



AGENDA

RETREAT BINDER

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Saturday, February 04, 2023 at 9:00 AM

COUNCIL INFORMATION

- [1.](#) 2023 Public Meetings
- [2.](#) 2022 Coburg Charter
- [3.](#) Council Rules
- [4.](#) Process Flow Sheet
- [5.](#) Social Media Guide
- [6.](#) Statement of Economic Interest
- [7.](#) Sign Ordinance A-155-A
- [8.](#) Noise Ordinance A-249

DEPARTMENT REPORTS

- [9.](#) Administration
- [10.](#) Court
- [11.](#) Economic Development
- [12.](#) Planning
- [13.](#) Police
- [14.](#) Public Works

COMMITTEES

- [15.](#) Finance Audit Committee Goals
- [16.](#) Heritage Committee Goals
- [17.](#) Planning Commission Goals
- [18.](#) Park Tree Committee Goals

CURRENT PROJECTS

- [19.](#) Public Works Shop
- [20.](#) Pavilion Park
- [21.](#) Water Line East of I-5
- [22.](#) Street Designs Preliminary

[23.](#) I-5 Interchange

[24.](#) Alley Project

RECRUITMENT CITY ADMINISTRATOR & FINANCE POSITIONS

[25.](#) City Administrator Recruitment Flyer Draft

[26.](#) ORD A-250 City Administrators Power & Duties

[27.](#) Finance Director Job Description

[28.](#) Proposals for Recruitment

TOPICS FOR DISCUSSION

[29.](#) Topic Items

WORK PLAN GOALS

[30.](#) 2022-2023 Council Goals

[31.](#) 2022-23 Goals & Work Plan

[32.](#) 2023-24 Goals & Work Plan

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.

2023 Public Meeting Schedule

Item 1.

January-23		
1/2/2023	Closed	New Years Day
1/10/2023	TBE	State of the City
1/10/2023	6:00 PM	City Council
1/11/2023	6:00 PM	Heritage Committee
1/16/2023	Closed	Martin Luther King Jr Day
1/17/2023	4:30 PM	Park Tree Work Session
1/17/2023	6:00 PM	Park Tree Committee
1/18/2023	6:00 PM	Planning Commission
1/24/2023	6:00 PM	Work Session - Water feasibility study & Utility Rates
1/31/2023	5:30 PM	Finance Audit Committee
February-23		
2/4/2023	6:00 PM	City Council Retreat
2/8/2023	6:00 PM	Heritage Committee
2/14/2023	6:00 PM	City Council
2/14/2023	6:45 PM	Urban Renewal Agency (Audit)
2/15/2023	6:00 PM	Planning Commission
2/20/2023	Closed	Presidents Day
2/21/2023	6:00 PM	Park Tree Committee
2/28/2023	6:00 PM	Work Session - TBD
March-23		
3/8/2023	6:00 PM	Heritage Committee
3/14/2023	6:00 PM	City Council
3/15/2023	6:00 PM	Planning Commission
3/21/2023	6:00 PM	Park Tree Committee
3/28/2023	6:00 PM	Work Session - TBD
April-23		
4/11/2023	6:00 PM	City Council
4/12/2023	6:00 PM	Heritage Committee
4/18/2023	6:00 PM	Park Tree Committee
4/19/2023	6:00 PM	Planning Commission
4/25/2023	6:00 PM	Work Session - TBD
4/25/2023	5:30 PM	Finance Audit Committee

May-23		
5/9/2023	6:00 PM	City Council
5/10/2023	6:00 PM	Heritage Committee
TBD	6:00 PM	Park Tree Committee CONFLICT 1st BC Mtg
5/16/2023	6:00 PM	Budget Committee 1st
5/17/2023	6:00 PM	Planning Commission
5/23/2023	None	Work Session - None Budget Season
5/29/2023	Closed	Memorial Day
5/30/2023	6:00 PM	Budget Committee 2nd
5/30/2023	6:00 PM	URA Budget Committee 1st
June-23		
6/6/2023	6:15 PM	Budget Committee 3rd (IF NEEDED)
6/13/2023	6:00 PM	City Council
6/13/2023	6:45 PM	Urban Renewal Agency (Budget)
6/14/2023	6:00 PM	Heritage Committee
6/20/2023	6:00 PM	Park Tree Committee
6/21/2023	6:00 PM	Planning Commission
6/27/2023	6:00 PM	Work Session - TBD
July-23		
7/4/2023	Closed	Independence Day
7/11/2023	6:00 PM	City Council
7/12/2023	6:00 PM	Heritage Committee
7/18/2023	6:00 PM	Park Tree Committee
7/19/2023	6:00 PM	Planning Commission
7/25/2023	6:00 PM	Work Session - TBD
7/25/2023	5:30 PM	Finance Audit Committee
August-23		
8/8/2023	6:00 PM	City Council
8/9/2023	6:00 PM	Heritage Committee
8/15/2023	6:00 PM	Park Tree Committee
8/16/2023	6:00 PM	Planning Commission
8/22/2023	6:00 PM	Work Session - TBD

Item 1.

September-23		
9/4/2023	Closed	Labor Day
9/12/2023	6:00 PM	City Council
9/13/2023	6:00 PM	Heritage Committee
9/19/2023	6:00 PM	Park Tree Committee
9/20/2023	6:00 PM	Planning Commission
9/26/2023	6:00 PM	Work Session - TBD
October-23		
10/10/2023	6:00 PM	City Council
10/11/2023	6:00 PM	Heritage Committee
10/17/2023	6:00 PM	Park Tree Committee
10/18/2023	6:00 PM	Planning Commission
10/24/2023	6:00 PM	Work Session - TBD
10/24/2023	5:30 PM	Finance Audit Committee
November-23		
11/8/2023	6:00 PM	Heritage Committee
11/10/2023	Closed	Veterans Day
11/14/2023	6:00 PM	City Council
11/15/2023	6:00 PM	Planning Commission
11/21/2023	6:00 PM	Park Tree Committee
11/23/2023	Closed	Thanksgiving
11/24/2023	Closed	Thanksgiving - Day after
11/28/2023	6:00 PM	Work Session - Holiday Break
December-23		
12/12/2023	6:00 PM	City Council
12/13/2023	6:00 PM	Heritage Committee
12/19/2023	6:00 PM	Park Tree Committee
12/20/2023	6:00 PM	Planning Commission
12/25/2023	Closed	Christmas
12/26/2023	None	Work Session - Holiday Break

Item 1.

2022 Coburg Charter

PREAMBLE

We, the voters of the City of Coburg, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter.

Section I NAMES AND BOUNDARIES

Section 1.1. Title. This charter may be referred to as the 2022 Coburg Charter.

Section 1.2. Name. The City of Coburg, Oregon, continues as a municipal corporation with the name City of Coburg

Section 1.3. Boundaries. The City includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record and accurate and current description of the boundaries.

Section II POWERS

Section 2.1. Powers. The City has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of those powers. The following shall be deemed a description of some, but not all of the powers of the City:

- To license certain businesses or occupations
- To levy license taxes for revenues
- To provide police protection
- To control disposal or refuse
- To levy taxes in the form of licenses
- To adopt taxes on sales and incomes
- To supply water
- To impose registration and license fees
- To impose fees and regulatory requirements on telecommunication providers
- To acquire property within or outside of the corporate limits
- To sell, lease, mortgage and manage properties as interests of the City
- To borrow money within the limits prescribed by general laws
- To purchase, hire, construct, maintain and operate or lease public utilities

- To grant local franchises for the use of public ways and regulate the exercise of all franchises
- To make local public improvements and to protect and preserve public improvements
- To license, tax and regulate for the purpose of Police power regulations and City revenue, all businesses, callings trades, and employments
- To annex areas to the City in accordance with State law.

Section 2.2. Construction. The charter will be liberally construed so that the City may exercise fully all powers possible under this charter and under United States and Oregon law.

Section 2.3. Distribution. The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the Council except as the charter otherwise provides. The Council has legislative, administrative and quasi-judicial authority. The Council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The Council may not delegate its authority to adopt ordinances.

Section III GOVERNANCE

Section 3.1. Mayor. The Mayor shall be the Executive Officer of the City. The Mayor presides over and facilitates Council meetings, preserves order, enforces Council rules, and determines the order of business under Council rules. The Mayor is not a voting member of the Council, has no veto authority, and may only vote in order to break a tie.

The Mayor shall, in addition to the other powers and duties granted herein to the Mayor:

- a) Supervise all officers, except the Municipal Judge in the performance of their judicial duties.
- b) The Mayor may delegate supervision duties set forth in subsection 8.2 and 8.3 to the City Administrator and City Recorder.
- c) With the consent of Council, appoint members of commissions and committees as established by ordinance or resolution, and other persons required by the Council to be so appointed. The Mayor may appoint members of ad-hoc committees without Council consent.

- d) Promptly sign all ordinances, records of actions or proceedings, and agreements approved or authorized by the Council; and faithfully implement and enforce, or so cause to be, this Charter and all ordinances, resolutions, order, motions, agreements and policies of the Council.
- e) The Mayor serves as the political head of the City government.

Section 3.2. Council. The Council shall be composed of six Councilors nominated and elected from the City at large, except that when one or more vacancies exist on the Council, it shall be deemed to be composed of those persons actually then holding the office of Councilor.

Section 3.3. Council President. At its first meeting in odd numbered years, the Council must elect a president from its membership. The president presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties.

Section 3.4. Rules. The Council must by resolution, adopt rules of governance of its members and meetings.

Section 3.5. Meetings. The Council must meet at least once a month at a time and place designated by its rules, and may meet at other times in accordance with the rules and laws of the state of Oregon.

- a) The Council may take up to two recesses per calendar year when agreed upon by a majority vote of the City Council.
- b) Any Council meeting may be cancelled by the Mayor or Council President for the lack of agenda items, or an emergency.

Section 3.6. Quorum. A majority of the Council members is a quorum to conduct business. In the event of a vacancy due to resignation or other events, the quorum is reduced accordingly. In the event, however that due to vacancies on the Council, the number of persons actually holding the Office of Councilor is reduced to less than three persons, the Council shall not enact any new or amended ordinances, except as shall be required by law, actual emergency or to continue the uninterrupted fiscal and other operations of the City, until its membership again numbers three or more persons.

Section 3.7. Vote Required. The express approval of a majority of a quorum of the Council is necessary for any Council decision, except when this charter requires approval by a majority of the Council.

Section 3.8. Record. A record of Council meetings must be kept in a manner prescribed by the Council rules and the laws of the state of Oregon.

Section IV LEGISLATIVE AUTHORITY

Section 4.1. Ordinances. The Council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state, "The City of Coburg ordains as follows".

Section 4.2. Ordinance Adoption.

- a) Except as this provision provides otherwise, adoption of an ordinance requires reading of the proposed ordinance by title at two separate meetings separated by at least six days, and by approval by the majority of the Council, which approval may occur at the meeting at which the second reading is conducted or a subsequent meeting.
- b) The text of the proposed ordinance shall be posted and available to the public on the City's website at least six days in advance of each meeting at which the ordinance will be read.
- c) At each meeting the ordinance is read or considered pursuant to this section, the title of the ordinance shall be read unless any one of the Council asks that the ordinance be read in full.
- d) A Public Hearing shall be held at the minimum of one meeting, prior to the vote of the council on any ordinance.
- e) The Council may adopt an ordinance at a single meeting by the unanimous approval of at least a quorum of the Council, provided the proposed ordinance is available in writing to the public at least one week before the meeting.
- f) Any substantive amendment to a proposed and previously read ordinance must be read aloud and made available in writing to the Council and public at least six days in advance before the Council adopts the ordinance at that meeting.
- g) After the adoption of an ordinance, the vote of each member must be entered into the Council minutes.
- h) After adoption of an ordinance, the City Recorder must sign it with the date of adoption and his/her name and title, and obtain the signature of the Mayor within three days thereafter.

Section 4.3. Effective Date of Ordinances. Ordinances take effect on the 30th day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.

Section V ADMINISTRATIVE AUTHORITY

Section 5.1. Resolutions. The Council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state “The City of Coburg resolves as follows:”

Section 5.2. Resolution Approval.

- a) Approval of a resolution requires approval by a quorum of the Council at one meeting.
- b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the Council adopts the resolution at that meeting.
- c) After approval of a resolution, the vote of each member must be entered into the Council minutes.
- d) After approval of a resolution, the City Recorder must endorse it with the date of approval and his/her name and title, and obtain the signature of the Mayor.

Section 5.3. Effective Date of Resolutions. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

Section V QUASI-JUDICIAL AUTHORITY

Section 6.1. Orders. The Council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state “The City of Coburg orders as follows:”

Section 6.2. Order Approval.

- a) Approval of an order or any other Council quasi-judicial decision requires approval by the Council at one meeting.
- b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the Council adopts the order.
- c) After approval of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes.

- d) After approval of an order, the City Recorder must endorse it with the date of approval.

Section 6.3. Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.

Section VII ELECTIONS

Section 7.1. Regulation of Elections. Except as this Charter or as the Council by ordinance provides to the contrary, the general law of the state apply to City elections. All elections of the city must be non-partisan.

Section 7.2. Councilors. The term of a Councilor in office when this charter is adopted is the term for which the Councilor was elected, or is elected at the time of adoption. At each biennial general election after this charter takes effect, three Councilors will be elected for four-year terms.

Section 7.3. Oath of Office. Before commencing the duties of office, each officer shall take an oath or shall affirm faithful performance of the duties of the office and support the constitution and laws of the United States and the State of Oregon.

Section 7.4. Mayor. The present Mayor shall serve the remainder of his or her term of office, and at the next biennial general election following enactment of this Charter, and every two years thereafter, a Mayor shall be elected.

Section 7.5. Qualifications.

- a) The Mayor and each Councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.
- b) No person may be a candidate at a single election for more than one city office.
- c) The Council is the final judge of the election and qualifications of its members and Mayor.

Section 7.6. Nominations. A qualified elector who shall have resided in the City during the 12 months immediately preceding the election or the appointment may be nominated for an elective City office. Nomination for election shall be by petition specifying the elective office sought in a form prescribed by the Council. Such petition shall be signed by not fewer than 25 electors. Nomination petitions

shall be in the form and filed in the manner and within the time prescribed by general ordinance. The custodian of City records shall make a record of the exact time at which each petition is filed and shall take and preserve the name and address of the person by whom it is filled.

Section 7.7. Terms. The term of an officer elected at a general election begins at the first Council meeting of the year immediately after the election, and continues until the successor qualifies and assumes the office.

Section 7.8. Oath. The Mayor and each Councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon, and the ordinances and charter of the city.

Section 7.9. Vacancies. The Mayor or a Council office becomes vacant:

- a) Upon the incumbent's:
 1. Resignation;
 2. Death;
 3. Adjudicated incompetence;
 4. Recall from the office;
 5. Failure to qualify for the office within 10 days of the time the term of office is to begin;
 6. Absence from all Council meetings within a 60-day period, or four absences from all Council meetings in a 12 month period, and after the vote of the Council to vacate the office;
 7. Ceasing to reside in the city;
 8. Ceasing to be a qualified elector under state law;
 9. Conviction of a misdemeanor or felony crime;
 10. Removal under Section 8.2(r).

Section 7.10. Filling Vacancies. A Mayor or Councilor vacancy will be filled by appointment by a majority of the remaining Council members. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office.

