



AGENDA

CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, September 10, 2024 at 6:00 PM

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

CALL THE CITY COUNCIL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

- [1.](#) Domestic Violence Awareness Month Proclamation
- [2.](#) Revenue Sub Committee Appointment

AGENDA REVIEW

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

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

- [3.](#) Minutes July 9, 2024, City Council
- [4.](#) Minutes July 23, 2024, City Council Work Session

ORDINANCES, RESOLUTIONS AND CONTRACTS

- [5.](#) Employment Agreement, Adam Hanks

COUNCIL ACTION ITEMS

- [6.](#) Legislative Priorities for 2025-26, League of Oregon Cities Survey
- [7.](#) Pavilion Park Bid Award Options
- [8.](#) City of Coburg Logo

ADMINISTRATIVE INFORMATION REPORTS

- [9.](#) Financial End of Year Report
- [10.](#) Police Department Quarterly Report
- [11.](#) Administration Monthly Report
- [12.](#) General Elections, November 5, 2024 Update

COUNCIL COMMENTS AND LIASON UPDATES

UPCOMING AGENDA ITEMS

Franchises Agreement Ordinances adoption:

- Emerald People's Utility District
- Northwest Natural Gas Company
- Hunter Communications Inc.
- Astound Broadway
- PacifiCorp, dba Pacific Power

Criminal Code Ordinance

Pavilion Park Bid Award | Contract Authorization

Utility Rate Review and Adjustments

Capital Improvement Plan Review and Approval FY 2026-2031

FUTURE MEETINGS (Meetings begin at 6 PM unless noted.)

September 11 Heritage Committee

September 17 Park Tree Committee

September 18 Planning Commission

October 8 City Council

October 22 Work Session on Revenue

ADJOURNMENT

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

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



CITY OF COBURG • P.O. BOX 8316 • COBURG



OREGON 97408 • 541-682-7850 FAX 541-485-0655

PROCLAMATION

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

NOW THEREFORE, I Nancy Bell, Mayor of the City of Coburg, Oregon, do hereby proclaim the month of October, 2024 as

“Domestic Violence Awareness Month”

in the City of Coburg, and we encourage all community members to dedicate themselves to domestic violence prevention and join in this observance.

Proclaimed this 10th day of September, 2024

Nancy Bell, Mayor

Attest: _____

Sammy L. Egbert, City Recorder



DOMESTIC VIOLENCE COUNTS REPORT OREGON SUMMARY

On September 7, 2022, **36** out of **54 (67%)** identified domestic violence programs in Oregon participated in a national count of domestic violence services conducted by the National Network to End Domestic Violence (NNEDV). The following figures represent the information shared by the participating programs about the services they provided during the 24-hour survey period.

1,681 Victims Served

914 adult and child victims of domestic violence found refuge in emergency shelters, transitional housing, hotels, motels, or other housing provided by local domestic violence programs.

767 adult and child victims received non-residential supportive services related to legal needs, housing advocacy, transportation, mental health, public benefits, and more.

498 Hotline Contacts Received

Domestic violence hotlines are lifelines for victims in danger, providing support, information, safety planning, and resources via phone, chat, text, and email. Hotline staff received **498** contacts, averaging nearly **21** contacts per hour.

13 People Educated

On the survey day, local domestic violence programs provided **3** public training sessions (educational sessions provided to the public) to **13** people, addressing topics like domestic violence prevention and early intervention.

234 Unmet Requests for Services

Victims made **234** requests for services that programs could not provide because they did not have the resources. Approximately **39%** of these unmet requests were for emergency shelter, hotels, motels, and other housing.

Table 1: Services Provided on 9/7/22	% of Programs Providing Services
Emergency Shelter	67%
Support/Advocacy Related to Disability Issues	22%
Bilingual Advocacy	47%
Transitional or Other Housing (run by DV program)	33%
Support/Advocacy for LGBTQ+ Victims of Abuse	22%
Support/Advocacy Related to Immigration	19%
Support/Advocacy to Teen/Young Adult Victims of Dating Abuse	17%

✘ **“One survivor was unable to work while recovering from an injury caused by her abuser, and she faced losing her new home that she had made her own and felt safe in. In collaboration with a community partner, we made a plan to help her heal peacefully in safe housing. At the beginning of the day, she felt she was running out of options; at the end of the day, her hope was renewed.”**

Learn about domestic violence in Oregon:
OCADSV.org



DOMESTIC VIOLENCE COUNTS REPORT NATIONAL SUMMARY

On September 6, 2023, **1,626** out of **1,958 (83%)** identified domestic violence programs in the United States participated in a national count of domestic violence services conducted by the National Network to End Domestic Violence (NNEDV). The following figures were shared by participating programs, along with state, territorial, and national hotlines, about the services they provided during the 24-hour survey period.

76,975 Victims Served

44,616 adult and child victims of domestic violence found refuge in emergency shelters, transitional housing, hotels, motels, or other housing provided by local programs.

32,359 adult and child victims received non-residential supportive services related to transportation, housing advocacy, legal support, therapy, and more.

Table 1: Top Services Provided on 9/6/23	% of Programs Providing Services
Emergency Shelter	70%
Transportation	53%
Children's Support or Advocacy	52%
Court Accompaniment or Legal Advocacy	52%
Support/Advocacy Related to Housing/Landlord	52%
Support/Advocacy Related to Mental Health	46%
Support/Advocacy Related to Public Benefits/TANF/Welfare	42%
Therapy/Counseling for Adults	42%

23,348 Hotline Contacts Received

Domestic violence hotlines are lifelines for victims in danger, providing support, information, safety planning,

and resources via phone, chat, text, email, and more. Local programs' hotlines received **20,349** contacts; state- and territory-wide hotlines received **320** contacts; the National Domestic Violence Hotline received **2,656** contacts; and NNEDV's WomensLaw Email Hotline received **23** contacts. Altogether, hotlines received nearly **973** contacts every hour of the survey day, or more than **16** contacts every minute.

15,555 People Educated

Programs provided **629** educational sessions and trainings to **15,522** members of the public, addressing topics like domestic violence prevention and early intervention. Community education is essential to raising awareness about domestic violence and promoting available resources.

13,335 Unmet Requests for Services

Victims made **13,335** requests for services that programs could not provide because they lacked sufficient resources. The majority of these unmet requests (**54%**) were for emergency shelter, hotels, motels, transitional housing, and other housing.

Survivors and their children need a safe place to stay as they escape abuse and rebuild their lives. Programs need increased funding to provide shelter, housing, safety planning, and other services to all survivors seeking help, while also working toward preventing violence in their communities.

✘ **From a Michigan advocate: "The work we do saves lives, but funding cuts have severely impacted our ability to pay our staff a competitive wage for this critical work. These cuts also impact the survivors who come to us for help. We implore those in decision-making positions to seriously consider what would happen if organizations like ours did not exist."**

Read the full report:



Suggested Citation: National Network to End Domestic Violence (2024). *18th Annual Domestic Violence Counts Report*. Washington, DC. Retrieved from: NNEDV.org/DVCour



MINUTES

City Council Meeting

July 9, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mayor Bell, Cathy Engebretson, John Lehmann, John Fox, Alan Wells, Claire Smith

MEMBERS ABSENT: none

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Brian Harmon, Public Works Director; Greg Peck, Finance Director

RECORDED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:12pm.

PLEDGE OF ALLEGIANCE

Councilor Lehmann led the Pledge of Allegiance.

ROLL CALL

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

MAYOR COMMENTS

Mayor Bell mentioned;

- Positive feedback from community members regarding Coburg Police Officers
- Coburg's presence at the Joint Transportation Committee meeting
- Council Vacancy position interviews

Mayor Bell explained that there is only one available position at the moment, but election will be coming up in November and there will likely be another vacancy up for election.

Councilors interviewed the two candidates, and they selected Jaymason Bouwman to fill the City Council Vacancy. Ms. Egbert administered the Oath of Office.

AGENDA REVIEW

There were no changes made to the agenda.

PUBLIC COMMENT

There were no request(s) made to publically speak. There were no written statement(s) received.

CONSENT AGENDA

1. June 11, 2024 City Council Minutes
2. June 25, 2024 City Council Special Meeting Minutes

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

The motion passed unanimously — 6:0.

SPECIAL GUEST - Coburg Police Officer, Jason Smith

Chief Larson introduced Jason Smith who just recently graduated from the academy on June 21st.

COUNCIL ACTION ITEMS

3. Premier RV System Development Charges Appeal

Mr. Hanks explained why they are seeing this appeal, what SDC's are, the SDC process, how SDC's can be spent, how and when SDC's are charged or collected, and the appeal process. Hanks also briefly went through the packet material for this agenda item, explained each piece of this appeal, the history of SDC's with Premier RV, the three options for Council to consider, and some logistics/policy details.

Premier RV Resort owners, Paul Williams and Lisa Macintosh, presented their history with the City of Coburg, the agreement that was made with them in 2004, and the process since then to get water hooked up to Premier RV Resort. The applicants also answered the questions asked by council.

MOTION: Councilor Lehmann moved, seconded by Councilor Fox, to authorize the City Administrator to calculate and invoice the water SDC associated with Premier RV Resort's pending connection to the municipal water system based on SDC calculation tables at the time of extension of the municipal water system to the east side of Interstate 5 (2018).

The motion passed unanimously — 6:0.

Ms. Smith stated that she thought option 2, noted above, is a good compromise for each party, considering the amount of time and money spent on this project on both sides.

Ms. Engebretson stated that she might have even suggested option 3, the SDC total for 2004, based on the fact that the property was already developed and needed water and wastewater at that time.

Mr. Wells said that because there was no written promise as to when water would be available, and that they had intended on originally paying the SDC fees, he would go with option 2 as a compromise.

4. Transportation Safety Ad-Hoc Committee Final Recommendations

Mr. Hanks provided two handouts to Council, one which applies to the Transportation Safety Ad-Hoc Committee recommendations document, and the other is the City Administration Report which will be discussed later on. Hanks said that these recommendations came from the Ad-Hoc committee which was initiated in October, appointed committee members in December, and met once a month, January through June. The goal of this committee was to evaluate a series of staff provided issues and ideas to try to prioritize and improve them. The focus was transportation safety, with an emphasis on enhanced pedestrian and bicycle safety, as well as regulated speeds and vehicle navigation.

The committee was staffed by Adam Hanks, City Administrator; Larry Larson, Chief of Police; Brian Harmon, Public Works Director; and Megan Winner, Planning Director. Hanks stated that it was a very engaged and motivated group, who lived in different parts of town and provided different perspectives. Majority, if not all, of the recommendations require communication with Lane County about the ability to implement them. Mr. Hanks went through the final recommendations, breaking them down by group, as far as pedestrian crossings, the N Willamette/Van Duyn intersection, speed limits and signage, and other recommendations.

Mr. Fox thought that the addition of more flashing lights at crosswalks would be very beneficial. Mr. Bouwman also mentioned the need for additional accessibility for those with limited mobility, and also the idea of having some occasional selective traffic enforcement within the city. Ms. Smith noted that safe routes to school and safe routes to parks would be important to implement at Coleman and Pearl, which Mr. Hanks thought was a very strong contender.

Hanks mentioned a challenging one that is not on the list was reducing the speed limit on Pearl Street, which was brought up to Lane County and is not able to be done, but can be helped with other traffic control devices. Mr. Hanks also brought up the increased utilization of the speed trailer and trip count. Mr. Fox asked about the use and cost of cameras for traffic monitoring and non-compliance. Mr. Hanks said he would provide a follow-up about that on the next City Administration report.

MOTION: Councilor Engebretson moved, seconded by Councilor Smith, to approve the Transportation Safety Ad-Hoc Committee Final Recommendations Document, dated June 27, 2024 and direct staff to initiate implementation of the recommendations and provide regular progress reports to council.

The motion passed unanimously — 6:0.

ORDINANCES AND RESOLUTIONS

5. RESOLUTION 2024-09 A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR THE FISCAL YEAR 2024-25

Mr. Hanks said that this resolution is primarily procedural. This information was provided through the budget process, and entails the 3.3% cola based on the CPIW. Included is the resolution, salary schedule, and the 12 month rolling percentage change from the Bureau of Labor Statistics. Hanks stated that the charter does not require a separate resolution for this because it is already approved through the budget process, but has been done this way for a while.

MOTION: Councilor Bouwman moved, seconded by Councilor Fox, to approve Resolution 2024-09, a resolution adopting the salary and classification schedule for fiscal year 2024-25.

