it is conclusively presumed to be a violation of this subsection if the noise produced by any such device is audible to any person at a distance from the device of not less than 50 feet.”

- (3) Participating in a public demonstration, disturbance, or riotous behavior that interferes with the reasonable use by the general public of a park or

adjoining property owners or users in their reasonable use and enjoyment of their property.

Without in any manner otherwise limiting the applicability of this subsection (3), it shall conclusively be presumed to be a violation of this subsection for any person or persons to vocally emit sound(s) which is audible to any person at a distance of not less than 50 feet from the person or persons emitting the noise.

- (4) Playing sports outside recreation areas set aside for organized sports activities without the written permission of the City during a time when such areas are being used by others or are schedules by the City for other use.

## SECTION 12. POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES AND ALCOHOLIC LIQUOR

Consumption of alcohol other than beer or wine, or possession of any receptacle containing any such alcohol is prohibited in all park areas. Beer and wine may be consumed by persons 21 years of age or older, except in children's playground areas, restrooms, parking lots, athletic fields, tennis courts, basketball courts, as well as other areas, if such areas are so designated by the City.

## SECTION 13. SPECIAL USE AREAS

The city may set aside, establish, alter, and/or discontinue special use areas in one or more of the parks. These special use areas would include, but not limited to, activities such as horse or pony riding, junior Olympics, bicycle riding, camping activities, motorcycle riding, or any one or more of those activities otherwise prohibited in this ordinance. Before establishing, altering, or discontinuing such a special use area, the City shall determine, in its reasonable discretion, the priority of needs for such areas and whether an activity may be carried on without unreasonable interference or danger to other persons in the park or adjoining property owners or users. If the City establishes a special use area, the City may designate such hours or days of usage, the particular activity or activities to be reasonably required for safety and convenience of persons and property. The City shall mark the boundaries of the special use areas and post such signs and warnings concerning that special use area as it deems reasonably appropriate. No person shall use or cause damage to any special use area, except as is normal for the one or more activities permitted in that special use areas under any conditions of use which have been specifies by the City.

## SECTION 14. SOUND

- (1) No person shall disturb the peace in any park between the hours of 10:00 p.m. and 7:00 a.m. For purposes of this subsection, disturbing the peace is defines a including, but not being limited to, the following:
  - a. Playing a musical instrument
  - b. Playing a radio, tape recorder, or television
  - c. Shouting
  - d. Engaging is any organized group games
- (2) No person shall use any device to amplify sound in any park unless a valid permit has been issued by the City under Subsection (3) of this section.
- (3) The City may issue a permit authorizing the use of devices to amplify sound to one or more specified persons is a designated area of a park on a certain date between specific hours if it finds, in its reasonable discretion, that the number of persons to be entertained or served by the use of sound can be adequately and reasonably served only by the amplification of sound, the City may impose conditions to such a permit which it deems reasonable, and the City may revoke a permit if the terms of the permit are violated, or may deny a permit to a person who have a condition of a permit within the previous year.
- (4) No person who holds a valid permit issued by the City under this section shall amplify sound within a park in violation of any conditions stated in that permit.

#### SECTION 15. HOURS OF USE; SLEEPING AND CAMPING

- (1) No person shall sleep in any park between the hours of 10:00 p.m. and 7:00 a.m., except as provided in Subsection 3 of this section.
- (2) No person shall use any tent, vehicle, camper, or trailer as a shelter for housing or sleeping in any park area, except as provided in Subsection 3 of this section.
- (3) The City may, in its reasonable discretion, issue permits for the use of tents, shelter-halves, recreational or other motor vehicles, campers or trailers as shelters for housing or sleeping in parks and for any overnight sleeping in parks between the hours 10:00 p.m. and 7:00 a.m.
- ~~(4) The hours of closure for parks, portions thereof or facilities therein shall be established by order of the City and may vary due to factors it deems relevant to the purposes of this ordinance.~~  
(4) The hours of closure for parks, portions thereof or facilities therein set forth in this Section may be modified by an Administrative Order for the temporary use of public lands by individuals experiencing homelessness, issued by the City Administrator or the Administrator's designee. The City Administrator is authorized to issue and modify such an Administrative Order based upon all factors that the City Administrator deems relevant to the purposes of this Ordinance and to comply with applicable state and federal law.



## ~~SECTION 16. HOURS OF PARK CLOSURE~~

~~No person shall enter or use any park during posted hours of closure without a permit to do so from the City.~~

## SECTION 17. ENFORCEMENT

- (1) City law enforcement officers, public works personnel, and other authorized personnel, in any park are may order compliance by the public with park rules, and other laws, and may order any person violating the same to leave the park area. A violator also may be issued a citation for a civil infraction by city law enforcement officers. Persons refusing a lawful order to leave a park area or who have or are committing violations of city, state or federal criminal laws in a park may be arrested by city law enforcement officers.
- (2) If a notice of violation is issued, it shall state with reasonable particularity the rule or rules alleged to have been violated; shall be signed by city personnel issuing the same; and shall contain a statement thereon that a complaint may be filed in the Municipal Court of the City of Coburg in conformity therewith.
- (3) The public works or other city personnel issuing the notice of violation shall, within 24 hours thereafter, prepare a written report containing a clear and concise statement of the incident, the alleged violation, the names and addresses of any witnesses thereto, and their statements, and shall deliver the same, together with a copy of the notice of violation to the city police chief who shall determine whether a complaint shall be issued.
- (4) If a complaint is authorized by the city police chief, it shall be signed and sworn to as in the manner of other Municipal Court complaints. The complaint shall be filed with the Municipal Court. The complaint citation shall state the appearance date and amount of scheduled bail thereon, and thereafter a copy of the citation shall be served by a city police officer upon the defendant, and the officer shall file a return of service with the court.
- (5) After a complaint has been filed and served on the defendant, all subsequent proceedings shall be in accordance with the law, rules and procedures of the Municipal Court.

## SECTION 18. LIABILITY

All persons to whom any use permit has been granted under this ordinance, as a condition thereof, shall agree in writing to hold the City harmless and to indemnify the City from any and all liability, attorney fees, and costs for injury to persons or property occurring as a result of the activity sponsored by permittee. Said persons shall be strictly liable to the City for any and all damages to parks, facilities, and buildings owned by the City which results from the activity of permittee or is caused by any who participate in said activity. In addition, the city may require as a condition of granting a use



permit that the permittee provide as a condition of granting a use permit that the permittee provide insurance satisfactory to the City in its terms and coverage, as well as a certificate or other adequate proof of such insurance.

#### “SECTION 18.1 SEPERABILITY

In the event that any section, subsection, term or provision of this Ordinance is adjudged to be unenforceable or invalid by a court or agency of competent jurisdiction, such a decision shall not invalidate the remaining sections, subsections, terms or provisions of this Ordinance which shall remain in full legal force and effect.

#### SECTION 19. FLORA

No person, other than a duly authorized city employee or volunteer in the performance of his or her duty or persons participating in city approved activities, shall dig, pick, remove, destroy, injure, mutilate, damage or cut any trees, plants, shrubs, blooms, or flowers, or any portion thereof growing in any park, unless written permission or a permit to do so has been granted by the city.

#### SECTION 21. MARKING, INJURING, OR DISTURBING ANY STRUCTURE

No person, other than a duly authorized city employee or volunteer in the performance of his or her duties, shall:

- a. Cut, break, injure, deface, or disturb any rock, building, cage, pen, monument, sign, fence, bench, structure, apparatus, equipment, or property in a park.
- b. Mark or place on any park property any mark, writing or printing.
- c. Attach to any park property any sign, card, display, or other similar device, except as authorized by the city.

#### SECTION 22. SIGNS AND CONCESSIONS

- (1) Except in an area so specifically designated by the City, no person may place or erect signs, markers, or inscriptions of any type within a park area without permission from the City.
- (2) The following activities are prohibited in a park area unless specifically authorized in writing by the City:
  - a. Operating a fixed or mobile concession
  - b. Soliciting, selling, offering or sale, peddling, hawking, or vending any goods or services
  - c. Advertising any goods or services
  - d. Distributing any commercial circular notice, leaflet, pamphlet, or writing or printed information of any kind. A noncommercial handbill may be distributed to a person willing to accept it, if it is distributed without charge

## SECTION 23. VANDALISM AND LITTER

- (1) No person may mutilate, deface, damage, or remove a table, bench, building, sign, marker, monument, fence, barrier, fountain, faucet, traffic recorder, or any other structure, facility, or property of any kind in a park area.
- (2) No person may dig up, deface, or remove earth, stones, rock or other substance, make an excavation, lay or set off any blast, roll any stones or other objects, or assist is in doing so in a park area except with written permission or permit of the City to do so.
- (3) Refuse generated during or from activities in a park shall be left in a park area only in the receptacles designates for the=at purpose.
- (4) No person may wash any clothing, vehicles or other materials or objects in a park without the written permission of permit of the City to do so.

## SECTION 24. PARKS AND FACILITIES USE PERMITS

1. Ordinance No. A-171 of the City is hereby amended as follows:
  - a. Section 24 is hereby designated as Section 25.
  - b. There is hereby added a new Section 24 which reads as follows
    1. Wherever in this ordinance it is required that a permit or permission of the city or one of its officers, employees, agents or other authorized person is necessary for a use of a city park or facilities, this permit or permission shall be obtained by filing a completed application for use on a form provided by the City not less than 10 days prior to the date of desired use. At the time of filing a non-refundable application fee as from time to time approved by the city shall be paid for profit or a non-profit enterprise in the City in order to cover the City's administrative costs. The City shall notify the applicant of its decision to grant or deny the permit.
    2. In addition to other requirements for a city permit or permission provided in this ordinance, a permit shall also be obtained as provided in subsection 24. (1) above for any of the following uses:
      - a. Any planned or organized use by 35 or more persons;
      - b. Any request for exclusive use of a City park or facility;
      - c. Any request for special City services to accommodate a proposed use.
    3. The decision to grant or deny a permit shall be made by the City's public works supervisor or designee based upon criteria which shall, without limitations of other relevant,

material criteria being considered, include timeliness of the filing, payment of the fee, complete information being provided, the proposed use's conformity to this ordinance and City park regulations, the applicant's prior misuse of park facilities or violations of this ordinance or park regulations, and the impact of the proposed use, date and time on other permit or potential users and surrounding property owners. Conflicts between applicants shall be resolved to give priority to the first to have filed for a permit who thereafter was issued one.

4. The city may require special conditions for granting a permit as is deemed reasonable necessary to protect public property or the public peace, health, safety, morals and general welfare.
5. The City may require that an applicant pay prior to the issuance of a permit, and as a condition for its issuance, for any one or more of the following, which amounts shall be approved by the City and may be changed from time to time:
  - a. Usage by persons who do not reside, own property or conduct a for profit or non-profit enterprise in the City, which charge shall not be refundable;
  - b. A security deposit for cleaning, damages and other costs that the City may incur;
  - c. The estimated costs of special or requested City services for the applicant's proposed use;
6. For charges made under subsections 25(5) B and C above, the applicant shall be liable to the City for its actual incurred and attributed costs. An applicant's prior payment under either of these subsections shall be held by the City until the applicant's use of a park or facility is completed and the City's costs have been finally determined. The City shall then provide the applicant with a written statement of the total costs the applicant is liable to pay. Payment in full shall be made within 30 calendar days from the date of the written notice. A late payment penalty charge of one and one-half percent per month shall be assessed on all late payments. In the event the City's actual costs are finally determined to be less than applicant's prior payments, the applicant shall pay the total amount of the City's costs in full and, upon receipt, the City shall cancel and return the applicant's prior

payment. In the event the City's total costs exceed the applicant's prior payment, the applicant shall either pay the City's total final costs and the City, upon receipt, shall cancel and return the applicant's prior payment, or pay the difference between the City's total final costs and the applicant's final payment, as the City shall in its discretion direct in its written statement of costs. The City shall not be liable to the applicant for the payment of interest or any other charge on the amount of the applicant's prior payment.

7. Upon application for a waiver for demonstrated economic or other hardship, the City's public works supervisor may waive the fees or charges authorized herein for non-profit organizations located or operating in the City.
  8. Any party aggrieved by a decision made under this section shall file a reasonably specific written notice of appeal with the City not later than 10 calendar days after the date of notice of the City's decision. The appeal shall be submitted to the City Council for a hearing and final decision.
2. In the event any provision of this Ordinance is finally adjudged to be legally unenforceable, all other provisions of this Ordinance shall remain in full legal force and effect.
  3. This ordinance establishes new services of the City. The charges authorized in this ordinance are to cover the City's estimated reasonable costs for providing these new services. This ordinance, thus, is not intended, nor does it authorize any shift, transfer or conversion from property taxes to fees, charges or assessments to replace any property taxes which have been or may be lost to the City.
  4. Because the City's park and facilities have been subject to increasing uses, and this ordinance is intended to regulate those uses to avoid conflicts, an emergency is hereby declared, and this Ordinance shall take effect immediately upon adoption by the council and approved by the mayor.

#### SECTION 25. DISCRETION OF CITY

Whenever this ordinance makes a reference to the exercise of reasonable discretion by the City, it shall take into account the use and enjoyment of the parks for the maximum number of people, the interests of adjoining property users and the general purposes set forth in Section 1 of this ordinance.

#### SECTION 26. PENALTY

Any person who violates any provision of this ordinance shall be guilty of a civil infraction against the City and shall be punished by fine of not more than \$100.00 for each violation, required to make restitution for damages or harm caused by the violation, and required to pay the reasonable costs to the City of enforcement of this ordinance, including court costs and its attorney fees.

SECTION 27. EMERGENCY CLAUSE

Whereas the orderly use of City parks is necessary to preserve the peace, health, safety and general welfare of the public, and this ordinance directly advances those interests, an emergency is hereby declared to exist, and this ordinance shall take effect immediately upon its passage by the Council and approval by the Mayor.

This ordinance was read once in full and once by title at the February 26, 1991 regular meeting(s) of the Coburg City Council, whereupon it was put to a final vote. The vote of the Council was:

Yes: 6

No: 0

Abstentions: 0

Passed: X

Rejected:

SIGNED AND APPROVED this 27<sup>th</sup> day of February, 1991.

Amending ORDINANCE A-171-A signed and approved on June 3, 1997.

Amending ORDINANCE A-171-B signed and approved on August 4, 1998.

**ORDINANCE A-246-A****AN ORDINANCE AMENDING ORDINANCE A-246, AN ORDINANCE CONTROLLING VEHICULAR AND PEDESTRIAN TRAFFIC**

**WHEREAS**, the City of Coburg finds that each community member of Coburg is entitled to a basic level of dignity, respect, and wellness, regardless of whether they are housed or unhoused. It is the official policy of the City that its responses to homelessness will be undertaken in accordance with these principles; and

**WHEREAS**, the City recognizes the social nature of the problem of homelessness that has contributed to individuals locating themselves in City streets and on publicly-owned property and establishing campsites there. The City is committed to ensuring the most humane treatment of homeless individuals and to the removal of homeless individuals from established campsites on public property, per ORS 195.500. The City recognizes that people experiencing homelessness need a place to sleep, shelter themselves, and store belongings. The City is committed to the safety and security of all people in the City, including people experiencing homelessness, property owners, and the traveling public, while protecting all people in the City from unsafe and dangerous conditions; and

**WHEREAS**, there are constitutional limits on a city's ability to address how public places can be used by people who do not have options for shelter. The Eighth Amendment to the United States Constitution prohibits "cruel and unusual punishment." The Ninth Circuit Court of Appeals has interpreted this prohibition to forbid cities from criminalizing sitting, lying sleeping and keeping warm and dry camping on all outside public property that is open to the public, at all times, by those who lack the financial means to pay for adequate shelter, unless adequate shelter is available to such person free of charge; and

**WHEREAS**, the City Council acknowledges the lack of nightly shelter beds and housing currently available and recognizes the systemic lack of state and federal investment in shelter and public health services for those experiencing homelessness; and

**WHEREAS**, the State of Oregon is facing an overwhelming crisis of people experiencing homelessness; and

**WHEREAS**, using the Lane County Homeless by Name List (HBNL) data, the number of individuals reported as experiencing homelessness has been increasing, Lane County has seen an increase in individuals experiencing homeless from 3,477 in October 2020 to 3,754 in October 2021 to 4,599 in October 2022; and

**WHEREAS**, due to the City's small size and proximity to I-5, unhoused individuals seeking a place to sit, lie, sleep and keep warm and dry within the City of Coburg to date have been transitory, on their way north or south on I-5, resulting in no constant nor average number of individuals experiencing homelessness within the City; and

**WHEREAS**, the City Council intends to regulate sitting, lying, sleeping, and keeping warm and dry and survival sheltering outdoors on City streets and public property that is open to the public only in the context of the City's commitment to monitor available public space, particularly rights of ways, available in comparison to the number of unhoused individuals within the City of Coburg on an ongoing basis; and

**WHEREAS**, the City Council acknowledges that it is currently unavoidable that some people will live or shelter for survival outdoors until they are able to access affordable or free shelter or housing; and

**WHEREAS**, City streets are designed and intended for travel and transportation, and provision of utility services, among other uses. City streets are not designed or intended for overnight use in the same way as a recreational campsite. People living in makeshift camps in the right-of-way and in vehicles often lack access to safe and sanitary restrooms and trash receptacles, resulting in unsanitary conditions from improper disposal of human waste and trash; and

**WHEREAS**, the placement of tents, bedding, and other structures on City streets on or next to paved surfaces and/or between curb lines is dangerous to those sitting, lying, sleeping, and keeping warm and dry because of the proximity to vehicles and other users of the streets. Placement of those items on sidewalks or bike lanes or paths can impede the use of sidewalks, bike lanes, paths and other public ways if clear passage is not maintained. The City has a responsibility as the road authority to maintain the streets, sidewalks and bike lanes and paths as safe, passable, and accessible, and to act to avoid death and injury to all users of the streets, including those without other homes; and

**WHEREAS**, the current Coburg Municipal Code does not ban camping on City streets in vehicles parked in compliance with parking regulations that apply to all vehicles, including no parking of vehicles in one location for more than 72 hours at a time, whether used for shelter or not; and

**WHEREAS**, the City recognizes the need to provide public locations within the City for individuals experiencing homelessness who are unable access locations within the City to sit, lie, sleep, and keep warm and dry, while also protecting the intended use of public property via objectively reasonable time, place, and manner regulations; and

**WHEREAS**, the City Council and staff have identified all City owned public lands, including streets; and

**WHEREAS**, this Ordinance does not criminalize or otherwise subject an individual to citation for the acts of sitting, lying, sleeping, or keeping warm and dry outside on public

property, as prohibited by the Ninth Circuit in *Martin v. City of Boise*, *Blake v. City of Grants Pass*, *Johnson v. City of Grants Pass* and ORS 195.530. Instead, this Ordinance ensures that the City's vehicular and pedestrian traffic regulations constitute reasonable time, place, and manner regulations that balance the rights of people without shelter to use some outside public places to meet basic needs with the City's obligation to manage public spaces to meet their intended uses and to maintain health and safety for everyone in Coburg; and

**WHEREAS**, the Coburg City Council met in a work session on April 25, 2023, to discuss the impact of the above-recognized state and local laws on City municipal ordinances; and

**WHEREAS**, on May 9, 2023, the City Council held a public hearing on the revision to Ordinance A-246, An Ordinance Controlling Vehicular and Pedestrian Traffic.

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

**Section 1.** Amending Section 23. Section 23 of Ordinance A-246 is hereby amended as follows:

- a. Subsection 4 is hereby repealed.
- b. Subsection 14 is hereby amended to read as follows:

No person, firm or corporation shall store on any street for longer than seventy-two (72) consecutive hours any wagon, automobile, farming implement, traction engine, machinery, motor home, recreational vehicle, camper, boat, trailer or vehicle; provided, however, that mechanics may make minor repair to such machinery of vehicles while temporarily on the streets for that purpose if traffic is not thereby obstructed. This section shall not apply to machinery or vehicles owned by or in the employ of the city and used in working on the streets.

- c. Subsections 5 through 15 are hereby renumbered consecutively as 4-14.

**Section 2.** Continued Effect. All unamended provisions of Ordinance A-246 shall remain unchanged and in full force and effect.

**Section 3.** Severability. The sections, subsections, paragraphs and clauses of Ordinance A-246 are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

**Section 4.** Findings. The recitals set forth above are hereby adopted as support for the amendments adopted herein.



**Section 5.** Effective Date. Ordinance A-246-A will take effect on the thirtieth day after its enactment.

**ADOPTED** by the **City Council** of the **City of Coburg** this 13<sup>th</sup> day of June, 2023, by a vote of \_\_\_ for and \_\_\_ against.

**APPROVED** by the Mayor of the City of Coburg this 13th day of June, 2023.

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

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

## ORDINANCE A-246

PROPOSED AMENDMENTS BY A-246-A (5.2023)

### AN ORDINANCE CONTROLLING VEHICULAR AND PEDESTRIAN TRAFFIC; PROVIDING PENALTIES; AND REPEALING ORDINANCE A-188.

#### THE CITY OF COBURG ORDAINS AS FOLLOWS:

#### SECTION 1. SHORT TITLE.

This ordinance may be cited as City of Coburg Uniform Traffic and Parking Ordinance.

#### STATE TRAFFIC LAWS

#### SECTION 2. APPLICABILITY OF STATE TRAFFIC LAWS.

Provisions of Oregon Revised Statutes, Chapters 801, 803, 806, 807, 809-811, 813-816, and 818-821, and Chapter 153, except for ORS 153.093 and 153.125-153.145, are hereby adopted, and any violation shall constitute an offense against the city.

#### SECTION 3. DEFINITIONS.

1. In addition to those definitions contained in the above ORS chapters, the following words or phrases, except where the context clearly indicates a different meaning, shall mean:
  - A. **Bicycle.** A non-motorized vehicle designed to be ridden, propelled by human power, and having two or more wheels the diameter of which are in excess of 10 inches, or having two or more wheels where any one wheel has a diameter in excess of 15 inches. The term "bicycle" includes an "electric assisted bicycle."
  - B. **Bus stop.** A space on the edge of a roadway designated by sign for use by buses loading or unloading passengers.
  - C. **Commercial Motor Vehicle.** A motor vehicle or combination of motor vehicles that:
    1. Has a gross combination weight rating of 26,001 pounds or more, inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
    2. Has a gross vehicle weight rating 26,001 pounds or more;
    3. Is designated to transport 16 or more persons including the driver;
    4. Is of any size and is used in the transportation of hazardous materials; or

5. Is of any size and is owned or leased by, or operated under a contract with a mass transit district, or a transportation district when the vehicle is actually being used to transport passengers for hire, regardless of the number of passengers, unless the vehicle is a taxi.
  6. A commercial motor vehicle does not include the following:
    - (I) An emergency fire vehicle being operated by firefighters as defined in ORS 652.050;
    - (II) Emergency vehicles being operated by emergency service workers as defined in ORS 401.025.
    - (III) A motor home used to transport or house, for nonbusiness purposes, the operator or the operator's family members or personal possessions;
    - (IV) A vehicle that is owned or leased by, or operated under contract with, a mass transit district or a transportation district when the vehicle is actually being used to transport passengers for hire and is being operated by a volunteer driver, so long as the vehicle is not one described in section of this section; or
- D. Electric assisted bicycle.** A vehicle that is operated solely for personal use and,
1. Is designed to be operated on the ground on wheels,
  2. Has a seat or saddle for use of the rider,
  3. Is designed to travel with not more than three wheels in contact with the ground,
  4. Has both fully operative pedals for human propulsion and an electric motor, and is equipped with an electric motor that:
    - (I) Has a power output of not more than 1,000 watts, and
    - (II) Is incapable of propelling the vehicle at a speed of greater than 20 miles per hour on level ground.
- E. Guest.** A bona fide visitor to a residence located on a residential parking street.
- F. Holiday.** New Year's Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and any other day proclaimed by the Council to be a holiday.
- G. Loading zone.** A space on the edge of a roadway designated by sign for the purpose of loading or unloading passengers or materials during specified hours of specified days.
- H. Motor vehicle.** Every vehicle that is self-propelled, including tractors, fork-lift trucks, motorcycles, road building equipment, street cleaning equipment, and any other vehicle capable of moving under its own power notwithstanding that the vehicle may be exempt from licensing under the motor vehicle laws of Oregon.