- a) If a disability prevents a Council member from attending Council meetings or a member is absent from the city, a majority of the Council may appoint a Councilor pro tem;
- b) Any vacancy shall become effective upon declaration of such vacancy by majority vote of the City Council.

Section VIII APPOINTIVE OFFICERS

Section 8.1. Appointive Officers. A majority of the Council must appoint or remove Appointed Officers. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.

- a) Appointive Officers need not reside in the city.
- b) Officers may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the Council. The Council must fill the office by appointment as soon as practicable after the vacancy occurs.

Section 8.2. City Administrator. The office of City Administrator is established as the administrative head of the City government. The City Administrator is responsible to the Mayor and Council for the proper administration of all city business. The City Administrator will assist the Mayor and Council in the development of city policies, and carry out policies established by ordinances and resolutions.

- 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.
- o) The City Administrator has no authority over the Council or over the judicial functions of the Municipal Judge.
- p) The City Administrator and other employees designated by the Council may sit at Council meetings but have no vote. The City Administrator may take part in all Council discussions.
- q) When the City Administrator is temporarily disabled from acting as administrator or when the office of the administrator becomes vacant, the Mayor must appoint an administrator pro tem. The City Administrator pro tem has the authority and duties of City Administrator, except that a pro tem City Administrator may appoint or remove employees only with Mayors approval.
- r) No Council member may directly or indirectly attempt to coerce the administrator or a candidate for the office of administrator in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the Council after a public hearing. In Council meetings, Councilors may discuss or suggest anything with the City Administrator relating to City business.

Section 8.3. City Recorder. The City recorder serves as the elected ex-officio clerk of the City Council, and attends all meetings unless excused by the Mayor. The City Recorder is responsible for preparing meeting notices and agendas, keeping accurate record of proceedings, serves as the records custodian of the City, responds to public records requests, and provides records certifications. The City Recorder also serves as the Election officer of the City.

In his/ her absence from the council meeting, the Mayor shall appoint a City Recorder of the Council Pro Tem, who while acting in the capacity, shall have all the authority of the recorder.

Section 8.4. Municipal Court and Judge.

- a) A majority of the Council may appoint and remove a municipal judge. The Judge shall hold, within the city, a court known as the Municipal Court for the City of Coburg, Lane County, Oregon.
- b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.
- c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.
- d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.
- e) The Municipal Judge may:
 1. Render judgments and impose sanctions on persons and property;
 2. Order the arrest of anyone accused of an offense against the City;
 3. Commit to jail or admit to bail anyone accused of a city offense;
 4. Issue and compel obedience to subpoenas;
 5. Compel witnesses to appear and testify and jurors to serve for trials before the court;
 6. Penalize contempt of court;
 7. Issue processes necessary to enforce judgments and orders of the court;
 8. Issue search warrants; and
 9. Perform other judicial and quasi-judicial functions assigned by ordinance.
 10. The Municipal Judge may appoint and may remove municipal judges pro tem. If the Municipal Judge is not able to appoint a pro tem, then the Council may appoint a pro tem.

Section IX PERSONNEL

Section 9.1. Compensation. The Council must authorize the compensation of city officers and employees as part of its approval of the annual city budget.

Section 9.2. Merit Systems. The Council by resolution will determine the policies governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.

Section X PUBLIC IMPROVEMENTS

Section 10.1. Procedure. The Council may by ordinance or state law, provide for procedures governing the making, altering, vacating, or abandoning of a public improvement. A proposed public improvement may be suspended for six months upon petition by owners of the real property to be specially assessed for the improvement. The number of owners necessary to suspend the action will be determined by ordinance.

Specifically, by ordinance or resolution the Council shall approve:

- a) The time, method, and manner of making all street, sidewalk, sewer, water, and other local improvements and the method of financing the same;
- b) The procedure for vacation, alteration, or abandonment of streets, and other City property and improvements.

Section 10.2. Special Assessments. The procedure for determining, levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.

Section XI MISCELLANEOUS PROVISIONS

Section 11.1. Debt. City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness.

Section 11.2. Ordinance Continuation. All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.

Section 11.3. Repeal. All charters and charter amendments of the City enacted prior to the time that this act takes effect, are hereby repealed.

Section 11.4. Severability. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter except as the logical relationship between the two parts requires

Section 11.5. Time of Effect. This charter takes effect December 1, 2022 (if voters approval November 8, 2022.)

City of Coburg Charter (1992)

§15: “The Council may adopt rules for the governance of its members and proceedings.”

§18: “The Mayor shall:

- (1) Preside over Council deliberations and preserve order;
- (2) Not vote except in the case of a tie;
- (3) Enforce the rules of the Council; and,
- (4) Determine the order of business under the Council rules.”

COBURG CITY COUNCIL RULES OF GOVERNANCE

1. MEETINGS - General

1.01 Regular Meetings

A. Regular meetings of the Coburg City Council (“the Council”) shall be on the second Tuesday of each month.

B. Except for special circumstances, as determined by the Mayor, these meetings shall begin at 7:00 p.m. and shall end when the agenda item being considered by the Council at 9:30 p.m. is concluded, unless the meeting time is extended by a majority of the Councilors present.

C. If a regular meeting date is on a legal or religious holiday, the City Administrator may schedule the meeting on an alternative date.

1.02 Special Meetings and Work Sessions

A. The City Administrator shall schedule a special meeting or work session when the Administrator determines such a meeting is needed to effectively carry out a Council directive or upon the request by the Mayor or four Councilors.

B. Special meetings and work sessions should be scheduled on the fourth Tuesday of the month, if practicable.

1.03 Executive Sessions

A. All meetings of the Coburg City Council shall be held in open session, except those meetings, or portions of meetings, that may be closed for purposes specified in ORS 192.610 to 192.690. These include the employment or dismissal of public employees, the performance evaluation of the City Administrator, labor negotiations, real property transactions negotiations, and consulting with legal counsel on pending or threatened litigation.

B. The City Administrator shall schedule an executive session when the Administrator determines such a meeting is needed to effectively carry out a Council directive, upon the

request by the Mayor, or upon request of the City Attorney.

C. No notes may be taken during an executive session. Any material distributed during an executive session shall be returned to the City Administrator prior to the end of the executive session.

D. The Mayor and City Councilors are expected to maintain the confidentiality of the information discussed in executive sessions to ensure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Councilors, the City Administrator or City Attorney.

1.04 Location of Meetings

A. Coburg City Council meetings shall be held within the jurisdictional boundaries of the City.

B. Retreats and training sessions may be held outside the City limits, if no deliberations toward a decision are made. Inter-jurisdictional meetings may be held outside City limits, but should be as close to Coburg as practical.

C. No City Council meeting shall be held at any place where discrimination on the basis of an individual's race, national origin, age, color, creed, sex, sexual orientation or disability is practiced.

1.05 Notice of Meetings

A. Advance notice of at least 24 hours shall be provided for all meetings. Notice shall include written notice to all news media which requested notice.

B. In the case of emergency or when a state of emergency has been declared, notice appropriate to the circumstances shall be provided and reasons justifying the lack of 24-hour notice shall be included in the minutes of such meeting.

C. Notice of executive sessions shall be given as required by state law and must state the specific provisions of law authorizing the session.

1.06 Public Hearings

A. Public hearings shall be held and noticed as required by State law and may be held for other items at the discretion of the Mayor or the City Administrator.

B. Persons wishing to speak shall sign up to speak prior to the commencement of the public hearing at which the person wishes to speak. The presiding officer shall inform the audience of the requirement to sign up prior to the commencement of a public hearing.

C. Each speaker will be limited to three minutes unless the presiding officer specifies a different time limit prior to the public hearing.

D. Councilors may ask clarifying or follow-up questions of the City Administrator. Questions posed by City Councilors should be to provide clarification or additional information about the testimony provided. The presiding officer should intervene if a Councilor is violating the spirit of this guideline.

1.07 Minutes

Written minutes shall be taken for all City Council meetings in accordance with the Oregon Attorney General's Public Records and Meetings Manual. The minutes must give a true

reflection of the matters discussed but need not be a full transcript, verbatim or recording.

1.08 Voting

- A.** Section 18 of the City of Coburg Charter states that the Mayor only votes on matters before the Council in the case of a tie.
- B.** Section 20 of the Charter states that a Councilor may not abstain from voting unless the Councilor first explains, at the meeting, the reasons for so abstaining.
- C.** Councilors and the Mayor should explain the reason(s) they vote against a motion.

1.09 Presiding Officer

The Mayor shall preside over City Council meetings when present. The president of the Council shall preside if the Mayor is absent or unable to preside.

2. ROUTINE ITEMS ON A REGULAR MEETING AGENDA

2.01 Pledge of Allegiance

At each regular meeting, the first item on the agenda shall be the Pledge of Allegiance.

2.02 Roll Call for Quorum

At the beginning of each regular meeting, the minutes recorder shall call the roll and announce either that a quorum is present or that no Council meeting can take place until a quorum has been assembled.

2.03 Citizen Testimony

- A.** Citizen Testimony shall be taken at every regular meeting
- B.** The time allotted for citizen testimony shall not exceed 60 minutes, unless a majority of Councilors present vote to extend the time.
- C.** Speakers will be limited to three minutes unless a majority of Councilors present to vote approves a different time allowance prior to the start of the Citizen Testimony agenda item.
- D.** Persons wishing to speak during the Citizen Testimony portion of a Council meeting must sign up to do so prior to the start of the Citizen Testimony agenda item. The presiding officer shall inform the audience of the requirement to sign up prior to the commencement of the Citizen Testimony agenda item.
- E.** During the Citizen Testimony item, members of the public may speak about any topic, except:
 - An item that is scheduled for a public hearing at that same meeting (the speaker shall wait until that public hearing);
 - An item that is not a public matter; or
 - An item that relates to a quasi-judicial land use matter that may or will be decided by the City Council.
- F.** Verbally abusive or slanderous comments will not be tolerated.

2.04 Response by City Council

- A.** At the end of the Citizen Testimony, each member of the Council shall have the opportunity to respond to comments made during the Citizen Testimony, acknowledge a speaker, to address a misrepresentation, or to ask the City Administrator for information.
- B.** Councilors shall confine his/her remarks to the subjects addressed in the Citizen Testimony. No discussion may occur during this agenda item.
- C.** The time allocated to each member of the Council for such responses shall be up to three minutes with additional rounds at the discretion of the presiding officer.

2.05 Consent Agenda

In order to expedite the Council's business, routine and standard items may be placed on the consent agenda. Any item on the consent agenda may be removed for separate consideration by any member of the Council. The remaining items on the consent agenda may then be considered for action by a single vote. The items pulled from the consent agenda shall be considered after the approval of the remainder of the consent agenda and before the next scheduled item on the main agenda.

2.06 Mayor Comments

A specific agenda item shall be included during which the Mayor may give special reports, make personal announcements, announce resignations and appointments, read proclamations, and advise Council and the public of any other matters or events of interest. If, prior to publication of the agenda, the Mayor has indicated that he/she has nothing to report, this item may be omitted from the agenda.

2.07 Councilor Comments

- A.** A specific agenda item shall be included during which individual Councilors may bring up items of interest or concern which have not been formally placed on the agenda.
- B.** Except for a motion to request Council support for use of City staff for a particular issue, no discussion or vote shall occur during Councilor Comments.
- C.** The time allocated to each member of the Council for such responses shall be up to three minutes with additional rounds at the discretion of the presiding officer.

3. PLACING OTHER ITEMS ON A MEETING AGENDA

3.01 Mayor/City Administrator

- A.** The Mayor may direct the City Administrator to place an item on a future agenda. This direction may be given as a result of a request or recommendation from the City Administrator.

3.02 Scheduling of Items on the Agenda

- A.** The City Administrator and Mayor shall decide the date that items come before Council.
- B.** The presiding officer may consider agenda items out of order as he/she deems

necessary to facilitate the efficient management of the agenda.

C. If a Councilor wishes to have an item placed on the Agenda, the Councilor shall contact the Mayor or the City Administrator with the request. If the item is not placed on the next available Agenda, the Mayor and the City Administrator shall inform the Council of that decision at the next Meeting, and shall allow the Initiating Councilor to seek to add the item to the Agenda by a majority vote of the Council.

3.03 Business Items on the City Council Agenda

The City Administrator shall continue to place items of Council business on the City Council agenda, including, but not limited to ordinances, resolutions and public hearings.

4. MEETING PROCEDURES AND CONDUCT

4.01 Roberts Rules of Order

The Council has the obligation to be clear and simple in its procedures and in its consideration of the questions coming before it. Where appropriate to accomplish the Council's orderly consideration of matters, conduct at Council meetings is governed by Robert's Rules of Order, Revised. Council members shall avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues.

4.02 Public Conduct

The presiding officer shall be responsible for ensuring order and decorum are maintained. Behavior or actions that are unreasonably loud or disruptive shall be cause for removal from Council meetings. This includes engaging in violent or distracting action, making loud or disruptive noise, using loud or disruptive language, or refusing to obey an order of the presiding officer.

4.03 Council Conduct

A. Councilors shall support the presiding officer in preserving order and decorum during Council meetings, and shall not themselves, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these Rules of Governance.

B. Councilors shall, when addressing each other, City staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

C. City Councilors shall work to keep the Council's discussion moving forward. A Councilor or the Mayor may call for a "process check" if the Council discussion appears to be regressing or bogged down.

D. When Councilors speak to each other during public meetings, last names shall be used (e.g., "Councilor Jones"). The Mayor is, however, always referred to as "The Mayor."

E. During public meetings, Councilors generally should not attempt to edit or rewrite prepared ordinances. Generally, Councilors should request changes to an ordinance

through motions that direct the City Administrator to bring back amended ordinances for Council consideration at a later meeting.

F. If a member of the Council intends to make a motion at a meeting which is not reflected in the materials distributed by City staff, every effort should be made to contact other members of the Council and the City Administrator in advance of the meeting to inform them of the intent and the text of the motion. This contact should be limited to the initiating Councilor informing others of the Councilor's intent, and should not include a discussion of the merits of the intended action.

4.04 Councilor Discussions / Comments / Deliberations

Mayor and Councilor deliberations, discussions, response and comment times at Council meetings shall be as follows: the first round of comments by the Mayor and Council may be limited to no more than three minutes each. If any Councilor requests a second round for Councilor comments, the Mayor may limit those comments to no more than two minutes, and third round comments to no longer than one minute. This, however, will be at the discretion of the Mayor or presiding officer. Councilors who have no further comments during a round may pass.

4.05 Council Absences

Councilors and the Mayor should inform the City Administrator if they will be unable to attend any Council meeting and provide the reason for the absence. If the Mayor is unable to attend any Council meeting, the Mayor will also inform the Council President.

5. COMMUNICATION WITH CITY STAFF

5.01 Fifteen Minute Rule

A. If the Mayor or a Councilor wishes to request information or assistance from City staff, the request must be directed to the City Administrator. If the City Administrator determines that the request will require fifteen or fewer minutes of City staff time, the Administrator will assign the matter to the appropriate staff. If the request will take more than fifteen minutes of staff time, the Mayor or a Councilor must obtain the support of a majority of the Council before the Administrator may proceed with the request. A motion to request Council support for use of City staff is an appropriate item to be addressed during the "Council Comments" portion of a regular meeting.

B. If the proposed use of staff time is not approved by a majority of the Council, it may not be proposed again for 6 months.