The motion passed unanimously — 6:0.

ADMINISTRATIVE INFORMATION REPORTS

6. Total Maximum Daily Load (TMDL) 2023 Summary

Mr. Hanks explained that this is a water quality mandate. This is year 2 of the 5 year matrix that was approved by DEQ. He gave a brief review of the report, and explained how the RARE grant will help with the TMDL and vegetation management plan work.

7. Long-term Revenue Needs Forecast

Mr. Hanks said that they are looking for direction on this topic, specifically at different methods for this process and considering, prioritizing and implementing different revenue opportunities. He then provided some more details on the possibilities of additional revenue streams. They also discussed some community outreach and citizen input options on this process.

8. General Election November 5, 2024

Ms. Egbert provided a copy of the election packet, with further information and deadlines. Mr. Hanks reminded council that anyone thinking of going for re-election or new applicants will need to make an appointment with Ms. Egbert.

9. Administration Monthly Report

Mr. Hanks gave a quick overview of the Johnny Diamond park maintenance and vegetation management plan, the one-year Harrisburg traffic patrol and code enforcement contract extension, the N Willamette/N Macy/N Harrison street reconstruction project, and a reminder of the July Council work session on the water system. The rest of the report consists of the regularly provided data, project updates, and department activity. They briefly discussed the citizen inquiry on industrial noise.

COUNCIL COMMENTS | LIAISON UPDATES

Mr. Fox shared that he liked the idea of having a table at Coburg events for the community to be able to come up to and have some discussions with council members, committee members or staff. He also clarified some details on the appeal process, to which Mr. Hanks answered.

Mr. Lehmann mentioned the Supreme Court's overturn of the 9th Circuit Court of Appeal regarding Grants Pass vs Johnson and the unhoused and homeless population. Mr. Hanks said he has been monitoring that, but there is no need to do anything more in that area at the moment.

Mayor Bell said she will send out some questions regarding the Transportation committee for any input from councilors. Mayor reminded everyone that there are no public meetings in August.

ADJOURNMENT

Mayor Bell adjourned the meeting at 9:33 pm.

APPROVED by the City Council of the City of Coburg on this _____ day of _____, 2024.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT



MINUTES
City Council Work Session
July 23, 2024 at 6:00 PM
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: John Fox

STAFF PRESENT: Adam Hanks; City Administrator, Sammy Egbert; City Recorder, Brian Harmon; Public Works Director

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Mayor, Nancy Bell called the meeting to order at 6:05pm.

ROLL CALL

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

DISCUSSION ITEMS

Mr. Hanks briefly reviewed the items in the packet.

1. Water Capacity Analysis Review

Mr. Hanks said that the current water supply allows the city to add Premier RV to the system with no issues and successfully take on the projected residential and commercial growth, which does include well #3 in its capacity analysis. Hanks explained that the city’s current water capacity is in good shape for now, but by 2030 they will have to look at additional water supply. He provided some further details and timelines of water capacity and needed future production of additional water supply.

Mr. Lehmann asked what the capacity is for the two current wells. Mr. Harmon said 1 million gallons, producing 1000 gallons per minute. On average, during the peak of the year, the city uses about 750,000 gallons a day. Mr. Harmon said that water supply outweighs storage as far as importance.

Mr. Hanks said that there are other options, besides adding wells, including the possible use of EWEB water services, and explained some of those options, including details on funding, lifespan, restrictions, and overall availability. Mr. Harmon also mentioned his concerns for drilling more wells and most likely having many test areas and failed attempts before reaching the needed level of water supply and number of producing wells. Mr. Hanks wanted a go ahead from Council to further look into and explore the current options, which council did provide.

2. Water Project Status Update

Mr. Hanks gave a brief report on the water projects, and where they currently sit with project statuses and completions, including project funding and priorities. There is some movement allowed for the order of the projects, some of which relate or are directly impacted by water supply.

3. Water Loan Status Update

Mr. Hanks said there is about \$1.5 million left of the loan, which will be mostly used for finishing the well #3 project, and the SCATA equipment for the well, and possibly some not tied to the well. That data will help largely improve the water master plan. Once they've exhausted all the funds, the first debt service payment will be due, December 1st.

This ties into water rates, because water rates pay for maintenance and operations, some future capital, and existing debt service. To maintain lower rates, it constrains the ability to complete these projects, because it cannot constrain operations and maintenance or service levels. Operations and maintenance require a 2-4% rate increase annually, and other rate increases on top of that are for capital related work.

4. Water Conservation Management Plan Update

Mr. Hanks said that Mr. Harmon is working on this directly with Branch. The conservation management plan is a companion piece to the water master plan, and forces the conversation on conservation and wise use of the resource, from both the system and consumer sides.

Mr. Harmon added that administration uses the water master plan and operations uses the water conservation management plan. It is a 10 year plan, and on year 5 they have to do a benchmark to show what they have done inside the water conservation management plan. This plan is not tethered to funding sources but has a direct correlation with getting funding in certain aspects of the water system. The document is about 90% completed and will be finished soon.

5. Water rates Review and Options

Mr. Hanks explained more on water rates and their intended revenue. Relatively soon, they will need to have a significant rate analysis because the projected rate modeling will not keep pace with the planned capital expenditures. The rate model expected a rate increase of 7% by July 1, 2024, with an expected 4-year increase of 3.25% and a 2% increase from then on. That takes into account the planned new debt and planned rate funded capital. Staff is looking at that possible 7% increase, and a possible change in the rate schedule, with a tiered consumption system. Mr. Hanks went over the process, timeline, options, challenges, and necessity with rate increases. Council had no issues with staff looking into the rate and tier changes.

ADJOURNMENT

Mayor Bell adjourned the meeting at 8:07 pm.

APPROVED by the City Council of the City of Coburg on this ____ day of _____, 2024.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT



COBURG CITY COUNCIL

ACTION ITEM

City Administrator Employment Contract

Meeting Date	Staff Contact	Email
September 10, 2024	Nancy Bell, Mayor	Mayor@ci.coburg.or.us

REQUESTED COUNCIL ACTION

With input and involvement from both individual Councilors and select City staff, the Mayor completed the annual review process for the City Administrator. With a high level of satisfaction in the review and the ongoing performance for the City of Coburg, a revised contract extension has been developed for Council review and approval.

Suggested Motion

I move to approve the attached employment agreement between the City of Coburg and Adam Hanks for the position of City Administrator.

BACKGROUND

RECOMMENDATION

Mayor Bell recommends Council approval of the attached employment agreement between the City of Coburg and Adam Hanks for the position of City Administrator. The initial contract with Mr. Hanks was for a one-year term that expired July 30, 2024.

The proposed employment agreement has been revised to reflect the following:

- Conversion from a one year to a three-year agreement with two optional one-year extensions
- An increase of \$5,000 in the base compensation
- Creation of future year performance indicator-based merit salary adjustments of 2%
- Language that reflects Council recognition and importance of technology investments in city operations.
- Miscellaneous adjustments to language/terminology throughout agreement to clarify intent and increase specificity.

BUDGET / FINANCIAL IMPACT

The proposed employment agreement results in a \$5,000 increase in personnel costs that are shared between the general fund and the City's three enterprise funds (Streets, Water, Sewer).

PUBLIC INVOLVEMENT

This employment agreement has been developed and proposed subsequent to a thorough City Administrator annual review process, led by Mayor Bell and involving the City Council and the City’s executive management staff team.

NEXT STEPS

Upon Council approval of the proposed employment agreement, Mayor Bell will coordinate with City Recorder Egbert for full signature, execution and recording of the employment agreement with Mr. Hanks.

ATTACHMENTS

1. City Administrator Employment Agreement - Adam Hanks
2. City Administrator Employment Agreement – Adam Hanks with track changes

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 three years, beginning on July 31, 2024, and ending on July 30, 2027, unless terminated earlier pursuant to this Agreement. This Agreement, in its entirety, may be automatically extended annually for up to two additional one-year periods unless the City specifically takes action to not renew this Agreement or negotiate new agreement terms.

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 \$115,000, 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 the current employment agreement, the City Council shall review Employee's performance annually to determine annual merit salary

increase of 2% unless City determines that the following performance indicators have not been adequately achieved over the preceding twelve months.

Performance Indicators:

- Community satisfaction with City operations and service levels
- Improvement of financial condition of the City
- Effective progress in Capital Improvements Plan (CIP) project execution
- High levels of staff support/satisfaction in Employee job performance
- High levels of Council support/satisfaction in Employee job performance

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 Oregon 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 and as eligible to the Employee by Oregon PERS.

C. VACATION. The City shall provide the Employee with vacation to be accrued at no less than 10 hours per month and is eligible for accrual increases consistent with the adopted employee policy/handbook..

D. SICK AND HOLIDAY LEAVE. The City shall provide Employee the same leave benefits as are provided to the City's unrepresented, managerial employees.

SECTION 5. TECHNOLOGY

Upon on hire, the Employee will be provided with a cell phone, I- Pad, and lap top upon request. All other Employee specific technology requests will be evaluated individually and limited to budget constraints. The City also recognizes and supports the important role of technology in the efficient and effective management and operation of the City and furthermore agrees to prioritize funding citywide technology advancements to the extent it is financially viable.

SECTION 6. TRAINING & PROFESSIONAL ACTIVITIES

The City shall, to the extent it is financially viable, budget and pay expenses for Employee training opportunities, membership and participation in professional activities and conferences, including professional dues, , which, by mutual agreement of the Mayor and Employee, are necessary and desirable for Employee's continued growth, and development as a Public Sector Chief Administrative Officer/ 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. All such evaluations shall include a minimum of 30-day advance notification to Employee.

SECTION 8. TERMINATION.

A. DEFINITIONS

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 Employee'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. Resignation retirement or death of the Employee
3. Termination of employment by City for "cause"
4. Termination by City without "cause"
5. 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.5 above, , severance shall be paid. City shall pay Employee a lump sum cash payment equal to six months base salary from termination or expiration date.

If Employee is terminated “for cause,” then City shall have no obligation to pay the severance sum or give notice under this provision. ..

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 and, consistent with Section 8, C no severance will be paid.

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

FINAL DRAFT

**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 ~~three~~ years, beginning on July 31, 202~~3~~, and ending on July 30, 202~~3~~, unless terminated earlier pursuant to this Agreement. This Agreement, in its entirety, ~~will~~ be automatically extended annually for ~~up to two~~ additional one-year periods unless the ~~Council~~ specifically takes action to not renew this Agreement or negotiate a new agreement ~~terms~~.

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 \$11~~50~~,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 the current employment agreement, the City Council shall review Employee's performance annually to determine annual merit salary

~~increases of 2% unless City determines that the following performance indicators have not been adequately achieved over the preceding twelve months.~~

Performance Indicators:

- Community satisfaction with City operations and service levels
- Improvement of financial condition of the City
- Effective progress in Capital Improvements Plan (CIP) project execution
- High levels of staff support/satisfaction in Employee job performance
- High levels of Council support/satisfaction in Employee job performance

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 Oregon 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 and as eligible to the Employee by Oregon PERS.

C. **VACATION.** The City shall provide the Employee with vacation to be accrued at no less than 10 hours per month and is eligible for accrual increases consistent with the adopted employee policy/handbook. ~~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 Employee specific technology requests will be evaluated individually and limited to budget constraints. The City also recognizes and supports the important role of technology in the efficient and effective management and operation of the City and furthermore agrees to prioritize funding citywide technology advancements to the extent it is financially viable.

SECTION 6. TRAINING & PROFESSIONAL ACTIVITIES

The City shall, to the extent it is financially viable, budget and pay expenses for Employee's training opportunities, 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 by mutual agreement of the Mayor and Employee~~, are necessary and desirable for Employee's continued ~~participation~~, growth, and ~~advancement-development~~ as ~~a Public Sector Chief Administrative Officer/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. All such evaluations shall include a minimum of 30 day advance notification to Employee.

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 Employee'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. Resignation ~~R~~etirement 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~~
65. 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.56 above, ~~and Employee is still willing and able to perform her duties under this Agreement,~~ severance shall be paid. City ~~may, at its option, either (a) shall~~ pay Employee a lump sum cash payment equal to ~~three-six~~ months base salary ~~from termination or expiration date, 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~~

~~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 ~~and, consistent with Section 8, C no severance will be paid. In the event of voluntary resignation, no severance will be paid.~~

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.

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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.

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remain in full force and effect.