- I. **Park or parking.** The condition of:
  1. A motor vehicle that is stopped while occupied by its operator with the engine turned off, or
  2. A motor vehicle that is stopped while unoccupied by its owner whether or not the engine is turned off.
- J. **Parking Permit.** A valid resident parking permit or guest parking permit issued by The City of Coburg.
- K. **Pedestrian.** A person on the public right-of-way, except:
  1. The operator or passenger of a motor vehicle or bicycle.
  2. A person leading, driving, or riding an animal or animal-drawn conveyance.
- L. **Person.** A natural person, firm, partnership, association, or corporation.
- M. **Recreational Vehicles.** A vehicle designed to be used primarily as temporary living quarters for recreational, camping, travel, or seasonal use that either has its own motor power or is mounted on or towed by another vehicle, including but not limited to camping trailers, fifth wheel trailers, motor homes, travel trailers, and truck campers. For purposes of this Ordinance, recreational vehicles include boats that are used primarily as temporary living quarters for recreational, camping, travel, or seasonal use.
- N. **Residence.** A single-family, two-family, or multi-family dwelling within the boundaries of the City of Coburg.
- O. **Resident.** The principal occupant of a residence.
- P. **Residential Parking Street.** A street within the boundaries of the City of Coburg, which the council designates as requiring a parking permit to park a motor vehicle at any time, at certain times, between certain dates, or on certain days.
- Q. **Restricted Zone.** A zone within the city limits which may be streets, partial streets, or blocks which have been designated by the City Council as an area in which parking, stopping, or standing requires the use of a permit or other approved means to park, stop, or stand.
- R. **Stand or Standing.** The stopping of a motor vehicle while occupied by its operator with the engine running, except stopping in obedience to the instructions of a traffic officer or traffic control device or for other traffic.
- S. **Stop.** Complete cessation of movement.
- T. **Street and other property open to public travel.**
  1. **Street.** The terms "highway," "road," and "street," when used in this ordinance or in the ORS chapters incorporated herein, shall be considered synonymous, unless the context precludes such construction. "Street," as defined in this ordinance and the ORS chapters incorporated by reference

herein, includes alleys, sidewalks, and parking areas and access ways owned or maintained by the city.

2. **Other property open to public travel.** Property, whether publicly or privately owned and whether publicly or privately maintained, upon which the public operates motor vehicles either by express or implied invitation other than streets as defined in Subpart (i) of this section, and excepting public school property, county property, or property under the jurisdiction of the State Board of Higher Education. Other property open to public travel shall include but not be limited to parking lots, service station lots, shopping center and supermarket parking lots, and other access ways and parking areas open to general vehicular traffic, whether or not periodically closed to public use.
- U. **Taxicab stand.** A space on the edge of a roadway designated by sign for use by taxicabs.
- V. **Traffic control device.** A device to direct vehicular or pedestrian traffic or parking, including but not limited to a sign, signaling mechanism, barricade, button, or street or curb marking installed by the city or other authority.
- W. **Traffic lane.** That area of the roadway used for the movement of a single line of traffic.
- X. **Vehicle.** Any device in, upon, or by which any person or property is or may be transported or drawn upon a public highway and includes vehicles that are propelled or powered by any means. Vehicles include bicycles, but do not include manufactured structures.

## ADMINISTRATION.

### SECTION 4. POWERS OF THE COUNCIL.

1. Subject to state laws, the City Council shall exercise all municipal traffic authority for the city except those powers specifically and expressly delegated herein or by another ordinance.
2. The powers of the Council shall include but not be limited to:
  - A. Designation of through streets.
  - B. Designation of one-way streets.
  - C. Designation of truck routes.
  - D. Designation of parking meter zones.
  - E. Restriction of the use of certain streets by any class or kind of vehicle to protect the streets from damage.

- F. Authorization of greater maximum weights or lengths for vehicles using city streets than specified by state law.
- G. Initiation of proceedings to change speed zones.
- H. Revision of speed limits in parks.
- I. Closing of city streets for special events.

## **SECTION 5. DUTIES OF THE DIRECTOR OF PUBLIC WORKS.**

The Director of Public Works or designee may exercise the following duties consistently with section 7

1. Implement the ordinances, resolutions, and motions of the council and the Directors of Public Works own orders by installing traffic control devices. Such installations shall be based on the standards contained in the Oregon Manual on Uniform Traffic Control Devices for Streets and Highways.
2. Establish, maintain, remove, or alter the following classes of traffic controls:
  - A. Crosswalks, safety zones, and traffic lanes.
  - B. Intersection channelization and areas where drivers of vehicles shall not make right, left, or U-turns, and the time when the prohibition applies.
  - C. Parking areas and time limitations, including the form of permissible parking (e.g., parallel or diagonal).
3. Establish, maintain, remove, or alter traffic control signals or signs.
4. Establish, maintain, remove, or alter loading zones and stops for all vehicles.
5. Temporarily block or close streets.

## **SECTION 6. PUBLIC DANGER.**

Under conditions constituting a danger to the public, the Director of Public Works or designee may install temporary traffic control devices deemed to be necessary.

## **SECTION 7. STANDARDS.**

The regulations of Director of Public Works or designee shall be based upon:

1. Traffic engineering principles and traffic investigations.
2. Standards, limitations, and rules promulgated by the State Highway Commission.
3. Other recognized traffic control standards.

## **SECTION 8. AUTHORITY OF POLICE DEPARTMENT AND FIRE AGENCIES.**

1. It shall be the duty of police officers to enforce the provisions of this ordinance.

2. In the event of a fire or other public emergency, officers of the police and fire agencies may direct traffic as conditions require, notwithstanding the provisions of this ordinance.

## **SECTION 9. OBEDIENCE TO AND ALTERATION OF CONTROL DEVICES.**

1. No person shall disobey the instruction of a traffic officer or a traffic control device.
2. No unauthorized persons shall install, move, remove, obstruct, alter the position of, deface, or tamper with a traffic control device.

## **SECTION 10. EVIDENCE.**

The existence of a traffic control device shall be prima facie evidence that the device was lawfully authorized and installed.

## **SECTION 11. EXISTING CONTROL DEVICES.**

Traffic control devices installed prior to the adoption of this ordinance are lawfully authorized.

## **SECTION 12. RULES OF ROAD.**

In addition to state law, the following shall apply to the operation of vehicles upon the streets of the city:

1. The operator of a vehicle shall not back the vehicle unless the movement can be made with reasonable safety and without interfering with other traffic, and shall yield the right-of-way to moving traffic and pedestrians.
2. The operator of a vehicle in the traffic lane shall have the right-of-way over an operator of a vehicle departing from a parking space.
3. No operator of a vehicle shall pull away from a curb or other parking area without giving an appropriate turn signal when other traffic may be affected.
4. Where a stop sign is erected at or near the entrance to an intersection, the operator of a vehicle approaching shall bring the vehicle to a stop before crossing a stop line or crosswalk; or, if none, then before entering the intersection. Stopping at a point which does not yield an unobstructed view of traffic on the intersecting street shall not constitute compliance with the requirements of this section.
5. Notwithstanding an indication by a traffic control device to proceed:
  - A. No operator of a vehicle shall enter an intersection unless there is sufficient space on the opposite side of the intersection to accommodate the operator's vehicle without obstructing the passage of other vehicles.

- B. No operator of a vehicle shall enter a marked crosswalk, whether or not at an intersection, unless there is sufficient space on the opposite side of the crosswalk to accommodate the operator's vehicle without obstructing the passage of pedestrians.

### **SECTION 13. CROSSING PRIVATE PROPERTY.**

No operator of a vehicle shall proceed from one street to an intersecting street by crossing private property. This provision shall not apply to the operator of a vehicle who stops on the property for the purpose of procuring or providing goods or services.

### **SECTION 14. EMERGING FROM VEHICLE.**

No person shall open the door of a motor vehicle into a traffic lane without first ascertaining that it can be done in safety.

### **SECTION 15. UNLAWFUL RIDING.**

1. No operator shall permit a passenger and no passenger shall ride on a vehicle upon a street except on a portion of the vehicle designed or intended for the use of passengers. This provision shall not apply to an employee engaged in the necessary discharge of a duty, or to a person riding within a truck body in space intended for merchandise.
2. No person shall board or alight from a vehicle while the vehicle is in motion upon a street.
3. No person shall allow a domestic animal to ride on a vehicle upon a street except on a portion of the vehicle designed or intended for the use of passengers, unless a device is used to prevent the domestic animal from leaping from the vehicle while it is in motion.
4. No person shall operate a motor vehicle while holding a pet.

### **SECTION 16. CLINGING TO VEHICLES.**

No person riding upon a bicycle, motorcycle, coaster, roller skates, sled or other device shall attach the device or person to a moving vehicle upon a street. Nor shall the operator of a vehicle upon a street knowingly allow a person riding on any of the above vehicles or devices to attach to the vehicle or a device to the vehicle.

### **SECTION 17. DAMAGING SIDEWALKS AND CURBS.**

1. The operator of a vehicle shall not drive upon a sidewalk or roadside planting strip except to cross at a permanent or temporary driveway.



2. No unauthorized person shall place dirt, wood or other material in the gutter or space next to the curb of a street with the intention of using it as a driveway.
3. No person shall remove a portion of a curb or move a motor vehicle or device moved by a motor vehicle upon a curb or sidewalk without first obtaining authorization from the Public Works Director and posting bond if required. A person who causes damage shall be held responsible for the cost of repair.
4. It shall be unlawful for any person except the City to paint, write, print or otherwise place any sign or other matter upon the surface of any of the streets, alleys, sidewalks or crosswalks within the city limits, except that bus stop benches with signs upon them may be placed at such locations and for such periods of time as the council may from time to time permit.

### **SECTION 18. OBSTRUCTING STREETS AND SIDEWALKS.**

It shall be unlawful for any person to place on any street, alley or sidewalk any building material, wood, farm implements, vehicles, merchandise or other material which in any way tends to obstruct the travel or free passage of pedestrian and vehicular traffic; provided that lumber, building materials and wood may be so placed, but shall not remain longer than 48 hours; and in case the passage of pedestrians or traffic is liable to be endangered thereby, the chief of police may require a warning light to be placed thereon at night. And it shall be unlawful for any person owning or in charge of land abutting on a sidewalk to allow trees on the land to grow over the sidewalk in such a manner as to obstruct free passage of traffic along the sidewalk.

### **SECTION 19. REMOVING GLASS AND DEBRIS.**

A party to a vehicle accident or a person causing broken glass or other debris to be upon a street shall be responsible for ensuring the removal of the glass and other debris from the street. Tow truck operators shall be required to clean debris at the scene of an accident when they have been employed to remove one or more vehicles from the scene.

### **SECTION 20. ILLEGAL OPERATION OF A MOTOR ASSISTED SCOOTER.**

All motor assisted scooters must abide by the same rules of the road as would apply to bicycles and must be equipped with the same equipment as required for bicycles.

## PARKING REGULATIONS

### SECTION 21. PARKING REGULATIONS NOT EXCLUSIVE.

These parking regulations do not supersede or preclude the enforcement of any other regulation of parking or storage of vehicles in specified places or at specified times.

### SECTION 22. METHOD OF PARKING.

1. No person shall stand or park a vehicle in a street other than parallel with the edge of the roadway, headed in the direction of lawful traffic movement, and with the curbside wheels of the vehicle within 12 inches of the edge of the curb, except where the street is marked or signed for angle parking.
2. Where parking space markings are placed on a street, no person shall stand or park a vehicle other than in the indicated direction and, unless the size or shape of the vehicle makes compliance impossible, within a single marked space.
3. The operator who first begins maneuvering a motor vehicle into a vacant parking space on a street shall have priority to park in that space, and no other vehicle operator shall attempt to deprive the first operator of priority or block access.
4. Whenever the operator of a vehicle discovers that their vehicle is parked close to a building to which the fire district has been summoned, the operator shall immediately remove the vehicle from the area, unless otherwise directed by police or fire officers.

### SECTION 23. PROHIBITED PARKING AND STANDING.

In addition to the state motor vehicle laws prohibiting parking, no person shall park or stand:

1. A vehicle upon a bridge, viaduct, or other elevated structure used as a street.
2. A vehicle in an alley other than for the expeditious loading or unloading of persons or materials, but in no case for a period in excess of 30 consecutive minutes.
3. A commercial motor vehicle or commercial vehicle on a street between the hours of 9:00 p.m. and 7:00 a.m. of the following day in front of or adjacent to or close enough to cause an inconvenience to a residence, motel, apartment house, hotel, or other sleeping accommodation.
- ~~4. For more than 5 days, cumulative or consecutive, in any calendar quarter, a motor home used to transport or house, for non-business purposes, the operator or the operator's family members or personal possessions.~~
- 5.4. \_\_\_\_\_ A vehicle upon a highway, except as authorized.
- 6.5. \_\_\_\_\_ A vehicle upon or across a sidewalk.

- ~~7.6.~~ A vehicle parked within 20 feet of a crosswalk at an intersection on a street within the City jurisdiction.
- ~~8.7.~~ A vehicle within ten feet of railroad tracks.
- ~~9.8.~~ A vehicle within ten feet of a fire hydrant.
- ~~10.9.~~ A vehicle within two feet of a driveway or in any portion of a street which blocks vehicular access to any driveway.
- ~~11.10.~~ A vehicle on a bike path or bike lane.
- ~~12.11.~~ In a manner that obstructs or interferes with the delivery of mail.
- ~~13.12.~~ Motor homes, recreational vehicles, campers, boats, or trailers are prohibited from being parked on the street:
- A. For the principal purpose of displaying the vehicle for sale.
  - B. For repairing or servicing the vehicle, except minor repairs necessitated by an emergency.
  - C. For the principal purpose of displaying advertising from the vehicle.
  - D. For the principal purpose of selling merchandise from the vehicle, except when authorized.
- ~~13.4.~~ Except as permitted by Section 23(4), no person, firm or corporation shall store on any street for longer than seventy-two (72) consecutive hours any wagon, automobile, farming implement, traction engine, machinery, motor home, recreational vehicle, camper, boat, trailer or vehicle; provided, however, that mechanics may make minor repair to such machinery of vehicles while temporarily on the streets for that purpose if traffic is not thereby obstructed. This section shall not apply to machinery or vehicles owned by or in the employ of the city and used in working on the streets. This does not give the right to nor prohibit the removal of vehicles that are a traffic hazard or safety hazard.
- ~~14.5.~~ A recreational vehicle in violation of Section 31.

## SECTION 24. PROHIBITED PARKING.

1. No operator shall park and no owner shall allow a vehicle, motor homes, campers, boats, recreational vehicles, or trailers to be parked upon a street for the principal purpose of:
  - A. Displaying the vehicle for sale.
  - B. Repairing or servicing the vehicle, except repairs necessitated by an emergency.
  - C. Displaying advertising from the vehicle.
  - D. Selling merchandise from the vehicle, except when authorized.
  - E. Storing the vehicle for longer than 72 consecutive hours.

- 2.** No person, firm or corporation shall store on any street for longer than three consecutive days any wagon, automobile, farming implement, traction engine, machinery, motor home, camper, boat, trailer or vehicle; provided, however, that mechanics may repair such machinery or vehicles while temporarily on the streets for that purpose if traffic is not thereby obstructed. This section shall not apply to machinery or vehicles owned by or in the employ of the city and used in working on the streets.
- 3.** No person shall park or stand any vehicle upon any residential parking street without a residential parking permit or guest parking permit, prominently displayed on the vehicle, at any time during which the residential parking street is limited to residential parking.

  - A.** A resident may apply to the city for residential or guest parking permits. The city shall issue a residential parking permit if the applicant lives on a residential parking street that is within the restricted zone, possesses a valid driver's license, and provides proof of current vehicle registration. The city may issue guest parking permits to qualified residents.
  - B.** The parking permit(s) shall be valid as long as the registered owner maintains the same address as indicated on the initial permit.
  - C.** The duty of issuing permits may be delegated to any employees of the city or volunteers for the city who do not directly work for the police department.
  - D.** Parking permits shall be used only by residents who live on a residential parking street within the restricted zone or their bona fide guests who are visiting a residence within the restricted zone. The parking permit shall be clearly displayed on the motor vehicle. Guest parking permits must reflect the address of the resident who resides within the restricted zone. Guest passes shall not be loaned, sold, leased, or otherwise provided to others for any purpose other than enabling vehicles to park within the restricted zone for purposes of visiting a residence within the restricted zone.
  - E.** A resident may apply to the City Council for an exception granting relief from the parking permit requirements within a restricted zone to allow for special events. The City Council shall decide the manner in which to grant the relief to the resident. The relief granted shall not last more than 24 hours.
  - F.** Unauthorized reproduction or unauthorized use of any residential parking permit, guest parking permit, or other sticker, placard, or identifying item issued by the police department to aid in the identification of vehicles is a violation of this ordinance.

- G. Theft of a parking permit is a class "C" misdemeanor punishable by a fine established by order of the Municipal Court Judge, imprisonment not to exceed 30 days, or both.
- H. It shall be a violation to park a vehicle on a street within a restricted zone, unless the vehicle has a prominently displayed, valid parking permit.

#### **SECTION 25. USE OF LOADING ZONE.**

No person shall stand or park a vehicle for any purpose or length of time, other than for the expeditious loading or unloading of persons or materials, in a place designated as a loading zone when the hours applicable to that loading zone are in effect. In no case when the hours applicable to the loading zone are in effect shall the stop for loading and unloading of materials exceed the time limits posted. If no time limits are posted, then the use of the zone shall not exceed 30 minutes.

#### **SECTION 26. LEAVING UNATTENDED VEHICLE.**

No operator or person in charge of a motor vehicle shall park it or allow it to be parked on a street, on other property open to public travel, or on a new or used car lot without first stopping the engine, locking the ignition, removing the ignition key from the vehicle, and effectively setting the brake. If the vehicle is attended, the ignition key need not be removed.

#### **SECTION 27. STANDING OR PARKING OF BUSES REGULATED.**

The operator of a bus shall not stand or park the vehicle upon a street in a business district at a place other than a bus stop.

#### **SECTION 28. RESTRICTED USE OF BUS STOPS.**

No person shall stand or park a vehicle other than a bus in a bus stop, except that the operator of a passenger vehicle may temporarily stop for the purpose of and while actually engaged in loading or unloading passengers, when stopping does not interfere with a bus waiting to enter or about to enter the restricted space.

#### **SECTION 29. LIGHTS ON PARKED VEHICLE.**

No lights need be displayed upon a vehicle that is parked in accordance with this ordinance upon a street where there is sufficient light to reveal a person or object at a distance of at least 500 feet from the vehicle.

### **SECTION 30. EXTENSION OF PARKING TIME.**

No operator of a motor vehicle shall park and no owner shall allow a vehicle to stand continuously for a time longer than the maximum time limit posted on an official sign. Where maximum parking time limits are designated by sign, movement of a vehicle within a block to another restricted area shall not extend the time limits for parking.

### **SECTION 31. PARKING AND USE OF RECREATIONAL VEHICLES.**

See Ordinance Regulating the Parking and Use of Recreational Vehicles within the City of Coburg.

### **SECTION 32. MOTOR VEHICLES AND TRAILER PARKING REGULATIONS ON ROBERTS ROAD**

1. Motor vehicles and trailers including semi-trucks, camping trailers, fifth wheel trailers, motor homes, travel trailers or truck campers, whether separate or attached, parking, standing and stopping on Roberts Road and Roberts Court within the City of Coburg are subject to the following regulations:
  - A. No parking, standing or stopping is allowed on the entire length of the west side of Roberts Road.
  - B. No parking, standing or stopping is allowed on the first fifty feet of the east side of Roberts Road starting from its intersection with Pearl Street.
  - C. On the remaining length of the east side of Roberts Road parking, standing or stopping for a maximum of one hour is allowed for motor vehicles and trailers attached to a motor vehicle, but parking of unattached trailers is prohibited.
  - D. On Roberts Court parking, standing or stopping is allowed for a maximum of fifteen minutes.
  - E. Moving a motor vehicle or trailer to another location on the same street does not start a new time period for purposes of these regulations.
2. The owner of a motor vehicle or trailer placed in violation of a regulation established herein shall be responsible for the offense, except where the use of the vehicle or trailer was secured by the operator without the owner's consent. In a prosecution of a vehicle or trailer owner, charging a violation of this or another ordinance, proof that the vehicle at the time of the violation was registered to the defendant constitutes a presumption in fact of the defendant's ownership.

### **SECTION 33. EXEMPTION.**

The provisions of this ordinance regulating the parking or standing of vehicles shall not apply to a vehicle of the city, county, or state or public utility while necessarily in use for construction or repair work on a street, or a vehicle owned by the United States while in use for the collection, transportation, or delivery of mail.

## **BICYCLE REGULATIONS**

### **SECTION 34. BICYCLE EQUIPMENT.**

A bicycle operated upon the streets shall be equipped as required by state law, including lights and reflectors. In addition, a bicycle shall be equipped with a brake capable of sliding at least one tire when applied on dry, level, clean pavement, and a functioning bell or horn. No bicycle shall be equipped with a siren or whistle.

### **SECTION 35. BICYCLE OPERATING RULES.**

Persons operating bicycles within the City will follow all Oregon State Laws pertaining to the operation of a bicycle as stipulated in the Oregon Revised Statutes.

### **SECTION 36. IMPOUNDING OF BICYCLES.**

1. It shall be unlawful to leave a bicycle on public or private property without the consent of the person in charge or the owner thereof.
2. A bicycle left on public property for a period in excess of 24 hours may be impounded by the police department.
3. In addition to any citation issued, a bicycle parked in violation of this ordinance may be immediately impounded by the police department.
4. If a bicycle impounded under this ordinance is licensed, or other means of determining its ownership exist, the police shall make reasonable efforts to notify the owner. An impounding fee, as set forth in the City's fee schedule, shall be charged to the owner. No impounding fee shall be charged to the owner of a stolen bicycle which has been impounded.
5. A bicycle impounded under this ordinance which remains unclaimed shall be disposed of in accordance with the city's procedures for disposal of abandoned or lost personal property.

## **PEDESTRIANS**

### **SECTION 37. USE OF SIDEWALKS.**

A pedestrian shall not use a roadway for travel when a sidewalk is available.

**SECTION 38. PEDESTRIANS MUST USE CROSSWALKS.**

No pedestrian shall cross a street other than within a crosswalk in blocks with marked crosswalks, or if within 150 feet of a marked crosswalk. If a crosswalk is not present then the pedestrian can cross at any corner.

**SECTION 39. RIGHT ANGLES.**

A pedestrian shall cross a street at a right angle, unless crossing within a crosswalk.

**SECTION 40. OBEDIENCE OF TRAFFIC LIGHTS.**

At an intersection where a pedestrian control light is in operation, no pedestrian shall start to cross the street except when the walk signal is illuminated. Where only vehicle control lights are in operation, no pedestrian shall start to cross the street except when the green light is illuminated.