5.02 Separation Between Policy Making and Administration

City Councilors shall respect the separation between policy making and administration by adhering to the policy of noninterference in the administration of day-to-day City business, which is directed by the City Administrator in consultation with the Mayor. Councilors shall, at all times, refrain from actions that would undermine the administrative authority of the City Administrator or department heads.

6. REPRESENTING CITY POSITIONS AND PERSONAL POSITIONS

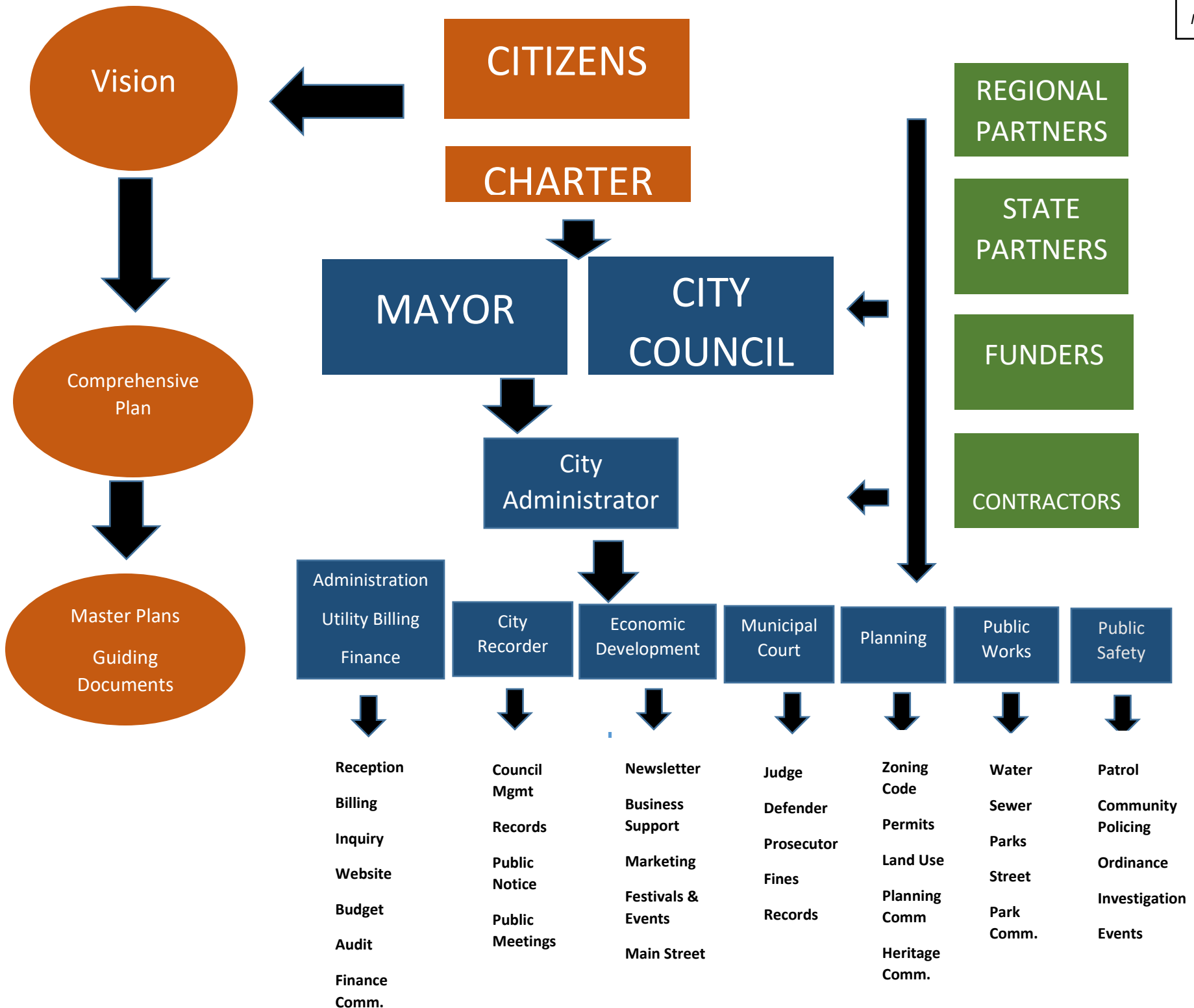
In written communication with other officials, governments, officials or groups and in letters for publication, such as “to the editor,” the Mayor and Councilors should be careful to decide whether to write on behalf of only themselves or for the Council.

When there is a Council position which the writer wishes to reinforce or explain on behalf of the Council, a copy should be circulated to the Council for comment before the letter is mailed or submitted.

When writing or speaking as an individual, a Councilor or the Mayor is free to take any position which he or she feels is appropriate. When it is a point of view different from a Council majority position, this fact should be included in the letter.

A Councilor or the Mayor in disagreement with an adopted policy should not be deprived of the right to express such views at another time and another place. However, the Councilor or the Mayor should feel bound to advise those to whom such disagreement is expressed that the disagreement is an individual view and that the Council majority has taken a different position.

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Government agencies have to decide for themselves whether or not to use social media. This guide highlights concerns that arise with the use of social media and suggests policies/procedures to ensure that agencies using such platforms comply with Oregon Public Records Law.

Are social media posts considered public records?

Posts that are made on an official public agency account, or on a private account that is being used to distribute information for that agency to the public, are considered public records.

What is the retention period for social media posts that are records?

The retention period for social media varies depending on the post. Agencies should consult their Records Retention Schedule for appropriate retention periods.

What about comments from members of the public on an agency's page?

Comments and posts put on an agency's account by members of the public or other outside entities are not automatically considered to be records, unless those comments trigger some action by the agency. For example, if a resident comments on the City Public Works' page that a pothole needs fixing and the City then corresponds with the resident or takes action to fix the pothole, then that comment is a public record.

Can agencies moderate their social media pages?

Agencies are permitted to moderate their social media pages, but need to be clear about criteria and publicly post the moderation policy on all accounts. Agencies are not required (for records management purposes) to maintain inappropriate comments or inflammatory language being posted by members of the public, but having a log of the reasons behind the banning can help protect the agency. Agencies may also disable comments on their page or individual posts.

How does an agency capture record content from its social media accounts?

The way an agency captures record content is less important than making sure that the critical record information is captured and maintained appropriately. Most social media outlets do not automatically allow account holders to download their activity logs, so it is important to consider ahead of time how posts will be preserved. This also applies to private message received over social media accounts.

See suggestions for capturing content and how to deal with private messages in the full [Social Media Best Practices](#) guide.

Questions? Contact the [Oregon State Archives](#)

A close-up, low-angle photograph of a laptop keyboard. The keys are dark, and the lighting is dramatic, with a strong red glow from the top and a blue glow from the bottom. The focus is sharp on the keys in the foreground, with the background blurred.

Statement of Economic Interest Filer Guide

**Oregon Government
Ethics Commission**

3218 Pringle Rd SE, Ste 220
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503-378-5105

www.oregon.gov/ogec

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DISCLAIMER

This training material is issued by the Oregon Government Ethics Commission (OGEC) pursuant to ORS 244.340 Continuing Education Program. This publication is intended for educational and training purposes only and should not be used as a substitute for a review of the specific statutes and rules. There may be other laws or regulations not within the jurisdiction of OGEC that apply to actions or transactions described in this training material. Do not reproduce or distribute without the express written permission of the OGEC.

INTRODUCTION

If you are receiving this guide from your public body, the OGEC has been informed that you are a public official who is required by ORS 244.050 to electronically file a Statement of Economic Interest (SEI). The governing body you serve has provided us with your name, position, and email address. You will receive a system-generated email from the OGEC to create a username, password and confirm your pre-filled personal profile information is correct and electronically submit to OGEC. You will need to create your profile before March 15th to ensure you receive all communications from OGEC.

During the filing period, failure to complete and electronically file by the final filing date may subject you to an automatic civil penalty of \$10.00 for each of the first 14 days the SEI is late and \$50.00 for each day thereafter, up to a maximum of \$5,000.00 [ORS 244.350(4)(c)].

WHO IS REQUIRED TO FILE

There are approximately 6,000 Oregon public officials who must file an Annual Verified Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGEC) by **April 15th** of each calendar year.

Public officials who are required to file reports are specified in ORS 244.050. Please refer to that section of the law to see if your specific position requires you to file

these forms. In general, public officials who hold the following positions are required to file:

- **State:** Public officials who hold elected or appointed executive, legislative or judicial positions. This includes those who have been appointed to positions on certain boards or commissions.
- **Counties:** Elected officials, such as commissioners, assessors, surveyors, treasurers and sheriffs must file, as do planning commission members and the county's principal administrator.
- **Cities:** All elected officials, the city manager or principal administrator, municipal judges and planning commission members.
- **Districts:** Administrative and financial officers in school districts, education service districts and community college districts. Some members of the board of directors for certain special districts. **New 2023:** all school board members of each common and union high school district.
- **Candidates:** Individuals running for some elected public offices are also required to file.

JURISDICTIONAL CONTACT

OGEC staff has identified the positions held by public officials who must file the SEI form and has them listed in the Electronic Filing System (EFS) by jurisdiction. Each jurisdiction [city, county, executive department, board or commission, etc.] has designated a person who acts as the Commission's point of contact for that jurisdiction. [OAR 199-020-0005(1)]

This contact person is known as the **Jurisdictional Contact (JC)**. It is through the JC that OGEC obtains the name and email address of each public official who is required to file. When there is a change, through resignation, appointment or election, in who holds a position, the **JC** makes the necessary changes in the EFS.

Please Note: If there is a change in the SEI filer's email address or other contact information, it is the **SEI filer's responsibility** to make the change in their personal account - not the responsibility of the JC.

As with other provisions in Oregon Government Ethics law, it is each public official's personal responsibility to ensure they comply with the requirement to complete and submit the SEI form by April 15th.

GETTING STARTED

Each jurisdiction has a designated person, a Jurisdictional Contact (JC), whose responsibility is to keep the OGE database (Electronic Filing System, EFS) up to date with the names of the public officials serving in specific roles. Once the JC has added you to the EFS, you will receive an email invitation to create your account.


NOTE: The link in the email is only active for 90 days. If your link is not active, please contact your JC to get receive a new link.

You will only need one account, even if you have multiple roles or seat assignments in the EFS. If you serve in multiple roles that require filing an SEI, your positions will be listed in your personal account profile you have set-up. If you already have an account and are being assigned to a new seat, it is important that the JC for your new role has the email associated with your existing account. You will only need to file one SEI each year, even if you have multiple positions that require you to file.

NOTE: If you are both a JC and a filer, you will have two separate accounts.

CREATING YOUR ACCOUNT

1. Locate the system-generated email from the Oregon Government Ethics Commission: ogec.notification@egov.com
2. Locate the email link within the email.



Dear Stephanie Trainer:

You are being invited to create a personal account in the Oregon Government Ethics Commission's (Commission) Electronic Filing System (EFS) to prepare for the required filing of the Statement of Economic Interest. ORS 244.050 specifically identifies certain public officials who are required to complete and file the Annual Verified Statement of Economic Interest (SEI) form. AMITY SD 4J has indicated that you currently hold a public position that is required to file.

All filings are submitted electronically through the EFS and require that you have an active account. Notifications for the filing are sent from ogec.notifications@egov.com, and are sent to the email address that you provide in your account. You can provide your personal email account as it is not public record. Using an email that you check regularly is imperative. On March 15th you will be contacted via email to file your report and you have until April 15th to complete the filing.

Please click on the following link to create your account now. <https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fuat-oregon.egov.com%2F%2FOGEC%2FEFS%2FSEI%2FAccount%2FSEI%2FInvite%3FconfirmationCode%3DABBJU9&data=05%7C01%7COGEC.Training%40ogec.oregon.gov%7C8fdb1910f72a4b6554fd08dac68cf394%7Caa3f6932fa7c47b4a0cea598cad161cf%7C0%7C0%7C638040605928751531%7CUnknown%7CTWFpbGZsb3d8eyJWlwiMC4wLjAwMDAAILCjQjoiV2luZiIjBTRiI6I1haWwILCjXVCI6Mn0%3D%7C3000%7C%7C7C&reserved=0>

If you have a pre-existing account created in EFS, please contact Commission staff for assistance.

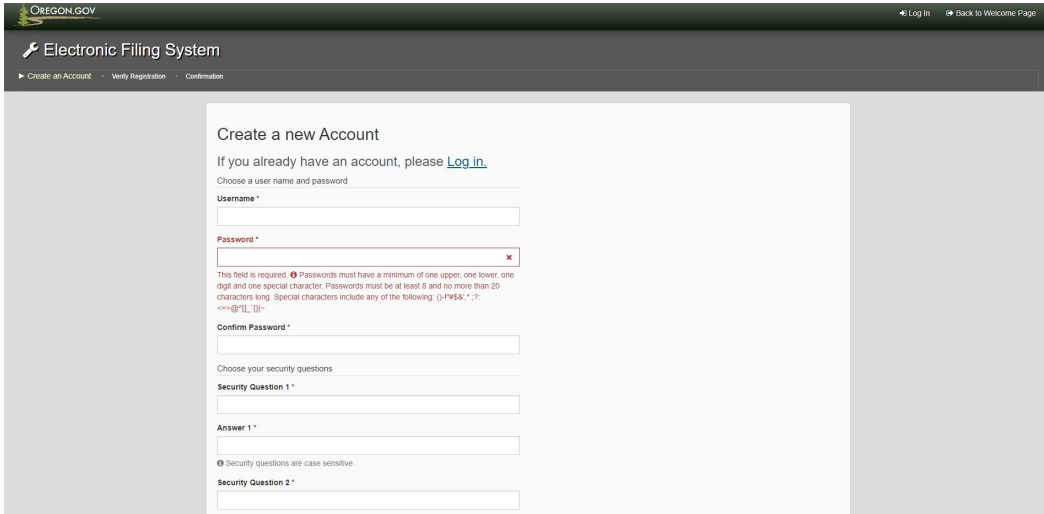
For helpful training opportunities and materials for filing your SEI, click here: <https://www.oregon.gov/ogec/training/pages/default.aspx>.

Contact the Commission staff with questions or concerns at 503-378-5105 or by email at mail@ogec.oregon.gov. We are always happy to help.