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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 ITEM**

**League of Oregon Cities
Legislative Priorities for 2025-26 Session**

Meeting Date	Staff Contact	Email
September 10, 2024	Adam Hanks, City Administrator	Adam.Hanks@ci.coburg.or.us

REQUESTED COUNCIL ACTION

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

Suggested Motion

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

BACKGROUND

In advance of the upcoming Oregon Legislature’s 2025-26 Legislative Session in February of 2025, the League of Oregon Cities (LOC) assembles a comprehensive list of issues from its local government municipal membership. This is accomplished with the creation of seven statewide policy committees, comprised of elected and appointed officials from local governments across the state with a focus on representation from cities small, mid and large, as well as from all regions of the state. LOC staff facilitates the policy committee meetings, provides the initial policy framework, supports the committees with background materials, context of prior legislative history and other valuable technical information that aids in the committee’s discussion and final recommendations within its committee scope.

The seven committees for this cycles policy development process include:

- Community and Economic Development
- General Government
- Energy and Environment
- Finance and Taxation
- Broadband, Cybersecurity, Artificial Intelligence and Telecommunications
- Transportation
- Water and Wastewater Committee

City Staff (City Administrator) represented the City of Coburg with membership on the Water and Wastewater Committee providing input on local challenges, needs and concerns relating to the operation, maintenance, regulatory framework and infrastructure improvements of both water and wastewater facilities and delivery/collection systems.

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

Selecting and submitting Coburg's top legislative priorities allows LOC to carry our local voice forward, along with the many other cities that share similar concerns and have similar challenges to face. As the 2025-26 Legislative session gets underway, staff will continue to monitor and take advantage of opportunities to work with LOC and other similar local government focused groups to voice concerns and issues important to Coburg.

Below is a list of the 23 legislative priorities available to narrow to Coburg's selection of its five top choices to submit back to LOC: (the full title and background of each item is available in the attached Voting Guide)

Community and Economic Development Committee

- Infrastructure Funding (Co-Sponsored by Water and Wastewater Committee)
- Shelter and Homeless Response
- Employment Lands Readiness and Availability
- Full Funding and Alignment For Housing Production

General Government Committee

- Restoration of Recreational Immunity
- Behavioral Health Enhancements
- Continued Addiction Policy Reform

Energy and Environment Committee

- Building Decarbonization, Efficiency, and Modernization
- Investment in Community Resiliency and Climate Planning Resources
- Address Energy Affordability Challenges from Rising Utility Costs

Finance and Taxation Committee

- Lodging Tax Flexibility
- Marijuana Tax
- Alcohol Tax

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

- Digital Equity and Inclusion
- Cybersecurity & Privacy
- Resilient, Futureproof Broadband Infrastructure and Planning Investment

- Artificial Intelligence (AI)

Transportation Committee

- 2025 Transportation Package
- Funding and Expanding Public and Inter-Community Transit
- Shift from a Gas Tax to a Road User Fee
- Community Safety and Neighborhood Livability

Water and Wastewater Committee

- Infrastructure Funding (Co-Sponsored by Community and Economic Development Committee)
- Place-Based Planning
- Operator-in-Training Apprenticeships

RECOMMENDATION

The Staff recommended top five legislative priorities are as follows:

- Infrastructure Funding
- 2025 Transportation Package
- Restoration of Recreational Immunity
- Community Safety and Neighborhood Livability
- Employment Lands Readiness and Availability

BUDGET / FINANCIAL IMPACT

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

PUBLIC INVOLVEMENT

No specific public involvement has occurred with this agenda item. As noted, City Staff did participate in the process that LOC utilized to develop the priority list and highlights of those committee meetings have been shared by the City Administrator with the Finance/Audit Committee, Citizen's Budget Committee and City Council as part of local financial discussions relating to Coburg's budget and capital infrastructure needs.

NEXT STEPS

Upon Council selection of its top five priorities, Staff will submit the final list to LOC prior to their deadline of September 27, 2024

ATTACHMENTS

1. LOC – 2024 LOC Member Voter Guide
2. LOC – 2024 Legislative Wins Summary



2024 LOC Member Voter Guide

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2024 Member Voter Guide

Background: Each even-numbered year, the LOC appoints members to serve on seven policy committees, which are the foundation of the League's policy development process. Composed of city officials, these committees analyze policy and technical issues and recommend positions and strategies for the upcoming two-year legislative cycle. This year, seven committees identified 23 legislative policy priorities to advance to the full membership and LOC Board of Directors. It's important to understand that the issues that ultimately do not rise to the top based on member ranking are not diminished with respect to their value to the policy committee or the LOC's advocacy. These issues will still be key component of the LOC's overall legislative portfolio for the next two years.

Ballot/Voting Process: Each city is asked to review the recommendations from the seven policy committees and provide input to the LOC Board of Directors, which will formally adopt the LOC's 2025-26 legislative agenda. While each city may have a different process when evaluating the issues, it's important for cities to engage with your mayor and entire council to ensure the issues are evaluated and become a shared set of priorities from your city. During its October meeting, the LOC Board will formally adopt a set of priorities based on the ranking process and their evaluation.

Each city is permitted one ballot submission. **Once your city has reviewed the proposed legislative priorities, please complete the electronic ballot to indicate the top 5 issues that your city would like the LOC to focus on during the 2025-26 legislative cycle.** The lead administrative staff member (city manager, city recorder, etc.) will be provided with a link to the electronic ballot. If your city did not receive a ballot or needs a paper option, please reach out to Meghyn Fahndrich at mfahndrich@orcities.org or Jim McCauley at jmccauley@orcities.org.

Important Deadline: The deadline for submitting your city's vote is **5 p.m. on September 27, 2024.**

Community and Economic Development Committee

Contact: Jim McCauley, jmccauley@orcities.org

INFRASTRUCTURE FUNDING (CO-SPONSORED BY WATER AND WASTEWATER COMMITTEE)

RECOMMENDATION: *The LOC will advocate for a comprehensive infrastructure package to support increased investments in water, sewer, stormwater and roads. This includes: funding for system upgrades to meet increasingly complex regulatory compliance requirements; capacity to serve needed housing and economic development; deferred maintenance costs; seismic and wildfire resiliency improvements; and clarity and funding to address moratoriums. The LOC will also champion both direct and programmatic infrastructure investments to support a range of needed housing development types and affordability.*

Background: Cities continue to face the challenge of how to fund infrastructure improvements – to maintain current, build new, and improve resiliency. Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia, and the funds are depleting and unsustainable without significant program modifications and reinvestments. This priority will focus on maximizing both the amount of funding and the flexibility of the funds to meet the needs of more cities across the state to ensure long-term infrastructure investment. The 2024 LOC Infrastructure Survey revealed the increasing need for water and road infrastructure funding. The results show \$11.9 billion of infrastructure funds needed (\$6.4 billion for water and \$5.5 billion for roads).

Combined with the federal-cost share decline on water infrastructure projects – despite the recent bi-partisan infrastructure law investment – cities face enormous pressure to upgrade and maintain water infrastructure. At the same time, cities across the state are working urgently to address Oregon’s housing crisis. To unlock needed housing development and increase affordability, the most powerful tool the Legislature can deploy is targeted investments in infrastructure to support needed housing development.

SHELTER AND HOMELESS RESPONSE

RECOMMENDATION: *The LOC will support a comprehensive homeless response package to fund the needs of homeless shelter and homeless response efforts statewide. Funding should include baseline operational support to continue and strengthen coordinated regional homeless response and include a range of shelter types and services, including alternative shelter models, safe parking programs, rapid rehousing, outreach, case management, staffing and administrative support, and other related services. The LOC will also support capital funding for additional shelter infrastructure and site preparation. Oregon's homeless response system must recognize the critical role of cities in homeless response and meaningfully include cities in regional funding and decision-making, in partnership with counties, community action agencies, continuums of care, housing authorities, and other service provider partners.*

Background: The LOC recognizes that to end homelessness, a cross-sector coordinated approach to delivering services, housing, and programs is needed. Despite historic legislative investments in recent years, Oregon still lacks a coordinated, statewide shelter and homeless response system with stable funding. Communities across the state have developed regional homeless response collaboratives, beginning with the HB 4123 pilot communities funded by the Legislature in 2022 and the more recently established Multi-Agency Collaboratives and Local Planning Groups created by Governor Kotek's [Executive Order on Affordable Housing and Homelessness](#). As Oregon continues to face increasing rates of unsheltered homelessness, the LOC is committed to strengthening a regionally based, intersectional state homeless response system to ensure all Oregonians can equitably access stable housing and maintain secure, thriving communities.

EMPLOYMENT LANDS READINESS AND AVAILABILITY

Legislative Recommendation: *The LOC will support incentives, programs and increased investment to help cities with the costs of making employment lands market-ready, including continued investment in the state brownfields programs. The LOC also recognizes the deficit of industrial land capacity in strategic locations and will support efforts to build a more comprehensive industrial lands program by strengthening the connection between the DLCDC Goal 9 Program and Business Oregon IL programs and resources.*

Background: Infrastructure cost is a significant barrier for cities that are looking to increase the supply of market-ready industrial land. Cities require a supply of industrial land that is ready for development to recruit and retain business operations. For sites to be attractive to site selectors, the basic infrastructure must be built out first. For example, the Regionally Significant Industrial Site (RSIS) program within Business Oregon is designed to help cities with the cost of readiness activities

through a reimbursement program, but many cities are not able to take advantage of this program due to a lack of staff capacity and up-front capital for investments.

FULL FUNDING AND ALIGNMENT FOR HOUSING PRODUCTION

RECOMMENDATION: *The LOC will advocate to maintain and increase state investments to support the development and preservation of a range of needed housing types and affordability, including: publicly supported affordable housing and related services; affordable homeownership; permanent supportive housing; affordable modular and manufactured housing; middle housing types; and moderate-income workforce housing development. In addition, the LOC will seek opportunities to address structural barriers to production of different housing options at the regional and state level. This includes: streamlining state agency programs, directives, funding metrics, and grant timelines that impact development; aligning state programs with local capital improvement and budget timelines; and increasing connections between affordable housing resources at Oregon Housing and Community Services (OHCS) with the land use directives in the Oregon Housing Needs Analysis (OHNA) and Climate Friendly and Equitable Communities (CFEC) programs at the Department of Land Conservation and Development (DLCD).*

Background: Recent legislation and executive orders have made significant changes to the state’s land use planning process, including new housing production directives for cities and counties. These updates have resulted in extensive, continuous, and sometimes conflicting efforts that are not supported by adequate state funding. Cities do not have the staff capacity or resources needed to implement existing requirements. Additional state support is needed to assist local implementation, including technical assistance and education for local staff and decision makers, and workforce development. The state should prioritize implementation and coordination of existing programs in the 2025-2026 legislative sessions before considering any new policies.

General Government Committee

Contact: Scott Winkels, swinkels@orcities.org

RESTORATION OF RECREATIONAL IMMUNITY

RECOMMENDATION: *The LOC will introduce legislation to protect cities and other landowners who open their property for recreational purposes from tort liability claims.*

Background: An adverse court ruling stemming from a recreational injury sustained on a city owned trail opened cities and other public and private landowners to tort claims for injuries sustained by people who are recreating. The Legislature enacted a temporary restoration of the immunity in 2024 that will expire

on July 1, 2025. Legislation to make the immunity permanent will be needed for cities to offer recreational amenities without fear of tort liability lawsuits or excessive risk premiums.

BEHAVIORAL HEALTH ENHANCEMENTS

RECOMMENDATION: *The LOC will introduce and support legislation to expand access to behavioral health treatment beds and allow courts greater ability to direct persons unable to care for themselves into treatment through the civil commitment process.*

Background: While Oregon has historically ranked at or near the bottom nationally for access to behavioral healthcare, the state has made significant investments over the past four years. It will take time for investments in workforce development and substance abuse treatment to be realized, and areas for improvement remain. The standard for civilly committing a person into treatment remains very high in Oregon, and as a result, individuals who present a danger to themselves or others remain untreated, often producing tragic results. Additionally, the number of treatment beds for residential care does not meet demand, with services unavailable in multiple areas of the state.

CONTINUED ADDICTION POLICY REFORM

RECOMMENDATION: *The LOC will Introduce and support legislation to allow drug related misdemeanors to be cited into municipal court; provide stable funding for services created in HB 4002 in 2024; allow more service providers to transport impaired persons to treatment; establish the flow of resources to cities to support addiction response; and monitor and adjust the implementation of HB 4002.*

Background: The Legislature passed significant changes to Oregon's approach to the current addiction crisis with the creation of a new misdemeanor charge designed to vector defendants away from the criminal justice system and into treatment. Changes also included: sentencing enhancements for drug dealers; investments in treatment capacity; and expanded access to medical assisted addiction treatment. HB 4002 did not include stable funding for the services created or provide cities with direct access to resources, or the ability to cite the new offense into municipal courts. Additionally, the new law will likely require adjustments as the more complicated elements get implemented.