**PARADES, PROCESSIONS AND CRUISING.****SECTION 41. PARADES AND PROCESSIONS.**

During parades, the police may clear the streets and prohibit vehicles and pedestrians from crossing the streets. No pedestrian or vehicle shall break through the line of a funeral procession.

**SECTION 42. CRUISING.**

Cruising events within the City of Coburg are authorized by permit issued to a sponsor or sponsors upon proper application to the City of Coburg. An individual's authorization to cruise within the City is only authorized by a permission slip. Individual permission is granted only upon agreement by vehicle operators and registrants to conduct themselves pursuant to State laws, local ordinances, and event rules. The event permit and the individual permission slips are revocable on the spot by the City of Coburg through its appointed officials, police officers, or administrator, or event sponsor(s) when reasonable suspicion exists that any violation of law, rule, or ordinance has occurred.

**DEFINITIONS**

- 1. Unlawful Cruising.** The repeated passage of a vehicle on any portion of a street which is within an approved cruising route, three or more times in a two hour period, without a city-authorized permission slip during an authorized cruise event.



2. **Cruising Permit.** A permit issued by the event sponsor and provided by the City of Coburg for a properly authorized cruising event.
3. **Cruising Event.** An authorized event with an identified sponsor or sponsors with a specified cruising route, which has been approved by the City Council.
4. **Prohibited Cruising Activity.** Any operation of a motor vehicle in which the State Motor Vehicle Code, criminal statutes, city ordinances, or cruising regulations are violated.
5. **Cruising Permission Slip.** The sponsor issued and city provided permit which must be posted clearly in the front windshield of all registered cruisers allowing the clearly legible recognition of the registration number. The cruising permission slip will include the following information:
  - A. The cruise permit number will be in large block letters of at least one half inch in height, the permit will be of a bright easily noticeable color identifying the owner or driver. The information included in the permit must identify the insurance company currently insuring the vehicle and the active policy number with expiration date. The permit may include or require any other applicable and informative details as the City of Coburg deems prudent.
  - B. Safety Regulations. All other rules established by city departments prior to the cruising event and listed upon the cruising permission slip issued during registration.
  - C. Permit Revocation. May occur at any time when an event sponsor, police officer, or other city official has a reasonable suspicion the operation of the permitted vehicle is dangerous or in violation of the rules established, motor vehicle code, or local ordinances.

## TOWING

1. Notice of Towing, Towing and Impounding. This ordinance authorizes the towing and impounding of vehicles participating in "prohibited cruising activity" upon a second or subsequent violation of any rule, law, or ordinance. Upon issuing a first citation for violation of any portion of this section, the police officer shall give the person whom the citation is issued a written notice which shall state:

### **NOTICE**

*You have been cited for violation of Ordinance \_\_\_\_, Section 40 for violation of the rules, ordinances, or laws regulating cruising. If the vehicle you are driving is again driven along or across the cruise event area authorized by the city council during the advertised hours of the authorized cruise event, the driver will be cited for violation of Ordinance \_\_\_\_ Section 40 and its applicable subsections, and this vehicle shall be towed and impounded. The impounded vehicle will be released to its registered*

*owner, upon proof of ownership, and the payment of towing, impoundment, and administrative fees.*

2. Riding on any portion of a vehicle, outside of the driver's or passenger's compartment, in which mounted seats and safety belt systems equipped pursuant to Oregon Revised Statutes 815.055, 815.075, and 815.080 are not in use by the occupants (except antique vehicles specifically exempted in ORS 815.105).
  - A. Order to Leave. An order issued by any law enforcement officer to any driver or occupant of any motor vehicle, directing such person to remove themselves and the vehicle from the cruising route, and not to return to such route while the cruise is in progress.
  - B. Requirements. All persons engaging in cruising activities shall obey the Oregon Vehicle Code, all safety regulations, and all city ordinances, including all requirements for proper installation and use of safety belts.
  - C. Prohibitions. No person shall engage in any prohibited cruising activity, including, but not limited to, unlawful cruising and unsafe external riding. No person shall disobey a lawful order to leave.
  - D. Insurance. All cruise permission slip applicants must have proof of current, adequate motor vehicle insurance immediately prior to being issued a permission slip.
  - E. Operator's License. All cruise permission slip applicants must possess and show to event sponsors proof of current authorization to operate a motor vehicle in the United States of America immediately prior to being issued a permission slip.
  - F. Improper issuance of permission slip. Sponsors shall issue permission slips only to applicants who meet the requirements of this ordinance. Improper issuance of a permission slip is a violation of this ordinance.
  - G. Traffic Citations. Police officers will issue Uniform Traffic Citations to persons who violate this ordinance during an authorized cruise.
  - H. Exemptions.

This section shall not apply to:

- A. any publicly owned vehicle of any city, county, public district, state or federal agency;
- B. any vehicle listed for public transportation;
- C. any other vehicle granted an exemption by a law enforcement officer because passage of the vehicle along or across the traffic congested street is necessary for commercial or medical reasons.

## **PARKING CITATIONS AND OWNER RESPONSIBILITY**

### **SECTION 43. CITATIONS ON ILLEGALLY PARKED VEHICLES.**

Whenever a vehicle without an operator is found parked in violation of a restriction imposed by this ordinance, the officer finding the vehicle shall take its license number and any other information displayed on the vehicle which may identify its owner, and shall conspicuously affix to the vehicle a parking citation for the operator to answer to the charge or pay the penalty imposed within ten days during the hours and at a place specified in the citation. The bail schedule shall be established by the Municipal Court. The officer will follow the impound rules as designated by police departmental procedures.

### **SECTION 44. FAILURE TO COMPLY WITH TRAFFIC CITATION ATTACHED TO PARKED VEHICLE.**

If the operator does not respond to a traffic citation affixed to such vehicle within a period of ten days, the court clerk may send to the owner of the vehicle to which the traffic citation was affixed a letter informing the operator of the violation and issuing a warning that, in the event the letter is disregarded for a period of ten days, a warrant for the operator's arrest may be issued.

### **SECTION 45. OWNER RESPONSIBILITY.**

The owner of a vehicle placed in violation of a parking restriction shall be responsible for the offense, except where the use of the vehicle was secured by the operator without the owner's consent.

### **SECTION 46. REGISTERED OWNER PRESUMPTION.**

In a prosecution of a vehicle owner, charging a violation of a restriction on parking, proof that the vehicle at the time of the violation was registered to the defendant shall constitute a presumption that he was then the owner in fact.

**PENALTIES**

**SECTION 47. PENALTIES.**

Except as may be limited by charter or as otherwise provided herein, violations of this ordinance or the Oregon Revised Statutes adopted by reference in Section 2 of this ordinance are offenses against the city and are punishable up to the maximum amounts established by order of the Municipal Court Judge, which amounts shall not exceed the maximum amounts established under state law.

**GENERAL**

**SECTION 48. SEVERABILITY CLAUSE.**

If a portion of this ordinance is for any reason held to be invalid, such decision shall not affect validity of the remaining portions of this ordinance.

**SECTION 49. REPEAL**

Ordinance A-188, Establishing certain motor vehicle and trailer parking regulations, enacted July 23, 2003, is now repealed.

**SECTION 50. EFFECTIVE DATE**

Ordinance A-246 will take effect on the thirtieth day after its enactment.

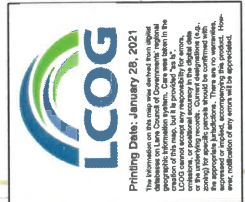
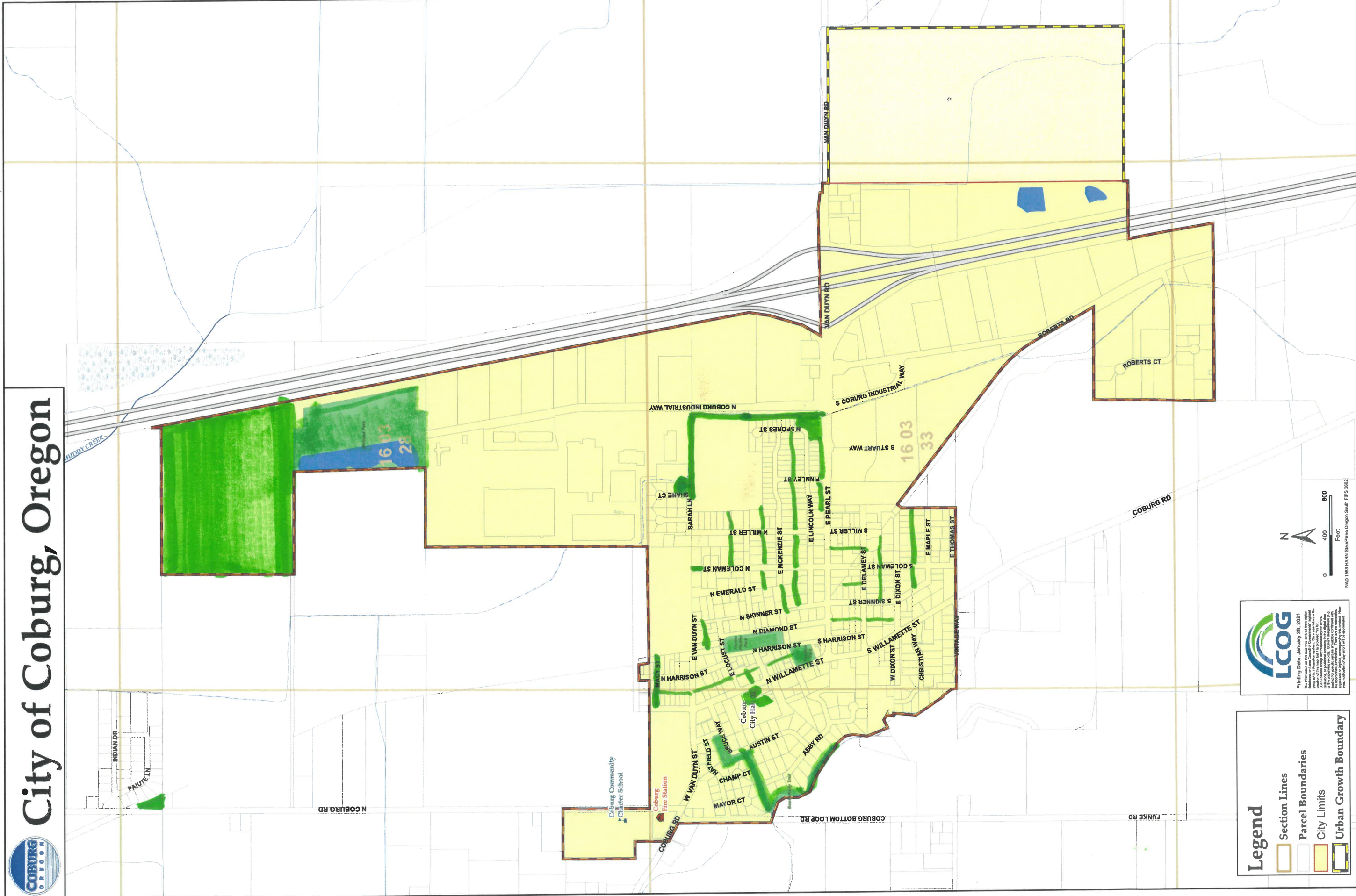
**ADOPTED** by the **City Council** of the **City of Coburg** this 9th day of October, 2018, by a vote of 4 for and 3 against.

**APPROVED** by the Mayor of the City of Coburg this 9th day of October, 2018.

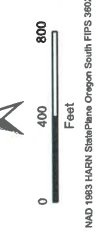
\_\_\_\_\_  
Ray Smith, Mayor

ATTEST:

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



	Section Lines
	Parcel Boundaries
	City Limits
	Urban Growth Boundary



# COBURG CITY COUNCIL MONTHLY REPORTS



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## TOPIC: Intergovernmental Annual Agreements (IGA) with Lane Council of Governments

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Meeting Date: June 13, 2023  
Staff Contact: Anne Heath, City Administrator  
Contact: 541-682-7852, anne.heath@ci.coburg.or.us

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### REQUESTED COUNCIL ACTION:

Intergovernmental Agreement annual approval

**Suggested Motion:** *“I move to approve annual Intergovernmental agreements with Lane Council of Governments for Information Systems Services and Telecommunications System Management for 2023-2024.*

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### CITY COUNCIL GOAL: Operational Capacity

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### BACKGROUND

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

The three Intergovernmental agreements to be renewed are as follows:

1. Lane Council of Governments (LCOG) Intergovernmental Agreement for Information System (IS) management. This service provides Computer Support Technicians, database administrators, network administrators, server and system administration
  - 2022-23 IGA NOT TO EXCEED \$15,975
  - **2023-24 IGA NOT TO EXCEED \$16,774**
  -
2. LCOG Intergovernmental agreement for Telecommunications System Management and Service. The City has been a part of this Telephone Consortium managed by LCOG since 1980s. This service includes full support including maintenance, system back-up, voicemail, 24/7 support, training, system backups and more. Coburg pays direct and pass through costs for maintenance and service as they accrue PLUS the monthly rate below

▪	2021-22	IGA monthly rate	\$1,432.00
▪	<b>2022-23</b>	<b>IGA monthly rate</b>	<b>\$1,216.00</b>

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**PURPOSE**

Annual administration of services

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**BUDGET**

The costs of these programs are budgeted in all departments of the City. The 2023-24 Budget included these costs and was approved on May 31, 2023 by the Budget Committee.

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**RECOMMENDATION**

Staff recommends that the Council approve the renewal of the intergovernmental agreements with Lane Council of Governments.

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**ATTACHMENTS**

- A. Information System Management IGA
- B. Telecommunication System Management IGA

**NEXT STEPS**

City Administrator will sign contracts and City Recorder will record them.

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**ATTACHMENTS**

- A. Intergovernmental agreement LCOG for IS managed Services**
  - B. Intergovernmental agreement LCOG for Telecommunications**
- 

**REVIEWED THROUGH:**

Sammy Egbert, City Recorder

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## INTERGOVERNMENTAL AGREEMENT

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

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

**EFFECTIVE DATE:** 7/1/2023

### RECITALS

- A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.
- B. Provision of services for the remuneration specified in this agreement will mutually benefit the parties.
- C. AGENCY and LCOG desire to enter into an agreement where-in LCOG will provide the services described in this agreement and Attachment A (attached hereto and incorporated herein by reference).

### AGREEMENT

1. **Duration.** The agreement term shall take effect on the Effective Date and shall continue in place until June 30<sup>th</sup>, 2024, or until earlier terminated pursuant to Paragraph 4 of this agreement.
2. **Services to be Provided.** LCOG agrees to provide services to AGENCY as outlined in Attachment A, Work Program.
3. **Compensation.** AGENCY shall pay LCOG upon receipt of an invoice, which shall be issued quarterly unless otherwise agreed to by the parties in writing. The invoice will reflect hourly rates for LCOG personnel plus any direct expenses associated with the Work performed. The total cost of this agreement shall not exceed \$16,774.
4. **Termination.** Upon thirty days' prior written notice delivered to the persons designated in Paragraph 6 to receive notice, either party, without cause, may terminate its participation in this agreement.
5. **Amendments.** This agreement may be modified or extended by written amendment signed by both parties.
6. **Administration.** Each party designates the following person as its representative for purposes of administering this agreement. Either party may change its designated representative by giving written notice to the other as provided in paragraph 14.

For LCOG: Heidi Leyba  
859 Willamette St., Suite 500  
Eugene, OR 97401-2910  
Ph: 541-682-4452

City of Coburg: Anne Heath  
PO Box 8316  
91136 N Willamette St  
City of Coburg, OR 97408  
Ph: 682-7871

7. **Records/Inspection.** AGENCY and LCOG shall each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following completion of this agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records related to this agreement.
8. **Limitation of Liability.** AGENCY contracts separately with a company named TAG, which supplies and supports a separate network for its Waste Management environment. LCOG's services under this Agreement

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

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

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

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

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

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

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

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

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

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

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

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

**LANE COUNCIL OF GOVERNMENTS:**

**AGENCY: CITY OF COBURG**

**By:** \_\_\_\_\_  
Brendalee S. Wilson, Executive Director

**By:** \_\_\_\_\_  
Anne Heath, City Administrator

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## IS MANAGED SERVICES FY24 PROGRAM Attachment A

### **Section 1: Introduction**

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

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

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

### **Section 2: Scope of Services**

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

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

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

approved backup solutions and applications.

**Network Support:** LCOG will provide all labor related to maintenance, configuration, and monitoring of network equipment, including routers, firewalls, switches, and wireless access points on the client's local area network. LCOG will troubleshoot and diagnose connectivity issues between devices on the client's LAN as well as connectivity to the internet. LCOG will configure, maintain, and diagnose connectivity related issues and settings on network printers and scanners. As requested, LCOG will assist with administering the agency's security plans, securing the network infrastructure, and regulatory initiatives. TAG provides a separate environment and network, and LCOG's agreement to provide services does not include any work related to the TAG network.

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

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

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

### Section 3: Service Level Agreement Information

The resources to perform the work assignments identified above are available to the IS Managed Services Agencies 8:00 AM-5:00 PM, Monday through Friday, except for LCOG holidays. In general, LCOG is not staffed to provide after-hours support. However, arrangements for after-hours assistance can be accommodated with an approved request when necessitated by business requirements.

#### **Contact Information for IS Managed Services Support:**

[service-desk@lcog.assist.com](mailto:service-desk@lcog.assist.com) or 541-682-2322

**Text Support (NEW): 541-682-HELP (4357) – Please include the following information in your text message and a ticket will be automatically generated:**

Your Name

Location

Preferred callback number

Brief summary of the problem

Clients will be responsible for submitting support requests based on their own internal processes. All services performed by LCOG are subject to mutually agreed upon maintenance windows. LCOG's technical support staff is familiar with a wide variety of hardware and software systems and will make all reasonable efforts to answer questions and resolve issues in a timely manner. In some cases,

referral to outside vendor support may become necessary. In these limited cases, LCOG staff will provide alternative recommendations.

As requested, LCOG will work together with each agency’s staff and their vendor partners to develop backup and recovery options for business-critical applications and to configure those solutions. LCOG cannot guarantee an agency’s ability to recover data. LCOG recommends data owners run tests to verify their application recovery plans work well.

Incoming project and services requests are triaged by LCOG IS support services, with priority given to critical emergencies and outages. Resources will be assigned in an equitable fashion based on time of request and business impact. Participating agencies will be provided the opportunity to attend meetings to review project status and resource allocation for the program.

Questions and concerns regarding priorities or services may be escalated to the following contacts at any time:

Heidi Leyba, Chief Technology Officer  
[hleyba@lcog.org](mailto:hleyba@lcog.org)  
541-682-4452

Michael Wisth, Government Services Director  
[mwisth@lcog.org](mailto:mwisth@lcog.org)  
541-682-4007

**Section 4: Program Budget**

<b><u>IS Managed Services Program FY24 Budget</u></b>	<b><u>Amount</u></b>
Personnel Services for IS Systems and Development Support	\$39,259
Indirect	\$8,713
Estimated Travel	\$1,000
Operating Reserve (3%)	\$1,350
<b><i>Total Program Costs in FY22</i></b>	<b><i>\$50,322</i></b>

**Direct Cost Technical Services Available Upon Request:**

Projects outside the scope of this agreement will be planned, billed, and executed at the relevant billable rate. Hourly rates are actualized and range from \$75-\$150/hr. At Member agency request, an LCOG Project Manager will provide a billable quote for the scope of work. Example supplemental technology services include, but are not limited to:

- Broadband Services
- Cyber Security Assessments/Incident Response Services
- GIS Services
- Television/Video Production Services
- Telecommunications Support

Section 5: Budget Allocation

Program Costs: FY24				
Agency/User	Service Level	Monthly Total	Quarterly Total	Total FY24
City of Coburg	Managed IS Services	\$1,398	\$4,194	\$16,774
City of Veneta	Managed IS Services	\$1,398	\$4,194	\$16,774
LRAPA	Managed IS Services	\$1,398	\$4,194	\$16,774
			<b>\$ 12,580.50</b>	\$50,322

In this budget, formulas are used to allocate personnel services according to the amount of FTE dedicated to the IS Managed Services Program between July 1<sup>st</sup>, 2023, and June 30<sup>th</sup>, 2024. Costs are distributed based upon the total number of workstations in the program on July 1, and they will not be adjusted during the fiscal year regardless of changes to the agencies' workstation counts.

For the individual members participating in this cooperative agreement, differing amounts of LCOG staff time or labor hours may be available from month to month. LCOG will maintain service history records for the IS Managed Services Program, so that costs can be redistributed annually on July 1<sup>st</sup>.



## TELECOMMUNICATIONS SYSTEM MANAGEMENT AND SERVICE INTERGOVERNMENTAL AGREEMENT

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

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

**EFFECTIVE DATE:**   **July 1, 2023**

### RECITALS

- A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.
- B. Provision of services for the remuneration specified in this agreement will mutually benefit the parties.
- C. Since the 1980s, LCOG has staffed and managed the Telephone Consortium (Consortium), an organization of local governments formed to facilitate the maintenance of a shared telephone system, (Shared System). The Consortium benefits from shared management to improve compatibility and minimize costs to the participating local governments and agencies. COBURG has been participating in the Consortium and the shared system.
- D. LCOG, on behalf of the Consortium, initiated the joint purchase of telephone equipment in 1985, and the Shared System has been maintained and periodically updated since that time including a comprehensive system replacement and transition to VoIP (voice over internet protocol) in 2018.
- E. COBURG and LCOG have executed annual Management Services IGAs for LCOG's management of the Shared System.
- F. As part of its ongoing management duties for the Consortium, LCOG entered in Maintenance and Requirements contracts with G12, Structured Communications, Matrix Networks (Matrix), Calero, and V1 Datacom.
- G. LCOG, representing the Consortium, also entered into agreements for long distance services, trunk services, wireless, and fiber through contracts with independent third parties that were intended to provide lower rates, as a result of the purchasing volume.
- H. The parties wish to continue the ongoing relationship regarding the shared system, and to spell out LCOG's management duties and COBURG's rights and obligations with regard to the relationship and with regard to the contracts LCOG has entered into with third parties on behalf of COBURG, as a participant in the Consortium.

## AGREEMENT

1. **Duration.** This Agreement shall take effect on the Effective Date, set forth above, and terminate on June 30, 2024, or until earlier terminated pursuant to Paragraph 6 of this Agreement.
2. **Scope of Work.** LCOG will provide telecommunications system management and services to the COBURG as described in Exhibit A (*Scope of Work*) and Exhibit B (*Catalog of Services, 2023-2024*), attached hereto.
3. **Consideration.**
  - a. COBURG shall pay LCOG \$1,216.00 for management and services, which will be billed in monthly installments. This amount is based on the Budget Summary document, attached hereto as Exhibit C (*Budget Summary Document, 2023-2024*).
  - b. COBURG agrees to pay direct and pass through costs for maintenance and services as they accrue during the term of this Agreement.
4. **Contractual Rights.** COBURG may exercise any and all of LCOG's rights under its Maintenance and Requirements Contracts with third parties. COBURG agrees to pay LCOG for maintenance services attributable solely to COBURG. LCOG shall bill COBURG separately for those services.
5. **Termination.** Upon 60 days prior written notice delivered to the person designated in Paragraph 8 of this Agreement, either party may, without cause, terminate its participation in this agreement. However, if COBURG terminates prior to June 30, 2024, it remains responsible for all costs attributable COBURG that LCOG has budgeted for FY 2023-2024 (see Exhibit C). COBURG shall also be responsible for its allocated portion of annual obligations that LCOG has entered into with third party providers.
6. **Amendment.** This agreement may be modified or extended by written amendment signed by both parties.
7. **Administration.** Each party designates the following person as its representative for purposes of administering this agreement. Either party may change its designated representative by giving written notice to the other as provided in paragraph 14.