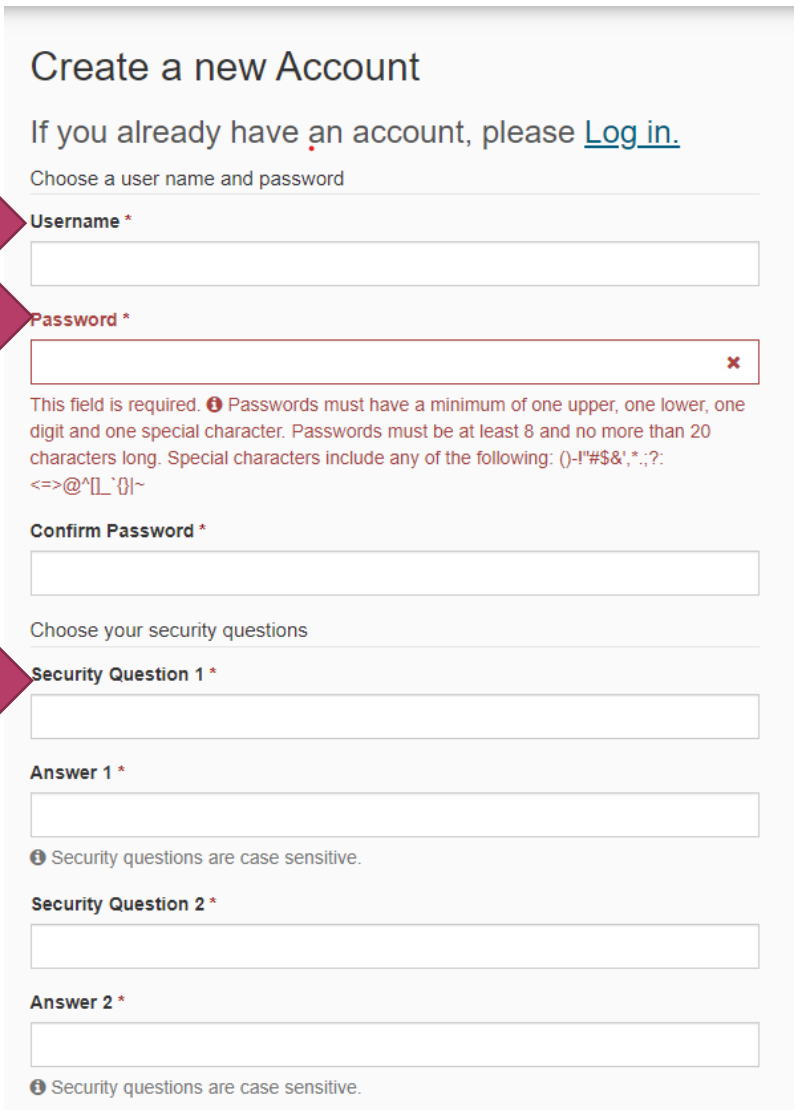
Do not reply to this email notification as it will not be delivered to the Commission.

Thank you,
Oregon Government Ethics Commission
3218 Pringle Rd SE, Ste 220
Salem OR 97302

3. Click on the link or copy the link into your web browser address bar. This will direct you to the "Create a New Account" page of EFS.



Make sure to complete all fields. Many of the fields are prepopulated with information provided by the JC during the seat/position assignment process.



4. **Select Username.**

Choose your username carefully, as the username field is permanent. The use of an email address as a username is **NOT** recommended.

5. **Select a password.** Passwords must have a minimum of:

- ✓ One upper case letter
- ✓ One lower case letter
- ✓ One numerical digit
- ✓ One special character (*See text help for special character list*)
- ✓ Must be at least 8 and not more than 20 characters long

NOTE: We recommend that you do not use an exclamation mark (!) as one of your special characters. This sometimes causes login errors.

6. **Security Questions.** Security questions enable you to retrieve your password if you are unable to remember it. The security question answers are **case and space sensitive**. If your security question answer contains more than a one word answer, you will need to remember to include all spaces, punctuation, special characters, etc. that you used.

7. **Personal Profile Information.**

Verify that the pre-populated personal profile information is correct. It is your responsibility as a SEI filer to maintain your own profile information, which includes mailing address, phone number and most importantly, the email address.

Security questions are case sensitive.

Personal Profile Information

Last Name *

First Name *

Middle Name

Email *

Phone *

Alternate Phone

Fax

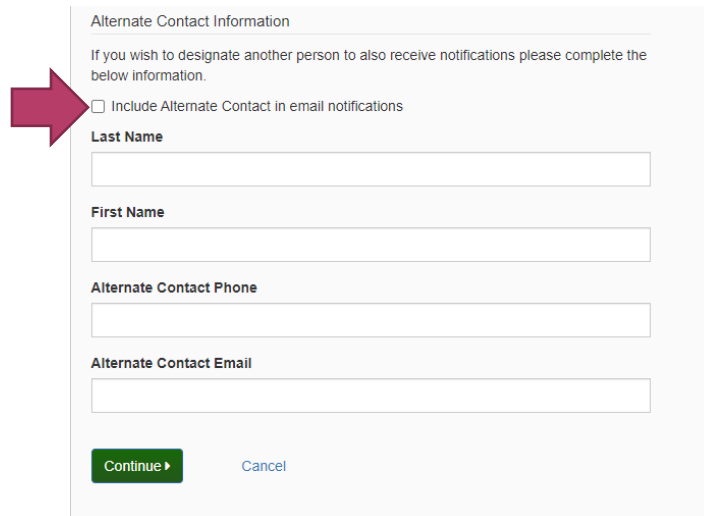
Mailing Address *

Address Line 2

City * State * Zip Code *

8. **Alternate Contact Information.** You have the option to identify an alternate contact person to receive the same system-generated email notifications that you will receive. It is recommended that you list your JC as an alternate contact.

FIRST: Be sure to check the box to include the designated alternate contact in email notifications. Then you can enter the contact's information. If you do not check the box first, they will not receive copies of the emails.



Alternate Contact Information

If you wish to designate another person to also receive notifications please complete the below information.

Include Alternate Contact in email notifications

Last Name

First Name

Alternate Contact Phone

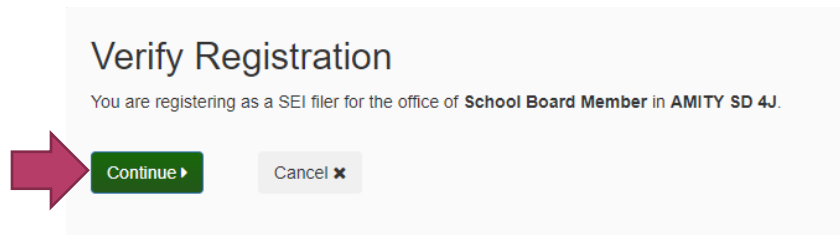
Alternate Contact Email

Continue ▶ Cancel

9. After confirming all information is correct, select **CONTINUE**.

10. **Verify Registration.**

You will now be asked to verify your personal profile information. Select **CONTINUE**.



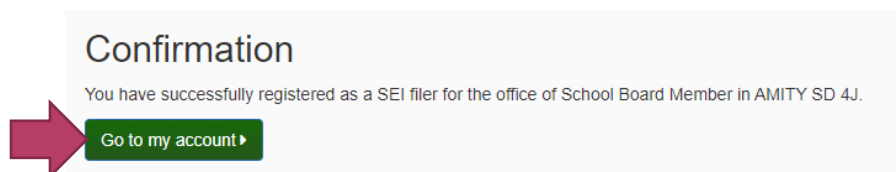
Verify Registration

You are registering as a SEI filer for the office of **School Board Member** in **AMITY SD 4J**.

Continue ▶ Cancel ✕

11. **Confirmation.**

If you have successfully registered, the **CONFIRMATION** page will appear naming the jurisdiction you have registered for. You will receive a system-generated email confirming that you have successfully registered.



Confirmation

You have successfully registered as a SEI filer for the office of School Board Member in AMITY SD 4J.

Go to my account ▶

12. Once you have created your personal profile, you will now select **GO TO MY ACCOUNT** to view your account.

REGISTRATION CODE/ TOKEN ID

If you are unable to locate the system-generated email from the Oregon Government Ethics Commission: ogec.notification@egov.com, please contact your JC. Your JC can provide you with the registration code (also known as the Token ID).

Please confirm that they entered your email address correctly before using the registration code. If the JC has not entered your email address correctly, they will need to delete your invitation and re-seat you. This will generate a new email invitation and registration code.

1. Once you have gotten the registration code/token ID from your JC, go to the EFS login page.

2. Click on the blue “Create an account” button.
3. **Choose a role.** Click on the green box labeled “Statement of Economic Interest (SEI) Filer”



Choose a Role



4. **Registration Code.** You can now enter the registration code (shown as the Invite Token ID in the JC's account).

Enter Registration Code
✕

Please enter the registration code that you received in the email invitation.

Registration Code

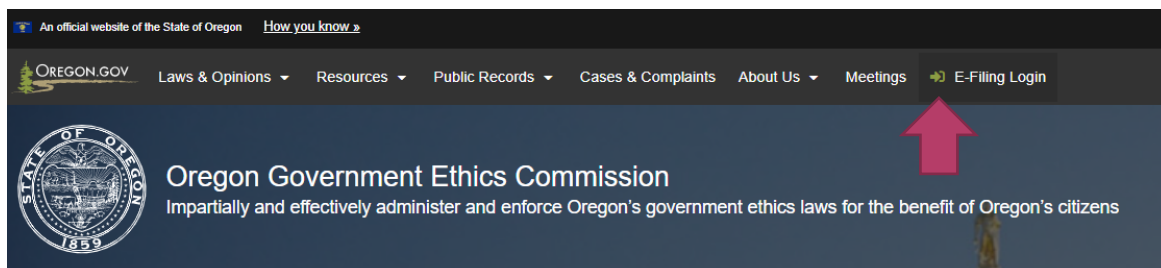
Continue Registration ▶
✕ Cancel

5. You will be taken to the **Create a new Account** screen. Please follow the instructions above.

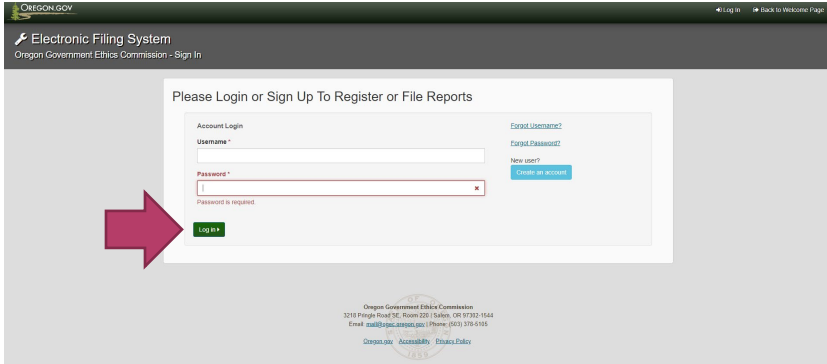
MANAGING YOUR EFS ACCOUNT

LOGIN

1. Go to OGEC's website www.oregon.gov/ogec
2. Click on E-Filing Login at the top right of the screen



- 3. You will be re-directed to the Electronic Filing System (EFS) login page
- 4. Enter your login information and click on the green **Log in** button.



- 5. **Choose Role.** Select your role. Available roles have a green checkmark. Roles that may be added have a blue plus mark.

Select the **Statement of Economic Interest (SEI) Filer** role to get to the SEI dashboard.



DASHBOARD

The Dashboard provides access to your SEI, any **Documents** uploaded to support your SEI, and all email **Communications** sent by the EFS.

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- **School Board Member, AMITY SD 4J** - Appointed 11/8/2022

Reports Penalties & Sanctions (0) Documents Communications

Current Reports and Amendments

Search [] [] 10 [] []

Year	Confirmation Number	Filing Date	Documents	Status	Commands
No results found!					

« < 1 > » Showing 0 to 0 of 0 entries

+ File a New Report

If you hold other roles, you will have a separate dashboard for each of those roles.

1. Navigate between views, i.e. Reports, Documents and Communications, of your dashboard by clicking on the tab names. The default view will be the **Reports** tab.

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- **School Board Member, AMITY SD 4J** - Appointed 11/8/2022

Reports Penalties & Sanctions (0) Documents Communications

Current Reports and Amendments

Search [] [] 10 [] []

Year	Confirmation Number	Filing Date	Documents	Status	Commands
No results found!					

« < 1 > » Showing 0 to 0 of 0 entries

+ File a New Report

2. Email notices sent by the EFS can be viewed in the **Communications** tab. Click on the **Subject** link to view the text of the communication.

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- **School Board Member, AMITY SD 4J** - Appointed 11/8/2022

Reports Penalties & Sanctions (0) Documents **Communications**

Communication History

Search [] [] 10 [] []

Date/Time Sent	Sender	Subject
11/14/2022 - 02:09:46 pm	Admin	SEI Filer Invitation to Create Account

« < 1 > » Showing 1 to 1 of 1 entries

3. **Documents** are anything provided to the agency as part of your report filing. If the system does not allow you to directly upload your required documents you will need to electronically send them to the Commission at: mail@ogec.oregon.gov noting the SEI filer name, jurisdiction, report year, and a request that the document be attached to your filing. The OGEC Administrator will then attach the document to the filed report. Documents may be viewed through the **Documents** tab.

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- **School Board Member, AMITY SD 4J** - Appointed 11/8/2022

Reports Penalties & Sanctions (0) **Documents** Communications

View Uploaded Documents


Search [] [] 10 [] []

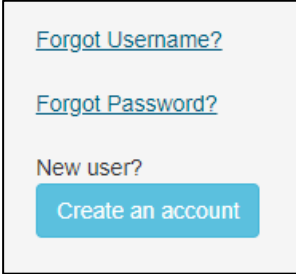
Associated Filing	Title	Date Uploaded
No results found!		

FORGOT PASSWORD

Contact OGEC staff at: 503-378-5105 / mail@ogec.oregon.gov to request a password reset. You will then be able to change your password and update the security questions on your account.

OR

1. From EFS login page, select the **Forgot Password?** navigation link.
2. **Forgot Your Password** window displays.
3. **Enter your username.** Select  **Reset Password**
4. **Answer security questions.** Security question answers are case and space sensitive.



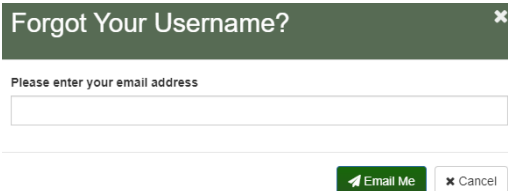
NOTE: If your security question answer contains more than one word, you will need to remember to include all spaces, punctuation, special characters, etc. that you used.

5. **Select a new password.** Passwords are case sensitive and must contain at least:
 - a. 8 characters
 - b. one upper case letter
 - c. one lower case letter
 - d. one number
 - e. one special character

NOTE: We recommend that you do not use an exclamation mark (!) as one of your special characters. This sometimes causes login errors.

FORGOT USERNAME

1. From EFS login page, select the **Forgot Username?** navigation link.
2. In the **Forgot Your Username?** pop-up, enter your email address and click on **Email Me**.



3. You will be routed back to the login page. A system-generated message will appear in the body of the page. The message should read: **“We found an account for, (*your email address*). An email will be sent to that address.”**
4. The system will generate an email from ogec.notification@egov.com. It will list all of the usernames associated with the email address used.
5. Any questions or issues, please contact OGEC staff.

EDITING/UPDATING ACCOUNT INFORMATION

It is your responsibility to keep your personal information, such as mailing address or email address, current in your EFS account.

NOTE: You can edit only your own personal profile information. You cannot substitute another individual to your assignment or to maintain your profile information.

1. Click on the down arrow next to the **Welcome, First Name Last Name (SEI)** line on the upper right hand side of the screen.

OREGON.GOV

Welcome, Stephanie Trainer (SEI)

Electronic Filing System
Oregon Government Ethics Commission - Documents

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- School Board Member, AMITY SD 4J - Appointed 11/8/2022

Reports Penalties & Sanctions Documents Communications

Current Reports and Amendments

Search

Year	Confirmation Number	Filing Date	Documents	Status	Commands
No results found!					

Showing 0 to 0 of 0 entries

File a New Report

Oregon Government Ethics Commission
3218 Pringle Road SE, Room 220 | Salem, OR 97302-1544
Email: mail@ogec.oregon.gov | Phone: (503) 378-5105
Oregon.gov [Accessibility](#) [Privacy Policy](#)

2. A drop down menu will appear. Click on **Edit My Profile**.

OREGON.GOV

Welcome, Stephanie Trainer (SEI)

Electronic Filing System
Oregon Government Ethics Commission - Documents

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- School Board Member, AMITY SD 4J - Appointed 11/8/2022

Reports Penalties & Sanctions Documents Communications

View Uploaded Documents

Search

Associated Filing	Title	Date Uploaded
No results found!		