Energy and Environment Committee

Contact: Nolan Pleše, nplese@orcities.org

BUILDING DECARBONIZATION, EFFICIENCY, AND MODERNIZATION

RECOMMENDATION: *The LOC will support legislation to protect against any rollback and preemptions to allow local governments to reduce greenhouse gas emissions from new and existing buildings while ensuring reliability and affordability. In addition, the LOC will lead and back efforts that support local governments, including statewide capacity, expertise, and resources to allow local governments to pursue state and federal funding and continue to support off-ramps for local governments unable to meet the state's new building performance standards.*

Background: Homes and commercial buildings consume nearly one-half of all the energy used in Oregon, according to the Oregon Department of Energy. Existing buildings can be retrofitted and modernized to become more resilient and efficient, while new buildings can be built with energy efficiency and energy capacity in mind.

Oregon cities, especially small to mid-sized and rural communities, require technical assistance and financial support to meet the state's goals. Without additional support, some communities will be unable to meet the state's building performance standards. Off-ramps are necessary to protect cities unable to meet the state's goals to ensure they are not burdened by mandates they can't meet.

Some initiatives may include local exceptions for building energy codes and performance standards, statewide home energy scoring, or financial incentives from the Infrastructure Investment and Jobs Act (IIJA), the Inflation Reduction Act (IRA), state incentives, and other financial incentives like CPACE (Commercial property-assessed clean energy).

For cities to meet their climate resilience and carbon reduction goals while maintaining home rule authority, their flexibility must be preserved to allow for a successful transition from fossil fuels. State pre-emptions should not prohibit cities from exceeding state goals and achieving standards that align with their values.

INVESTMENT IN COMMUNITY RESILIENCY AND CLIMATE PLANNING RESOURCES

RECOMMENDATION: *The LOC will support investments that bring resiliency and climate services (for mitigation and adaptation) together in coordination with public and private entities, and work to fill the existing gaps to help communities get high-quality assistance. These resources are needed for local governments to effectively capture the myriad of available state and federal funding opportunities that cannot be accessed due to capacity and resource challenges. The LOC will work with partners to identify barriers and potential*

solutions towards resiliency opportunities, such as local energy generation and battery storage, and to support actions that recognize local control.

Background: Oregon communities have unique resources and challenges, and increasingly need help to plan for climate and human-caused impacts and implement programs to reduce greenhouse gases. Oregon should focus on maintaining the reliability of the grid while supporting safe, healthy, cost-effective energy production that includes external costs.

Although many opportunities for building resiliency exist, not all will not be built or managed by cities. Cities support efforts to build resiliency hubs in coordination with public, private, and non-profit interests and will seek more investments in programs that support resiliency hubs.

Cities also have a broad range of perspectives on how to address the impacts of the climate crisis. Concerns about costs and reliability during this energy transition have surfaced in many cities. At the same time, others who share those concerns also aim to have stronger requirements that meet their cities' climate goals. To meet these challenges, cities oppose additional mandates but support exceptions and additional support that recognize each city's unique perspectives, resources, and experience while preserving local authority.

Oregon's small to mid-sized communities and rural communities are particularly in need of technical assistance, matching funds, and additional capacity to address climate impacts. Without assistance, these communities face unfunded mandates due to low resources and capacity challenges to go after many available opportunities.

ADDRESS ENERGY AFFORDABILITY CHALLENGES FROM RISING UTILITY COSTS

RECOMMENDATION: *The LOC will: support actions to maintain affordable and reliable energy resources; invest in programs and new technology that support energy efficiency, renewable energy, and battery storage to help reduce overall energy costs and demands; and address grid challenges during peak energy demand and the associated rising costs, while balancing the pace of energy production and power supply that impact rates.*

Background: In recent years, rising utility costs have increased the energy burden on Oregonians, particularly low-income Oregonians, those with fixed incomes, and those who are unable to work. Costs contributing to these increases include, infrastructure upgrades, maintenance, and modernization, climate impacts from increased extreme weather events (wildfires, ice storms, snowstorms, flooding, etc.) and mitigation costs associated with them, fuel costs, inflation, legislative and gubernatorial actions, and investments in new energy-producing technology, and battery storage, are some of many reasons that are impacting utility rates.

While many investment opportunities exist, more cooperation and collaboration

needed to find a path forward that reduces the need for large rate increases that impact Oregonians. Rate increases should balance and prioritize vital labor, infrastructure, and mitigations necessary to sustain present and future energy demands with compensation.

In addition, the LOC would advocate for new tools and utilizing existing tools to modernize rate structures to provide flexibility and account for the time of year of rate increases (phasing in of rate increases) and recognize the higher burden for low and moderate-income and fixed-income Oregonians.

Finance and Taxation Committee

Contact: Lindsay Tenes, ltenes@orcities.org

LODGING TAX FLEXIBILITY

RECOMMENDATION: *The LOC will advocate for legislation to increase flexibility to use locally administered and collected lodging tax revenue to support tourism-impacted services.*

Background: In 2003, the Legislature passed the state lodging tax and restricted local transient lodging tax (TLT) by requiring that revenue from any new or increased local lodging tax be spent according to a 70/30 split: 70% of local TLT must be spent on “tourism promotion” or “tourism related facilities” and up to 30% is discretionary funds.

Tourism has created an increased demand on municipal service provision. Some of the clearest impacts are on roads, infrastructure, public safety, parks, and public restrooms. Short term rentals and vacation homes also reduce the housing supply and exacerbate housing affordability issues.

Cities often play an active role in tourism promotion and economic development efforts, but requiring that 70% of lodging tax revenue be used to further promote tourism is a one-size fits all approach that does not meet the needs of every tourism community. Cities must be allowed to strike the balance between tourism promotion and meeting the needs for increased service delivery for tourists and residents.

MARIJUANA TAX

Legislative Recommendation: *The LOC will advocate for legislation that increases revenue from marijuana sales in cities. This may include proposals to restore state marijuana tax losses related to Measure 110 (2020), and to increase the 3% cap on local marijuana taxes.*

Background: The state imposes a 17% tax on recreational marijuana products. Until

the end of 2020, cities received 10% of the state's total tax revenues (minus expenses) on recreational marijuana products. Measure 110 largely shifted the allocation of state marijuana revenue by capping the amount that is distributed to the recipients that previously shared the total amount (the State School Fund, the Oregon Health Authority, the Oregon State Police, cities and counties) and diverted the rest to drug treatment and recovery services. Starting in March of 2021, quarterly revenue to cities from state marijuana taxes saw a decrease of roughly 74%. Marijuana revenue has also been on a downward trend because the market is oversaturated, which has continually reduced sale prices (high supply, steady demand). Marijuana is taxed on the price of the sale and not on volume.

ALCOHOL TAX

RECOMMENDATION: *The LOC will advocate for increased revenue from alcohol taxes. This includes support for any recommendation by the HB 3610 Task Force on Alcohol Pricing to increase the beer and wine tax that maintains 34% shared distribution to cities. This may also include legislation to lift the pre-emption on local alcohol taxes.*

Background: Cities have significant public safety costs related to alcohol consumption and must receive revenue commensurate to the cost of providing services related to alcohol.

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

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

Contact: Nolan Plese, nplese@orcities.org

DIGITAL EQUITY AND INCLUSION

RECOMMENDATION: *The LOC will support legislation and policies that help all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy through programs such as digital*

navigators, devices, digital skills, and affordability programs like the Affordable Connectivity Program (ACP) and the Oregon Telephone Assistance Program (OTAP – also known as Lifeline) that meet and support community members where they are.

Background: Connectivity is increasingly relied on for conducting business, learning, and receiving important services like healthcare. As technology has evolved, the digital divide has become more complex and nuanced. Now, the discussion of the digital divide is framed in terms of whether a population has access to hardware, to the Internet, to viable connection speeds, and to the skills they need to effectively use it. Recognizing individual knowledge and capacity, abilities, and lived experience is now vital, and programs that offer devices, digital literacy skills, cybersecurity, and support for internet affordability, are critical to closing the digital divide.

CYBERSECURITY & PRIVACY

RECOMMENDATION: *The LOC will support legislation that addresses privacy, data protection, information security, and cybersecurity resources for all that use existing and emerging technology like artificial intelligence (AI) and synthetic intelligence (SI), including, but not limited to: funding for local and state government cyber and information security initiatives; interagency and government coordination and cooperative arrangements for communities that lack capacity; statewide resources for cyber and AI professionals and workforce development; vendor and third-party vendor accountability; regulations of data privacy; or standards for software/hardware developers to meet that will make their products more secure while ensuring continued economic growth. The LOC will oppose any unfunded cybersecurity and/or AI mandates and support funding opportunities to meet any unfunded insurance requirements.*

Background: Society's continued reliance on technology will only increase with the emergence of artificial intelligence (AI) and synthetic intelligence (SI). This will mean an increased risk for cybercrimes. Cybersecurity encompasses everything that pertains to protecting our sensitive and privileged data, protected health information, personal information, intellectual property, data, and governmental and industry information systems from theft and damage attempted by criminals and adversaries.

Cybersecurity risk is increasing, not only because of global connectivity but also because of the reliance on cloud services to store sensitive data and personal information. As AI and SI technology and adoption accelerate, the ability to guard against cyber threats and threats created through AI will increase. Strengthening coordination between the public and private sectors at all levels is essential for decreasing risks and quickly responding to emerging threats. This ensures resilience is considered to reduce the damage caused by cyber threats.

RESILIENT, FUTUREPROOF BROADBAND INFRASTRUCTURE AND PLANNING INVESTMENT

RECOMMENDATION: *The LOC will support legislation to ensure broadband systems are built resiliently and futureproofed, while also advocating for resources to help cities with broadband planning and technical assistance through direct grants and staff resources at the state level. The LOC will oppose any preemptions that impede local government's ability to maintain infrastructure standards in the local rights-of-way. Municipalities' have a right to own and manage access to poles and conduit and to become broadband service providers.*

Background:

Broadband Planning and Technical Assistance

Most state and federal broadband infrastructure funding requires communities to have a broadband strategic plan in place in order to qualify. Many cities do not have the resources or staff capacity to meet this requirement. Cities will need to rely on outside sources or work with the state for assistance and support the state setting up an office to aid local governments.

Resilient and Long-Term Systems

As broadband continues to be prioritized, building resilient long-term networks will help Oregonians avoid a new digital divide as greater speeds are needed with emerging technologies like artificial intelligence (AI). Important actions that will ensure resilient broadband include: dig once policies; investing in robust middle-mile connections; ensuring redundancy and multiple providers in all areas' sharing current and future infrastructure to manage overcrowding in the right-of-way (ROW); and undergrounding fiber instead of hanging it on poles. Additionally, infrastructure should be built for increased future capacity to avoid a new digital divide by allowing Oregon to determine speeds that reflect current and future technology.

Optional Local Incentives to Increase Broadband Deployment

Cities need flexibility to adequately manage public rights-of-ways (ROW). Instead of mandates, the state should allow cities the option to adopt incentives that could help streamline broadband deployment. Flexibility for cities to fund conduit as an eligible expense for other state infrastructure (most likely water or transportation projects) would reduce ROW activity. Additionally, local governments can work with state and federal partners to streamline federal and state permitting to reduce delays in broadband deployment.

Regulatory Consistency Amidst Convergence

With rapid changes in communication, standards and policy should keep pace. When a converged technology utilizes differing communications technologies, it may be

required to adhere to multiple standards and regulations, or providers may argue that some parts of their service is not subject to regulations. The LOC will support legislation that addresses the inconsistency of regulations applied to traditional and nontraditional telecommunications services as more entities move to a network-based approach.