For LCOG: Heidi Leyba

For COBURG: Anne Heath

859 Willamette St., Suite 500  
Eugene, OR 97401-2910  
Ph: 541-682-4452

91136 N. Willamette St.  
Coburg, OR 97408  
Ph: 541-682-7871

8. **Records/Inspection.** COBURG and LCOG shall each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following completion of this agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records related to this agreement.
9. **Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to indemnify, defend, and save the other harmless from any claims, liability or damages including attorney fees, at trial and on appeal, arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement. Obligations of both parties under this

provision are subject to limitation of the Oregon Tort Claims Act. Obligations of COBURG are subject to limitation of Article XI, Section 10, of the Oregon Constitution.

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

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

- a. The location of the arbitration shall be in Eugene, Oregon;
  - b. Each party shall bear its own costs (except arbitration filing costs), witness fees, and attorney fees;
  - c. Arbitration filing costs and any arbitrator's fees will be divided equally between the parties; and
  - d. Judgment upon the award rendered by the arbitrator may be entered in the Circuit Court in Lane County, Oregon.
11. **Insurance.** Each party working under this agreement is either a subject employer under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires each to provide Worker's Compensation coverage for all its subject workers, or is an employer that is exempt under ORS 656.126.
12. **Assignment.** Neither party shall assign this agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.
13. **Compliance With Laws.** LCOG shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the Work, including all applicable State and local public contracting provisions.
14. **Notices.** Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to the representative designated in paragraph 7. Either party may change its address by notice given to the other in accordance with this paragraph.
15. **Integration.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.
16. **Interpretation.** This agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon. This Agreement may be changed upon the execution of amendments to the Agreement approved by LCOG and COBURG.

**LANE COUNCIL OF GOVERNMENTS**

**CITY OF COBURG**

\_\_\_\_\_  
Brendalee Wilson  
Executive Director

\_\_\_\_\_  
Anne Heath  
City Administrator

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

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

## EXHIBIT A

## Scope of Work

I. System Administration

1. Budget and allocate contract costs among system users; monitor budget
2. Determine rates

II. Contract Management

1. Manage procurement process for vendors, services, and equipment
2. Negotiate contracts
3. Monitor system operations and maintenance contract performance
4. Coordinate and advise maintenance operations with contractors as needed
5. Ongoing communications with contractors

III. Network Management

1. Manage billing for telephone system customers, when this service is provided, as well as vendors and contractors

IV. Additional Services

1. For a full list of services please visit: <https://lcogteleconsortium.org/>

## EXHIBIT B

### Service Catalog – Services Provided as Part of Telecom Consortium

System Backups
Routine Scheduled Maintenance
Support for voicemail system
Full support for MAC (Moves, Adds, Changes)
End user support for phones
System Maintenance
24/7 Support
Support for 4 Digit Dialing
Limited Call Accounting
Telco Billing
Provide user training for telephones, voicemail and other tools
Resolve trouble calls and system problems
Provide assistance to vendor partners in troubleshooting system problems
Administer changes
Verify telephone company billings
NEC Hardware/Software Maintenance
Physical Copper QSIG Support
Host Asset & Billing Solution (Calero)
Maintain Help Desk SysAid Ticketing System for Phone system
Handle call records requests
Conference Bridge Management
Analog system support and maintenance
System Holidays Management
Support and Management of Cordless phones
Business Continuation Routing (BCR)

EXHIBIT C  
Budget Summary Document 2023-2024

I. Background Information

In this budget, formulas are used to allocate the costs for personnel services, including indirect, based upon estimates of time spent by LCOG staff with each agency. Each agency demands different amounts of staff time. The Shared System involves extensive end user contact and greater responsibility for bill allocation and payment.

II. Telecom Management, Maintenance, and Personnel Budget (2023-2024)

<u>Budget Categories</u>	<u>Amount</u>		
<b>Personnel Services</b>	FY21	FY23	FY24
Principal Telecommunications Systems Analyst	33,495.00	13,642.00	13,642.00
Telecom Call Accounting Specialist	15,127.00	4,615.49	4,615.49
Principal Systems Analyst	0.00	0.00	0.00
Sr. Financial Analyst	3,452.00	1,372.87	1,372.87
Indirect	16,380.00	7,769.20	8,041.12
<b><u>Subtotal</u></b>	<b><u>68,454.00</u></b>	<b><u>27,400.66</u></b>	<b><u>27,671.48</u></b>
 <b><u>Materials and Services</u></b>			
Systems Software Maint.	2,000.00	2,000.00	2,070.00
Travel	500.00	400.00	400.00
Telephone	1,300.00	840.00	840.00
<b><u>Misc Program Expense (ex. consulting)</u></b>	<b><u>22,230.00</u></b>	<b><u>13,000.00</u></b>	<b><u>13,000.00</u></b>
<b><i>Subtotal</i></b>	<b><i>26,030.00</i></b>	<b><i>16,240.00</i></b>	<b><i>16,310.00</i></b>
 <b><i>Total</i></b>	 <b><i>94,484.00</i></b>	 <b><i>43,640.66</i></b>	 <b><i>43,981.48</i></b>



III. Telecom Consortium Annual Standard Allocations

<b>Member</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>
City of Coburg	1,091	1,216	1,437	1,216	1,216	<b>1,216</b>
City of Eugene	0	0	100	100	500	<b>500</b>
City of Springfield	10,406	11,599	14,171	14,171	2,000	<b>2,000</b>
Eugene School Dist 4J	13,378	14,911	18,218	18,218	18,218	<b>18,218</b>
Eugene Science Center	623	694	820	694	694	<b>694</b>
Homes For Good	8,102	9,031	10,670	9,031	9,031	<b>9,031</b>
LCC	5,015	5,590	6,829	6,829	6,829	<b>6,829</b>
LC Historical Museum	777	866	1,023	866	866	<b>866</b>
Lane ESD	4,025	4,486	5,481	5,481	5,481	<b>5,481</b>
Lane Transit District	0	0	100	100	250	<b>250</b>
LCOG	22,049	24,576	25,804	25,804	25,804	<b>25,804</b>
Oregon Judicial Dept.	15,659	0	100	100	250	<b>250</b>
<b>Total</b>	<b>240,557</b>	<b>92,918</b>	<b>109,226</b>	<b>82,610</b>	<b>71,139</b>	<b>71,139</b>



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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### TOPIC: Addendum 3 to the Intergovernmental Agreement with the City of Cottage Grove for Building Permit Program Services

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Meeting Date: June 13, 2023  
 Staff Contact: Megan Winner, Planner  
 Contact: 541-682-7862, [megan.winner@ci.coburg.or.us](mailto:megan.winner@ci.coburg.or.us)

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#### REQUESTED COUNCIL ACTION:

Consider approval of addendum 3 to the Intergovernmental Agreement with City of Cottage Grove for the purpose of providing Building Permit Program Services to the City of Coburg.

**RECOMMENDED MOTION:** *"I move to approve Addendum 3 to the June 8, 2020 Intergovernmental Agreement with City of Cottage Grove for providing Building Permit Program Services to the City of Coburg."*

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#### BACKGROUND

Since June 2020, the City of Coburg has been working under an Intergovernmental Agreement with Cottage Grove for the purpose of providing Building Permit Program Services. Amendments to the IGA are needed to more accurately reflect the cost to Cottage Grove to offer the program.

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#### BUDGET

The cost of Building Permit Program services is directly tied to a percentage of work performed for the City of Coburg in comparison to the overall program. Amendments to the contract are needed to more accurately reflect Cottage Grove's costs to provide Coburg with Building Permit Program Services.

IGA	2020-2021	\$57,030.00
IGA	2021-2022	\$65,818.00
IGA	2022-2023	\$80,520.00

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#### RECOMMENDATIONS AND ALTERNATIVES

Staff recommends that Council approve addendum 3.

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#### PUBLIC INVOLVEMENT

This is an annual budgetary item. Revenues and expenditures for the Building Permit Program Services are part of the 2024 adopted budget. Public comment was available through the budget process.

### **NEXT STEPS**

The next step would be to implement Addendum 3

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### **ATTACHMENTS**

- A. Addendum 3
- B. 2023-2024 Building Program Cost
- C. 2020 IGA and Addendum 1, Addendum 2

### **REVIEWED THROUGH**

**Anne Heath, City Administrator**  
**Sammy Egbert, City Recorder**

## **ADDENDUM NO. 3**

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

**BETWEEN:** City of Cottage Grove (Cottage Grove)

**AND:** City of Coburg (Coburg)

**EFFECTIVE DATE:** July 1, 2023.

### **RECITALS**

- A. Cottage Grove and Coburg entered into an Intergovernmental Agreement for Building Permit Program Services, on June 8, 2021, with an effective date of July 1, 2021 (IGA).
- B. Amendments to the Contract are needed to more accurately reflect Cottage Grove's costs to provide Coburg with Building Permit Program Services.

### **AGREEMENT**

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

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

“\$20,130.00 to Cottage Grove on a quarterly basis, by July 25th, October 25th, January 25th and March 25th each year this Agreement continues in effect. This amount represents the actual cost to Cottage Grove to provide Building Permit Program Services to Coburg, thus ensuring that all Building Permit funds collected by Coburg are properly dedicated to administration and enforcement of Coburg's Building Inspection Program.”

By execution of this Addendum, each party hereby acknowledges that it has read this Addendum No. 3, understands this amendment, and reaffirms all unamended provisions of the IGA.

**CITY OF COTTAGE GROVE,**  
an Oregon municipal corporation

**CITY OF COBURG.**  
an Oregon municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_, 2023

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_, 2023

F:\1Clients\Muni\Cottage Grove, City of\Public Works\Building Code Inspection Program\ADD No 1 - Coburg IGA (050219) CHCkad.docx

## 2023-2024 Building Program Costs

### Total Staff Expenses \$466,421.00

\$196,015.39 Building Official  
 \$182,936.94 Electrical Inspector  
 \$ 87,468.72 Residential Building Inspector and Plans Examiner (75% of total cost)

### Total Materials and Services \$13,950.00

\$2,000 Telephone  
 \$2,000 Fuel and Lubricants  
 \$ 500 Vehicle Expense  
 \$ 500 Computer Service and Supplies  
 \$ 750 Office Supplies  
 \$ 500 Books, Maps, Periodicals  
 \$1,000 Computer Equipment  
 \$1,200 Professional Association Dues  
 \$3,500 Education & Registration Fees  
 \$2,000 Travel and Subsistence

### Total Cottage Grove Building Program Expenses \$260,480.34

\$233,210.50 Staffing  
 \$ 6,975.00 Materials & Services (billed quarterly as expended)  
 \$ 19,294.84 General Office Overhead (8% of total costs)  
 \$ 1,000.00 Vehicle Expense (Mileage Re-Imbursement)

### Total Creswell Building Program Expenses \$79,440.00 (Quarterly Payment \$19,860.00)

\$69,963.15 Staffing  
 \$ 2,092.50 Materials & Services (billed quarterly as expended)  
 \$ 5,884.45 General Office Overhead (8% of total costs)  
 \$ 1,500.00 Vehicle Expense (Mileage Re-Imbursement)

### Total Veneta Building Program Expenses \$106,460.00 (Quarterly Payment \$26,615.00)

\$93,284.20 Staffing  
 \$ 2,790.00 Materials & Services (billed quarterly as expended)  
 \$ 7,886.00 General Office Overhead (8% of total costs)  
 \$ 2,500.00 Vehicle Expense (Mileage Re-Imbursement)

### Total Coburg Building Program Expenses \$80,520.00 (Quarterly Payment \$20,130.00)

\$69,963.15 Staffing  
 \$ 2,092.50 Materials & Services (billed quarterly as expended)

\$ 5,964.00 General Office Overhead (8% of total costs)

\$ 2,500.00 Vehicle Expense (Mileage Re-Imbursement)

Percentage of program expenses:

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

**ATTACHMENT**

IGA Cottage Grove Building Permit Program  
2020 Original IGA  
2021 Addendum 1  
2022 Addendum 2

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

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

**RECITALS**

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

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

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

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

**AGREEMENT**

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

1. Effective Date. This Agreement shall be effective on July 1, 2020.
2. Duration and Termination. The term of this Agreement will extend for one (1) year from the Effective Date, at which point it shall automatically renew for successive one (1) year terms unless and until either party provides at least [sixty] ([60]) days’ written notice to the other party of its intent to terminate this Agreement. Termination of this Agreement shall not affect any obligations or liabilities accrued to the parties prior to such termination.
3. Services. Cottage Grove agrees to provide building official, inspection, plan review, and electrical specialty code services to Coburg, as more specifically outlined in the attached Exhibit A (collectively, “Building Permit Program Services”).
4. Consideration. Coburg will pay \$14,257.50 to Cottage Grove on a quarterly basis, by July 31, October 31, January 31 and March 31 each year this Agreement continues in



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

5. Coburg Obligations. Coburg shall:

- A. Designate the Cottage Grove Building Official as the Coburg Building Official (Building Official). The Building Official shall have final authority over all building program decisions, and will hold full discretionary authority over Coburg's building program.
- B. Designate the Cottage Grove Electrical Specialty Code Inspector as the Coburg Electrical Specialty Code Inspector. The Electrical Specialty Code Inspector shall have final authority over Coburg's electrical program and will hold full discretionary authority over Coburg's electrical program.
- C. Maintain detailed financial records of all revenue received in the operation of Coburg's Building Permit Program.
- D. Review site development plans for conformance with land use regulations and notify the Building Official when approved.
- E. Provide Cottage Grove Building Permit Program Services providers space for storage of files and plans, and provision of necessary clerical support for the provisions of said Services.
- F. Per Section 4 of this Agreement, within thirty (30) days of receipt, pay Cottage Grove's invoiced fees on a quarterly basis for Cottage Grove's staffing, materials, and general office overhead costs needed to provide the Building Permit Program Services.
- G. Receive all building permit applications and collect all building permit fees in accordance with the State of Oregon Building Code Division fee and evaluation schedules, in addition to any other Program fees properly adopted by Coburg.

6. Cottage Grove Obligations.

- A. Cottage Grove will employ a qualified Building Official, in compliance with ORS 455.148(3) and OAR 918-020-0090, and an Electrical Specialty Code Inspector.
- B. Delegation. Cottage Grove may not delegate discretionary responsibilities associated with its Building Permit Program Services, but may contract with other agencies or third-party contractors to perform ministerial services associated with inspections, plan review, or other technical assistance services.

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

7. General Provisions.

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

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

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

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

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

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

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

CITY OF COTTAGE GROVE, OREGON

By:   
Richard Meyers, City Manager

Dated June 8, 2020

CITY OF COBURG, OREGON

By:   
Anne Heath, City Administrator

Dated 5-13, 2020

**Exhibit A  
Building Permit Program Services**

**City of Coburg**

**Building Permit Program**

● **BUILDING OFFICIAL**

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

**Availability:**

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

**Extent:**

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

**Process:**

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

## ◆ PLANS EXAMINERS

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

1. **Primary Plans Examination** is the bulk of plan review for Specialty Code and Fire Code items.
  2. **Remedial Review** is the additional review, as required, to remedy deficiencies identified in the primary review.
  3. **As-Built Review** provides assurance that what is drawn and approved was built to noted specifications prior to issuance of a Certificate of Occupancy.
- Appointed by Building Official, certified by State of Oregon in one or more specialties (structural, mechanical, plumbing, electrical) for both/either Residential or Commercial construction.
  - Available by phone, email, and in person (by appointment at least one day a week, at Coburg City Hall) between 9am and 5pm Tuesday and Thursday.
  - Adequate response time (reply within 24hrs) regarding applicant inquiries and other concerns.
  - Review for compliance with Oregon Structural Specialty Code, Oregon Fire Code.
  - Provide additional review for compliance related to risk areas: Floodplain management, Grading and excavation.

## ◆ INSPECTORS

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

### Availability:

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

Requests for inspections and inquiries should provide similar response to Plans Examination response (24 hours) or sooner.

- Backup inspectors provided to assure coverage in case of absence.

### Cost:

Building inspection services are a self-supporting endeavor. Coburg collects plan check and building inspection fees and Coburg will pay quarterly a minimum building program fee for staff, materials, services, and office overhead to Cottage Grove under a contract arrangement for plan check and Coburg Council Approved 5/2020

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

**Extent:**

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

- **PROGRAM PARTICIPATION**

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

- Bulk labels
- Temporary permits
- Master Permitting

**Exhibit B  
Fee Schedule**

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

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

Reimbursable expenses:

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

**ADDENDUM NO. 1**

fy 21-22

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

**BETWEEN:** City of Cottage Grove (Cottage Grove)

**AND:** City of Coburg (Coburg)

**EFFECTIVE DATE:** July 1, 2021.

**RECITALS**

- A. Cottage Grove and Coburg entered into an Intergovernmental Agreement for Building Permit Program Services, on June 8, 2021, with an effective date of July 1, 2021 (IGA).
- B. Amendments to the Contract are needed to more accurately reflect Cottage Grove's costs to provide Coburg with Building Permit Program Services.

**AGREEMENT**

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

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


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

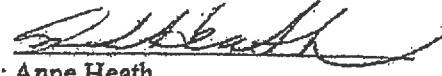


By execution of this Addendum, each party hereby acknowledges that it has read this Addendum No. 1, understands this amendment, and reaffirms all unamended provisions of the IGA.

**CITY OF COTTAGE GROVE,**  
an Oregon municipal corporation

**CITY OF COBURG.**  
an Oregon municipal corporation

By:   
Name: Richard Meyer  
Title: City Manager  
Date: Aug 19, 2021

By:   
Name: Anne Heath  
Title: Coburg City Administrator  
Date: July 29, 2021

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IGA Addendum #1  
Attached

**2021-2022 Building Program Costs**

Total Staff Expenses \$372,800.00

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

Total Materials and Services \$13,050.00

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

Total Cottage Grove Building Program Expenses \$209,359.00

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

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

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

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

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

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

\$56,670.00 Staffing

\$ 1,957.50 Materials & Services (billed quarterly as expended)

\$ 4,690.00 General Office Overhead (8% of total costs)

\$ 2,500.00 Vehicle Expense (Mileage Re-Imbursement)

Percentage of program expenses:

Cottage Grove 50%

Coburg 15%

Creswell 15%

Venetia 20%

**ADDENDUM NO. 2**

fy 22-23

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

**BETWEEN:** City of Cottage Grove (Cottage Grove)

**AND:** City of Coburg (Coburg)

**EFFECTIVE DATE:** July 1, 2022.

**RECITALS**

- A. Cottage Grove and Coburg entered into an Intergovernmental Agreement for Building Permit Program Services, on June 8, 2021, with an effective date of July 1, 2021 (IGA).
- B. Amendments to the Contract are needed to more accurately reflect Cottage Grove’s costs to provide Coburg with Building Permit Program Services.

**AGREEMENT**

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


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

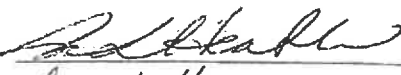
“\$17,648.00 to Cottage Grove on a quarterly basis, by July 25th, October 25th, January 25th and March 25th each year this Agreement continues in effect. This amount represents the actual cost to Cottage Grove to provide Building Permit Program Services to Coburg, thus ensuring that all Building Permit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

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

**CITY OF COTTAGE GROVE,**  
an Oregon municipal corporation

**CITY OF COBURG.**  
an Oregon municipal corporation

By:   
Name: Richard Meyers  
Title: City Manager

By:   
Name: ANNE L. HEATH  
Title: CITY ADMINISTRATOR

Date: June 21, 2022, 2022

Date: 6/20/22, 2022

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## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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### TOPIC: Intergovernmental Agreement with Lane County Sheriff's Department

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Meeting Date: June 13, 2023  
 Staff Contact: Larry Larson, Chief of Police  
 Contact: 541-682-7855, [larry.larson@ci.coburg.or.us](mailto:larry.larson@ci.coburg.or.us)

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#### REQUESTED COUNCIL ACTION

***Suggested Acton: "I move to approve the Intergovernmental Agreement with Lane County Sheriff's Department to provide dispatch services for the Coburg Police Department."***

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#### CITY COUNCIL GOAL (S):

None

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#### BACKGROUND

July 1<sup>st</sup> of 2020, Coburg Police Department entered into an Intergovernmental Agreement with the Lane County Sheriff Department for dispatch. The Sheriff's Department manages and staffs a communications / records section twenty-four hours per day, seven days per week for police reporting and radio communications systems. It also provides management and maintenance of arrest warrants, stolen vehicles and stolen personal property for the Coburg Police Department.

The Lane County Sheriff's Department will also provide the services of their Communications Network Coordinator to provide up to ninety-six hours per calendar year for radio programming and repairs as needed at no cost as part of this agreement.

The new two-year contract will begin during the new fiscal year July 1, 2023. Allowing for annual increase if necessary due to increased labor costs, inflation or other. Increases will be made to the contract amount following the initial year. Unless extended or terminated earlier this agreement will terminate Junction 30<sup>th</sup> 2026.

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**RECOMMENDATION AND ALTERNATIVES**

Staff recommends the approval of the Intergovernmental Agreement with the Lane County Sheriff's Department for twenty-four hour, seven days per week police reporting, dispatch services and warrant services starting July 1, 2023 to June 30, 2026.

The alternative is to not approve the contract.

**BUDGET / FINANCIAL IMPACT**

Dispatch service is included in the annual budget and paid quarterly.

Budget for FY 23-24 will be \$72,852

The budget for the Dispatch services was approved by the budget committee at \$66,000. The draft IGA was received after the budget was approved, and is set at \$72,852 which is a \$6,852 difference. This difference will need to be absorbed by the Police Budget. As spending can equal the total of the Materials & Services, Personnel, and Capital outlay, the police budget will be adjusted accordingly by not spending out all lines and leaving room for the \$6,852 difference in the Dispatch IGA.

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**PUBLIC INVOLVEMENT**

None

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**NEXT STEPS**

To sign and execute and record the IGA.

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**ATTACHMENTS**

A. Intergovernmental Agreement for dispatch services

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**REVIEWED THROUGH:**

Anne Heath, City Administrator

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**INTERGOVERNMENTAL AGREEMENT**  
(IGA) (LC Contract Form A-2, 02/01/2023)

**DISPATCH SERVICES FOR CITY OF COBURG POLICE DEPARTMENT**

This Agreement is entered into by and between Lane County, a political subdivision of the State of Oregon (“**County**”), on behalf of the Sheriff’s Office, and City of Coburg, a municipal corporation (“**City**”), on behalf of the Coburg Police Department, each a “party,” and referred to collectively in this Agreement as “the parties.”

**RECITALS**

- A. ORS 190.010 and the Lane County Home Rule Charter provide that units of local government may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers, or agents, have authority to perform.
- B. City desires to continue the partnership with County for dispatch services for the Coburg Police Department.
- C. County is willing to provide dispatch services to City.
- D. Parties to this Agreement must perform the Work in a manner consistent with the offers and statements in Exhibit A and Exhibit B.