Account Home
Edit My Profile
Switch Roles
Log Out

Oregon Government Ethics Commission
3218 Pringle Road SE, Room 220 | Salem, OR 97302-1544
Email: mail@ogec.oregon.gov | Phone: (503) 378-5105
Oregon.gov [Accessibility](#) [Privacy Policy](#)

UPDATING CONTACT INFORMATION

3. In **My Profile** click on the **Edit** next to **Personal Profile Information**.

The screenshot shows the 'My Profile' page for Stephanie Heffner. The page title is 'My Profile (sheffner, Admin)'. There is a green 'Request Name Change' button at the top right. Below the title, there are several links for editing profile information: 'Personal Profile Information (Edit)', 'Alternate Contact Information (Edit)', 'Password (Edit)', 'Security Questions (Edit)', 'SEI Seat History (Edit)', 'Audit Log (View)', and 'Admin Notes (Edit)'. At the bottom left of the profile section, there is a green 'Save and Return' button and a 'Cancel' link. The page footer contains the Oregon Government Ethics Commission contact information: 3218 Pringle Road SE, Room 220 | Salem, OR 97302-1544, Email: mail@ogec.oregon.gov | Phone: (503) 378-5105.

4. **Update your profile information.** Please make sure your name, email, phone number, and mailing address are correct. You will only be able to update your email, phone number, and mailing address. If you need a name change, please contact OGEC.

NOTE: You will only be able to update your email, phone number, and mailing address. If you need a name change, please contact OGEC or click on the green **Request Name Change** button.

The screenshot shows the 'My Profile' page with the 'Personal Profile Information' form expanded. A red arrow and a circled '4' point to the form. The form fields are: 'Last Name' (Heffner), 'First Name' (Stephanie), 'Middle Name' (empty), 'Email' (stephanie.heffner@oregon.gov), 'Phone' (503-378-6802), 'Alternate Phone' (empty), 'Fax' (empty), 'Mailing Address' (3218 Pringle Rd SE, #220), 'Address Line 2' (Example: "1234 Anywhere St"), 'City' (Salem), 'State' (OR), and 'Zip Code' (97302-1680). There is a green 'Request Name Change' button at the top right of the profile section.

UPDATING PASSWORD

5. **Passwords** must have a minimum of:

- ✓ One upper case letter
- ✓ One lower case letter
- ✓ One numerical digit
- ✓ One special character (*See text help for special character list*)
- ✓ Must be at least 8 and not more than 20 characters long

NOTE: We recommend that you do not use an exclamation mark (!) as one of your special characters. This sometimes causes login errors.

The screenshot shows a user profile update interface. On the left, a vertical sidebar contains a list of menu items: 'Alternate Contact Information (Edit)', 'Password (Edit)', 'Security Questions (Edit)', 'SEI Seat History (Edit)', 'Audit Log (View)', and 'Admin Notes (Edit)'. A red arrow points from the number '5' in a black circle to the 'Password (Edit)' link. At the bottom of the sidebar, another red arrow points from the number '8' in a black circle to the 'Save and Return' button. The main content area is mostly blank, with a 'Cancel' button visible at the bottom right. At the bottom of the page, there is a footer for the Oregon Government Ethics Commission, including the address '3218 Pringle Road SE, Room 220 | Salem, OR 97302-1544', email 'mail@ogec.oregon.gov', phone '(503) 376-5105', and links for 'Oregon.gov', 'Accessibility', and 'Privacy Policy'.

UPDATING SECURITY QUESTIONS

6. **Security Questions.** These are used for password retrieval purposes. The security questions are **case and space sensitive**. If your security question answer contains more than one word, you will need to remember to include all spaces, punctuation, special characters, etc. that you used.

UPDATING ALTERNATE CONTACT

7. **Alternate Contact Information.** You have the option to identify an alternate contact person to receive the same system-generated email notifications that you will receive.

The Alternate Contact will only receive copies of your notices. They will not receive any links, nor will they be able to login to your account.

FIRST: Be sure to check the box to include the designated alternate contact in email notifications. Then you can enter the contact's information. If you do not check the box first, they will not receive copies of the emails.

Alternate Contact Information

If you wish to designate another person to also receive notifications please complete the below information.

Include Alternate Contact in email notifications

Last Name

Spears ✓

First Name

Joanne ✓

Alternate Contact Phone

503-123-4567 x8910 ✓

Alternate Contact Email

monica.walker@ogec.oregon.gov ✓

It is recommended that you list an alternate contact to ensure that important dates are not missed, and tasks are completed on time.

SAVE CHANGES

- 8. Save and Return.** Click on this green button when you have finished updating your account information.

Alternate Contact Information (Edit)

Password (Edit)

Security Questions (Edit)

SEI Seat History (Edit)

Audit Log (View)

Admin Notes (Edit)

Save and Return Cancel

Oregon Government Ethics Commission
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Email: mail@ogec.oregon.gov | Phone: (503) 378-5105
Oregon.gov Accessibility Privacy Policy

DATE OF APPOINTMENT

The JC enters the date of appointment information when inviting you to create an account profile. If you believe that it is incorrect, contact the JC for your jurisdiction and ask them to make the correction.

Because EFS started in 2016, no one will have an appointment date prior to 2016.

All school board members will have an appointment date of 1/1/2023 or later.

RESIGNING FROM POSITION

Contact the Jurisdictional Contact (JC) assigned to the jurisdiction(s) in which you are elected or appointed by and advise them of your resignation.

You will not have the option of resigning and removing yourself in the EFS.

If you hold the position and are seated on April 15th of the required filing period, you will be responsible for filing the required SEI report for that year.

Example: If you held a position anytime during the period of April 16th of the previous year through April 15th of the current year, you would be required to file the annual SEI report. However, if you resigned and vacated your position on or before April 14th of the current year, you would not have a SEI filing requirement.

Once the Jurisdictional Contact has removed you from the assigned position, you will receive a system-generated email advising you of this action.

FILING AN SEI

SEIs are filed annually. The due date is April 15th of every year.

The reporting period opens March 15th. If you have a SEI reporting requirement, you will receive an email notice from EFS sent to the email address you have on file in your account to let you know the filing period has opened.

If you do not hold the office on April 15th of the current year, and the JC has removed/vacated you from the seat assignment prior to April 15th, you will not have a requirement to file an SEI report.

NOTE: You may be precluded from filing based on the appointment date entered by the JC when the registration/account was created. The system will determine if there is a filing requirement and make the option available. If there is no filing requirement, the option to file will not be available.


1. **Login.** Login to EFS at: <https://apps.oregon.gov/OGEC/EFS>
2. **Choose a Role.** Select the “Statement of Economic Interest (SEI) Filer” role.

FILING TIPS

- To answer each question on the report, click the **Add an Item** button. You may enter as many items as necessary. Each new row will be added to your report independently. Some questions may have multiple sections, each section will require information to be added separately. See below Question 1A and 1B.

1. BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:


Check here for none

 A. If you or a member of your household were an officer or director of a business during 2021, please indicate that information below.

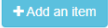
Business Name	Address Line	City	State	ZIP	Description of Business	Title of Office	Held by Whom	Edit	Delete
No Data to Report									



Check here for none

 B. List the names under which you or members of your household did business during 2021.


Business Name	Address Line	City	State	ZIP	Description of Business	Held by Whom	Edit	Delete
No Data to Report								




- Nothing to report.** If you have nothing to report for a section, select the “**Check here for none**” checkbox. If the question has multiple sections, and you have nothing to report, you will need to select the “**Check here for none**” boxes for each section.

1. BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:


Check here for none

 A. If you or a member of your household were an officer or director of a business during 2021, please indicate that information below.


Business Name	Address Line	City	State	ZIP	Description of Business	Title of Office	Held by Whom	Edit	Delete
No Data to Report									




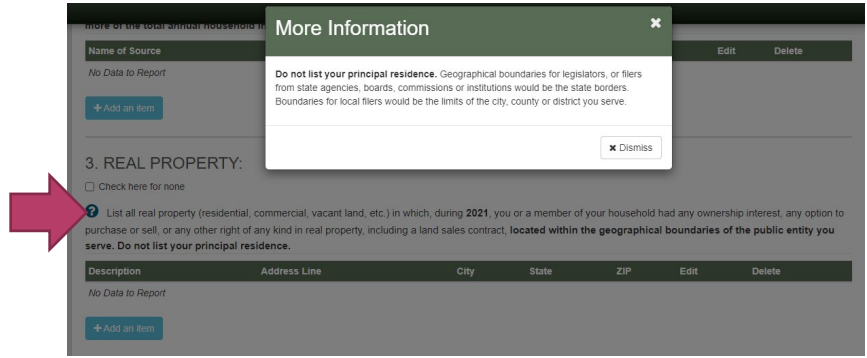
Check here for none

 B. List the names under which you or members of your household did business during 2021.

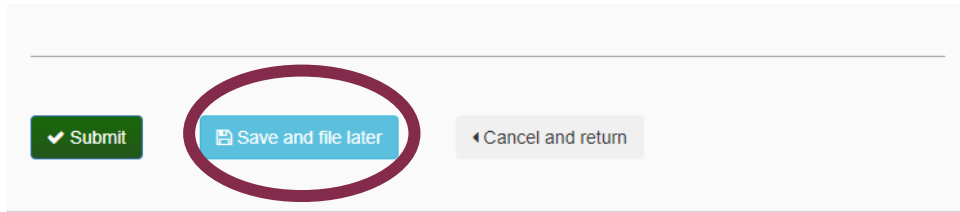
Business Name	Address Line	City	State	ZIP	Description of Business	Held by Whom	Edit	Delete
No Data to Report								




- For additional help on any section of the form, select the  icon and a pop-up window will open with additional information.





- If you must stop before completing the form, and would like to return to file later, scroll to the bottom and select **Save and file later**. The system does time out after a period of inactivity and **does not automatically save**. If you step away from filing, please make sure to save so you do not lose your completed answers.



- When you save the report, you will see it display with a **Pending** status in the **Reports** tab of the dashboard. You may edit the saved report at any time by selecting the **edit icon** -  in the row the report is in.

Current Reports and Amendments

Year	Confirmation Number	Filing Date	Documents	Status	Commands
2021	AMT67T5		No	Pending	 

NOTE: Completed reports are due by April 15th. A Pending report will not qualify as a completed and filed SEI report.

QUESTION 1: BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:

SEI filers are required to list any businesses in which they or a member of their household maintained a position as an officer or director during the preceding calendar year.

- These would be personal business ventures, not the public position you hold.

- A business is not a government entity/public body, or a 501(c)(3) nonprofit corporation if you are in a non-compensated capacity.

A. If you or a member of your household were an officer or director of a business (see definition of "business") during 2022, please indicate that information below.

You will list the:

1. **Business Name**
2. **Title of Office**
3. **Business Address**
4. **Held by Whom**
5. **Description of the Business**

If you have nothing to report, click the box **Check here for none**.

B. List the names under which you or members of your household did business (see definition of "business") during 2022:

- Items A and B may be the same and Item B may be subsidiary of parent company listed in Item A. [ORS 244.060(1) & (2)]

You will list the:

1. **Business Name**
2. **Title of Office**
3. **Business Address**
4. **Held by Whom**
5. **Description of the Business.**

If you have nothing to report, click the box **Check here for none**.

QUESTION 2: SOURCES OF INCOME

SEI filers are required to list all sources of income (not the amount of income) that made up 10% or more of their total annual household income in 2022. This includes any household member who is 18 years of age or over. [ORS 244.060(3)]

- Businesses are sources of income, not the individual clients of the business.
- Do not leave this question unanswered. Everyone should have some source of income from an employer, a business, Social Security benefits, retirement benefits, Veteran benefits, etc.

You will list:

1. **Name of the Source**
2. **Address of the Source**
3. **Description of the Source**

Examples:

Salem Hospital; 1234 Oak St., Salem OR; Husband's salary

ABC LLC; 1234 Pine St, Medford OR; Rental Property income

QUESTION 3: REAL PROPERTY

List all real property (*residential, commercial, vacant land, etc.*) located within the geographical boundaries of the jurisdiction you serve, **other than your principal residence**, in which you the SEI filer or your household member had any ownership interest, any option to purchase or sell, or any other right of any kind in real property, including a land sales contract in 2022. [ORS 244.060(4)]

- Boundaries for legislators, or filers from state agencies, boards, commissions or institutions would be the state borders. Boundaries for local filers would be the limits of the city, county or district you serve.

You will list:

1. **Description of the real property**
2. **Address**

- Examples of real property descriptions: Rental property, farmland, vacant land, vacation home, etc.

If you have nothing to report, click the box **Check here for none**.

QUESTION 4: OFFICE RELATED EVENTS

SEI filers are required to list the amount of any expenses with an aggregate value exceeding \$50 that were paid by a source other than the jurisdiction they serve during the preceding calendar year.

- A.** List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **2022**, where the expenses were paid by a government entity, Native American tribe, membership organization or nonprofit organization where the public official was participant in a convention, mission, trip, or other meeting as described in ORS 244.020(7)(b)(F), which is an exception to gift restrictions. [ORS 244.060(5)]

- Do not list expenses that were paid by the public body you represented.
- This is one of the two instances in which the SEI filer is required to upload a receipt to their annual SEI. The paying entity should provide the public official a receipt of the costs within 10 days of the date that the expense occurred. [ORS 244.100]. You will have the opportunity to upload the document at the end of the SEI.

You will list:

1. **Date(s) of Event**
2. **Organization Name** (who paid for the expenses)
3. **Address**
4. **Nature of Event**
5. **Amount** (as listed in the receipt)

If you have nothing to report, click the box **Check here for none**.

B. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during 2022 when participating in a mission, negotiations, or economic development activities described in ORS 244.020(7)(b)(H), which is an exception to the gift restrictions. [ORS 244.060(6)]

- These events are those that were officially sanctioned or designated by your public body.
- Do not list expenses that were paid by the public body you represented.)

You will list:

1. **Date(s) of Event**
2. **Organization Name** (who paid for the expenses)
3. **Address**
4. **Nature of Event**
5. **Amount**

If you have nothing to report, click the box **Check here for none**.

QUESTION 5: HONORARIA

List all honoraria (*see definition*) allowed in ORS 244.042, with a value exceeding \$15, received by you or a member of your household during 2022. [ORS 244.060(7)]

You will list:

1. **Date**
2. **Organization Name**
3. **Nature of Event**
4. **Amount**

Under ORS 244.100(2) any person that provides a public official or candidate, or a member of the household of the public official or candidate, with an honorarium or other item allowed under ORS 244.042 with a value exceeding \$15 shall notify the public official or candidate in writing of the value of the honorarium or other item. The person shall provide the notice to the public official or candidate within 10 days after the date of the event for which the honorarium or other item was received.

- This is the second of the two instances in which the SEI filer is required to upload a receipt to their annual SEI. You will have the opportunity to upload the document at the end of the SEI.

If you have nothing to report, click the box **Check here for none**.