ARTIFICIAL INTELLIGENCE (AI)

RECOMMENDATION: *The LOC will support legislation that promotes secure, responsible and purposeful use of artificial intelligence (AI) and synthetic intelligence (SI) in the public and private sectors while ensuring local control and opposing any unfunded mandates. Cities support using AI for social good, ensuring secure, ethical, non-discriminatory, and responsible AI governance through transparent and accountable measures that promotes vendor and third-party vendor accountability, improving government services while protecting sensitive data from use for AI model learning, and fostering cross-agency, business, academic, and community collaboration and knowledge sharing.*

Background: While artificial intelligence (AI) and synthetic intelligence (SI) are not new, the recent advancements in machine learning and the exponential growth of artificial and synthetic intelligence require governments and providers to be responsible and purposeful in the use of this technology. The opportunities and risks that AI and SI present demand responsible values and governance regarding how AI systems are purchased, configured, developed, operated, or maintained in addition to ethical policies that are transparent and accountable. Policies should also consider the implication of AI on public records and retention of information on how AI is being used. Additionally, governments need to consider how procurements are using AI, how they are securing their systems, and any additional parties being used in the process.

AI systems and policies should:

- Be Human-Centered Design - AI systems are developed and deployed with a human-centered approach that evaluates AI-powered services for their impact on the public.
- Be Secure & Safe - AI systems should maintain safety and reliability, confidentiality, integrity, and availability through safeguards that prevent unauthorized access and use to minimize risk.
- Protect Privacy - Privacy is preserved in all AI systems by safeguarding personally identifiable information (PII) and sensitive data from unauthorized access, disclosure, and manipulation.
- Be Transparent - The purpose and use of AI systems should be proactively communicated and disclosed to the public. An AI system, its data sources,

operational model, and policies that govern its use should be understandable, documented, and properly disclosed publicly.

- **Be Equitable** - AI systems support equitable outcomes for everyone; urban, rural, suburban, frontier, and historically underrepresented communities. Bias in AI systems should be effectively managed to reduce harm to anyone impacted by its use.
- **Provide Accountability** - Roles and responsibilities govern the deployment and maintenance of AI systems. Human oversight ensures adherence to relevant laws and regulations and ensures the product's creator is ultimately responsible for reviewing the product prior to release and held accountable.
- **Be Effective** - AI systems should be reliable, meet their objectives, and deliver precise and dependable outcomes for the utility and contexts in which they are deployed.
- **Provide Workforce Empowerment** - Staff are empowered to use AI in their roles through education, training, and collaborations that promote participation and opportunity.

Transportation Committee

Contact: Jim McCauley, jmccauley@orcities.org

2025 TRANSPORTATION PACKAGE

RECOMMENDATION: *The LOC supports a robust, long-term, multimodal transportation package focused on: stabilizing funding for operations and maintenance for local governments and ODOT; continued investment in transit and bike/ped programs, safety, congestion management, and completion of projects from HB 2017. As part of a 2025 package, the funding level must maintain the current State Highway Fund (SHF) distribution formula and increase investments in local programs such as Great Streets, Safe Routes to Schools, and the Small City Allotment Program. In addition, the package should find a long-term solution for the weight-mile tax that stabilizes the program with fees that match heavier vehicles' impact on the transportation system. The funding sources for this package should be diverse and innovative. Additionally, the package should maintain existing choices and reduce barriers for local governments to use available funding tools for transportation investments.*

Background: Oregon has one of the country's most transportation-dependent economies, with 400,000 jobs (1 in 5) related directly to transportation via rail, road, and ports. The State Highway Fund (SHF) is the primary revenue source for the state's transportation infrastructure, and comes from various sources, including gas

and diesel tax, weight mile tax, vehicle registration fees, vehicle title fees, and driver's license fees. These funds are distributed using a 50-30-20 formula, with 50% to the state, 30% to counties, and 20% to cities. Continued investment in transportation infrastructure is critical for public safety objectives such as "[Safe Routes to Schools](#)" and the "[Great Streets](#)" program. The Legislature must develop a plan to match inflationary costs and a plan to transition from a gas tax to an impact fee based on miles traveled to stabilize transportation investment.

FUNDING AND EXPANDING PUBLIC AND INTER-COMMUNITY TRANSIT

RECOMMENDATION: *The LOC supports expanding funding for public transit operations statewide, focusing on inter-community service, service expansion, and a change in policy to allow for the use of funds for local operations and maintenance.*

Background: During the 2017 session, HB 2017 established Oregon's first statewide comprehensive transit funding by implementing a "transit tax," a state payroll tax equal to one-tenth of 1%. This revenue source has provided stable funding of more than \$100 million annually.

These funds are distributed utilizing a formula. Investments made since the 2017 session helped many communities expand and start transit and shuttle services to connect communities and provide transportation options. Many communities, however, still lack a viable public transit or shuttle program and would benefit greatly from expanded services.

SHIFT FROM A GAS TAX TO A ROAD USER FEE

RECOMMENDATION: *The LOC supports replacing Oregon's gas tax with a Road User Fee (RUF) while protecting local government's authority to collect local gas tax fees. An RUF will better measure a vehicle's impact on roads and provide a more stable revenue stream.*

Background: Oregon's current gas tax is 40 cents per gallon. Depending on the pump price, the gas tax represents a small portion of the overall cost of gas. Due to the improved mileage of new vehicles and the emergence and expected growth of electric vehicles, Oregon will continue to face a declining revenue source without a change in the fee structure. Capturing the true impact of vehicles on the transportation system requires a fee structure that aligns with use of roads. The federal tax has remained at 18 cents per gallon since 1993, effectively losing buying power or the ability to keep up with inflation.

COMMUNITY SAFETY AND NEIGHBORHOOD LIVABILITY

RECOMMENDATION: *The LOC supports a strong focus on funding safety improvements on large roads, such as highways and arterials, that run through all communities. This includes directing federal and state dollars toward safety improvements on streets that meet the Great Streets criteria but are not owned by ODOT, and increasing funding for the*

Great Streets program. For those cities that don't qualify for existing programs, ODOT should explore funding opportunities for cities with similar safety needs. Additionally, more funding should be directed to the Highway Safety Improvement Program (HSIP) and All Roads Transportation Safety (ARTS) programs.

Background: Community safety investment remains a critical challenge for local governments, reducing their ability to maintain a transportation system that supports the safe and efficient movement of people and goods. Traffic fatalities and serious injuries continue to grow to record levels in many communities. The lack of stable funding for these basic operations and maintenance functions prevents local governments from meeting core community expectations. Without increases in funding for transportation, this problem is expected to get even worse, as costs for labor and materials continue to increase.

Water and Wastewater Committee

Contact: Michael Martin, mmartin@orcities.org

INFRASTRUCTURE FUNDING (CO-SPONSORED BY COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE)

RECOMMENDATION: *The LOC will advocate for a comprehensive infrastructure package to support increased investments in water, sewer, stormwater and roads. This includes: funding for system upgrades to meet increasingly complex regulatory compliance requirements; capacity to serve needed housing and economic development; deferred maintenance costs; seismic and wildfire resiliency improvements; and clarity and funding to address moratoriums. The LOC will also champion both direct and programmatic infrastructure investments to support a range of needed housing development types and affordability.*

Background: Cities continue to face the challenge of how to fund infrastructure improvements – to maintain current, build new, and improve resiliency. Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia, and the funds are depleting and unsustainable without significant program modifications and reinvestments. This priority will focus on maximizing both the amount of funding and the flexibility of the funds to meet the needs of more cities across the state to ensure long-term infrastructure investment. The 2024 LOC Infrastructure Survey revealed the increasing need for water and road infrastructure funding. The results show \$11.9 Billion of infrastructure funds needed (\$6.4 billion for water and \$5.5

billion for roads).

Combined with federal-cost share decline on water infrastructure projects – despite the recent bi-partisan infrastructure law investment – cities face enormous pressure to upgrade and maintain water infrastructure. At the same time, cities across the state are working urgently to address Oregon’s housing crisis. To unlock needed housing development and increase affordability, the most powerful tool the Legislature can deploy is targeted investments in infrastructure to support needed housing development.

PLACE-BASED PLANNING

RECOMMENDATION: *The LOC will advocate for funding needed to complete existing place-based planning efforts across the state and identify funding to continue the program for communities that face unique water supply challenges.*

Background: Oregon’s water supply management issues are complex. In 2015, the Legislature created a place-based planning pilot program in Oregon administered through the Oregon Water Resources Department that provides a framework and funding for local stakeholders to collaborate and develop solutions to address water needs within a watershed, basin, surface water, or groundwater. In 2023, the Legislature passed a significant bipartisan Drought Resilience and Water Security package (BiDRAWS), which included \$2 million into a place-based planning water fund to continue efforts to address a basin-by-basin approach.

OPERATOR-IN-TRAINING APPRENTICESHIPS

RECOMMENDATION: *The LOC will advocate for funding for apprenticeship training programs and the expansion of bilingual training opportunities to promote workforce development of qualified wastewater and drinking water operators due to the significant lack of qualified operators.*

Background: Water utilities must resolve a human-infrastructure issue in order to keep our water and wastewater systems running. Currently, water utilities face challenges in recruiting, training, and retaining certified operations employees. In addition, retirements of qualified staff over the next decade will exacerbate the problem.

In 2023, the Legislature approved one-time funding for the development of a training facility for certified operators and technical assistance staff in partnership with the Oregon Association of Water Utilities. Sustained funding for regional training facilities and direct funding for utilities hosting training programs is needed to train the next generation of water and wastewater operators.



Top 5 Legislative Wins for Cities in 2024



MEASURE 110

LOC's leadership contributed to restored accountability of Measure 110 and funding for addiction treatment.



RECREATIONAL IMMUNITY

Trails can re-open and cities' ability to provide recreational opportunities without fear of liability restored.



HOUSING INFRASTRUCTURE

LOC secured \$65 million for shelter gap funding, and \$100 million for local government housing infrastructure.



URBAN GROWTH BOUNDARIES

LOC protected local decision-making authority against frivolous land use appeals.



PHOTO RADAR

All cities have access to a proven community safety technology – photo speed radar.



COBURG CITY COUNCIL

UPDATE & DIRECTION ITEM

Pavilion Park Phase II Bid Award Options

Meeting Date	Staff Contact	Email
September 10, 2024	Adam Hanks, City Administrator	Adam.Hanks@ci.coburg.or.us
	Brian Harmon, Public Works Director	Brian.Harmon@ci.coburg.or.us

DESIRED COUNCIL DISCUSSION OUTCOME

Staff is requesting Council discuss and provide direction on a bid evaluation and award strategy for the recently completed bid process for phase II of the Pavilion Park Improvements Project. The strategy includes both potential adjustments to the bid components (expenses) and the funding tools (revenue).

BACKGROUND

The Pavilion Park Improvement project began in 2022 with an application to the Oregon Parks and Recreation Department for grant funding to support the purchase and improvement of a vacant parcel of land owned by the Shepard family immediately south of the City owned Pavilion Park parcel.

The Shepard family agreed to a land exchange with the City receiving the vacant parcel adjacent to the park and the Shepard family receiving land that was part of the City Hall parcel and adjacent to property already owned by the Shepard family. The appraised value of the land was utilized by the City for the local match requirement of the state grant, which resulted in an approximately 40% local match. The terms of the land swap are contained in the Property Exchange Agreement and is attached for reference.

The intent of the project was to bring the entire area under City ownership, expand the park amenities to the newly acquired land, install a restroom facility and create accessible parking and pathway improvements to ensure the park was usable to all.

Phase I of the project was completed in May of 2024 with the purchase and installation of a two room, pre-cast restroom building, a septic tank and all associated utility connections for both the restroom and for some elements of the phase II improvements.

Phase II of the project was put out to bid in late July and the bid opening held on August 27th with nine bids received. Base bids ranged from \$376,502 to \$465,551 with an average bid of \$408,852. Both the number of bidders and the relatively tight range of bid amounts provide clear indication of a competitive and successful bid process.

The low bid of \$376,502 is unfortunately well beyond the remaining grant funds allocated to the project requiring direction from Council on how to move forward. Additionally, several grant required elements were removed from the project bid documents and converted to “owner complete” items in anticipation of low bid responses exceeding the remaining grant funds available. This combines to create a funding deficit that will require Council approval for additional budget appropriations to complete the project as envisioned and as stated in the grant deliverables.

BUDGET / FINANCIAL IMPACT

The following table provides a summary of the bid adjustment (expense reduction) and needed revenue enhancement strategy staff is seeking Council direction and support to move forward in formal negotiations with the current project low bidder.