**1. SCOPE OF AGREEMENT.**

**1.1 County will:**

**1.1.1** provide and fulfill dispatch services to City as described in Exhibit A.

**1.2 City will:**

**1.2.1** perform and function as described in Exhibit A.

**1.2.2** perform and function as described in Exhibit B.

**1.2.3** agree to the terms described in Attachments 1 and 2.

**2. DOCUMENTS FORMING THE AGREEMENT**

**2.1 The Agreement.** The Agreement consists of this document and all exhibits listed below, which are incorporated into this Agreement.

**2.2 Exhibits.** With this document, the following exhibits are incorporated into the Agreement:

- **Exhibit A** Scope of Work
- **Exhibit B** Access Requirements
- **Attachment 1** Third Party Remote Access Agreement Requirements
- **Attachment 2** Lane County APM, *Use of County Computer and Communication Resources*

**3. CONSIDERATION AND PAYMENT**

**3.1** In consideration for City's performance under this Agreement, **County will:**

**3.1.1** invoice City each quarter during the months of September, December, March and June. Payment will be due within thirty (30) days of billing date.

**3.1.2** increase amounts if necessary due to increased labor costs, inflation etc. Annual increases will be made to the contract amount following the Initial Year. Generally, these increases fall between three to ten percent (3-10%) annually, as of July 1<sup>st</sup> of each new fiscal year.

**3.2** In consideration for County's performance under this Agreement, **City will:**

**3.2.1** agree to pay an Initial Year amount of Seventy-Two Thousand Eight Hundred Fifty-Two Dollars (\$72,852.00) for Dispatch Services from July 1, 2023-June 30, 2024

**3.2.2** agree to two additional years of services with an appropriate percentage increase each year.

**3.2.3** pay County quarterly as described in 3, 3.1 (3.1.1.)



#### 4. EFFECTIVE DATE AND DURATION

**4.1 Effective Date.** Upon the signature of all parties, this Agreement is effective July 1, 2023.

**4.2 Duration.** Unless extended or terminated earlier in accordance with its terms, this Agreement will terminate June 30, 2026. However, such expiration shall not extinguish or prejudice either party's right to enforce this agreement with respect to any breach or default in performance which has not been cured.

#### 5. AUTHORIZED REPRESENTATIVES. Each of the parties designates the following individuals as its authorized representatives for administration of this Agreement. Either party may designate a new authorized representative by written notice to the other.

##### 5.1 County's Authorized Representative.

Jonna Hill, Support Services Manager  
125 E 8<sup>th</sup> Avenue  
Eugene, OR 97401  
Phone: 541-682-6689  
Email: [jonna.hill@lanecountyor.gov](mailto:jonna.hill@lanecountyor.gov)

##### 5.2 City's Authorized Representative.

Anne Heath, City Administrator  
91136 N Willamette Street  
Coburg, OR 97408  
Phone: 541-682-7871

Any notice, demand, consent, approval, or other communication to be given under this Agreement must be in writing and provided by email addressed to the party's authorized representative, except as provided below in this section. However, if, in either party's discretion, email is not the most appropriate method for providing notice, then notice may be provided by personal delivery; certified mail, postage prepaid, return receipt requested; or nationally recognized overnight courier. The effective date of notice shall be: for notice by email, the date and time sent if sent between the hours of 8 am and 5 pm, otherwise effective at 8am the following Business Day; for notice delivered in person, the date and time of delivery; for notice by U.S. mail, three days after the date of certification; and for notice by overnight courier, the next business day after deposit with the courier. If no representative is identified in this section, notice may be given to the person executing the Agreement on behalf of that party below.

#### 6. SPECIAL CONDITIONS

**6.1 Compliance with Coronavirus Guidelines, Laws, Rules, and Orders.** Each of the parties is aware of the continuing COVID-19 emergency and each agrees that it is and will remain familiar with the CDC prevention guidelines and with federal, state, and local laws, rules, and orders regarding COVID-19 throughout the term of this Agreement, and will take all necessary precautions relating to COVID-19 and its variants, including those set out in the guidelines, laws, rules, and orders described in this paragraph. The parties have anticipated the costs of compliance with the present guidelines, rules, laws, and orders prior to entering into this Agreement, and that no claim will be made by either party for such compliance.

#### 7. INDEMNIFICATION. To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, each party agrees to indemnify, defend, and hold harmless the other party and its officers, employees, and agents from and against all damages, losses and expenses, including but not limited to attorney fees and costs related to litigation, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement.

#### 8. PUBLIC BODY STATUS. In providing the services specified in this Agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any and all other statutory rights granted as a result of their status as local public bodies.

## 9. MODIFICATION AND TERMINATION.

- 9.1 Modification.** No modification or amendment to this Agreement will bind either party unless in writing and signed by both parties.
- 9.2 Termination.** The parties may jointly agree to terminate this Agreement at any time by written agreement. Either party may terminate this Agreement for its convenience at any time with no liability on its part, except to pay for services previously provided, by giving the other party not less than 30 days' advance written notice.
- 9.3 Non-Appropriation.** Each of the parties certifies that it has sufficient funds currently authorized for expenditure to finance the costs of this Agreement for the period within the current budget; however, the parties understand and agree that, if a party does not appropriate funds for the next succeeding fiscal year to continue payments otherwise required by the Agreement, this Agreement will terminate at the end of the last fiscal year for which payments have been appropriated. The non-appropriating party will notify the other party of such non-appropriation not later than 30 days before the beginning of the year within which funds are not appropriated. Upon termination pursuant to this clause, neither party will have a further obligation for payments beyond the termination date.

## 10. MISCELLANEOUS PROVISIONS

- 10.1 Dispute Resolution.** The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or other cooperative dispute resolution process.
- 10.2 Waiver.** Failure of either party to enforce any provision of the Agreement does not constitute a waiver or relinquishment by the party of the right to such performance in the future nor of the right to enforce that or any other provision of this Agreement.
- 10.3 Severability.** If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected; and the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 10.4 Governing Law, Forum, and Venue.** All matters in dispute between the parties to this Agreement arising from or relating to the Agreement, including without limitation alleged tort or violation, are governed by, construed, and enforced in accordance with the laws of the State of Oregon without regard to principles of conflict of laws. This section does not constitute a waiver by County of any form of defense or immunity, whether governmental immunity or otherwise, from any claim or from the jurisdiction of any court. All disputes and litigation arising out of this Agreement will be decided by the state or federal courts of Oregon. Venue for all disputes and litigation will be in Lane County, Oregon.
- 10.5 Time is of the Essence.** The parties agree that time is of the essence with respect to all provisions of this Agreement.
- 10.6 No Third-Party Beneficiaries.** County and City are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or may be construed to give or provide any benefit or right to third persons, either directly or indirectly, that is greater than the rights and benefits enjoyed by the general public, unless that party is identified by name in this Agreement.
- 10.7 Headings.** The headings and captions in this Agreement are for reference and identification purposes only and may not be used to construe the meaning or to interpret the Agreement.
- 10.8 Force Majeure.** Neither party will be held responsible for delay or default due to force majeure acts, events, or occurrences, including but not limited to fires, riots, wars, and epidemics, unless such delay or default could have been avoided by the exercise of reasonable care, prudence, foresight, and diligence by that party.

- 10.9 Multiple Counterparts.** This Agreement and any subsequent amendments may be executed in several counterparts, facsimile or otherwise, all of which when taken together will constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement and any amendments so executed will constitute an original.
- 10.10 Merger and Construction.** This Agreement contains the entire agreement of County and City with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings. This Agreement is the result of bilateral negotiations between the parties, and the provisions of this Agreement are to be interpreted and their legal effects determined as a whole, with no part to be construed against the drafter of such part.
- 10.11 Compliance with Law.** County and City agree to comply with all federal, state and local laws applicable to the parties or the subject matter of this Agreement.

**SIGNATURES FOLLOW ON NEXT PAGE**

DRAFT

**EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

**CITY:**

CITY OF COBURG

**COUNTY:**

LANE COUNTY

By: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Steve M. Mokrohisky

Title: County Administrator

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

By: \_\_\_\_\_

Clifton G. Harrold

Title: Sheriff

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

Lane County Sheriff's Office  
125 E 8<sup>th</sup> Avenue  
Eugene, OR 97401

## Exhibit A -- Scope of Work

The City of Coburg (“City”), on behalf of the Coburg Police Department, desire to continue the partnership with Lane County (County), on behalf of the Lane County Sheriff’s Office, to provide dispatching and related services. The work to be applied is listed below.

1. City will remain on the LRIG trunked radio system. Should this change, renegotiations to the contract would need to be addressed.
2. County will dispatch for City, which includes approximately twelve (12) personnel consisting of one Police Chief, one Sergeant, two officers, one Records-Evidence Technician/Reserve Officer and 7 additional Reserve Officers. Average time consists of ten (10) to sixteen (16) staggered hours of police coverage per day. Case number volume in Calendar 2022 was 251 and active court warrants stood at 82 received, 60 cleared and 22 active warrants as of December 31, 2022.
3. County will provide Contract Dispatching Services to City at a cost described in Section 3, Consideration and Payment, of the contract.
  - Initial Year cost: \$72,852.00, July 1, 2023 – June 30, 2024.
  - Years Two and Three fees will be determined and estimated by the 1<sup>st</sup> of July each year, appropriate to the possible increases of labor and other costs.
  - The percentage of any increases will fall between 3-10%.
4. County will handle all dispatching of City officers, including entering their calls for service into County’s Computer-Aided-Dispatch (“CAD”) system, tracking the status of all in-service City personnel via CAD, and taking all 911 calls within the Coburg city limits via transfer from Central Lane Communications.
5. A separate phone line will continue to be maintained solely for the transfer of the City business line to County Dispatch to facilitate after-hours, weekends, and holiday calls. Dispatch coverage will be up to eighty (80) hours per week of weekday business line answering at no additional charge; however, hours beyond 80 will result in City charged at an established rate for additional call-answering services.
6. Per City’s ORI, County Dispatch/Police Records will be responsible for after-hours, weekends and holiday calls pertaining to data entry of missing persons/runaways, stolen vehicles, stolen license plates and stolen firearms. County Jail Records will enter warrants, handle the confirmations, clearances, and recalls, among other warrant-related duties, and physically hold the warrants in Jail Records at Lane County Adult Corrections.
7. City will fax all copies of missing person/runaways, stolen vehicles and stolen license plate reports to County Police Records to allow for expedient confirmation after-hours, weekends, and holidays. City will make immediate notification to County when these reports are cleared. For all other Law Enforcement Data System (“LEDS”) or National Crime Information Center (“NCIC”) entries requiring after-hours confirmation, County will route a City officer to their office to retrieve the report and fax it to County Dispatch. If there are no City units on duty, City will provide a call-out matrix to respond to their office in order to provide County with any necessary confirmation documentation.

8. On behalf of City, County will provide phone and radio recordings to the DA's Office per their request or at the request of City. County will also provide copies of recordings to City for investigative, personnel purposes and public records requests.
9. City will provide County Dispatch with a clearly articulated call-out plan for times when there are no Coburg officers on duty. City will provide a clearly articulated response protocol as well for routine calls for services, or calls which fall under Coburg City Ordinances.
10. City will staff their office and handle business phone lines from 0800-1700 (8:00am—5:00pm) weekdays, excluding holidays. During this time period, phone calls requiring dispatch assistance will continue to ring through to County on the established City non-emergency line.
11. City Staff will not dispatch officers to calls by phone or verbal relay without the knowledge of County Dispatch.
12. County Dispatch must be notified when City office staff secures or resumes their daily business. Staff must advise County Dispatch of phone transfers both to the established County line, or back to the City lines during regular business hours.
13. Monthly LEDS validations on warrants through Coburg Municipal Court will be the responsibility of City. County will handle the validation for Circuit Court warrants.
14. City will handle all public records requests involving City. County will provide City with any needed recordings or CAD documentation requested; however, City is responsible for said requests, for meeting the statutory response timelines, and for other related details to these recordings or documentations requests.
15. All City personnel must be appropriately LEDS and Criminal Justice Information System ("CJIS") trained and certified. Should the clearance or certification status of any City staff member be suspended or terminated for any reason, City will immediately notify County.
16. City will be allowed access to County CAD system. City will be responsible for making sure the computer accessing the CAD system is in a CJIS secure environment and that all personnel accessing that computer have the appropriate CJIS clearances and training, and that the computer hosting the CAD system is in no way visible or accessible to the public. County reserves the right to do a site inspection to verify these circumstances for CJIS compliance and/or auditing purposes.
17. County will furnish at no cost to City the services of their Communications Network Coordinator ("CNC") for up to eight (8) hours per month or an aggregate of ninety-six (96) hours per calendar year.
  - CNC will program or re-program vehicle and portable radio equipment and do minor repairs as needed, or coordinate where to obtain repairs.
  - CNC will consult on radio and radio network purchasing.
  - At City's request, CNC will give an analysis of beneficial new and/or improved radio

technology.

- This agreement does not include servicing any non-LRIG repeaters on behalf of City. That service would be negotiable based on County's contract rates. This provision of service is restricted solely to City and does not include any services involving Coburg Fire vehicles, base radio resources or repeaters.

**18.** City will adhere to County computer access requirements, as described in Attachments 1 and 2.

DRAFT

## Exhibit B – Access Requirements

The City of Coburg (“City”), on behalf of the Coburg Police Department, continue the partnership with Lane County (“County”), on behalf of the Lane County Sheriff’s Office, to provide dispatching and related services by remotely utilizing County computer system and access. City will follow County policies, practices and securities regarding this access.

**--COMPUTER CONNECTS****--REMOTE ACCESS****--SECURITY REQUIREMENTS**

1. It is the policy of County that all third parties such as City who are given access to County’s computer network, which includes access to County’s Remote Computer-Aided Dispatch (“CAD”) via the Lane County network, must agree to follow Lane County’s Administrative Procedures Manual (“APM”) Computer Use Policy (APM, Chapter 1/Section 22). Any third party must also be able to demonstrate compliance with the related Lane County policies. This includes staying current on all patches on equipment being used for remote access to County’s CAD. Additionally, City will be subject to user access auditing or other auditing as could be required for a County Criminal Justice Information System (“CJIS”) or other regulatory audit.
2. No personally-owned equipment will be used to access County’s Remote Access CAD. All equipment used for that purpose must be the property of City.
3. City staff accessing County Remote Access CAD will be required to sign Lane County Technology Services’ Third Party Requirements/User Acknowledgment form. Coburg PD staff using remote access will also acknowledge receipt of Lane County Administrative Procedures Manual/Chapter 1, Section 22 – Use of County Computer and Communication Resources. This document is being provided solely as it applies to City’s remote access to County’s network for purposes of accessing County Remote Access CAD. In no way does it apply to any other aspect of City’s business.
4. City will be responsible for all upkeep, maintenance and troubleshooting that is required due solely to city-owned equipment or internet connection issues.



Attachment 1

**Third Party Remote Access Agreement Requirements for LCSO Remote Access CAD:**

1. Secure remote access must be strictly controlled. Control will be enforced via password authentication.
2. At no time should any Coburg Police Department user share his/her login with anyone.
3. Non-standard hardware configurations on devices accessing the Lane County network via LCSO Remote Access CAD must be declared and approved by Lane County.
4. All hosts that are connected to Lane County internal networks via remote access technologies must use the most up-to-date anti-virus software and be on current operating versions.

I understand that this access and the work being conducted may be audited by Lane County or by a regulatory agency.

I agree to abide by the terms of this remote access user agreement and acknowledge receipt of the Lane County APM, Chapter 1, Section 22, *Use of County Computers and Communication Resources*.

Printed Name: \_\_\_\_\_

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

## ADMINISTRATIVE PROCEDURES MANUAL



### SUBJECT: USE OF COUNTY COMPUTER AND COMMUNICATION RESOURCES

#### I. Purpose

The purpose of this procedure is to ensure that access to County Computer and Communication Resources within Lane County is used appropriately and the use is consistent with Oregon Public Records and Government Standards and Practices law, Federal, State and Local Regulatory Compliance Requirements and to establish rules governing such use of County Computer and Communication Resources. The primary objectives are to meet the County's performance goals; to maintain the organization's credibility with our clients, the public, and to protect the integrity of the County's Computer and Communication Resources. Lane County reserves the right to review any data, files, or communications created, sent, accessed, stored, or received on its Computer and Communication Resources.

#### II. Scope

This procedure is applicable to all County departments and is administered in accordance with the authority delegated to the County Administrator in Lane Code 2.110(4) (f) and Lane Manual 4.220. Where any section, subsection, sentence, clause or phrase of this procedure is found to conflict with both properly negotiated and ratified collective bargaining unit contracts or with any state or federal law or administrative rule, the terms of such contracts, laws, or rules prevail. Exceptions will take effect upon written approval of the County Administrator. Individual Department Directors may establish more strict procedures for their respective departments.

#### III. Amendment

This procedure may be amended by the County Administrator.

#### IV. Definitions

The following definitions apply throughout this procedure whether or not the terms are capitalized.

County Computer and Communication Resources ("Communication Resources"): All forms of information technology that are acquired, purchased, leased, or licensed by

Lane County; accessed on or from Lane County's premises; accessed using County computer or communication equipment, or County-paid access methods; or used in a manner that identifies the individual with Lane County. This includes, but is not limited to, e-mail, Internet, Intranet, County computer hardware and software, County wired and wireless Personal mobile devices such as, tablets computers, cellular telephones, and other wireless voice or data devices. This definition does not include personal use of a personal computer communication device when connected to the public wireless network or when used as a stand-alone device.

County Equipment: All computers, laptops, desk phones, cellular phones, tablets, iPads, radios, etc. owned by Lane County and is used by employees in the course of County work.

Data: Information in a form suitable for processing by a computer, such as the digital representation of text, numbers, graphic images, or sounds.

Download: To copy data (usually an entire file) from one location to another. The term is often used to describe the process of copying a file from the Internet to one's own computer.

E-Mail: The transmission of text messages, memos, and reports from one email address to another.

Internet: The Internet is a global system of interconnected computer networks that use the standard Internet Protocol. It is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope.

Intranet: An intranet is a computer network that use Internet Protocol technology to share information, operational systems, or computing services within an organization. The term is used in contrast to *internet*, a network between organizations, and instead refers to a network within an organization.

Jailbreaking: To gain access to the operating system of (a smartphone, tablet, etc., especially an Apple device), usually in order to run modified or unauthorized software.

User Account: A network access account established for general access purposes, such as file permissions, timecards and email.

Wired Telephones: Lane County's telephone system, currently a land-line based system.

Wireless Telephones: Cellular telephones.

Wi-Fi Enabled Devices: Wi-Fi is a popular technology that allows an electronic device to exchange data wirelessly (using radio waves) over a computer network, including high-speed Internet connections.

V. Ownership and Public Records. Communication Resources are provided and may be used only in the furtherance and conduct of County business.

A. Public Records

1. Except as provided by the Oregon Public Records Law exemptions, and unless otherwise specified, all software programs, documents, and data generated by or residing on the Communication Resources or generated by County employees or others at the direction of the County, and all Communication Resources are County property and public records.
2. Employees should not expect personal privacy with respect to any of their activities using Communication Resources. Under Oregon's Public Records law, there is no absolute right to privacy for any public record, which includes e-mail and other data; in fact, all County records are public records subject to limited confidentiality and disclosure exceptions.
3. Subject to certain state or federal confidentiality laws, the County reserves the right to access and disclose without prior notice any data stored on Communication Resources, including but not limited to removable flash or external storage devices, or created storage media.
4. Within limited exceptions under certain state or federal confidentiality laws, any data or telephone records may be accessed and reviewed at any time without prior notice by the Department Director, the County Administrator, the Information Services Director, County Counsel, or County Human Resources Manager. Data or records may also be accessed and reviewed by Information Services or other assigned support staff in their role of providing support services.
5. Retention of data. Since County data is public record, it is subject to the same retention requirements as hard copy documents. Data must be retained even if it is confidential, privileged, or otherwise exempt from disclosure under the Public Records Law unless state or federal law specifies otherwise. [http://arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_166/166\\_300.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html)[http://arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_166/166\\_300.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html). The retention and disposition of public records is authorized by retention schedules issued by the Secretary of State Archives Division. [http://arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_166/166\\_300.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html) Records may be retained either in hard copy or electronic format. If a hard copy of the electronic data is printed, then the electronic version may be deleted. One version must be kept according to the applicable retention schedule. Questions about retention of electronic data (or other public records) should be directed first to the Department Director, then, if necessary to County Counsel.

B. Exceptions to records requests

1. The County may exercise any applicable privileges and objections to a public records or discovery request made for any County data contained in the Communication Resources or otherwise created or utilized in the furtherance of County business.
2. An employee who wants the County to assert a privilege or objection under the Public Records law with respect to County data must notify the Department Director who will consult with County Counsel about the request.

VI. Guidelines. The following guidelines are designed to assist employees in their use of Communication Resources.

- A. Communication Resources should be used as a tool for County business purposes. They are not to be used for personal pursuits while at work, unless permitted under Section VII.
- B. Users should not expect privacy; they should observe courtesy and good security practices. There are a variety of ways data can be disclosed to people other than the intended recipient, including as a result of unauthorized access. The intended recipient of data or voice communication can forward information to a third party without the creator's knowledge; data communications sometimes are misdirected or disclosed to third parties due to human or system error. Data can be disclosed in the course of maintaining the Communication Resources.
- C. E-mail may only be used in the conduct of county business except as allowed for personal use as defined in section VII. C. below. If an employee receives an inappropriate e-mail, he or she should take appropriate steps to inform the sender to not send such e-mail, delete the message (subject to Oregon Public Record Act limitations) and not forward it. The employee can contact the Information Services Department if assistance is needed.
- D. Employees should represent Lane County's best interests, with a prudent exercise of judgment in the use of Communication Resources. This includes avoiding visiting improper Internet sites or taking part in non-business related discussion sites, such as chat rooms, blogs, newsgroups, and instant messaging. When logged in from a site that is identifiable with Lane County, employees should avoid any communications or activities that could be construed as improper or that otherwise could harm Lane County's reputation.
- E. Employees should respect the rights of others. Employees must comply with all copyright laws when copying or distributing any copyrighted material. It is

always wise to treat all material as copyright protected, unless the author has given his or her permission for the material to be redistributed.

VII. Acceptable Use:

- A. County Business. Communications Resources are provided for and may be used only in the furtherance and conduct of County business except as specified in section VII. C. below. Acceptable uses of Communications Resources include communication, data creation, and Internet activity that are in support of County-budgeted programs and activities. Examples of acceptable use in support of County activities include:
1. Communication for County purposes with private sector, federal, state, or local government agencies, their committees, boards or commissions.
  2. The use of Internet search engines to research work-related topics.
  3. Any other administrative communications or activities that are in support of normal and accepted County programs.
  4. Communication for current position-related professional development, or other professional development approved by the Department Director, to increase knowledge of issues in a field or subfield of knowledge.
- B. Wireless Devices. The use of County-provided Wireless Telephones and Wi-Fi Enabled Devices is limited to work-related duties. Employees may not use any such device for personal use, except when a personal call is related to official duties such as a meeting, which runs later than expected or a last minute change of schedule. Incoming calls regarding family emergencies are also permitted. The Oregon Government Standards and Practices Commission Advisory Opinion No. 98A-1003 prohibits all other personal usage of County-provided cellular telephones; the same logic applies to Wi-Fi Enabled Devices that utilize network communications. Only County owned devices or those with a County Stipend will have access to County systems and these devices will have Mobile Device Management (MDM) installed on them by Lane County Information Services.
1. The County may require that certain employees carry a Wireless Telephone or Wi-Fi Enabled Device for job related purposes. If so required, the County may assign a County-owned device and calling plan for the employee's work-related use.
  2. Alternatively, at the sole discretion of the Department Director and upon request of the employee, a monthly stipend as established by the County in LM 4.220 may be paid to the employee in lieu of being assigned the Wireless Telephone.