QUESTION 6: SHARED BUSINESS WITH LOBBYIST

List the name of any compensated lobbyist who was associated with a business with which you or a member of your household was also associated during 2022. If any business or sources of income from questions one and two paid a lobbyist registered in Oregon, the SEI filer would list those businesses here. [ORS 244.090(1)]

- Owning stock in a publicly traded company in which the lobbyist also owns stock is not a relationship that requires disclosure.
- *Example: The public official or household member is an employee or owner of a private company that also employs a lobbyist.*

You will list:

1. **Name of the Lobbyist**
2. **Name of the Business**
3. **Type of the Business**

If you have nothing to report, click the box **Check here for none**.

PLEASE NOTE – DO NOT answer items 7, 8, 9, and 10 unless the source of the interest is derived from an individual or business that has a legislative or administrative interest or that has been doing business, does business or could reasonably be expected to do business with the governmental agency of which you hold an official position or over which you exercise any authority.

"Legislative or administrative interest" means an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the public official acting in the public official's capacity as a public official.

QUESTION 7: INCOME OF \$1,000 OR MORE

Respond only if you or a member of your household received a source of income exceeding an aggregate amount of \$1,000 during 2022, and that income was derived from an individual or business that has been doing business, does business, or could reasonably be expected to do business with, or has a legislative or administrative interest in the governmental body you serve. [ORS 244.060(8)]

You will list:

1. **Income Source**
2. **Address**
3. **Description**

If you have nothing to report, click the box **Check here for none.**

QUESTION 8: DEBT OF \$1,000 OR MORE

Respond only if you or a member of your household owed a debt of \$1,000 or more to a person (*see definition of "person"*) during 2022, and that debt involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. [ORS 244.070(1)]

- Do not list loans from state or federally regulated financial institutions (banks, etc.) or retail credit accounts and do not list the amounts owed.

You will list:

1. **Name of Creditor**
2. **Date of Loan**
3. **Interest Rate of Loan**

If you have nothing to report, click the box **Check here for none.**

QUESTION 9: BUSINESS INVESTMENT OF \$1,000 OR MORE

Respond only if you or a member of your household had a personal, beneficial interest or investment in a business (*see definition of "business"*) of more than \$1,000 during 2022, if the investment involved an individual or business that did business with or reasonably could be expected to do business with or had a legislative or administrative interest in the public body you serve. [ORS 244.070(2)]

- Do not list the amount of the investment.
- Do not list individual items in a mutual fund or blind trust, or a time or demand deposit in a financial institution, shares in a credit union, or the cash surrender value of life insurance.

You will list:

1. **Business Name**
2. **Address**
3. **Description of the Business**

If you have nothing to report, click the box **Check here for none**.

QUESTION 10: SERVICE FEE OF \$1,000 OR MORE

Respond **only if you** (not your business) received a fee of more than \$1,000 in 2022 from a person (see definition of "person") for whom you performed a service, if the service involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. [ORS 244.070(3)]

- Do not list fees if you are prohibited from doing so by law or a professional code of ethics.

If you have nothing to report, click the box **Check here for none**.

VERIFY AND SAVE


1. **Supporting Documentation:** Uploading your files

Only questions 4A. Office Related Events and 5. Honoraria require documentation to be uploaded.

Upload Notices provided to Public Officials

Supporting Documentation

Please upload your supporting documentation in the form of .JPG, .JPEG, .PNG, .GIF, .PDF, .DOC, or .DOCX. Max file size is 100 MB



Upload your files

Choose files to upload. You can select more than one file at a time. You can also **drag and drop** files anywhere in this block to start uploading.

My Uploads

Name	Size	Status	Remove

Click on “Choose Files” to select files saved to your device to attach or you can drag and drop files to upload.


If the system does not allow you to directly upload your required documents you will need to electronically send them to the Commission at: mail@ogec.oregon.gov noting the SEI filer name, jurisdiction, report year, and a request that the document be attached to your filing. The OGEC Administrator will then attach the document to the filed report. Once uploaded, the documents may be viewed through the **Documents** tab.

2. **Submit:** When the form is complete, select **Submit**.

Upload Notices provided to Public Officials

Supporting Documentation

Please upload your supporting documentation in the form of .JPG, .JPEG, .PNG, .GIF, .PDF, .DOC, or .DOCX. Max file size is 100 MB



Upload your files

Choose files to upload. You can select more than one file at a time. You can also **drag and drop** files anywhere in this block to start uploading.

My Uploads

Name	Size	Status	Remove

3. **Electronic Signature.** You will be prompted to sign your name to complete the filing. Type your first and last name as it appears in your personal profile (it is displayed on the upper right hand side of your screen). Click **Confirmed** then select **File Report**.

Submit Report?
✕

Please confirm that you wish to submit this report

I certify under penalty of false affirmation that the information is true and correct.

Electronic Signature *

Confirmed

✔ File Report
✕ Continue Editing

4. The **Report Successfully Filed** screen will appear. If you do not see this prompt, the system may return you to the portion of the report that needs more information. Once corrected, you can successfully file. If you complete a **Pending** report, you will see the status has change from **Pending** to **Filed** in the **Reports** tab of the dashboard.

Electronic Filing System - SEI Filer Report Confirmation

Report Successfully Filed

Thank you, your **Oregon Government Ethics Commission E-Filing Report** for 20 has been successfully submitted.

- Your confirmation number is: **ABC123**
- An email receipt has been sent to the email address provided.
- You can also print this receipt for your records.

👤 Go to my account
🖨️ Print This Page

NOTE: The **filing deadline is always April 15th**, even if that date falls on a weekend or holiday. The electronic filing system is available 24-hours a day and 7 days a week for your convenience.

MOST COMMON FILING ERRORS

1. Failing to list all sources of household income for question 2. All sources of income exceeding 10% of the total annual **household** income must be listed. *(The question includes the public position you hold.)* Do not overlook the fact that a pension or

social security benefit represents part of the household income. Please refer to the definition of income on page 3.

2. Completing items 7 to 10 when not necessary. Please carefully read the instructions in the box. The questions need to be answered only if the conditions described in the instructions apply to your responses.
 - **Please do not fail to respond to the email notification!** ORS 244.350(4)(c) prescribes assessment of a penalty of \$10.00 for each of the first 14 days the SEI is late and \$50.00 for each day thereafter that passes after the filing deadline date, up to a maximum of \$5,000.00.
 - You are required to electronically file **no later than April 15**. Please contact OGEC if you have questions.

STATUTORY REFERENCES

Item 4-A, ORS 244.020(7)(b)(F) – Reasonable expenses paid by any unit of the federal government, a state or local government, a Native American tribe that is recognized by federal law or formally acknowledged by a state, a membership organization to which a public body as defined in ORS 174.109 pays membership dues or a not-for-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code, for attendance at a convention, fact-finding mission or trip, conference or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

Item 4-B, ORS 244.020(7)(b)(H) – Reasonable food, travel or lodging expenses provided to a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, when the public official is representing state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

(i) On an officially sanctioned trade promotion or fact-finding mission; or

(ii) In officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.

DEFINITIONS

"Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain. This does not include income-producing not-for-profit corporations that are tax-exempt under section 501(c) of the Internal Revenue Code with which a public official or relative of a public official is associated in a non-compensated capacity. [ORS 244.020(2)]

"Income" means income of any nature derived from any source, including but not limited to any salary, wage, advance, payment, dividend, interest, rent, honorarium, return of capital, forgiveness of indebtedness, retirement income, real estate transactions, inheritance income, or anything of economic value received as income including income from government sources (i.e., social security, your public salary, etc.). [ORS 244.020(9)]

"Honorarium" means a payment or something of economic value given to a public official in exchange for services upon which custom or propriety prevents the setting of a price. Services include, but are not limited to, speeches or other services rendered in connection with an event. [ORS 244.020(8)]

"Person" means, for purposes of this form, (a) the public official required to file a Statement of Economic Interest and (b) an individual, corporation, partnership, joint venture, and any other similar organization or association.

"Member of Household" means any person who resides with the public official. [ORS 244.020(11)]

FAQS

Once logged in to the account, do the sessions time out?

Yes. The session will time out after a 15 minute period of inactivity.

Can filers file a paper Statement of Economic Interest (SEI)?

No. Since 2016, all required filers must file electronically.

Can anyone get a password to file electronically?

No. Only those statutorily identified as required filers who have been assigned to a seat in the system can access the Electronic Filing System (EFS) for filing purposes.

How long is the invitation for a SEI filer to create an account in the EFS valid?

90 days.

What if a SEI filer attempts to create their account after the 90 days?

The SEI filer would need to contact their JC to request a new, active token. If a filer does not create their account within the 90 days, the system will generate an email reminder the first part of March. The JC will need to vacate the seat and reassign the filer to generate an active token.

When is the deadline for filing an annual SEI report?

April 15th of each year. The Electronic Filing System (EFS) is available 24/7.

When does the “window” for filing the SEI report open?

Annually on March 15th. This gives SEI filers 30 days to complete their SEI filing on time.

NOTE: SEI filers, who have an account profile, will receive an email notification on March 15th letting them know the filing window is open and reminding them that they are required to file.

Are Jurisdictional Contacts (JCs) responsible for assisting filers?

Yes. JCs are responsible for assisting SEI filers in creating their profiles and setting up their accounts within the EFS. In addition, JCs should reach out to their jurisdictional seats and act as the local support person to aid SEI filers in completing and filing their annual SEI reports.

NOTE: JCs are **NOT** responsible for filing. SEI filers are responsible for filing their own SEI reports.

Are all public officials assigned to jurisdictional seats required to file a SEI?

No. Only public officials listed under ORS 244.050 are required to file an SEI report.

Are the disclosure questions different from year to year?

No. The questions are statutorily mandated and have not changed.

The system is not accepting my email address the way I entered it?

Try entering your email address in all lowercase letters.

SYSTEM REQUIREMENTS

To ensure the safety & security of your browsing experience, Oregon.gov websites are compatible with most popular browsing software. For more information, please visit [Supported Browsers](#) on Oregon.gov.

As with other provisions in Oregon Government Ethics law, it is each public official's personal responsibility to ensure they comply with the requirements to complete and electronically submit the SEI by April 15.

If you have any questions regarding the Annual Verified Statement of Economic Interest or the Oregon Government Ethics Commission, please call or email the OGEC staff.

Oregon Government Ethics Commission

3218 Pringle Rd SE, STE 220

Salem, OR 97302-1680

Phone: 503-378-5105

Website: www.oregon.gov/OGEC

Email: mail@ogec.oregon.gov

ORDINANCE A-155-A

AN ORDINANCE AMENDING THE COBURG SIGN ORDINANCE, ORDINANCE A-155 REGULATING AND PERMITTING CERTAIN SIGNS, PROVIDING ENFORCEMENT AND PENALTIES FOR VIOLATIONS

WHEREAS, The City of Coburg wishes to update its Sign Ordinance to improve how sign permit applications are processed and to provide for public safety, and to make other changes to the Sign Ordinance; and

WHEREAS The City of Coburg finds that the amended Sign Ordinance complies with all applicable statewide planning goals and with the acknowledged Comprehensive Plan:

1. The bulk of the changes are changes in procedure to allow the processing of sign permit applications to more closely correspond to the procedures applicable to other land use applications; and
2. The substantive changes concern vision clearance and the regulation of free standing signs, which regulations are consistent with the goals and purposes of the Comprehensive Plan and are necessary to the continued public health and safety of Coburg; and
3. Coburg's Comprehensive Plan recognizes the unique character of the City is an important resource. In accordance with the City's Goal five compliance, the careful regulation of signs is an important means to maintain Coburg's character without interference with economic development or free expression.

The City of Coburg ordains as follows:

SECTION 1. TITLE: This code shall be known as the Coburg Sign Ordinance and shall be cited herein as "this Ordinance."

SECTION 2. PURPOSE: The several purpose of this Ordinance are to protect the health, safety, property, and welfare of the public; to improve the neat, clean, orderly, and attractive and historic appearance of the community; to improve the effectiveness and maintenance of signs; and to provide adequate open space for unobtrusive signs. It is necessary to regulate the construction, erection, maintenance, electrification, illumination, type size, number, and locations of signs to accomplish these purposes.

SECTION 3. DEFINITIONS: For the purpose of this Ordinance, certain terms or words used shall be interpreted as follows:

The word shall is mandatory; the word may is permissive.

The present tense includes the future tense; the singular number includes the plural, and the plural number includes the singular.

The word person includes firm(s), association(s), organization(s), partnership(s), trust(s), company(s), or corporation(s), as well as the individual.

“Sign” means any device that is designed, used or intended for identification purposes or to inform the public, and includes, where applicable, the sign structure, display surfaces and all other component parts of the sign. The area of a sign having two displays surfaces facing in opposite directions shall be computed by measuring the largest face.

Area. To mean that area contained within the lines drawn between the outermost points of a sign having two display surfaces in opposite traffic directions shall be computed by totaling the square footage of both faces.

Animated Sign. The mean any sign, attempting through moving or the uses of intermittent flashing lights to make a sign seem alive, or extremely active.

Animated Readerboard. To mean a sign which conveys data or other information that pertains to time, date, or temperature, by means of alternating lights.

Awning. An awning shall include any structure made of cloth or metal, with a metal frame attached to building and projecting over a thoroughfare, when the same is so erected as to permit its being raised to a position flat against the building or structure when not in use.

Building Official. The person designated or contracted by the Planning Commission to act as its agent in building, construction, and sign permits; and inspections.

Bulletin Board. To mean a sign which gives brief official statement about matters of public concern, regarding public, religious, charitable, or other non-profit organizations.

Canopy. A canopy shall include any structure, other than an awning, made of cloth or metal with metal frames attached to a building, projecting over a thoroughfare, and carried by a frame supported by the ground or sidewalk.

Freestanding Sign. To mean any sign supported by one or more uprights or braces upon the ground, and not attached to any building. (e.g., monument signs, multi-tenant monument, pole signs).

1. **Monument Sign:** a freestanding sign that has a solid supporting base equal to or greater than the width of the sign face and at least 12 inches high with no separations between the sign and base. The sign and base may be one integrated unit. If not an integrated unit, the supporting base shall be a minimum 12-inch vertical height.

Height. The height is measured from the average grade of the building site below the sign to the top most point of the sign.

Home Occupation Sign. To mean a sign denoting only the name and professions of the occupant of the dwelling.

Illuminated Sign. To mean any sign which characters, letters, figures, designs, or outlines illuminated by electric lights or luminous tubes as part of the sign proper.

Off-Site Sign. To mean any sign which advertises goods, products, businesses, or services which are not sold, manufactured, or distributed on or from the property, or facilities not located on the property which the sign is located.

Planned Unit Development Sign. To mean a sign advertising a shopping center, which may include signs for the individual business in the shopping center complex.

Professional Name Plates: To mean a sign which gives only the name and profession of the user.

Professional Occupation Sign. To mean signs denoting the name and profession of an occupant in a commercial or public institution building.

Projecting Sign. To mean any sign which is attached perpendicular to a building or other structure and extends more than 12 inches beyond the line of the building or structure or more than 12 inches beyond the surface of that portion of the building structure to which it is attached.

Readerboard. To mean any sign giving a stationary message using changeable lettering or numerals.

Roof Sign. To mean any sign erected, constructed, and maintained wholly upon or over the roof of any building with the principal support on the roof structure.

Rotating Sign. To mean any sign which rotates.

Shopping Center Sign. To mean a sign advertising a shopping center, which may include signs for the individual business in the shopping center complex.

Subdivision Sign: To mean a permanent sign indicating the name of the subdivision area being established.

Street Clock. To mean any timepiece erected upon a standard, upon the sidewalk on the exterior of any building or structure for the convenience of the public and placed and maintained by some person for the purpose of advertising his/her place of business.