<u>Bid Summary (Direct Contractor Project Expense)</u>	
Original Low Bid	\$ 376,502
Proposed Project Bid Cuts	\$ 73,206
Proposed Adjusted Bid	\$ 303,296
Estimated Eng/Project Mgmt (+6% of total bid)	\$ 18,198
Total Funds Required for Bid Project Work	\$ 321,494
City Required Grant Project Deliverables	\$ 30,000
	\$ 351,494
<u>Bid/Contract Revenue</u>	
Grant Reimbursement	\$ 171,336
Parks SDC	\$ 140,480
TOTAL	\$ 311,816
<u>Project Completion Revenue Summary</u>	
TOTAL ADDITIONAL FUNDING REQUIRED	\$ 39,678

Proposed bid cuts include removal of the concrete “mow strip” and the relocation of an existing light pole as well as converting several other bid items to “owner responsibility” such as the irrigation system repairs and the pavement markings for all parking areas (including ADA).

Project revenue enhancements are also required to adequately fund the externally contracted Phase II project. The primary additional funding source available for the project is Parks Systems Development Charges (SDCs). The end of FY24 preliminary fund balance for Parks SDC is \$281,854. Additional Parks SDC revenues continue to be received with building permit activity, primarily from phase II of the Coburg Creek subdivision.

SDC’s are restricted funds with their use limited to capital improvements investments that are growth related, meaning SDC’s are not eligible for capital projects that replace existing infrastructure only. The Pavilion Park Improvement project is an expansion of the physical land area of the park by approximately 20% and that area contains many of the improvements that relate to the growth of the community and the need to grow the park system, including additional

restrooms, greater accessibility and an expanded area for community events such as Concerts in the Park, Christmas in Coburg and other similar community scale events.

Using the 20% expansion of land area as the basis for establishing the “growth component” of the overall project, \$140,480 of Parks SDC’s could be appropriated and utilized to partially fund the project through a Resolution approving a supplemental budget.

While no current formal policies exist for the future use of Parks SDC funds, a potential reduction in the Parks SDC overall fund balance limits future growth related capital funding in the Park system.

The remaining approximately \$40,000 of funds required to complete the project have the potential to be funded through the current fiscal year (FY25) Parks approved operating budget and also extend as needed into the FY26 Parks operating budget. The amount of revenue needed from the Parks budget would be mitigated with a coordinated community level donation campaign that has already been conceptually discussed at the Parks/Tree Committee level.

PUBLIC INVOLVEMENT

The Pavilion Park Improvements project has had multiple public meetings of both the Park/Tree Committee and City Council since its inception in early 2022, including recent updates on separating the project into two separate phases and for the approval of the two room restroom building contained within phase I of the project.

NEXT STEPS

Staff is seeking Council direction on the following:

- 1) Conceptual agreement with continued negotiations with the current low bidder for the removal of several bid elements that would reduce the direct bid amount by approximately \$75,000 recognizing that several of the removed bid items would shift to the City to complete to ensure compliance and funding reimbursement eligibility with the Oregon Parks and Recreation Department grant.
- 2) Development of a supplemental budget to be brought forward to Council at its October meeting to appropriate approximately \$140,000 of Parks SDC’s to the Pavilion Park Improvement Project.

This allows the project to be adequately funded and maintain the project schedule for a June 2025 completion and retains all elements required by the grant and envisioned and supported by the community.

ATTACHMENTS

- 1) Financial Summary - Pavilion Park Improvement Project – Phase II
- 2) Bid Response Detail – Pavilion Park Improvement Project – Phase II
- 3) Site Plan - Pavilion Park Improvement Project – Phase II

Pavilion Park Improvement Project Phase II

Financial Summary

9/10/2024

Total project cost estimate	\$ 702,403
Grant Reimbursement Max	\$ 432,403
Grant Reimbursements to date	\$ 261,067
Grant Reimbursement Available	\$ 171,336
Phase II Bid Amount	\$ 376,502
Grant Reimbursement Available	\$ 171,336
Project Funding Shortage	\$ 205,166
Project Funding Shortage	\$ 205,166
Parks SDC (20% Project Max)	\$ 140,480
Remaining Funding Shortage	\$ 64,686
Remaining Funding Shortage	\$ 64,686
Project Bid Cuts (see bid sheet)	\$ 73,206
Remaining Funding Shortage	\$ (8,520)
Estimated Eng/Project Mgmt (+6% of total bid)	\$ 18,198
Phase II Bid Project Funds Needed	\$ 9,678
Grant Required Items not in Bid	\$ 30,000
Fountain (\$10k)	
Benches/Tables (\$10k)	
Irrigation Repairs (\$1k)	
Site Restoration (\$5k)	
Parking/ADA Striping (\$4k)	

TOTAL ADDITIONAL FUNDING REQUIRED	\$ 39,678
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Bid Summary (Direct Contractor Project Expense)

Original Low Bid	\$ 376,502
Proposed Project Bid Cuts	\$ 73,206
Proposed Adjusted Bid	\$ 303,296
Estimated Eng/Project Mgmt (+6% of total bid)	\$ 18,198
Total Funds Required for Bid Project Work	\$ 321,494
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Bid/Contract Revenue

Grant Reimbursement	\$ 171,336
Parks SDC	\$ 140,480
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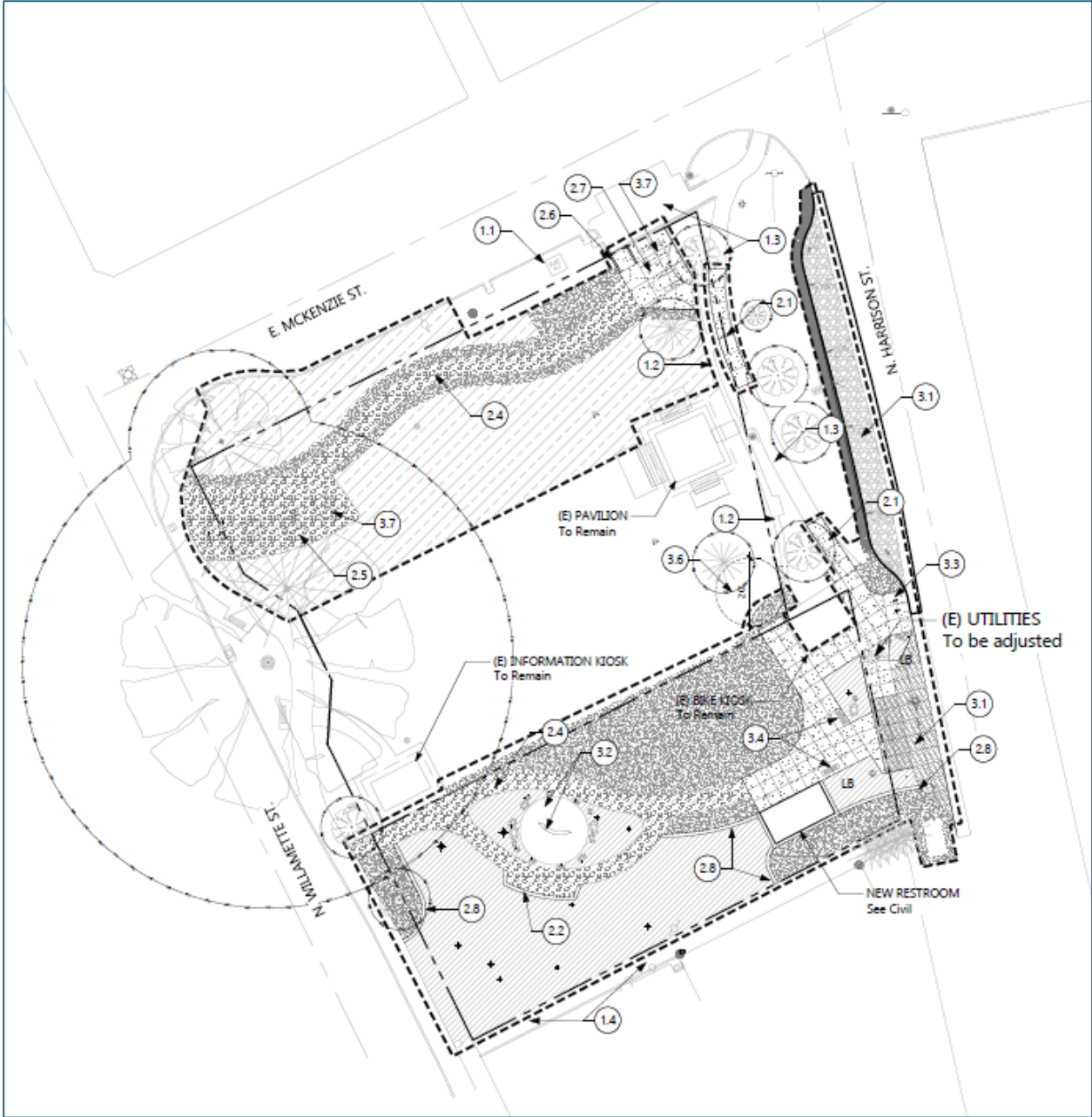
Project Completion Revenue Summary

TOTAL ADDITIONAL FUNDING REQUIRED	\$ 39,678
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Pavilion Park Improvements – Phase II
Bid Response Detail

ITEM No. ODOT SPEC	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXT. PRICE
1 00210	Mobilization, Bonds, And Insurance	1	Lump Sum	\$ 40,000.00	\$ 40,000.00
2 00225	Temporary Work Zone Traffic Control, Complete	1	Lump Sum	\$ 1,000.00	\$ 1,000.00
3 00280	Erosion Control	1	Lump Sum	\$ 3,000.00	\$ 3,000.00
4 00305	Construction Staking & Surveying	1	Lump Sum	\$ 8,500.00	\$ 8,500.00
5 00310	Saw Cutting (Includes second cut)	170	Foot	\$ 2.00	\$ 340.00
6 00310	Adjust Valve Boxes	2	Each	\$ 100.00	\$ 200.00
7 00330	General Excavation	64	Cu Yd	\$ 50.00	\$ 3,200.00
8 00330	Earthwork-Berm	131	Cu Yd	\$ 25.00	\$ 3,275.00
9 00350	Subgrade Geotextile	483	Sq Yd	\$ 1.00	\$ 483.00
10 00446	Infiltration Trench	1	Lump Sum	\$ 5,000.00	\$ 5,000.00
11 00495	Trench Resurfacing- 4" HMAC	27	Sq Yd	\$ 200.00	\$ 5,400.00
12 00596 A	Rockwall-Complete	1	Lump Sum	\$ 12,000.00	\$ 12,000.00
13 00641	Aggregate - 3/4"-0" Quarry Rock	75	Ton	\$ 120.00	\$ 9,000.00
14 00641	Aggregate - 1 1/2"-0" Crushed River Rock	91	Ton	\$ 190.00	\$ 17,290.00
15 00641	Aggregate - 1/4"-10" Crushed River Rock	60	Ton	\$ 190.00	\$ 11,400.00
16 00759	Concrete Walk, 4-Inch Thick Concrete	1617	Sq Ft	\$ 20.00	\$ 32,340.00
17 00759	Concrete Pad, 4-Inch Thick Concrete	386	Sq Ft	\$ 20.00	\$ 7,720.00
18 00759	Concrete Mowstrip, 6-Inch Thick Concrete	143	Sq Ft	\$ 60.00	\$ 8,580.00
19 00759	Concrete ADA Parking Stall & Access Aisle- 6-Inch Thick PCC	574	Sq Ft	\$ 22.00	\$ 12,628.00
20 00760	Straight/Standard Curb "H"=16"	7	LF	\$ 60.00	\$ 420.00
21 00860	Permanent Pavement Markings: 4" White Longitudinal Striping for ADA/Disabled Parking Access Aisle & Parking Stall	136	LF	\$ 16.00	\$ 2,176.00
22 00860	Permanent Pavement Markings: ADA Parking Legend & "No Parking", Type B-HS	1	Lump Sum	\$ 800.00	\$ 800.00
23 00905	Install New ADA Sign on New PSST Post on New Anchor Foundation-Complete	1	Lump Sum	\$ 1,100.00	\$ 1,100.00
24 00950	Remove and Relocate Existing Ornament Light - Complete (see sheet C6.0)	1	Lump Sum	\$ 12,000.00	\$ 12,000.00
25 00970	Lighting & Electrical -Complete (see sheet C6.0)	1	Lump Sum	\$ 55,000.00	\$ 55,000.00
26 01030	Site Restoration, Permanent Seeding and Topsoil	1	Lump Sum	\$ 40,000.00	\$ 40,000.00
27 01040	Landscape-Complete	1	Lump Sum	\$ 40,000.00	\$ 40,000.00
28 01040	Boulder	19	Each	\$ 350.00	\$ 6,650.00
29 01120	Irrigation System	1	Lump Sum	\$ 34,000.00	\$ 34,000.00
30 01120	Irrigation System- Repairs	1	Lump Sum	\$ 3,000.00	\$ 3,000.00
BASE BID TOTAL				\$	376,502.00

Pavilion Park Improvements Project Site/Landscape Plan





COBURG CITY COUNCIL

ACTION ITEM

City Logo Revision/Update

Meeting Date	Staff Contact	Email
September 10, 2024	Adam Hanks, City Administrator	Adam.Hanks@ci.coburg.or.us

REQUESTED COUNCIL ACTION

From original Council direction in FY24 goalsetting and more recent direction in December of 2023, staff has developed City logo options for Council consideration and decision.