- a. An employee requesting the stipend must sign an authorization form (Appendix A) and submit the form to the Department Director for approval. Department Directors have full discretion to approve or deny such a request, but any approval must be consistent with budgeted resources.
- b. After the Department Director has approved the request, the form must be submitted to Financial Services.
- c. **Personally-owned cell phones and Wi-Fi Enabled Devices used with a data stipend are subject to the following conditions:** [LC1][LC2]
  - i. The Wireless Telephone or Wi-Fi Enabled Device must be password protected with a minimum password length of 4 characters. This password must not be disabled so as to prevent unauthorized entry to the County email system.
  - ii. The password must be changed at least every 90 days.
  - iii. The device must require entry of this password after 10 minutes of inactivity.
  - iv. It is mandatory the device should contain anti-virus software and you enable the firewall and encryption on these devices.
  - v. County data placed on or created in the performance of duties for Lane County retained on these devices is discoverable in legal proceedings and are subject to public records requests. This may require that you surrender your device long enough for others to obtain the information requested.[LC3].
  - vi. Employees shall not use these devices to house sensitive or confidential information. If an exception is granted to this rule due to business need for storage or transmission of this type of information, you must use appropriate encryption technologies[LC4].
  - vii. If your device is lost or stolen, report the incident to the IS Department within 24 hours; IS can perform a *remote wipe* of all County data contained on the device if it still active and communicating on the network.
  - viii. The Wireless Telephone or Wi-Fi Enabled Device will not be allowed to have direct network access to the County Intranet network. Access to County Intranet will be through approved remote network access methods.

- ix. The wireless device shall not be 'rooted' or 'jailbroken' at any time. This will result in immediate revocation of stipend privileges and the employee will be required to utilize a County owned device<sup>[LC5]</sup><sup>[LC6]</sup>.

C. Personal Use of<sup>[LC7]</sup> County Equipment. Personal use of Communication Resources that otherwise complies with this APM and that does not interfere with County business is permitted subject to the conditions stated below. The Information Services Director, Department Director or the employee's supervisor may cancel this personal use privilege.

1. For the limited purpose of compliance with the state ethics rules (Government Standards and Practices Law and administrative rules); this personal use is considered part of an employee's compensation package.
2. Personal use may not involve any prohibited activity under Section VIII described below.
3. Personal use of the Internet on non-paid time (lunch break during regular work shift) is limited to a maximum of one (1) hour per week.

Personal use of the County email program (i.e., Outlook) during County-paid work time is permitted up to one (1) hour per week.

Personal use of other Communication Resources is not time limited, but must comply with all other aspects of this APM.

4. Examples of acceptable personal use:
  - a. Communication with family.
  - b. Review of County sponsored benefit account information, such as life insurance, retirement accounts, flexible spending (Section 125 program), and health insurance.
  - c. Use of Communication Resources, including County fax systems for submitting benefit forms or information.
  - d. Access of educational resources for career development.
  - e. Communications in support of community volunteer activities, such as school boards, and other non-profit organizations.
  - f. Tracking personal appointments and contacts is permitted during paid time and is not subject to the hour limitation or lunch hour restriction.



However, employees should be aware that contacts and appointments could be subject to disclosure under a public records request.

5. Department Directors may authorize individual exceptions to the timing of the personal use privilege under Section VII, C-3 above.

VIII. Unacceptable Use

- A. Prohibited Activities on County Equipment<sup>[LC8]</sup>. Employees are strictly prohibited from using Communication Resources in connection with any activities listed below. While personal use is permitted by Subsection VII (C), it does not include or permit any of the prohibited activities listed below:

Note: the list below is illustrative of prohibited activities; however, if a prohibition exists in any applicable law, administrative rule, other administrative procedure or directive established within the employee's department, it is likewise applicable.

1. Using Communication Resources to conduct personal business for private financial gain or avoidance of private financial loss at any time.
2. Except for the purchase or sale of goods or services for County use when authorized by the Department Director, using Communication Resources to engage in any commerce, including the purchase or sale of any goods or services.
3. Accessing personal Internet accounts, financial, trading, and personal travel accounts to perform a financial transaction.

NOTE: the prohibited uses described in Sections VIII (A) (1), (2) and (3) likely constitute a violation of the Oregon Code of Ethics and may result in civil liability for the employee. See ORS Chapter 244.

4. Accessing other personal Internet accounts, such as social media, unless this access is needed to manage or participate in approved Lane County social media sites for business purposes.
5. Attempting to or circumventing, reducing, or defeating security or auditing systems of Communication Resources or those of any other organization without prior written authorization from the Information Services Director.
6. Taking any action that attempts to or renders the user's computer equipment unusable or that interferes with another's use of Communication Resources.

7. Obtaining unauthorized access to any computer system.
8. Using another individual's password.
9. Using another individual's account or identity without explicit documented authorization, unless approved by the Information Services Director, Department Director, County Counsel, or the County Administrator. (Use of Outlook's capability for granting and assigning delegates is allowed and provides necessary documentation.)
10. Giving non-Lane County employees or other users not authorized by the Department and Information Services Director access to Communication Resources.
11. Monitoring or intercepting the files or electronic communications of employees or third parties, unless this is approved by the Information Services Director, and one of the following: Department Director, County Counsel, or the County Administrator. This prohibition does not apply to an authorized use of a particular software program (for instance, calendar management).
12. Engaging in illegal, fraudulent, or malicious conduct, or conduct that causes someone else to suffer loss or harm.
13. Downloading and installing software off the Internet without previous authorization from the Information Services Director. [LC9].
  - i. Except as allowed under any software license any commercial software residing on the Communication Resources must have been purchased through an authorized vendor or otherwise lawfully obtained. Except as otherwise allowed under the software license, and except for backup/archival purposes, software owned by Lane County or installed on the Communication Resources is covered under the copyright laws and may not be copied, duplicated, or installed on any other computer resource.
  - ii. Copying or downloading any software from or onto the Communication Resources having the potential for bypassing or damaging the Communication Resources or the County systems' security is prohibited.
14. Soliciting, supporting, opposing, or promoting political or religious causes or beliefs.
15. Using the Communication Resources in a manner that would constitute or might be construed by a reasonable person to constitute an endorsement of a specific commercial entity by Lane County.

16. Working on behalf of organizations or businesses without any professional or business affiliation with Lane County, or working on behalf of organizations or businesses with such affiliation but outside of the specific County business with them.
17. Except as expressly authorized by the Department Director or the County Administrator as a matter of County concern, and except for communications in support of community volunteer activities as listed in Section VII, C, using the Communication Resources on behalf of non-profit or charitable activity. (Note: the annual Charitable Giving campaign is so authorized.)
18. Sending, receiving, or storing offensive, obscene, or defamatory data.
19. Sending uninvited e-mail of a personal nature.
20. Visiting or viewing pornographic Internet sites, downloading pornographic data from the Internet, sending or retrieving sexually explicit or offensive messages, cartoons or jokes, ethnic slurs, racial epithets or any other statement or image that might be construed as harassment, disparagement, libel, or discriminatory based on sex, race, sexual orientation, national origin, disability, or religious or political beliefs.
21. Annoying or harassing other individuals, including any prohibited form of harassment.
22. Distributing or storing chain letters, jokes, solicitations, junk mail, spam, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.
23. Using Communication Resources to play games.
24. Using Communication Resources in a manner that interferes with the productivity of another employee, co-workers, or the County Communication Resources.
25. Use of any large bandwidth Communication Resource for personal use (i.e. streaming video) unless authorized by the Department Director.
26. Connection of personally-owned devices to the County computer and Communication Resources, other than e-mail and calendaring through the cellular network or wireless devices through the public wireless connection, without authorization from the Information Services Department Director. Personally-owned devices are not allowed to be

directly connected to the Lane County internal network through either a cable connection, a docking station, or through the County private wireless network.

- B. Departmental Authorization. A Department Director may authorize a specific prohibited activity for a specific individual for legitimate County business purposes, except for activities that require the Information Services Director's approval. Such authorization must be in writing.
  
- C. Violation. ***Employees violating the Lane Manual policy or this APM are subject to discipline, up to and including termination of employment.*** Furthermore, employees using Communication Resources for defamatory, illegal, or fraudulent purposes also may be subject to civil liability and criminal prosecution.

IX. County Telephone System

- A. Overview. Within the current structure, Lane Council of Governments (LCOG) manages the telephone system and Lane County maintains policy control and approval authority. Approval of changes is required both at the department level and County Administration level. Departments will appoint telephone contact persons who are authorized to request telephone service and changes. The named telephone coordinator will call the Help line to initiate service requests or changes.
  
- B. Unused Equipment. Departments no longer requiring the use of specific telephones should request their removal. The removal of unused telephones results in the following benefits to the departments:
  - 1. Station count and billing will be reduced appropriately.
  - 2. Cost of unused financed telephones will be allocated to all users.
  
- C. Moves, Changes, and Equipment Cost.
  - 1. Phones coming from unused stock used to fill an order will be billed to the new user at the financed cost of the equipment.
  - 2. If a department has an order for phones that cannot be taken from stock, the station equipment required will need to be charged to an operating budget. This will reduce on-going costs for that department as the cost of the station equipment will not be billed after purchase.
  
- D. Software Changes. If a change is software only, LCOG will provide the requested service without seeking further approval. These changes are paid for out of the Phone Management budget, not on a fee-for-service basis.
  
- E. Work Order Approval and Processing. Work orders requiring technician time or additional equipment will be originated by LCOG after consultations with the department. An estimate of cost will be applied and routed to the originating department for approval. After department approval, County Administration will review, and if approved, the work will be performed and billed accordingly. Generally, time-frames for software moves and changes are 1 to 5 days; hardware changes 1 to 12 days; and line changes that involve the telephone company service 10 to 15 days.
  
- F. Unauthorized Changes. In order to preserve the integrity of the warranties on the telephone equipment and to avoid costly service and/or repair work, telephones, data adapters, and jacks must not be moved, removed, altered, installed or otherwise modified except by authorized telephone personnel.

X. Password Procedure


- A. Overview. Passwords are an important facet of computer security. They are the first line of defense for all Lane County user accounts. Lane County employees are responsible for taking the correct steps, as outlined below, to select and secure their passwords.
- B. Purpose. The purpose of this procedure is to establish a County Wide password policy for employees accessing the Lane County Communications Resources that require passwords.
- C. Password Requirements and Limitations
  - 1. Employees must not use the same password for Lane County accounts as for other Non-Lane County access (e.g., personal ISP account, option trading, benefits, etc.).
  - 2. Employees must not write down passwords, or store passwords on-line without Information Services approved encryption software.
  - 3. Employees must not share passwords with anyone, including administrative assistants or co-workers. All passwords are to be treated as sensitive, confidential Lane County information.
    - a. Do not reveal a password over the phone to anyone.
    - b. Do not reveal a password in an email message.
    - c. Do not reveal a password to your supervisor.
    - d. Do not talk about a password in front of others.
    - e. Do not hint at the form of a password (e.g., my dogs name, street address, etc.).
    - f. Do not reveal a password on security forms or polls.
    - g. Do not share a password with family members.
    - h. Do not reveal a password to a co-worker while on vacation.
    - i. If someone demands a password, refer them to this document or have them call the LCIS Help Desk.
    - j. Do not use the “Remember Password” feature of applications (e.g., Outlook, Internet Explorer).

4. Passwords should not have any of the following characteristics:
  - a. The words “Lane County” or any derivation.
  - b. Birthdays and other personal information such as addresses, and phone numbers.
  - c. Word or number patterns like aaaccc, qwerty, zyxwvuts, 123321, etc.
  - d. Contain spaces in the password.
5. With the exception of Wi-Fi-enabled devices, passwords must have the following characteristics:
  - a. Be a minimum of 14 characters.
  - b. Be required to be changed at least every 90 days.
  - c. Not be similar to or the same as any of the past ten (10) passwords.
  - d. Not be changed more frequently than every one (1) day.
6. Security Incident reporting.

If an account or password is suspected to have been compromised, report the incident to the LCIS Help Desk.

X. Interpretation and Implementation

Any questions relative to the intent or application of this procedure should be directed to the Information Services Director, who is delegated the responsibility to interpret and implement this procedure.

Approved:   
\_\_\_\_\_

County Administrator

12/18/2016  
Effective Date

## APPENDIX A - Use of Employee-Owned Wireless Telephone for County Business

As a Lane County employee, I have been authorized to carry a county-provided wireless telephone for job related purposes. I make this request to receive a monthly stipend for use of my personal wireless phone in lieu of being assigned a county-owned wireless phone.

In accordance with APM Chapter 1, Section 22, I agree to use my own wireless phone for County business according to the job requirements assigned by my supervisor or director and I agree to the following:

- The County may publish my personal wireless number and/or e-mail address as needed.
- I am responsible for acquiring a cellular telephone and calling plan and maintaining active service at all times while receiving the stipend. I am also responsible for any service and maintenance cost for my own phone. The County is not responsible for replacement cost of lost, stolen, or damaged phones.
- My supervisor or director may establish call availability requirements. Job related calls should be responded to in a timely manner and personal calls during assigned duty periods should be kept to a minimum.
- The stipend will be paid monthly through the payroll system and is considered taxable income and as such will be subject to standard payroll taxes. The initial stipend rates are: basic cell service \$35.00 per month; basic Internet service \$35.00 per month; cell and Internet service combination \$70.00 per month. The rates are subject to change based on a review of costs of services.
- Records of calls made or received on my wireless phone for which the stipend is received may be subject to public records laws.
- Managers may review call logs and Internet logs for verification of valid County business use.
- Approval of the stipend and/or assignment of a wireless telephone are at the sole discretion of the County, and the County reserves the right to modify or discontinue such practice at any time for any reason.
- I understand that I must notify the Department Director and Financial Services if, at any time while receiving the stipend, service is disconnected for any reason, in which case the stipend will also cease.
- I understand that this stipend may be revoked or modified at any time for any reason.
- I further understand that a new request and approval must be submitted each July 1. Failure to submit a request and approval to Financial Services will result in no payment of a stipend.

**ACCEPTANCE:** Date: \_\_\_\_\_

Action (Check One): Start: \_\_\_\_\_ Stop: \_\_\_\_\_ Continue: \_\_\_\_\_

Choose Service: Cell: \_\_\_\_\_ Internet: \_\_\_\_\_ Cell & Internet: \_\_\_\_\_

\_\_\_\_\_  
Print Name Employee ID Phone Number Signature

\_\_\_\_\_  
Supervisor/Manager Department Director (Required) HR Labor Code





## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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### TOPIC: Coburg Loop Path & Coburg Industrial Way Projects

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Meeting Date: June 13, 2023

Staff Contact: Brian Harmon, Public Works Director

Contact: 541-682-7857, Brian.Harmon@ci.coburg.or.us

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### REQUESTED COUNCIL ACTION

Staff direction on Loop Path and Industrial Way Projects

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### POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal #1: Livability, Health, and Vitality

City Council Goal #2: Utilities and Infrastructure Capacity

City Council Goal #4: Responsible Fiscal Stewardship

City Council Goal #5: Strategic Planning

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### BACKGROUND

The City of Coburg has submitted applications to the Central Lane MPO for discretionary Surface Transportation Block Grant (STBG), Transportation Alternatives (TA), Congestion Mitigation & Air Quality Improvement (CMAQ), Highway Infrastructure Program (HIP), and Carbon Reduction Program (CRP) funding. The City was awarded funding that provided additional funding for the Coburg Loop Path (Serenity Lane to Trails End Park) which was over budget, as well as funding for preservation for Coburg Industrial Way.

### Coburg Loop Path –Industrial

The original award for the Coburg Loop Path project was \$628,000 which included a 10.27 City match of \$64,495. The City had a land donation in the amount of \$47,500 leaving the City cash portion to be approximately \$16,996. The requirement of the City was that if the project went over in costs, the City would be responsible for the difference. The City of Eugene became the Certified Agency for this project and the design and engineering work began. At the time that the project hit about 60% completion, the City was made aware that the funding for the project was not enough to complete it due to the increase in the costs of projects and it was recommended that the City seek additional funding. The City did seek additional funding and was awarded an additional \$226,028 was awarded for the project.

### **Coburg Industrial Pavement Preservation**

At the same time that the City applied for additional funding for the preservation of Coburg Industrial Way and was awarded. The total cost of the project was \$545,939 for which the City would need to cover 10.27% or \$56,068. The City of Eugene did step up to be the Certified Agency on the project, and the project was combined with the Coburg Loop project as it was on the same street and it made sense for both projects to take place at the same time.

### **Project Costs Increase**

Shortly after the City was awarded additional funding we were notified that the project was again over budget, and an additional \$303,413 was needed to complete the two projects due to the increase in the costs of construction.

Staff met with the City of Eugene and ODOT to discuss options for the project. If the City were to abandon the Coburg Loop Path entirely, we would lose the match from the land donation. However, if we were to move forward with the original design, the costs would far exceed the funds that the City were initially responsible for.

### **Alternatives Discussed**

It was suggested that the City move forward with the Path Project and consider dropping the preservation of the pavement on Coburg Industrial North. City staff felt that if we were to choose one project over the other, the pavement preservation might be the most important project completed due to the cost of deferral and reconstruction of a road that is used by heavy trucks.

The City staff suggested that perhaps we could step down the construction of the path by creating a path painted two-way bike lane separated from Coburg Industrial Way, rather than building a paved path in the right-of-way. We asked that an estimate be provided for this kind of a change to the project as a whole. The change in project resulted in a projected cost of approximately \$90,000 less than what is available for the total of both projects. Council is reminded that this is an estimate only in a fast moving construction environment, and may not reflect the final cost of the project.

## **ALTERNATIVE OPTIONS**

The following are options that the staff has identified as choices the Council may consider:

1. Go forward with both projects as initially designed. This will require the full project being put on hold. We would wait for the next funding cycle and request more funding for the project. The next funding cycle would be the 2027-30 funding cycle. The earliest that the project could be constructed would be late 2027. The draw back to this is we are deferring pavement maintenance on a heavily used road. Additionally, some of the analysis done for the original path project will most likely be outdated and the cost would increase because they analysis would need to be redone.
2. Move forward to focus on the pavement preservation project with a bike/ped option

painted onto the pavement. However, if not utilizing any part of the donated land as part of the project, the City will forfeit the donation and match.

3. Move forward to complete both projects with the path leaving the road and connecting to the existing path on the donated land, and then jumping back on to the road on the north end with a two-lane bike path painted onto the road on one side of the street. This could include a separation hump from the lane of traffic for increased safety. While at this time, this would be feasible, if the project goes over budget, the City will be responsible for the costs outside of the secured funding.

### **BUDGET**

If moving forward with option 2 or 3, the construction would be included in the 2024/2025 fiscal year budget.

If option one is desired, the City would need to put the project on hold, and it would be budgeted in fiscal year 2027 at the earliest with the secured funding.

### **NEXT STEPS**

Council direction to staff will help the staff work with our regional partners to schedule design and construction of the project

### **ATTACHMENTS**

- A. Project Description Pages
- B. Full Project Budgets for full project, and reduced project

### **REVIEWED BY:**

Anne Heath, City Administrator

**PROJECT SUMMARY**

Project No. \_\_\_\_\_

**Coburg Loop Path, Phase 4 on N. Industrial Way (City of Coburg)**

**Project Visual:**

See also attached 60% engineered drawing.



**Project Description:**

This application is for additional funds for a previously funded project to design and construct the fourth segment of the Coburg Loop Path. The project proposes a 10" wide hard-surface multi use path extending from easterly end of the existing bike/ped path from Sarah Lane to the end of N. Industrial Way, creating a connection to Phase 3 of the Coburg Loop Path. This segment will also connect to existing bicycle and pedestrian facilities which begin at Pearl Street and travels north to Sarah Lane Path entrance. The project moved forward to the 60% design phase. Due to the increase in costs of the project, the current funding does not cover the costs of completing the project and additional funding is needed for completion of Phase 4.

ODOT / City of Eugene / City of Coburg  
Agreement No. 33276

### Exhibit A – Project Location Map Coburg Loop – N. Coburg Industrial Way



## PROJECT SUMMARY

Project No. \_\_\_\_\_

## City of Coburg Paving Preservation North Industrial (Coburg)

### Project Visual:



### Project Description:

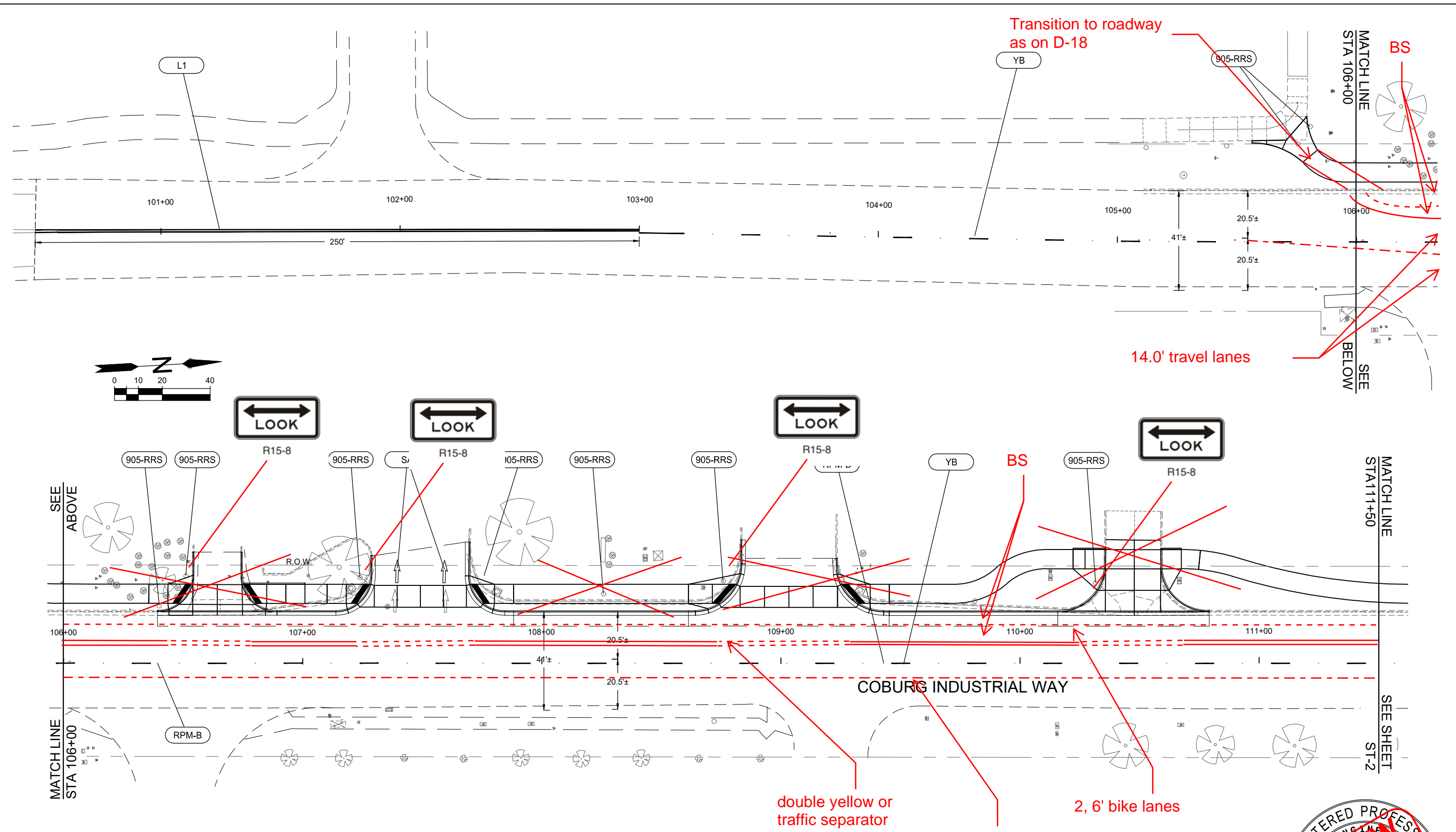
North Coburg Industrial Way serves as a vital link for many regional needs. The street accesses several service and industrial businesses that serve the entire region. This project is meant to preserve the paving that is in place and enhance spot locations from further break down.