Temporary Sign. To mean any sign, banner, valance, or advertising display constructed of cloth, canvass, light fabric, cardboard, plywood, wood, wall board, plastic, sheet metal, or other similar materials with or without frames, which is not permanently erected or permanently affixed to any sign structure, sign tower, or building, and which is not an electric sign or an internally or directionally illuminated sign, and including:

- a) Construction Sign. To mean any sign erected upon a construction site for the purpose of identifying or advertising the developers and/or the contractors of the site.
- b) Advertising Sign. To mean any temporary sign advertising picnics, bazaars, luncheons, breakfast, etc., of churches social clubs, fraternal organizations, and other non-profit organizations, and temporary signs which are intended for use at grand openings of new businesses, or relocation and/or reopenings of existing businesses, none of which shall be used for more than 30 calendar days.
- c) Political Sign. To mean a temporary sign purporting to advertise candidates or issues, erected on private property, during the campaign in which such candidates or issues are to be voted on, and which shall be erected for not more than a maximum period of 60 days prior to such election(s) and which shall be removed not later than the fourth day following such election(s).
- d) For Sale, Rent, or Lease Sign. To mean temporary signs erected on private property advertising for the sale, lease, or rental of the only property upon which it is erected.
- e) Open House Sign. To mean any sign erected on private property operating in conjunction with a For Sale sign.
- f) Subdivision Sign. To mean a temporary sign to be erected upon the tract of land or a subdivision advertising the sale of the tract of land or lots on the tract of land.
- g) Miscellaneous Sale Sign. To mean any sign advertising an item or items for sale, garage sale, or yard sale sign. To be removed within three days after completion of the sale.
- h) A-frame or Sandwich Board Sign. To mean a sign temporarily in the pedestrian right-of-way, still providing adequate pedestrian clearance, only present during business or event hours. Sign shall be located no further from sign originator than the nearest street intersection at maximum.

Traffic and Customer Control Signs. To mean any sign, legal notice, railroad crossing sign, danger sign, and other such emergency and non-advertising signs as are approved by the Planning Commission.

Wall Sign. A wall sign shall include all flat signs which are placed, attached, or painted against a building or other structure and attached to the exterior front, rear, or side all of any building or other structure.

SECTION 4. GENERAL REQUIREMENTS:

- A. **Sign Illumination.** The artificial illumination of signs, either from an internal or external source, shall be designed to eliminate negative impacts on surrounding right-of-way and properties. The following standards shall apply to all illuminated signs:
1. No sign or light source shall create an unduly distracting or hazardous condition to a motorist, pedestrian or the general public. Colored lights or colored sign faces shall not be used at a location or in a manner so as to be confused or construed as traffic control devices.
 2. External light sources shall be directed and shielded to limit direct illumination of any object other than the sign.
 3. Signs shall not have blinking, flashing, or fluttering lights, or other illuminating devices that have a changing light intensity, brightness or color.
- B. Sign permits may be processed as Building Permits which are considered a type of Type 1 Land Use Applications except when another processed is required by this Ordinance.

SECTION 5. ESTABLISHMENT OF DISTRICTS: The City of Coburg is divided into specific zones, as shown the official zoning map, attached to and made part of this Ordinance, and any sign erected or constructed in these zones shall be controlled by the rules of each zone.

No signs shall be erected and no changes of any nature shall be made to existing signs within these zones except in conformity with the procedures set forth in this Ordinance.

SECTION 6. RESIDENTIAL DISTRICT:

- A. All signs within the residential areas shall be subject to the following provisions:
- 1) No sign shall be illuminated with or by a flashing intermittent light source. All light shall be directed away from and not reflected upon adjacent premises. No illumination of any sign shall be permitted at [after] 10:00 p.m. or before 7:00 a.m. Free standing signs shall not be internally illuminated nor be illuminated by neon tubing.
 - 2) One sign not exceeding two square feet in area per side and bearing only property numbers, post box numbers, names of occupants, or the occupations of residents only in event of home occupation shall be allowed each residential dwelling unit.

- 3) Home Occupation Signs shall not exceed three (3) square feet in area per side not exceed six feet in height.
 - 4) Subdivision Signs shall not exceed 32 square feet in area and not exceed 6 feet in height. One per entrance.
- B. Temporary Signs as defined in Section 3, subsection 23, items a-h, shall not exceed six (6) square feet in area not exceed six (6) feet in height.
- C. Exempt Signs shall be allowed as follows:
- 1) Institutional Signs: Any sign or bulletin board setting forth or denoting the name of any public, charitable, religious, or non-profit institution when located on the premises of such institution, provided such sign or bulletin board shall not exceed 32 square feet in area and 6 feet in height.
 - 2) Public Signs: Signs of a public nature, which are non-commercial, which shall include safety signs, danger signs, signs indicating scenic or historical points of interest, signs required by a government agency, and all signs erected by a public officer in the performance of a public duty, shall not exceed 32 square feet in area.
 - 3) Memorial Signs and Tablets: Non-illuminated memorial signs or tablets indicating the name of building or date of erection, not exceeding two square feet in area, which are part of the building construction, or are to be attached as wall signs or anchored in the public right-of-way
 - 4) Seasonal Decorations: Seasonal decorations shall be permitted for a period of 40 days for displays purposes or on public or private property, providing such decorations are safely maintained. When on public property, approval of the City Council is required.
 - 5) Flags: One official national, state, and local government flag or banner per property when installed in a manner that meets City ordinances and when flown and maintained with the respect due to these symbols of honor and authority, as specified by the U.S. Flag Code, are exempt from the provisions of these regulations. As per Section 4 of the U. S. Flag Code, the American flag should never be used for advertising purposes.

The flag structure shall not exceed 20 ft. in height or a height 10 percent greater than the maximum height of the primary structure on the property, whichever is greater. All structures over 10 ft. in height supporting flags require a Building Permit and inspection(s) of the footing and structure, as per current Oregon State Building Code, prior to installation of the structure.

D. Prohibited Signs.

- 1) Roof Signs
- 2) Animated Signs that rotate messages more frequently than every 20 seconds
- 3) Rotating Signs
- 4) Projecting Signs
- 5) Off-site signs, except for Open House Signs.
- 6) Signs illuminated by neon tubing, LED, or similar technology including 'OPEN' or 'CLOSED' signs.

SECTION 7. CENTRAL BUSINESS DISTRICT (C-1):

A. All signs within the Central Business District shall be subject to the following provisions:

- 1) Each business shall be allowed a maximum total of all signs of 100 square feet in area, excepting inclusion in shopping center signs.
- 2) Projecting Signs shall be granted on the following use criteria:
 - a) Projecting signs-must have a minimum clearance of 10 feet above grade with a minimum clearance of 15 feet over driveways and parking lots, and shall not exceed 32 square feet per side.
 - b) Signs shall be set back a minimum of two feet from the curb.
 - c) Projecting signs may not extend more than 25 feet above grade or the building roofline, whichever is less.
 - d) Such signs shall project from the wall at right angles, (90) from the all to which they are attached, except that diagonal projection of 135 is allowed on a building at the corner of a block. If a diagonal projecting sign is used on a corner, it shall be the only projecting sign allowed for the two frontages from which it is designed to be seen.

e) Only one projecting sign per frontage may be displayed.

3) Wall Signs shall be allowed on each separate business occupancy. The wall signs shall not exceed 60 square feet in area total.

B. Temporary Signs shall be allowed as follows:

1) Construction Signs not to exceed 32 square feet in area and not to exceed eight (8) feet in height.

2) FOR SALE (LEASE or RENT) Signs not to exceed 32 square feet in area and not to exceed 8 feet in height.

3) Traffic and Customer Control Signs not to exceed 16 square feet in area and not to exceed 8 feet in height.

4) Other temporary signs, as provided in Section 6, subsection B, of this ordinance.

C. Freestanding Signs shall be allowed as follows:

1) One Freestanding sign, not to exceed 32 square feet in area and not to exceed 15 feet in height, shall be allowed per business Any freestanding sign square footage shall be a portion of subsection 7.a.(1).

2) Street Clocks: All street clocks shall be constructed of suitable material, and the time on the clocks should be kept accurate.

3) Traffic and Customer Control Signs not to exceed 16 square feet in area and not to exceed eight (8) feet in height.

D. Exempt Signs shall be allowed, as provided in Section 6, subsection C, items 1-4.

E. Prohibited Signs.

1) Roof Signs.

2) Animated Signs and/or Readerboards that rotate messages more often than every 20 seconds

F. Conditional Signs (Special Exceptions). Off-site signs, readerboard signs, and shopping center signs, exempt signs as provided in Section 6, subsection C of this Ordinance, shall be allowed only under a Conditional Sign Permit.

SECTION 8. HIGHWAY COMMERCIAL DISTRICT (C-2):

- A. The following signs shall be allowed in the Highway Commercial District:
- 1) Each Commercial business shall be allowed one (1) freestanding sign with a maximum of 400 square feet for each side with a maximum of two (2) sides. A second freestanding sign is allowable with a combined total of both signs not to exceed 500 square feet per side. Signs shall not exceed 45 feet in height above average terrain.
 - 2) Each separate business shall be allowed Traffic and Customer Control signs necessary to provide a smooth and orderly flow of traffic for safety control; subject to review by the Planning Commission under the site review process if deemed necessary by the Planning Commission.
 - 3) Each multi-use commercial area shall be allowed one Identification Sign which shall not exceed 200 square feet per side and shall not exceed 15 feet in height above the crown of the fronting road or the curb, whichever is higher.
 - 4) In addition to the signs set forth in Subparagraphs (1)-(3) above, each commercial building shall be allowed:
 - a) At least 300 square feet of signs.
 - b) Each commercial building containing less than 40,000 square feet shall be allowed one (1) square foot of sign for each lineal foot of building perimeter, with a maximum of 600 square feet of signs for each building, not to exceed height of building.
 - c) Each commercial building containing 40,000 square feet or more shall be allowed one (1) square foot of sign for each lineal feet of building perimeter, with a maximum of 800 square feet of signs for each building, not to exceed height of building.
- B. **Projecting Signs:** As provided in Section 7 subsection A, item 1, projecting signs shall be allowed.
- C. **Temporary Signs:** The following temporary signs shall be allowed.
- 1) **Temporary Construction Signs** shall not exceed 32 square feet in area not exceed 8 feet in height.

- 2) Temporary FOR SALE, LEASE or RENT Signs shall not exceed 32 square feet in area nor exceed 8 feet in height.
 - 3) Temporary Subdivision Signs shall not exceed 32 square feet in area nor exceed 8 feet in height.
 - 4) Other temporary signs, as provided in Section 6, subsection B, of this ordinance.
- D. Exempt Signs: The signs specified in Section 6, subsection C, items 1-4, shall be allowed.
- E. Prohibited Signs: The following signs shall be prohibited in the Highway Commercial District:
- 1) Animated Signs that rotate messages more often than once every 20 seconds.
 - 2) Flashing Signs.
- F. Conditional Signs (Special-Exemptions): Off-site signs, except Exempt Signs, as provided in Section 6, subsection C of this Ordinance shall be allowed only under a Conditional Sign Permit.
- G. Multi-Tenant Monument Signs: Allowed off-site with lease and maintenance agreement with property owner of sign location. Not allowed in public right-of-way. Sign shall incorporate a uniform design standard for each tenant sign. Multi-tenant monument signs shall not be taller than ten (10) feet and not be larger than forty (40) square feet on each side.

SECTION 9. LIGHT INDUSTRIAL DISTRICT (LI):

- A. The following signs shall be allowed in the Light Industrial District:
- 1) Each business shall be allowed 1 freestanding sign, with a maximum of 400 square feet for each side with a maximum of 2 sides. A second free standing sign is allowable with a combined total of both signs not to exceed 500 square feet per side. The signs shall not exceed 45 feet in height above average terrain.
 - 2) Each separate business shall be allowed Traffic and Customer Control signs necessary to provide a smooth orderly flow of traffic for safety control, subject to review by the Planning Commission through the site review process.

- 3) Each multi-use industrial area shall be allowed one (1) Identification Sign which shall not exceed 200 square feet per side and shall not exceed 15 feet in height above the crown of the fronting for safety control, subject to review by the Planning Commission through the site review process.
- 4) In addition to the signs set forth in Subparagraphs (1)-(3) above, each building in the industrial district shall not be allowed the following signs:
 - a) Each building shall be allowed a minimum of 300 square feet of signs.
 - b) Each building containing less than 40,000 square feet shall be allowed one (1) square foot of sign for each lineal foot of building perimeter, with a maximum of 600 square footage of signs.
 - c) Each building containing 40,000 square feet or more shall be allowed one (1) square foot of sign for each lineal foot of building perimeter, with a maximum of 800 square feet of signs
- 5) Projecting Signs: As provided in Section 7, subsection A item 1, projecting signs shall be allowed.

B. Temporary Signs: The following temporary signs shall be allowed.

- 1) Temporary Construction Signs shall not exceed 32 square feet in area nor exceed 8 feet in height.
- 2) Temporary FOR SALE, LEASE, or RENT Signs shall not exceed 32 square feet in area nor exceed 8 feet in height.
- 3) Other temporary signs as provided in Section 6, subsection B of this Ordinance.

C. Exempt Signs: The signs specified in Section 6, subsection C, items 1-4, shall be allowed.

D. Prohibited Signs:

- 1) Animated Signs that rotate messages more often than once every 20 seconds
- 2) Flashing Signs.

- E. Conditional Signs (Special Exceptions): Off-site signs, except Exempt Signs, as provided in Section 6, subsection C of this Ordinance shall be allowed only under a Conditional Sign Permit.
- F. Multi-Tenant Monument Signs: Allowed off-site with lease and maintenance agreement with property owner of sign location. Not allowed in public right-of-way. Sign shall incorporate a uniform design standard for each tenant sign. Multi-tenant monument signs shall not be taller than ten (10) feet and not be larger than forty (40) square feet on each side.

SUPPLEMENTARY DISTRICT REGULATIONS

SECTION 10. OBSOLETE AND DAMAGED SIGNS TO BE REMOVED OR REPAIRED: Any new sign now or hereafter existing which no longer advertises a bonafide business conducted or a product sold, a current event, or is otherwise obsolete, shall be taken down and removed by the owner, agent, or person having the beneficial use of the building or structure upon which such sign owner, agent or person having the beneficial use of the building or structure upon which such sign may be found within 30 days after written notification from the Building Official or Planning Director or designee, subject to the right of appeal to the Planning Commission. In the event said person fails to remove the sign, and any time specified by the notice, the Building Official or Planning Director or designee may cause the removal of the sign, and any expense incurred for such removal shall be paid by said person. In the event any sign or advertising expense incurred for such removal shall be paid by said person. In the event any sign or advertising structure or supporting structure which is torn, damaged, defaced, or destroyed and not repaired or replaced within 30 days of said casualty, the Building Official or Planning Director or designee shall give written notice to the property owner and permittee of the sign requiring repair, replacement, or removal thereof within 30 days; subject to the right of appeal to the Board of Appeals. In the event said owner permute does not repair, replace or remove said sign pursuant to said notice, the Building Official or Planning Director or designee is authorized to cause removal of such sign and any expense incident thereto shall be paid by the owner or permute of the sign, or if such persons cannot be found, the owner of the building or structure or property to which such structure is affixed

SECTION 11. CERTAIN SIGNS PROHIBITED: It shall be unlawful for any persons to erect, display, or maintain, and no permit shall be issued, for the erection, display, or maintenance of any sign advertising sign falling within any of the following descriptions:

- 1) Animated Signs
- 2) Flashing Signs
- 3) Outline illumination to illuminate or accentuate a sign, sign structure, or building.