Suggested Motion

I move to adopt City logo option # ____ (#1 or #2) to replace the existing City logo and direct staff to move forward with the development of a style and use guide to cost efficiently implement the new logo throughout the organization and community as appropriate .

BACKGROUND

The City of Coburg has for many years utilized a blue, circle logo with a stylized font for the word Coburg with a smaller font “Oregon” along with simple horizontal lines. At its goalsetting retreat in February of 2023, an action item was created and subsequently approved for staff to pursue possible updating or replacement of the “circle” logo.

At its December 12, 2023 meeting, Council directed staff to move forward with the development of several options for Council to review and select from. Attached are two versions for Council’s consideration.

Option #1 – Coburg Logo Revised

This option retains the general look and feel of the existing circle logo but adds several new elements; the words “City of” and “est. 1865. Both new elements are intended to visually clarify the logo being the identity of the City of Coburg as an organization/governmental entity rather than a community identification.

Option #2 – Coburg Logo Rebrand

This option is an intentional visual departure from the existing circle logo, both in style and shape. Significant new elements include a visual nod to the Coburg Hills and to the proximity and relationship with the McKenzie River. This option also includes the addition of the words “City of” and the “est. 1865” date.

While the selection and use of a particular logo pales in comparison to many of the critical issues and decisions Council is expected to make on behalf of its community, a logo is a key component of the organization's identity within the community as well as with its regional partners, regulators, state and federal elected officials, businesses that interact with City operations, prospective employees and others.

How a logo is utilized by the organization is an important element of the successful implementation and long term consistency in branding/identification and professional perception/reality. As noted in the suggested motion provided above, upon selection of a preferred logo, staff will develop a style guide that will aid in the deployment of the new logo and ensure consistent utilization of the logo. The style guide will become a component of the City's Communication and Community Engagement Plan as outlined in the Council adopted "2024 Framework for Continued Progress" (Objective I, 2).

RECOMMENDATION

Staff have no unanimous or even majority preference between the two logos. Staff is, however, excited to present both options and looks forward to implementing either the revised (option #1) or the rebranded (option #2)

BUDGET / FINANCIAL IMPACT

Consistent with prior Council direction, staff has incurred expenses of less than \$1,000 for the proposed logo options while also being fortunate to have enlisted a professional graphic designer to convert ideas and concepts into quality finished products for final consideration and selection.

Implementation of integrating the new logo into the City's operations and communications will be done with a focus and priority on digital and similar no-cost changes with other transitions happening over time in an opportunistic manner.

PUBLIC INVOLVEMENT

Due to the desired limited staffing allocation to this project due to high workload demands, no specific community engagement or outreach was designed or conducted in the development of the logo options.

NEXT STEPS

Upon Council selection of its preferred logo, staff will develop the associated style and use guide to initiate the implementation of the new logo into City operations and communications.

Generally, conversion of digital assets/media will be the first area of focus for implementation as there is little to no cost and other transition of logo's will be done opportunistically as signage, clothing, vehicle decals, etc either wear out or otherwise are needing to be replaced.

ATTACHMENTS

1. City of Coburg – Logo Options

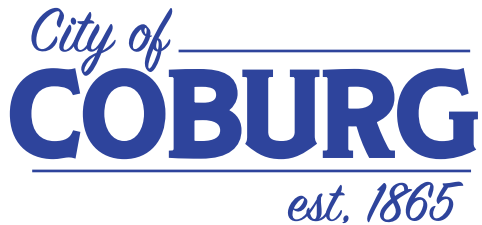
Primary Logo



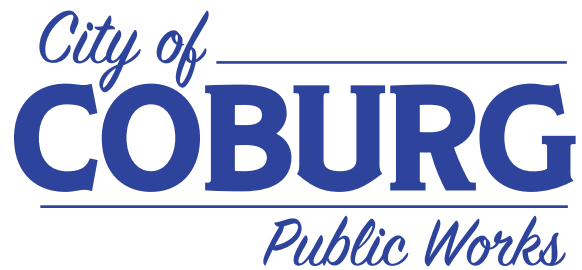
B&W Primary Logo



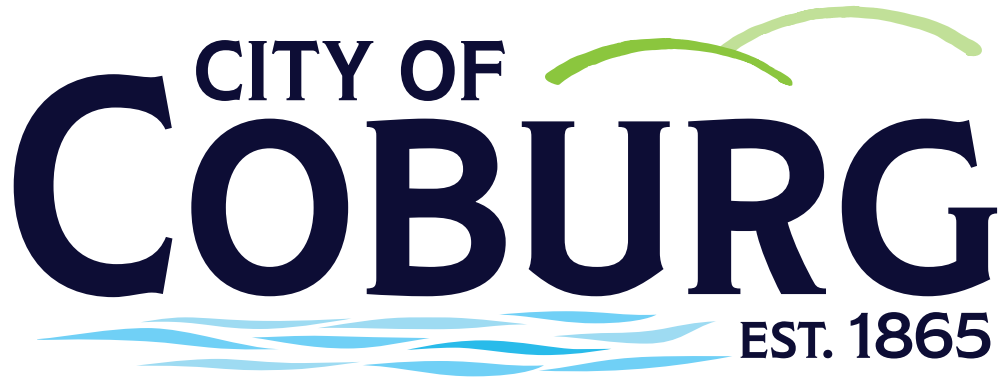
Secondary Logo:



Sub Logo: Public Works



Primary Logo



B&W Primary Logo



Secondary Logo:



Sub Logo: Public Works



**City of Coburg
Balances
FY 2024
As of 6/30/2024**

Cash Balances

	FY 2024 <u>Actual</u>	FY 2024 <u>Budget</u>	FY 2023 <u>Actual</u>	EOY <u>FY 2023</u>
General Fund	535,740	N/A	638,087	638,087
Street Fund	1,422,383	N/A	950,820	950,820
Water Fund	1,817,758	N/A	1,271,001	1,271,001
Sewer Fund	1,519,650	N/A	2,068,764	2,068,764
Total Cash	5,295,530	N/A	4,928,671	4,928,671

Fund Balances

	FY 2024 <u>Actual</u>	FY 2024 <u>Budget</u>	FY 2023 <u>Actual</u>	EOY <u>FY 2023</u>
General Fund	403,177	624,148	451,883	451,683
Street Fund	1,443,651	411,078	912,135	912,135
Water Fund	2,238,894	170,502	1,153,403	1,153,403
Sewer Fund	1,646,596	1,622,749	2,153,077	2,153,077
Total Fund Balance	5,732,319	2,828,477	4,670,498	4,670,298

Interest Earnings Summary

Balance in Banks:	Cash	Percent in account	Interest Rate
Local Government Investment Pool	4,764,335	90%	5.20%
Key Bank	531,195	10%	0.00%
Total Cash	5,295,530	100%	

**City of Coburg
Fund Statements
City Wide
FY 2024
As of 6/30/2024**

	FY 2024			FY 2023	
	<u>Actual</u>	<u>Budget</u>		<u>Actual</u>	<u>EOY</u>
Revenues:					
Taxes and Assessments	1,134,813	1,159,000	98%	1,060,339	1,060,339
Intergovernmental	569,826	539,125	106%	530,018	530,018
Franchise Fees	255,240	279,400	91%	223,908	223,908
Licenses, Permits & Fees	144,496	283,950	51%	170,558	170,558
Fines and Forfeitures	81,836	85,000	96%	104,895	104,895
Investment Revenue	110,696	24,400	454%	89,824	89,824
Grants and Donations	261,067	1,120,348	23%	270,687	270,687
Charges for Services	2,098,309	2,099,268	100%	2,002,029	2,002,029
Charges for Services -SDC	620,239	1,001,875	62%	703,580	703,580
Other Revenue	37,430	11,500	325%	122,715	122,715
Bond Proceeds	2,757,969	4,996,795	55%	1,809,734	1,809,734
Transfer In	1,039,851	1,039,852	100%	878,804	878,804
Total Revenue	<u>9,111,772</u>	<u>12,640,513</u>	72%	<u>7,967,091</u>	<u>7,967,091</u>
Operating Expenditures:					
Personnel Services	2,100,984	2,133,370	98%	1,916,340	1,916,340
Materials and Services	1,491,472	1,490,124	100%	1,224,313	1,224,314
Debt Service	1,136,532	1,157,882	98%	1,128,083	1,128,083
Capital Outlay	2,280,913	8,753,044	26%	3,438,747	3,438,747
Transfers Out	1,039,851	1,039,851	100%	878,805	878,804
Contingencies	-	595,000	0%	-	-
Total Expenditure	<u>8,049,752</u>	<u>15,169,271</u>	53%	<u>8,586,288</u>	<u>8,586,288</u>
Net Change	1,062,021	(2,528,758)	-42%	(619,197)	(619,197)
Fund Balance - June 30,	<u>4,670,298</u>	<u>5,329,375</u>	88%	<u>5,289,695</u>	<u>5,289,495</u>
Fund Balance	<u>5,732,319</u>	<u>2,800,617</u>	205%	<u>4,670,498</u>	<u>4,670,298</u>

**City of Coburg
Fund Statements
General Fund
FY 2024
As of 6/30/2024**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
Revenues:					
Taxes and Assessments	978,521	989,000	99%	905,168	905,168
Intergovernmental	85,249	59,125	144%	74,980	74,980
Franchise Fees	255,240	279,400	91%	223,908	223,908
Licenses, Permits & Fees	144,496	283,950	51%	170,558	170,558
Fines and Forfeitures	81,836	85,000	96%	104,895	104,895
Investment Revenue	13,714	2,500	549%	11,865	11,865
Grants and Donations	261,067	372,000	70%	130,687	130,687
Charges for Services	89,083	55,780	160%	55,691	55,691
Charges for Services -SDC	138,439	235,325	59%	145,076	145,076
Other Revenue	12,872	8,500	151%	54,331	54,331
Transfer In - Admin Fee	1,039,851	1,039,852	100%	878,804	878,804
Total Revenue	3,100,370	3,410,432	91%	2,755,963	2,755,963
Expenditures					
Administration Department	856,904	873,240	98%	753,659	753,659
Facility Management Department	111,110	118,850	93%	81,932	81,932
Planning Department	190,718	192,590	99%	189,028	189,028
Police Department	849,857	891,131	95%	828,728	828,728
Municipal Court	145,882	166,972	87%	154,220	154,220
Economic Development	49,236	58,700	84%	91,416	91,416
Park	287,887	381,416	75%	50,599	50,599
Public Works Administration	627,582	628,685	100%	563,245	563,245
Debt Service:					
Principal	15,000	15,000	100%	15,000	15,000
Interest	14,700	14,700	100%	15,149	15,149
Contingency		95,000			
Total Expenditures	3,148,875	3,436,284	92%	2,742,976	2,742,976
Net Change	(48,506)	(25,852)	188%	12,987	12,987
Fund Balance - June 30,	451,683	650,000	69%	438,896	438,696
Fund Balance	403,177	624,148	65%	451,883	451,683
Fund Balance:					
Restricted for Park SDC		281,854			
Unappropriated Ending Fund Balance		342,294			
Fund Balance		624,148			

**City of Coburg
Fund Statements
Street Fund
FY 2024
As of 6/30/2024**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
Revenues:					
Taxes and Assessments	156,292	170,000	92%	155,171	155,171
Intergovernmental	109,577	105,000	104%	80,038	80,038
Investment Revenue	10,382	7,900	131%	3,520	3,520
Grants and Donations		748,348	0%	140,000	140,000
Charges for Services	162,996	165,000	99%	161,577	161,577
Charges for Services -SDC	168,362	278,592	60%	216,409	216,409
Other Revenue	4,456	500	891%	2,336	2,336
Bond Proceeds	748,348	500,000	1%	999,500	999,500
Transfer In -	-	-	N/A	-	-
Total Revenue	1,360,412	1,975,340	0%	1,758,551	1,758,551
Expenditures					
Administration Department	561,029	2,135,245	26%	1,581,549	1,581,549
Transfer Out -	153,467	153,467	100%	222,436	222,436
Debt Service:					
Principal	92,060	114,400	80%	-	-
Interest	22,340	21,350	105%	-	-
Contingency		100,000			
Total Expenditures	828,896	2,524,462	33%	1,803,985	1,803,985
Net Change	531,516	(549,122)	-97%	(45,434)	(45,434)
Fund Balance - June 30,	912,135	960,200	95%	957,569	957,569
Fund Balance	1,443,651	411,078	351%	912,135	912,135
Fund Balance:					
Restricted for Street SDC		-			
Reserve for Tree Maintenance		12,000			
Unappropriated Ending Fund Balance		399,078			
Fund Balance		411,078			