The roadway is deteriorating in some locations more than others and with the type and amount of traffic the street facilitates, the roadway continues to deteriorate. This project is meant to preserve the pavement structure that is in place and repair locations that are further deteriorated from the rest of the roadway.

The project begins about 750 feet north of the intersection of Pearl Street and North Coburg Industrial Way, where North Coburg Industrial Way comes into City of Coburg authority, and continues to its northern terminus, at Trail's End Park, almost  $\frac{3}{4}$  of a mile long.

A majority of the project will be "mill and fill", with a few locations that will be treated with dig outs. The prescribed treatment will be to mill off the top 2 inches of existing asphalt pavement and filling it back with new asphalt pavement for the full width and length of the roadway. Along with a few select locations where the roadway has detreated past the pavement structure into the base rock, these locations will be treated by dig out the damaged pavement and base rock to the subgrade and replace the full pavement structure with new base rock and asphalt pavement.

The project will also include new striping for bike lanes, which have not previously been striped before. This new striping will connect the bike lanes at the intersection of Pearl and North Coburg Industrial way to the north end of North Coburg Industrial Way to businesses, providing employees, residents and customers safer access without relying on motor vehicles. The connection will also extend to the Trail's End Park.



**CONSTRUCTION NOTES**

- 905-RRS REMOVE AND REINSTALL EXISTING SIGN
- L1 CONST 4" DOUBLE YELLOW LINE WITH BI DIR. RPM'S
- SA CONST STRAIGHT ARROW
- YB CONST 4" YELLOW BROKEN LINE
- RPM-B INSTALL BLUE BI DIRECTIONAL RPM

**BS BIKE SYMBOL**



EXPIRES: 06/30/23

DATE	4/24/2023
SCALE	GRAPHIC
DESIGNED BY	S. KOVENSKY
DRAWN BY	S. SPART
CHECKED BY	R. VAICUNAS
PROJECT NO.	900198
REV	DATE
DESCRIPTION	
COBURG LOOP PATH	
STRIPING AND SIGNS - START TO STA 111+50	
CITY OF EUGENE, OREGON DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION	
160	



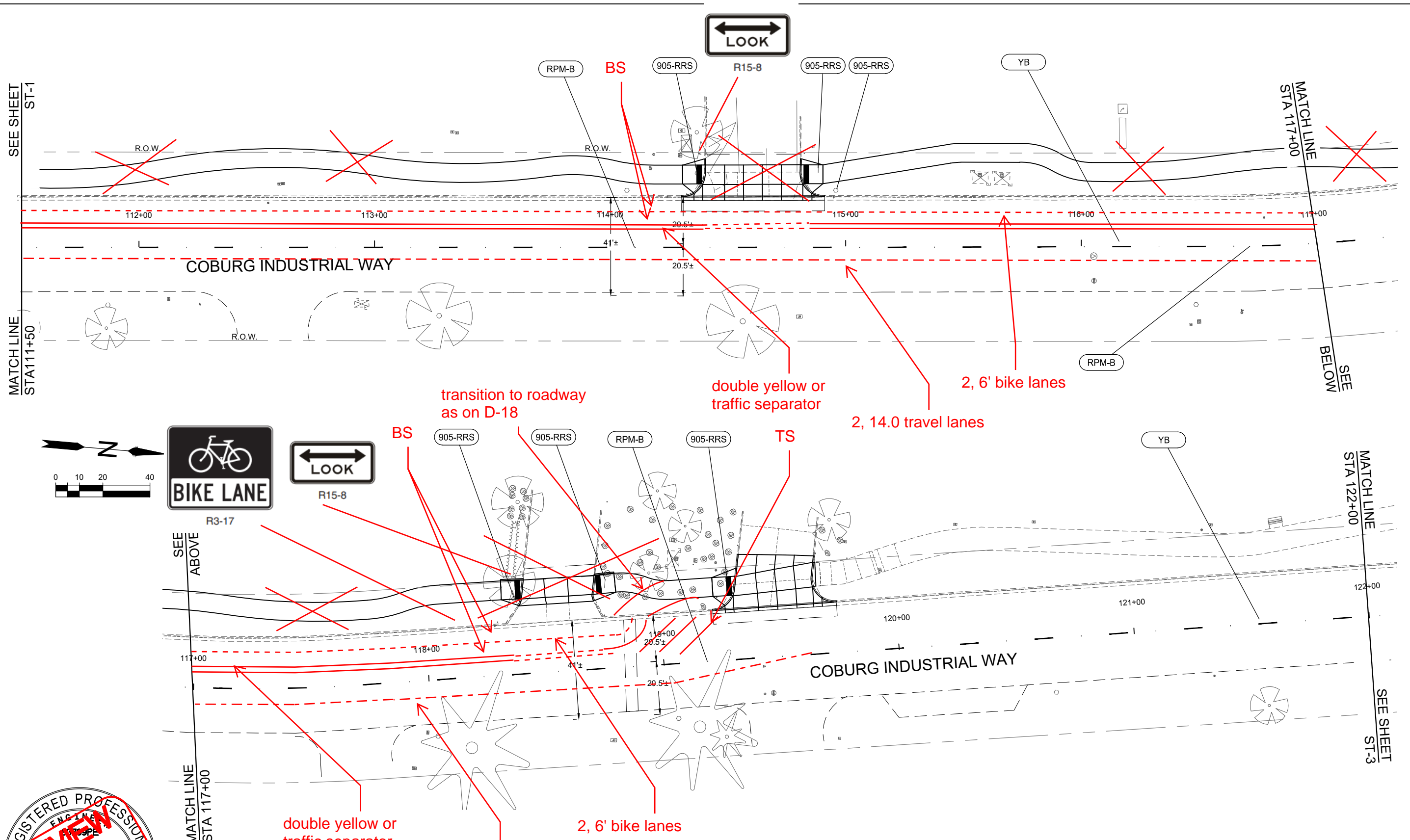
DATE	4/24/2023
SCALE	GRAPHIC
DESIGNED BY	S. KOVENSKY
DRAWN BY	S. SPAHT
CHECKED BY	R. VAICUNAS
PROJECT NO.	900198
REV.	
DATE	
DESCRIPTION	
BY	

COBURG LOOP PATH  
STRIPING AND SIGNS - STA 111+50 TO  
STA 122+00

CITY OF  
EUGENE, OREGON  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION



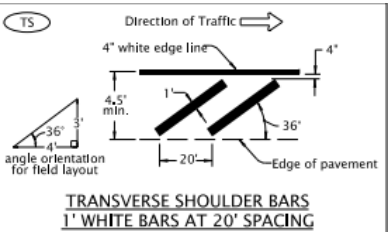
ST-2



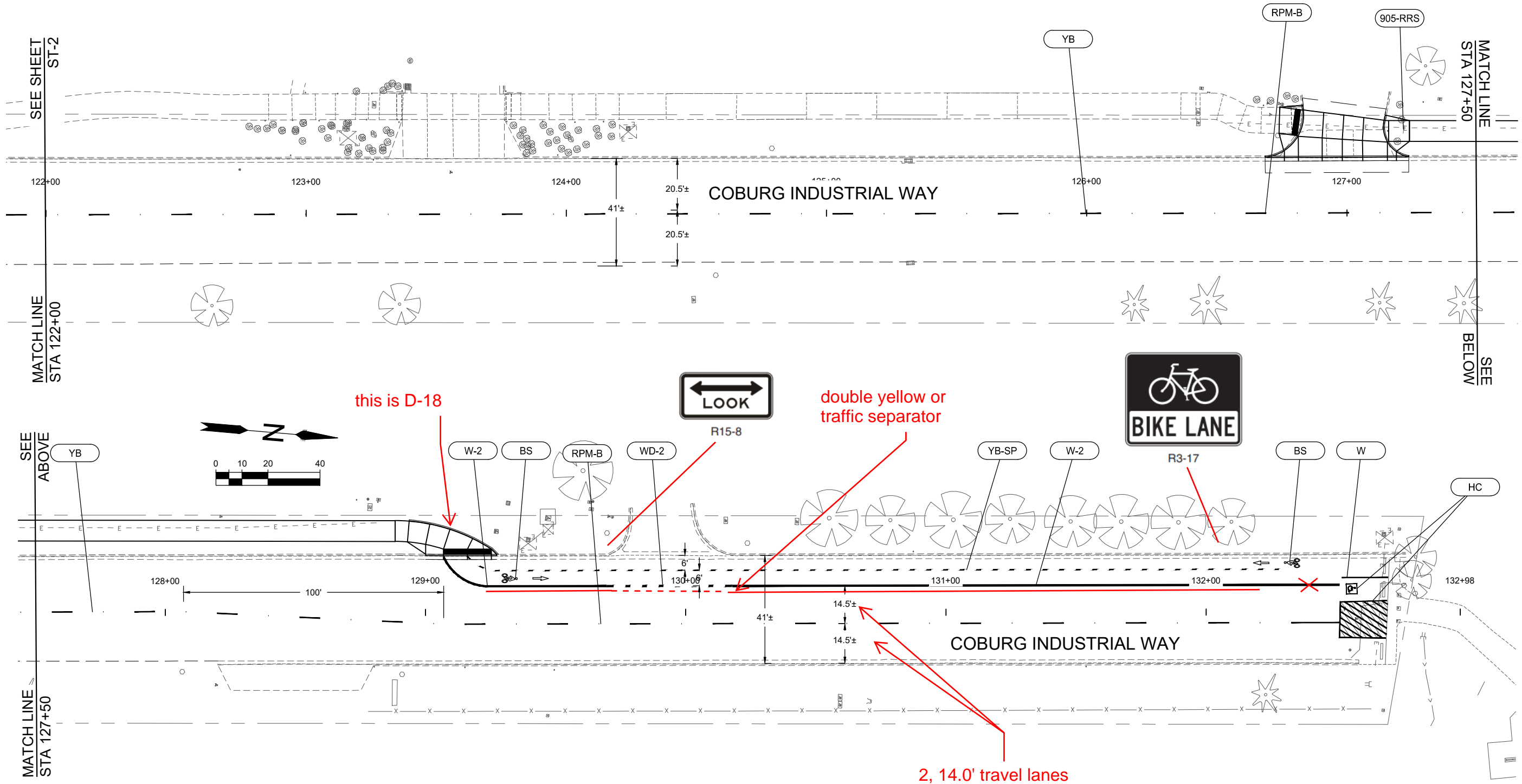
**CONSTRUCTION NOTES**

- 905-RRS REMOVE AND REINSTALL EXISTING SIGN
- YB CONST 4" YELLOW BROKEN LINE
- RPM-B INSTALL BLUE BI DIRECTIONAL RPM

**TS TRANSVERSE SHOULDER BARS**







**CONSTRUCTION NOTES**

- |         |   |       |   |
|---------|---|-------|---|
| 905-RRS | REMOVE AND REINSTALL EXISTING SIGN                | WD-2  | CONST 8" WHITE DOTTED LINE              |
| BS      | CONST LEFT FACING BIKE SYMBOL WITH STRAIGHT ARROW | YB    | CONST 4" YELLOW BROKEN LINE             |
| HC      | CONST DISABLED PARKING                            | YB-SP | CONST 4" YELLOW SHARED PATH BROKEN LINE |
| W       | CONST 4" WHITE LINE                               | RPM-B | INSTALL BLUE BI DIRECTIONAL RPM         |
| W-2     | CONST 8" WHITE LINE                               |       |   |



EXPIRES: 06/30/23


DATE	4/24/2023
SCALE	GRAPHIC
DESIGNED BY	S. KOVENSKY
DRAWN BY	S. SPART
CHECKED BY	R. VAICUNAS
PROJECT NO.	900198
REV	
DATE	
DESCRIPTION	

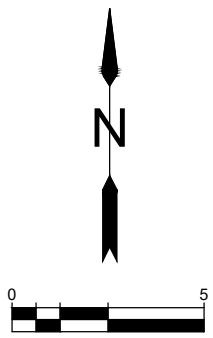
CITY OF  
EUGENE, OREGON  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

COBURG LOOP PATH  
STRIPING AND SIGNS - STA 122+00 TO  
END

162

ST-3

DATE	4/24/2023	SCALE	GRAPHIC	DESIGNED BY	S. KOVENSKY	CHECKED BY	R. VAICUNAS	PROJECT NO.	900198	REV.		DATE	
DESCRIPTION	COBURG LOOP PATH SIDEWALK ACCESS RAMP AT 32+50 WEST												
CITY OF	EUGENE, OREGON												
DEPARTMENT OF PUBLIC WORKS	ENGINEERING DIVISION												
													
BY													

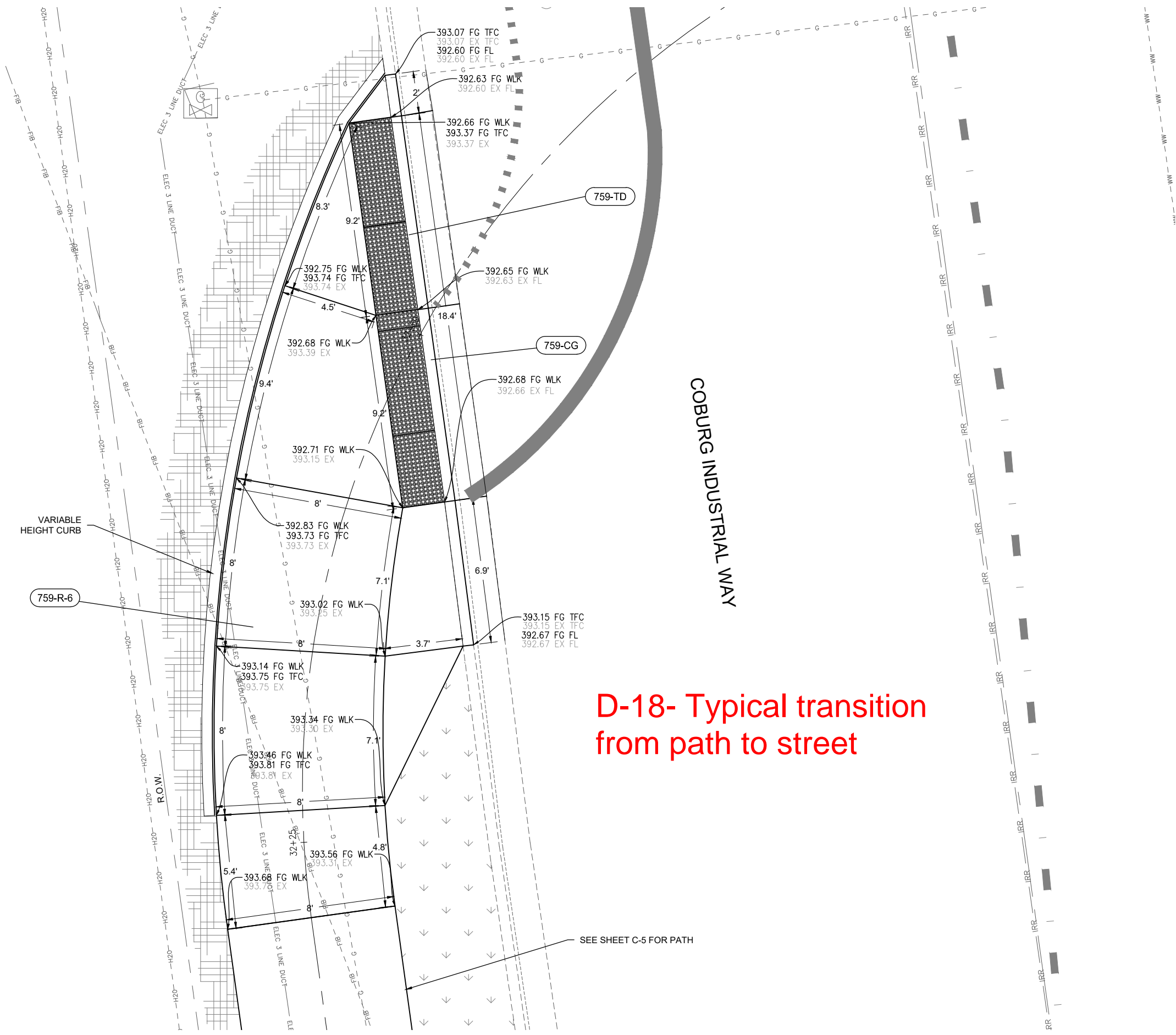


**CONSTRUCTION NOTES**

- 759-CG CONST CURB AND GUTTER
- 759-R-6 CONST CONCRETE RAMP, 6" THICK
- 759-TD INSTALL TRUNCATED DOME TEXTURING

**QUANTITIES:**

6" RAMP	273.0	SF
MONOLITHIC CURB AND 6" THICK WALK	77.9	SF
TRUNCATED DOMES	36.8	SF



**D-18- Typical transition from path to street**

**SIDEWALK ACCESS RAMP AT 32+50 WEST**

**KN21327 COBURG LOOP - N INDUSTRIAL WAY** **DATE: 4/17/2023**  
**GJN: 900198** **BY: SCK**  
**ENGINEERING COST ESTIMATE- 90% - FULL PROJECT**

<b>CONSTRUCTION ITEMS</b>					
<u>ITEM</u>	<u>QTY.</u>	<u>UNIT</u>	<u>UNIT COST</u>		<u>TOTAL</u>
210	MOBILIZATION	1	LS	\$ 76,349.97	\$ 76,349.97
221	TEMP WORK ZONE TRAFFIC CONTROL, COMPLETE	1	LS	\$ 22,237.86	\$ 22,237.86
280	EROSION CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00
280	CONCRETE WASHOUT FACILITY	1	LS	\$ 3,500.00	\$ 3,500.00
280	INLET PROTECTION, TYPE 3	1	EA	\$ 150.00	\$ 150.00
280	INLET PROTECTION, TYPE 10	3	EA	\$ 150.00	\$ 450.00
280	TEMPORARY MULCHING, STRAW	0.24	AC	\$ 8,000.00	\$ 1,908.36
290	CWRR REPORT	1	EA	\$ 500.00	\$ 500.00
290	POLLUTION CONTROL PLAN	1	LS	\$ 500.00	\$ 500.00
298	PROTECT MONITORING WELLS	1	LS	\$ 2,000.00	\$ 2,000.00
310	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1.0	LS	\$ 15,000.00	\$ 15,000.00
320	CLEARING AND GRUBBING	1.0	LS	\$ 15,000.00	\$ 15,000.00
330	GENERAL EXCAVATION	246.4	CY	\$ 35.00	\$ 8,622.29
445	10 INCH PVC STORM DRAIN PIPE	69.8	FT	\$ 125.00	\$ 8,725.00
470	CATCH BASIN, WITH BIKE PROOF GRATE	3.0	EA	\$ 5,000.00	\$ 15,000.00
490	CONNECT TO EXISTING PIPE	2.0	EA	\$ 1,000.00	\$ 2,000.00
490	CONNECT TO EXISTING STRUCTURE	2.0	EA	\$ 1,500.00	\$ 3,000.00
490	ADJUSTING BOXES	8.0	EA	\$ 600.00	\$ 4,800.00
490	ADJUSTING CLEANOUTS	2.0	EA	\$ 600.00	\$ 1,200.00
490	ADJUSTING MANHOLES, MINOR ADJUST	5.0	EA	\$ 2,000.00	\$ 10,000.00
620	COLD PLANE PAVEMENT REMOVAL, 2 INCHES DEEP	13,968.0	SY	\$ 6.00	\$ 83,808.00
641	AGGREGATE BASE, 3 INCHES THICK	1,442	SY	\$ 6.00	\$ 8,650.73
744	LEVEL 3, 1/2 INCH ACP MIXTURE	1,787.00	TN	\$ 120.00	\$ 214,440.00
748	6" ASPHALT CONCRETE PAVEMENT REPAIR	544.0	SY	\$ 35.00	\$ 19,040.00
759	CONCRETE CURBS	36.2	FT	\$ 70.00	\$ 2,534.00
759	CONCRETE CURBS, CURB AND GUTTER	578.7	FT	\$ 90.00	\$ 52,083.00
759	CONCRETE DRIVEWAY, 7 INCHES THICK	4,224.1	SF	\$ 15.00	\$ 63,361.50
759	CONCRETE WALKS, 6 INCHES THICK	4,895.0	SF	\$ 15.00	\$ 73,425.00
759	CONCRETE WALKS, RAMP, 6 INCHES THICK	2,499.0	SF	\$ 20.00	\$ 49,980.00
759	TRUNCATED DOMES ON NEW SURFACES	289.0	SF	\$ 40.00	\$ 11,560.00
855	BI-DIRECTIONAL BLUE TYPE 1AR MARKERS	7.0	EA	\$ 10.00	\$ 70.00
865	THERMOPLASTIC, EXTRUDED, SURFACE, NON-PROFILED	1.0	LS	\$ 4,000.00	\$ 4,000.00
867	PAVEMENT LEGEND, TYPE B-HS, BIKE SYMBOLS	2.0	EA	\$ 250.00	\$ 500.00
867	PAVEMENT LEGEND, TYPE B-HS, ARROWS	2.0	EA	\$ 400.00	\$ 800.00
867	PAVEMENT LEGEND, TYPE B-HS, DISABLED PARKING	1.0	EA	\$ 300.00	\$ 300.00
905	REMOVE AND REINSTALL EXISTING SIGNS	16.0	EA	\$ 600.00	\$ 9,600.00
990	ADJUST JUNCTION BOX - MINOR	1.0	EA	\$ 600.00	\$ 600.00
1030	PERMANENT SEEDING	10,391.0	SF	\$ 0.50	\$ 5,195.50
1040	BARK MULCH	2,639.0	SF	\$ 1.50	\$ 3,958.50
1040	PLANTING	1.0	LS	\$ 20,000.00	\$ 20,000.00
1120	IRRIGATION FORCE ACCOUNT	1.0	FSACT	\$ 20,000.00	\$ 20,000.00
<b>TOTAL CONSTRUCTION ITEMS</b>					<b>\$839,849.71</b>
<b>CONSTRUCTION CONTINGENCY</b>					<b>10% \$83,984.97</b>
<b>GRAND TOTAL CONSTRUCTION</b>					<b>\$923,834.68</b>

<b>STAFF COSTS AND OTHER DIRECT COSTS</b>					
<u>ITEM</u>	<u>QTY.</u>	<u>UNIT</u>	<u>UNIT COST</u>		<u>TOTAL</u>
<b>PRELIMINARY ENGINEERING PHASE</b>					
	CITY OF EUGENE PSF TO DATE (AS OF 3/31/23)	1	LS	\$ 125,653.68	\$125,653.68
	CITY OF EUGENE PSF TO DESIGN COMPLETION	1	LS	\$ 112,968.16	\$112,968.16
	ODOT STAFF CHARGES TO DATE (AS OF 3/31/23)	1	LS	\$ 11,365.21	\$11,365.21
	ODOT STAFF CHARGES TO COMPLETION	1	LS	\$ 3,634.79	\$3,634.79
	SECTION 106 CONTRACT (U OF O) paid-to-date	1	LS	\$ 4,715.69	\$4,715.69
	SECTION 106 CONTRACT (U OF O) remaining contract	1	LS	\$ 13,696.31	\$13,696.31
	LIMITED HAZARDOUS WASTE CONTRACT (PBS) paid-to-date	1	LS	\$ 10,435.73	\$10,435.73