**City of Coburg
Fund Statements
Water Fund
FY 2024
As of 6/30/2024**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
Revenues:					
Investment Revenue	85,177	1,500	5678%	38,294	38,294
Grants and Donations	-	-	N/A	-	-
Charges for Services	916,250	975,000	94%	936,830	936,830
Charges for Services -SDC	135,623	222,262	61%	154,799	154,799
Other Revenue	10,192	-	N/A	3,650	3,650
Bond Proceeds	2,009,621	4,496,795	45%	810,234	810,234
Transfer In -	-	-	N/A	-	-
Total Revenue	3,156,862	5,695,557	55%	1,943,807	1,943,807
Expenditures					
Administration Department	1,534,488	6,163,172	25%	2,010,563	2,010,563
Transfer Out -	454,833	454,833	100%	310,194	310,194
Debt Service:					
Principal	75,000	82,050	91%	170,000	170,000
Interest	7,050	-	N/A	17,150	17,150
Contingency		200,000			
Total Expenditures	2,071,371	6,900,055	30%	2,507,907	2,507,907
Net Change	1,085,491	(1,204,498)	-90%	(564,100)	(564,100)
Fund Balance - June 30,	1,153,403	1,375,000	84%	1,717,503	1,717,503
Fund Balance	2,238,894	170,502	1313%	1,153,403	1,153,403
Fund Balance:					
Restricted for Water SDC		-			
Unappropriated Ending Fund Balance		170,502			
Fund Balance		170,502			

**City of Coburg
Fund Statements
Sewer Fund
FY 2024
As of 6/30/2024**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
Revenues:					
Taxes and Assessments		-	N/A	-	-
Intergovernmental	375,000	375,000	100%	375,000	375,000
Investment Revenue	1,423	12,500	11%	36,146	36,146
Grants and Donations		-	N/A	-	-
Charges for Services	929,980	903,488	103%	847,931	847,931
Charges for Services -SDC	177,815	265,696	67%	187,296	187,296
Other Revenue	9,910	2,500	396%	62,398	62,398
Bond Proceeds	-	-	N/A	-	-
Transfer In -	-	-	N/A	-	-
Total Revenue	1,494,128	1,559,184	96%	1,508,770	1,508,770
Expenditures					
Administration Department	658,676	738,677	89%	274,461	274,462
Transfer Out -	431,551	431,551	100%	346,175	346,175
Debt Service:					
Principal	721,522	640,201	113%	630,542	630,542
Interest	188,860	270,181	70%	280,242	280,242
Contingency		200,000			
Total Expenditures	2,000,609	2,280,610	88%	1,531,420	1,531,421
Net Change	(506,480)	(721,426)	70%	(22,650)	(22,650)
Fund Balance - June 30,	2,153,077	2,344,175	92%	2,175,727	2,175,727
Fund Balance	1,646,596	1,622,749	101%	2,153,077	2,153,077
Fund Balance:					
Restricted for Wastewater SDC		577,122			
Unappropriated Ending Fund Balance		1,045,627			
Fund Balance		1,622,749			

City of Coburg
Department Summary of Expenditures by Fund
FY 2024
As of 6/30/2024
Target 100

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
General Fund					
Administration Department					
Personnel Services	609,098	610,975	99.69%	508,075	508,075
Material and Services	247,806	262,265	94.49%	245,584	245,584
Total Administration Department	856,904	873,240	98.13%	753,659	753,659
Facility Management Department					
Material and Services	100,807	92,100	109.45%	81,932	81,932
Capital	10,303	26,750	38.52%	-	-
Total Facility	111,110	118,850	93.49%	81,932	81,932
Planning Department					
Personnel Services	77,524	76,476	101.37%	62,566	62,566
Material and Services	113,193	116,114	97.48%	126,462	126,462
Total Planning Department	190,718	192,590	99.03%	189,028	189,028
Police Department					
Personnel Services	666,190	689,702	96.59%	630,476	630,476
Material and Services	156,605	189,429	82.67%	144,169	144,169
Capital Outlay	27,062	12,000	225.52%	54,083	54,083
Total Police Department	849,857	891,131	95.37%	828,728	828,728
Municipal Court					
Personnel Services	120,350	127,532	94.37%	119,593	119,593
Material and Services	25,532	39,440	64.74%	34,627	34,627
Total Municipal Court	145,882	166,972	87.37%	154,220	154,220
Economic Development					
Personnel Services	240	-	N/A	32,385	32,385
Material and Services	48,995	58,700	83.47%	59,031	59,031
Total Economic Department	49,236	58,700	83.88%	91,416	91,416

City of Coburg
Department Summary of Expenditures by Fund
FY 2024
As of 6/30/2024
Target 100

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
Park					
Material and Services	14,321	48,916	29.28%	24,825	24,825
Capital	273,566	332,500	82.28%	25,774	25,774
Total Park	287,887	381,416	75.48%	50,599	50,599
Public Works Administration					
Personnel Services	627,582	628,685	99.82%	563,245	563,245
Material and Services	-	-	N/A	-	-
Total Public Works	627,582	628,685	99.82%	563,245	563,245
Debt Service:					
Principal	15,000	15,000	100.00%	15,000	15,000
Interest	14,700	14,700	100.00%	15,149	15,149
Total Debt	29,700	29,700	100.00%	30,149	30,149
Total General Fund Expenditures	3,148,875	3,341,284	94.24%	2,742,976	2,742,976

City of Coburg
Department Summary of Expenditures by Fund
FY 2024
As of 6/30/2024
Target 100

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
<u>Street Fund</u>					
Administration Department					
Material and Services	208,995	123,175	169.67%	121,273	121,273
Capital		40,000	0.00%		-
Transfer Out	153,467	153,467	100.00%	222,436	222,436
Total Administration Department	362,462	316,642	114.47%	343,709	343,709
Public Works Administration					
Material and Services		76,430	0.00%	-	-
Capital	352,034	1,923,500	18.30%	1,460,276	1,460,276
Total Public Works	352,034	1,999,930	17.60%	1,460,276	1,460,276
Debt Service:					
Principal	92,060	114,400	80.47%	-	-
Interest	22,340	21,350	104.64%	-	-
Total Debt	114,400	135,750	84.27%	-	-
Total Street Fund Expenditures	828,896	2,452,322	33.80%	1,803,985	1,803,985

City of Coburg
Department Summary of Expenditures by Fund
FY 2024
As of 6/30/2024
Target 100

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
<u>Water Fund</u>					
Administration Department					
Material and Services	251,473	106,265	236.65%	102,549	102,549
Transfer Out	454,833	454,833	100.00%	310,194	310,194
Total Administration Department	706,306	561,098	125.88%	412,743	412,743
Public Works Administration					
Material and Services	56,440	38,613	146.17%	11,200	11,200
Capital	1,226,576	6,018,294	20.38%	1,896,814	1,896,814
Total Public Works	1,283,015	6,056,907	21.18%	1,908,014	1,908,014
Debt Service:					
Principal	75,000	82,050	91.41%	170,000	170,000
Interest	7,050	-	N/A	17,150	17,150
Total Debt	82,050	82,050	100.00%	187,150	187,150
Total Water Fund Expenditures	2,071,371	6,700,055	30.92%	2,507,907	2,507,907

City of Coburg
Department Summary of Expenditures by Fund
FY 2024
As of 6/30/2024
Target 100

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
<u>Sewer Fund</u>					
Administration Department					
Material and Services	258,532	257,892	100.25%	229,136	229,136
Capital		-	N/A	1,800	1,800
Transfer Out	431,551	431,551	100.00%	346,175	346,175
Total Administration Department	690,083	689,443	100.09%	577,111	577,111
Public Works Administration					
Material and Services	8,771	80,785	10.86%	43,525	43,525
Capital	391,372	400,000	97.84%		-
Total Public Works	400,143	480,785	83.23%	43,525	43,525
Debt Service:					
Principal	721,522	640,201	112.70%	630,542	630,542
Interest	188,860	270,181	69.90%	280,242	280,242
Total Debt	910,382	910,382	100.00%	910,784	910,784
Total Sewer Fund Expenditures	2,000,609	2,080,610	96.15%	1,531,420	1,531,421
Total City Expenditure	8,049,752	14,574,271	55.23%	8,586,288	8,586,288

City of Coburg
Budgetary Compliance
FY 2024
Resolution 2023-11, Resolution 2024-08
As of 6/30/2024
Target 100

	<u>Actual</u>	<u>Amended Budget</u>	<u>% of B to A</u>	<u>Balance</u>
General Fund				
Administration Department	856,904	873,240	98%	16,336
Facility Management Department	111,110	118,850	93%	7,740
Planning Department	190,718	192,590	99%	1,872
Police Department	849,857	891,131	95%	41,274
Municipal Court	145,882	166,972	87%	21,090
Economic Development	49,236	58,700	84%	9,464
Park	287,887	381,416	75%	93,529
Public Works Administration	627,582	628,685	100%	1,103
Debt Service	29,700	29,700	100%	-
Contingency	-	95,000		95,000
Total General Fund	<u>3,148,875</u>	<u>3,436,284</u>		<u>287,409</u>
Street Fund				
Administration Department	714,496	2,288,712	31%	1,574,216
Debt Service	114,400	135,750	84%	21,350
Contingency	-	100,000		100,000
Total Street Fund	<u>828,896</u>	<u>2,524,462</u>		<u>1,695,566</u>
Water Fund				
Administration Department	1,989,321	6,618,005	30%	4,628,684
Debt Service:	82,050	82,050	100%	-
Contingency	-	200,000		200,000
Total Water Fund	<u>2,071,371</u>	<u>6,900,055</u>		<u>4,828,684</u>

City of Coburg
Budgetary Compliance
FY 2024
Resolution 2023-11, Resolution 2024-08
As of 6/30/2024
Target 100

	<u>Actual</u>	<u>Amended Budget</u>	<u>% of B to A</u>	<u>Balance</u>
Wastewater Fund				
Administration Department	1,090,227	1,170,228	93%	80,001
Debt Service	910,382	910,382	100%	-
Contingency	-	200,000		200,000
Total Wastewater Fund	<u>2,000,609</u>	<u>2,280,610</u>		<u>280,001</u>
Total Appropriations	<u>8,049,752</u>	<u>15,141,411</u>	53%	<u>7,091,659</u>



COBURG CITY COUNCIL

INFORMATION ITEM

General Election, November 5, 2024

Meeting Date	Staff Contact	Email
September 10, 2024	Sammy Egbert, City Recorder & Election Officer	sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION

This report to Council is an update and to provide information only. No action is required or requested of Council at this time.

BACKGROUND

The terms for the Mayor and three City Councilor positions expire on December 31, 2024.

Recruitment for these positions began June 5, 2024 and continued through August 27, 2024. One completed petition for Mayor and three completed petitions for City Councilor were received.

A certified statement of candidates was prepared and submitted to Lane County Elections. Candidates to appear on the ballot will be:

Mayor (1)	Nancy Bell
City Councilor (3)	Jaymason Bouwman Claire Smith Donnie Myers

Ballots are scheduled to be mailed and drop sites opened on October 16, 2024. Votes will be accepted until 8:00 PM on November 5, 2024.

Preliminary results will be available on the Lane County Election website. Lane County will provide the certified election results to the City on December 2, 2024. Certificate of Elections will be prepared and emailed to each qualified candidates having the most votes and a press release with the final results will be issued by the City at that time.

PUBLIC INVOLVEMENT

General election process is guided by Coburg 2022 Charter, Lane County Elections and State of Oregon Elections. This process has many time sensitive notice requirements and deadlines that were all met and documented.

NEXT STEPS

City Council will accept the election results by resolution at the **December 10, 2024** regular City Council meeting. Newly elected officials will take their oath of office and seats at the **January 14, 2025** regular City Council meeting.