LIMITED HAZARDOUS WASTE CONTRACT (PBS) remaining contract	1	LS	\$	9,139.26	\$9,139.26
PERMITS	1	LS	\$	5,000.00	\$5,000.00
PRINTING	1	LS	\$	500.00	\$500.00
ADVERTISING	1	LS	\$	500.00	\$500.00
BOLI FEE	1	LS	\$	839.85	\$839.85
<b><u>PRELIMINARY ENGINEERING PHASE TOTAL</u></b>					\$298,448.68
<b><u>PRELIMINARY ENGINEERING PHASE TOTAL FROM STIP</u></b>					\$298,448.68
<b><u>DIFFERENCE</u></b>					\$0.00
<b><u>RIGHT OF WAY PHASE TOTAL (ODOT EXPENSES)</u></b>	1	LS	\$	5,000.00	\$5,000.00
<b><u>RIGHT OF WAY PHASE TOTAL FROM STIP</u></b>					\$2,000.00
<b><u>LAND ACQUISITION</u></b>					\$47,500.00
<b><u>DIFFERENCE INCLUDING IN KIND LAND DONATION</u></b>					(\$3,000.00)
<b><u>CONSTRUCTION PHASE</u></b>					
GRAND TOTAL CONSTRUCTION WITH CONTINGENCY (FROM ABOVE)	1	LS	\$	\$923,834.68	\$923,834.68
CITY OF EUGENE PSF	1	LS	\$	100,000.00	\$100,000.00
ODOT STAFF CHARGES	1	LS	\$	15,000.00	\$15,000.00
WARRANTY INSPECTION	1	LS	\$	1,500.00	\$1,500.00
ASPHALT ESCALATION	1	LS	\$	2,000.00	\$2,000.00
CONSTRUCTION QA TESTING	1	LS	\$	10,000.00	\$10,000.00
<b><u>CONSTRUCTION PHASE TOTAL</u></b>					\$1,052,334.68
<b><u>CONSTRUCTION PHASE TOTAL FROM STIP</u></b>					\$751,920.91
<b><u>DIFFERENCE</u></b>					(\$300,413.77)
<b><u>GRAND TOTAL PROJECT (PE + ROW + CONSTRUCTION)</u></b>					\$1,355,783.36
<b><u>GRAND TOTAL PROJECT FROM STIP</u></b>					\$1,052,369.59
<b><u>DIFFERENCE</u></b>					(\$303,413.77)

## Finance/Audit Committee Report to City Council, May 2, 2023 Meeting

### Presented by Finance/Audit Committee Chair, Elise Landry

- All current committee members were present. We are currently down one member with the departure of former chair and current City Council member, Cathy Engebretson. Additional attendees included new City Councilor Claire Smith, Anne Heath, Greg Peck, Bobbi Bengtson, and the minutes taker.
- The minutes from the January 31, 2023 meeting were reviewed and approved.
- New accountant Greg Peck and third party reviewer Bobbi Bengtson were present at the meeting and introduced themselves to the committee and gave a brief summary of their backgrounds and experience. Anne Heath mentioned that Greg is now doing payroll, invoices, journal vouchers, collecting receipts, and some reimbursements. Bobbi Bengtson gave a short summary of what she has reviewed thus far and mentioned that things “look very good” and she had only found one ten cent discrepancy. The plan is for Bobbi to conduct reviews on a quarterly basis. The committee was very pleased to meet the third party reviewer and hear her report.
- Anne reviewed the 1<sup>st</sup> quarter financials.
  - Revenues were at 51% of budget and expenses were at 38% of budget through Q3. The levels of property taxes, fuel taxes, Transportation Utility Fees, and water and sewer utility fees collected through Q3 were noted. Other items of note included that Water Project and Street project reimbursement requests are in process, and all submitted reimbursements have been received. Capital projects are in process and are not spread out evenly over the year. There are debt payments still to be made before year end.
  - Expenses and revenues versus budget by fund type to date were highlighted. Overall city expenses are under budget.
  - Cash positions by fund and projected ending general fund cash balance were reviewed. The projected ending cash balance for the general fund is in solid shape.
- We discussed continuing our ongoing review of the City Fiscal Policies and Accounting Procedures and agreed to review another section of the document for discussion at our next meeting.
- Anne reported to the committee that the City Council discussed the committee’s proposal of integrating the Finance/Audit Committee into the Budget Committee as a sub-committee of the Budget Committee at their retreat and decided to add the proposal as an item on the agenda of the next Budget Committee meeting.

# COBURG CITY COUNCIL

## MONTHLY REPORTS




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### TOPIC: City Administration Report

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Meeting Date: June 13, 2023

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, [anne.heath@ci.coburg.or.us](mailto:anne.heath@ci.coburg.or.us)

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The following is an overview of important activities during the month of May, general administration, and upcoming work to be done. The City Administrator and Department Directors compiled the information in this report.

#### City Administrator

City Administrator contract is under a separate tab. It is anticipated the Adam Hanks will report to work on July 31. It is anticipated that Anne Heath's last day will be the week of August 31. During the months of July and August, Anne will take Fridays off in order to burn vacation hours on the books to avoid the City having a large vacation pay-out.

Anne Heath will be out of the office between June 19 and July 4 on a short medical leave. She will return on July 5<sup>th</sup> to the office.

#### **Water Project**

- The City received a response to our LOI for additional funding which is attached to this report.
- Coleman Street Waterline project is in process
- Well is under construction.
- East-side line to Premier RV is still waiting wetland permit approval by the state and federal authorities.

#### **Street Projects**

- **Macy/Harrison/North Willamette** – Design is in process
- **Transportation Plan Update** –The City was denied the ability to apply for funds for updating the TSP. We were told that we will be receiving assistance through ODOT. The City must update the TSP by 2026 per state. Staff are investigating options for opting out of the state mandates.
- **Coburg Industrial North Preservation** – See information regarding this project under a separate informational staff report.
- **Collector Streets** – This project is funded through the MPC and will begin design in the fall of 2023. It is anticipated that this project will take place in the spring/summer of 2024.

- **North Willamette Intersection** – The engineer is working on a couple of designs depicting how the intersection could be improved. Engineering staff will attend the July Transportation Discussion Group meeting to discuss this topic.

**Park Projects**

- **Pavilion Park Planning** – Park|Tree will meet with designer the week of June 8<sup>th</sup> to finalize design.
- **Coburg Loop Path** – See information regarding this project under a separate tab.

**Coburg Main Street**

Due to financial constraints, the City is not in the position to fund a Main Street Salary in near future years. However, the Council did approve AARPA funds to go to Main Streets in the 2023-24 budget in the amount of \$37,200 providing them funds to pay a part-time coordinator. Tracy Pugh has accepted a position at the Halsey Elementary School. Her last day at the City will be on June 29<sup>th</sup>. Main Street will design a hiring process for a new coordinator.

The City can support Main Street by continuing to allow for office space of the coordinator, and support the projects and events sponsored by Main Street.

**Auditor Recommendation for Change in Cash Basis**

Attached to this report is an email for our auditing firm making the recommendation that the City switch to a modified cash basis of accounting. We have requested that the auditor come in person to a council meeting to explain this further. The auditor will come to the August or September council meeting.

**Upcoming Meetings**

June 14	Heritage Committee
June 20	Park Tree Committee
June 21	Planning Commission
July 4	City Hall Closed - Happy 4 <sup>th</sup> of July
July 11	City Council

**DEPARTMENTS AND OPERATIONS**

**City Recorder - Prepared by Sammy Egbert**

- May 9<sup>th</sup> to June 13<sup>th</sup> managed seven Public Meetings. Each meeting is noticed, created, require electronic and paper files for retention. I review, edit and process draft minutes for approval then record and post approved signed minutes.
- Published Budget Hearing Notices.
- Completed 6 lien searches.

- Park Tree Committee Recruitment is open. Application will be accepted through June 19, 2023. Park Tree Committee will review applications and interview at June 20, 2023. Council will consider Park Tree Committee recommendation in July.
- Process two OLCC Special Event Winery applications.
- Contracts (collect signatures, log, record, and return executed copies to all department).

### **Administration Front Office - Prepared by Sammy Egbert**

- **Social Media - Facebook** page weekly posts for Pet of the Month, once a day for Public Works week, weekly and monthly schedules, lots of research for Flashback Friday posts, reminder posts on the day of our meetings, monthly council bios, notice of vacancies and public hearings, etc. We have been getting lots of good engagement with our Facebook, many new followers for our page, and staying very consistent with our posts and content.
- Administrative
  - 5 Citizen Inquiries
  - 1 Facility Right of Way permits
  - 1 Park rental application
  - 2 IOOF rental applications
  - (2)Special applications completed and processing (3) upcoming
  - Special Event notices mailed
  - Budget Binders

### **Utility Billing – Prepared by Sammy Egbert**

- **May utility Billing covers 4/11/2023 to 5/8/2023**
  - Cash Receipts or Payments Received \$136,764
  - Past dues charged 103
  - 6 Utility Billing related work orders

### **Finance**

- April is the 10<sup>th</sup> month of the year. If all revenues and expenses were spread evenly throughout the year then the percentage should be at 80%. However, many revenues and expenses are time sensitive and happening at one time or another throughout the year.
- Overall Revenues of the City were at 58% percent at April 30<sup>th</sup>
- Overall Expenses of the City were at 51.7%
- Reimbursements for both street and water projects have been submitted but not received. This equals approximately \$500,000.



- General Fund Revenues are at 58.7% or \$2,432,108. General Fund Expenses are at 50.7 percent or \$2,140,959.
- All general fund departments are operating within budget.
- Water Fees are at 79% of budget equaling \$715,570
- Sewer Fees are at 82.5% of budget equaling \$704,422
- All utility departments are operating within budget.

### **Next Steps**

- Year-end planning
- Continued training of Accountant
- Audit preparation

### **Planning – Prepared by Megan Winner**

- Approved one mobile food vending truck at Truck N Travel;
- SUB 02-20: Construction continues in the Coburg Creek Subdivision. Public improvements plans approved by Engineering and Public Works. Preconstruction meeting took place and construction on infrastructure for the first addition (phase 2) is scheduled to begin the first week of June. Application for final plat approval has been submitted by the applicant and is under review;
- 14 Structural/Plumbing/Mechanical/Electrical permits issued in May;
- Completed participation in Coburg Community Charter School 8<sup>th</sup> grade mentorship program;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Joined Climate Friendly and Equitable Communities (CFEC) partner meetings with other MPO members;
- Safe Lane Transportation Coalition is rescheduling an Oregon Friendly Driver course at the IOOF for some time in June for the Slow Down in Coburg! campaign;
- Registered for natural resource tour;
- Attended Oregon Heritage Summit;
- Planning Commission May meeting cancelled due to lack of business;
- Heritage Committee welcomed newest member Ronald Spores and provided input on the Original Arts Mural Policy for historic structures.

### **Main Streets and Economic Development – Prepared by Tracey Pugh**

1. Art committee hung new quilt designs on Umbrella Property fence
2. Public Works hung new lamp post banners created by Main Street art committee
3. Working with Antique Fair director on sponsorship
4. Updated Coburg map/directory with new businesses and distributed
5. Finalized bands for Concerts in the Park

6. Coordinating vendors for the Coburg Market/Concerts in the Park
7. Hosted first Main Street Business After Hours Mixer at Coburg Commons
8. Meeting with different community partners about summer community events
9. Finalized sponsorship packet for Concerts in the Park
10. Working on Bike Safety Event with Charter School for July 19
11. Coordinated monthly Main Street Board Meeting

### **Public Works – Prepared by Brian Harmon**

- **Streets and ROW.**

- **Street**

- **ROW**

- Had contractor help us with mowing in swales and at the Treatment Plant

- **Maintenance**

- Fixed potholes on Christian Way
      - Started sweeping with new Street Sweeper
      - Installed new Stop Bar on McKenzie St
      - Watering of newly planted trees continues
      - Installed new banners for Main Streets

#### **Water Utility**

- **Repairs**

- **Leak Investigations**

- 4

- **Projects**

- **Distribution System**

- **New Service Installs**

- 4

- **Water Quality Samples**

- Installed new Sample Point on Miller St

- **Sewer Utility**

- **Collections**

- **New Service Install**

- 2

- **Inspections**

- 17

- **Callouts**

- 11

- **Tank Pumping**

- 0

- **Plant Repairs & Major Maintenance**

- Ordered new Influent Meter for Plant
- **Parks Dept**
  - **Parks and Tree Committee**
    - Work continues with planning for Plaza design
- **Misc.**
  - **Locates**
    - 45
  - **Work Orders**
    - 97

### **Municipal Court – Prepared by Mandy Balcom**

- **May 2023 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for May 2, 2023 Court Date: 24
  - **May 2023 Receipts Including Collections,**
    - **Total Fines:** \$6,320.26 (total monies taken in for the month, nothing deducted), *compared to \$15,481.90 in May of 2022*
    - **Net Fines:** \$5,131.50 (City share only, NOT including collections), *compared to \$14,013.00 in May of 2022*
  - **May 2023 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$ 1,188.76 *compared to \$1,468.90 in May of 2022*
    - **Turned over to collection:** \$ 3,710.00 *compared to \$25,705.00 in May of 2022*

***Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.***

### ***Other Information:***

- **Upcoming Court Dates: Tuesday, June 20, 2023  
Tuesday, July 18, 2023**
- **Renewed Springfield Jail Contract for 1 year**
- **Currently have 3 Jury trials scheduled this summer**

### **Police Department – Prepared by Chief Larry Larson**

- Officers emptied five pounds of medication from the Med Return Box.
- Officers cited a citizen for dog at large.
- Officer completed a death investigation.

- Officer arrested a driver for a probation violation and cited him for speed.
- Officer assisted a Lane County Sheriff's Deputy and cited a female driver for theft.
- Officer arrested a male for burglary, theft and damaging property.
- Officer used the CHETT fund to provide fuel for a citizen.
- Officer addressed a noise complaint with a local business and came to resolution.
- Officer arrested a male for a theft from a business.
- Officer arrested a male driver for a misdemeanor warrant and cited him for a suspended license.
- Officer arrested a male for a misdemeanor warrant and cited him for possession of methamphetamine.
- Officer arrested a male for burglary and theft of high end snowboards.
- Officer used the CHETT fund to provide fuel for a stranded citizen.
- Officer assisted with a warrant arrest at the Harrisburg Municipal Court.
- Officer provided fuel for a citizen using CHETT funds.
- Officer assisted a suicidal juvenile; parents transported the child to the hospital.
- Officer investigated a traffic crash and cited the driver for careless driving.
- Officer arrested a male for resisting arrest and disorderly conduct.
- Officer found a missing juvenile.
- Officers responded to a commercial truck that pull down utility lines.
- Officers spoke to students at the CCC School regarding emergency preparedness.
- Officer transported a disorderly patient from Serenity Lane to the Buckley House.
- Officers conducted safety vacation residence patrol checks as requested by community.

**Upcoming Events:**

**We have two Reserve Police applicants in backgrounds.**

**Ice cream for CCCS on June Field Day**

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On Thu, May 4, 2023 at 9:37 AM Savannah Halter <[savannah@oregoncpas.com](mailto:savannah@oregoncpas.com)> wrote:  
Good morning,

We hope this email finds you well!

Please take a few minutes to review this email. We apologize in advance for the length, but this is an important topic.

As we are preparing for the coming Fiscal Year end and 22/23 Audit Season, we're writing to make sure you are fully aware of the implications and complexities surrounding recent releases of new Standards from the Governmental Accounting Standard Board, particularly GASB 87 and GASB 96.

At a high level, GASB 87 addresses the treatment of Leases, while GASB 96 follows up with additional guidance on SBITA's (subscription-based information technology arrangements). For reference, please find the below links:

[GASB 87](#)

[GASB 96](#)

Your Government utilizes the Modified Accrual Basis of Accounting for budgetary and fund financial reporting and the full accrual basis of accounting for the government-wide reports, both of which you are required to be in compliance with GAAP – generally accepted accounting principles. Our audit requires that we attest to your GAAP compliance, among many other things.

The new GASB standards add requirements and methodologies for accruing leases and SBITAs - capitalizing these arrangements, recording related liabilities, and amortizing/depreciating the values over the lives of the arrangements. Compliance with the two GASBs may require significantly more work by you and, ultimately, by us as auditors, depending on the various leases and SBITAs your government has agreed to.

In order to assist with this process, we've recently engaged with a company you may have heard from yourself: Debtbook. They seem to have developed a nice set of tools and processes to help entities like yours keep these activities organized for financial reporting. Unfortunately, this tool comes with additional costs, staff time requirements, and an upfront setup process. This potential cost would be added to internal costs, particularly staff time necessary to maintain the records. The tool seems to be very well thought through and likely a significant help in addressing these needs. It appears it would reduce staff time, create better reports for your auditors, but does come with its own cost. To be clear, using Debtbook is by no means required.

Adding to the costs related to these GASBs, is the additional cost of auditing. As we become more fully aware of the additional work required to audit this new information, we will need to revisit the amount of time required to perform the audit and determine the potential increase in our fees. We estimate this additional work may require approximately as little as \$2,000 up to potentially \$10,000 annually of additional fees, depending on how many leases and SBITAs your government has, and on whether or not you utilize a tool like Debtbook to assist in the collection and organization of the data, which should reduce our audit time substantially.

As you consider this information, we want you to know we are not ignorant to the challenge these unplanned financial impacts may have on your entity.

**Therefore, we feel it is important to offer an alternative to the entire situation: conversion to Modified Cash Basis, for all the various financial reports.**

Using the Modified Cash basis still ensures full compliance in every respect except one - we would not be able to issue our auditor's report indicating that your government is in compliance with GAAP. But rather, our report adds the following paragraph:

*We draw attention to Note A of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.*

In other words, the report is still considered a "clean" report.

Many local governments in the State of Oregon utilize Modified Cash Basis of accounting. It is fully accepted for financial reporting by the Secretary of State, Oregon Department of Revenue, other State agencies such as Oregon Department of Education, and the federal Single Audit Clearinghouse. It is just not considered GAAP.

**To be clear, we ARE recommending** the conversion to modified cash for your government's financial reports, but by no means insisting on it.

Please let us know if you have any questions and review the Frequently Asked Questions below. We would enjoy the opportunity to discuss with you.

Some Frequently Asked Questions:

- **How is Modified Cash Basis different from Cash Basis?**
  - o This is an important distinction.
    - § In true Cash Basis, the only asset is Cash. Modified Cash can include in the financial statements other assets and liabilities...modifying the recognition of assets as preferred. While much simpler, the Cash Basis of accounting is so limited in what is reported, most entities prefer modified cash basis.
    - § In a Modified Cash Basis, we include certain longer-term elements in our reporting and analysis. This includes Fixed assets, certain Long Term Debts, etc. These items are important to be included as they help tell the broader story of the District's overall financial position.
  - o The link below describes in great detail using modified cash as a basis for accounting. We do not expect you to understand the information in this guide but offer reference to it in case you are interested in learning more. <https://us.aicpa.org/content/dam/aicpa/interestareas/governmentalauditquality/resources/downloadabledocuments/frameworks-in-state-and-local-governmental-financial-statements.pdf>
- **Is converting to a Modified Cash Basis of Accounting difficult?**
  - o Fortunately, converting to Modified Cash Basis is relatively easy and straightforward. Typically, other than perhaps how you currently manage accounts payable, it is likely you are already operating on a day to day basis in a manner consistent with Modified Cash Basis accounting. If you choose to move forward, it can be implemented almost immediately.

- **June 30<sup>th</sup> is approximately 60 days away, can I even make it happen between now and then if I wanted to?**
  - o Yes, per the note above, you can convert almost instantaneously – and therefore the year end work of accruals and other adjustments will be less complex and our audit will be able to take into account the new basis of accounting.  
If your budget has been developed using modified accrual basis, it is necessary to include a brief disclosure that the government is converting to modified basis, and add a brief explanation as to why. We can provide a paragraph as a template for you to use in that disclosure if you need it. Most budgets we see are not specific to the basis of accounting used to prepare it, and there would typically be no differences in the preparation of the modified cash basis budget.
- **We have loans, bonds, and other debts. Will my lenders care about this?**
  - o You need to refer to your covenants and contact your lender(s) to be sure.
    - In most cases, the most that is required is the simple filing of a notice that you are converting your basis of accounting. Many lenders require the ongoing reporting of debts and other non-cash items in the annual report, which we agree with and our suggestion aligns with.
    - If you are considering plans that include significant borrowing, you should consult with bond and legal counsel about the potential impact on interest rates if the financial statements are not prepared using GAAP. We know of no negative consequences in that regard, but believe it prudent to inquire before making the decision to convert to modified cash if large debt issuances are likely to be a part of the government's financial future.

Please share with others who may be interested.

I hope you have a wonderful day!

--

Savannah Halter  
Communications Manager  
Umpqua Valley Financial  
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Roseburg, OR 97470

541-677-8100  
FAX 541-464-8560



May 26, 2023

City of Coburg  
Attn: Anne Heath, City Administrator  
91136 North Willamette  
Coburg, OR 97408

RE: Letter of Interest (LOI) Rating Determination Notice for Infrastructure Project SD-23-398, Continuation of Project S19007 Water System Improvement

Dear City of Coburg:

The Oregon Health Authority's Drinking Water Services (OHA) rated your recently submitted Safe Drinking Water Revolving Loan Fund (SDWRLF) Letter of Interest (LOI) SD-23-398 using criteria that include risk to health, compliance, and consolidation or partnership of two or more systems. The project was determined to not meet health, compliance, and consolidation objectives resulting in placement on OHA's "General Infrastructure & Resiliency" Project Priority List (PPL) found on their website and underwent a required 10-day public notice process. Though still eligible for funding under the program, General Infrastructure & Resiliency projects are lower priority when there is limited funding under the program than projects that address health, compliance, and consolidation objectives.

The SDWRLF is primarily a loan program. Funding awards may include some portion of forgivable loan (similar to grant) as described in the Business Oregon SDWRLF Financing Details document. As part of the rating and ranking process, OHA assessed the Median Household Income of your water system to be at or above the state average meaning that the community is **not** considered "disadvantaged" under the DWSRF program. Only communities designated as "disadvantaged" are eligible for forgivable loan funding under the new Bipartisan Infrastructure Law (BIL) funding that represents a second funding stream for the SDWRLF.

Business Oregon plans to begin initial funding discussions in mid-to-late 2023. We will contact prospective applicants in the order that they are ranked on OHA's PPL and assess project readiness to proceed including the ability and willingness to take on a loan and raise water rates for this project. This project's status as a General Infrastructure & Resiliency project may impact when outreach occurs but if there are specific timing issues that we should be aware of please contact us, there may have alternative state or federal loan funding available depending on entity type.

If you have any questions, or if your project has specific timing issues that we should be aware of, please contact me at 971-719-6710 or via email to tracy.loomis@biz.oregon.gov.

Sincerely,

*Tracy Loomis*

Tracy Loomis, Regional Project Manager  
Business Oregon

c: Julie Leland, P.E., Branch Engineering  
Laura Engstrom, Regional Development Officer