SECTION 12. SIGNS NOT TO OBSTRUCT DOORS FIRES ESCAPES ETC.: Signs shall be erected, relocated, or maintained so as to prevent free ingress or egress from any door, window, or fire escape.

SECTION 13. SIGNS NOT TO CONSTITUTE TRAFFIC HAZARDS, CERTAIN WORDS PROHIBITED:

- A. Clear vision: No sign or other advertising structure as regulated by this Ordinance shall be erected at the intersection or any streets in such a manner as to obstruct free and clear vision.
- 1) Vision Clearance: The clear vision areas extend across the corner of private property from one street to another. The two legs of the clear vision triangle defining the private property portion of the triangle are each measured 20 feet back from the point of intersection of the two corner lot lines, special setback line or access easement line (where lot lines have rounded corners, the lot lines are extended in a straight line to a point of intersection). Additional clear vision area may be required at intersections, particularly those intersections with acute angles, as directed by the Planning Department, upon finding that additional sight distance is required (i.e., due to roadway alignment, etc.).
- B. Traffic hazard: No sign or other advertising structure as regulated by this Ordinance shall be erected at any location where, by reason of the position, shape, or color, it may interfere with, obstruct the view of, or be confused with, any of the authorized traffic signs, signals, or devices.
- C. Words prohibited: No sign or other advertising structure as regulated by this Ordinance shall be erected which makes use of the words, "STOP," "LOOK," "DANGER," or any other words, phrases, symbols, or characters in such a manner as to interfere with, mislead, or confuse traffic.

SECTION 14. SPOTLIGHTS ON SIGNS EXTENDING OVER PUBLIC PROPERTY: It shall be unlawful for any person to maintain any sign which extends over public property which is wholly or partially illuminated by floodlights or spotlights which reflect into or upon the traveling ways of any street or alley.

SECTION 15. OBSCENE MATTER PROHIBITED: No sign shall be constructed, erected, or maintained which bears or contains statements, words, or pictures of an obscene, indecent, or immoral character, such as will offend public morals or decency.

SECTION 16. SIGNS PERMITTED FOR SECOND STORY BUSINESSES: Businesses maintained on the second floor of a two story building, except businesses which also occupy all or a portion of the first floor, shall be entitled to 50 percent of the dimensions and distances set forth in this Ordinance, excepting no projecting signs shall be permitted for such second floor businesses, nor shall any separate sign be permitted above the second story of the building, unless otherwise provided in this Ordinance.

SECTION 17. NON-CONFORMING SIGNS TIME LIMITATIONS FOR INFORMATION: Every sign or other advertising structure in existence on adoption of this Ordinance which violates or does not conform to the provisions thereof, shall be removed or altered or replaced so as to conform to the provisions of this Ordinance within two years of the effective date of this Ordinance.

Where a sign was lawfully erected and maintained in an area outside or inside the urban growth boundary of the City of Coburg and is annexed to the City, the applicable non-conforming period shall begin from the effective date of the annexation. No structural alterations or other substantial changes of a permanent nature, of an existing non-conforming sign, as defined herein, will be permitted except when such alterations, extensions, or changes are such as to bring the sign into complete compliance with this Ordinance.

CONSTRUCTION STANDARDS

SECTION 18. ILLUMINATED SIGNS TO CONFORM TO ELECTRICAL CODES: All illuminated signs shall be subject to the provisions of the National Electric Code or the State Electric Code or the Underwriters Laboratory and shall be designed by a state licensed signs contractor and erected by a state licensed electrician.

SECTION 19. WIND PRESSURE AND SEISMIC AND DEAD LOAD REQUIREMENTS: All signs shall be designed and constructed to withstand pressure loads and seismic loads and dead loads as required by the current Oregon State Uniform Building Code.

SECTION 20. SIGNS CLOSE TO STREET LINES MUST BE SMOOTH AND WITHOUT PROJECTIONS: All signs or other advertising structures which are constructed on street lines, or within five feet thereof, shall have smooth surfaces, and no nails, tacks, or wires shall be permitted to protrude there from.

- A. **Exceptions:** Electrical reflectors and devices which may extend over the top and in front of the advertising structures.

SECTION 21. GOOSENECK REFLECTORS PERMITTED: Gooseneck reflectors and lights shall be permitted on freestanding signs and wall signs, provided however, the reflectors shall be provided with proper glass lenses concentrating the illumination upon the area of the sign so as to prevent glare upon the street or adjacent property.

SECTION 22. FREESTANDING SIGNS:

- A. **Materials and attachments of Letters:** All letters, figures, characters or representations in uncut or irregular form, maintained in conjunction with, attached to, or superimposed upon any sign shall be safely and securely built or attached to the sign structure and shall comply with all requirements in Section 29 of this Ordinance.
- B. **No Freestanding Sign** shall project or extend into any vision clearance area prescribed by any provision of this Ordinance. One or two sign poles supporting a freestanding sign may be located within the vision clearance area if they do not exceed a combined total width of 12 inches and if no other portion of the sign proper is located within the vision clearance area between 3 and 7 feet above grade.

- C. All posts, anchors, and bracing or wood shall be treated to protect them from moisture by creosoting or together approved methods when they rest upon or enter the ground.
- D. All freestanding signs shall conform to the requirements of Section 28 of this Ordinance.
- E. All freestanding signs and the premises surrounding the same shall be maintained by the owner thereof in a clean, sanitary, and inoffensive condition, and free and clear of all obnoxious substances, rubbish, and weeds.

SECTION 23. WALL SIGNS

- A. No wall sign shall cover, wholly partially, any wall opening nor project beyond the ends or top of the wall to which it is attached.
- B. No wall sign shall be permitted or extend more than 12 inches beyond the building line and shall not be attached to all at a height of less than 9 feet above the sidewalk or ground.
- C. No wall sign shall be erected, relocated, or maintained so as to prevent free ingress or egress from any door, window, or fire escape.
- D. All illuminated signs are subject to approval by the Planning Commission through the Site Review process.
- E. No sign or window display shall be so placed or illuminated as to be hazardous to pedestrians or traffic or in any or any manner tending to create a nuisance to the occupants of any other building or premises.
- F. All wall signs shall conform to the requirements of Section 29 of this Ordinance.

SECTION 24. WALL FACADES FOR SIGNS

- G. If a wall facade for signs extends to full length of the wall, the maximum height of the wall façade shall not exceed four feet measured from the roof line directly behind the wall to the top of the wall façade. If it is less than full length, there shall be five feet clearance at the end of the wall, and such facades shall conform to Chapter 38 of the Building Code.
- H. The supporting structure for any wall façade for signs shall be completely enclosed so as not to be visible from any public street, alley, or adjacent property.

SECTION 25. CONSTRUCTION STANDARDS FOR TEMPORARY SIGNS: All temporary signs shall be constructed to the following standards: all exposed parts of the sign shall be constructed of such materials, or treated in such a manner, that normal rainfall or other moisture shall not harm, deface, or otherwise affect the sign.

SECTION 26. SIGN WITHIN SETBACKS: Where the supporting member of any sign is to be erected within a setback area established pursuant to the City of Coburg Zoning Ordinance, no permit shall be issued for such sign until the person who will own the sign and the owner of the premises upon which the sign will be erected, enter into a written agreement with the City, providing for removal of such supporting member when necessary. The agreement shall provide that the sign owners and the owners of the premises, their administrators, executors, heirs, successors, and assigns, shall after 60 days be jointly separately liable for removal from said setbacks stated in the written notice from the Planning Commission. Such notice shall be given only when a public agency is to widen the street or other public right-of-way into the setback area. The agreement shall further provide that if the persons responsible for removal of the supporting member do not remove it, the City of Coburg may do so at the expense of such persons and that the cost of expense may be a lien against such land and premise and may be collected or foreclosed in the same manner as liens entered into the docket of the City. The agreement shall also provide that the owner of the sign shall not be entitled to any damages or compensations on account of moving or removing of the supporting member or portion thereof. This provision shall not be construed as denying the owner of such property of the right to compensation for any land taken for the widening/ of any street. The agreement shall be acknowledged before an officer authorized to take acknowledgements to deeds and who is authorized to record the same. The Planning Commission shall cause such agreement to be recorded at the office of the county officer having custody of the deed records of Lane County.

SECTION 27. INFORMATION AS TO PERMIT NUMBER, VOLTAGE, ETC., REQUIRED ON SIGNS:

- A. Every electric sign shall have placed within easy view the following information:
- 1) The name of the sign erector.
 - 2) Date of erection.
 - 3) Underwriters Laboratory label.
 - 4) Voltage, wattage, and/or lamps information.
- B. Such information shall be permanently attached to the sign in an accessible and visible location.

PERMIT REQUIREMENTS

SECTION 28. PERMIT REQUIRED, INFORMATION NEEDED IN APPLICATION: It shall be unlawful for any person to erect, alter, or relocate within the City any sign or other advertising structure as defined in this Ordinance, without first obtaining a permit from the Planning Department and payment of the fee required by Section 31 hereof. All illuminated signs shall, in addition,

be in compliance with the provisions of the State Electric Code and with the Underwriter's Laboratories Standard for Safety, Electric Signs; and shielding may be required at the Building Official's discretion. Application for permits shall be made upon blanks provided by the Planning Department. The Planning Department may require the filing of sufficient data to determine compliance with the Sign Ordinance and the Zoning Ordinance.

SECTION 29. PERMIT ISSUANCE: It shall be the duty of the Planning Department and Building Official, upon the filing of an application for a permit, to examine such plans and specifications and other data needed to erect the sign or other advertising structure and if it shall appear that the proposed structure is in compliance with all the requirements of this Ordinance and all other laws and ordinances of the City, he/she shall issue the construction permit. Also, conditional criteria may be set by the criteria in architecturally controlled districts under Ordinance No. A-200. Off-site, Traffic and Control, and shopping enter signs in any district may be subject to site review process by the Planning Commission.

SECTION 30. VOIDING PERMITS: If the work authorized under a construction permit has not been completed within six months after the date of issuance, the permit shall become null and void.

SECTION 31. PERMIT FEES: Every applicant, before being granted a permit, shall pay to the City Recorder the following permit fee for each sign or other advertising structure regulated by this Ordinance.

- A. For the construction or relocation of a new sign:

See Land Use Fees per Ordinance A-208-A and Administrative Order 01-06.

- B. Replacement Permit (to remove existing sign from its structure and replace the sign on the sign structure without structural alterations: See Land Use Fees per Ordinance A-208-A and Administrative Order 01-06.
- C. Fees for altering non-conforming signs shall be the same as for a new sign.

SECTION 32. PERMIT – REVOCABLE AT WILL: All rights and privileges acquired under the provisions of this Ordinance or any amendment thereto, are mere permits and are revocable at any time by the City Council for just cause after written notice to the permit holder and a hearing to be held not less than 15 days after the date of said notice.

SECTION 33. REVOCATION OF PERMITS: The Planning Commission is hereby given authority to revoke any permit issued by it upon a finding that the holder thereof has failed to comply with any provision of this Ordinance after written notice to the permit holder and a hearing to be held not less than 15 days after the date of said notice.

SECTION 34. EXEMPTIONS FOR CERTAIN TYPES OF SIGNS: The following signs and operations shall not require a permit fee but shall conform to all other applicable provisions of this Ordinance.

- A. Temporary signs, as provided in Section 3, subsection 20, items a-h.
- B. The changing of the advertising copy or message on a painted or a printed sign or a billboard signs and similar signs that are specifically designed for the use of replaceable copy.
- C. Signs, as provided in Section 6, subsection C, item 1-4.

SECTION 35. CONDITIONAL SIGN PERMITS:

- A. **Purpose:** To allow Planning Commission review of signs that would ordinarily not be permitted under this Ordinance. The purpose of review shall be to determine that the characteristics of any such sign shall not be unreasonably incompatible with those signs permitted in the district and for the purpose of imposing conditions to insure that the basic purposes of this Ordinance are served. Nothing herein shall be construed to require the granting of the Conditional Sign Permit.
- B. **Conditional Signs:** Where ambiguity exist in this Ordinance regarding the erection of a particular sign, the proper to be used, or a sign is not specifically permitted or prohibited in a particular district, that sign may be allowed under a Conditional Sign Permit in accordance with the provisions of this section.
- C. **Criteria:** A Conditional Sign Permit may be granted only if substantive and probative evidence establishing specific findings of fact have been made that said permit conforms to all the following criteria.
 - (1) Conformity with the Coburg Comprehensive Plan and Zoning Ordinance.
 - (2) Compliance with special conditions established by the Planning Commission to carry out the purposes of the relevant sections(s) of this Ordinance.
- D. **Conditions:** The Planning Commission may impose the following conditions to minimize conflicts between proposed and existing signs.
 - (1) Modify setbacks, heights, square footage, and nature of signs to accomplish specific ends.
 - (2) Require modifications for safety purposes.

- (3) Require abatement of light, noise, and vibration.
 - (4) Require the limitation of use.
 - (5) Require time limit on total duration of use.
 - (6) Additional conditions which may be necessary to implement policies of the Coburg Comprehensive Plan and Zoning Ordinance.
- E. Compliance: Compliance with conditions imposed in the Conditional Sign Permit are required, and failure to so comply constitutes a violation of this Ordinance.
- F. Vested Interest in Approved Conditional Sign Permit: A valid Conditional Sign, Permit supersedes conflicting provisions of subsequent rezoning or amendments to this Ordinance, unless specifically provided otherwise herein, or by the condition of approval.
- G. Revocation:
- (1) Conditional Sign Permits are automatically revoked without special action if:
 - (a) the permit has not been exercised within one year after the date of approval, or
 - (b) the sign approved is discontinued for any reason for one continuous year or more.
 - (2) The Planning Commission may revoke any Conditional Sign Permit for failure to comply with any prescribed condition of the approval.
 - (3) A hearing for revocation of a Conditional Sign Permit shall be held upon written application to the Planning Commission stating the basis of the revocation under this section or other provisions of this Ordinance. The Planning Commission shall set a hearing date if it determines one is warranted.
- H. The public hearing notification, hearing procedure, and appeals for Conditional Sign Permit applications and revocations shall be the same as those for a Conditional Use Permit or revocation thereof, under Ordinance No. A-133.

SECTION 36. UNSAFE OR ILLEGAL SIGNS TO BE REMOVED OR REPAIRED: PROCEDURE FOR REMOVAL BY THE CITY: If the Planning Department finds that any sign or other advertising structure regulated herein is unsafe or insecure or is being maintained in violation of the provisions of this Ordinance or of the Uniform Building Code, he/she shall give written notice to

the permute thereof. If the permute fails to remove or effect repairs to the structure so as to comply with the standards herein set forth within 30 days after such notice, such sign or other advertising structure is hereby declared a nuisance and may be removed or altered to comply with the regulation herein set forth at the expense of the permute or owner of the property upon which it is located, subject to the permit holder's right to appeal to the Board of Appeals. If the Planning Department finds that any sign by reason of its condition presents an immediate and serious danger to the public, including people or property, he/she may order its immediate removal or repair within a reasonable period of time. Planning Department may remove, or authorize others to remove, the sign at the expense of the permit holder or owner in the event that the person responsible for the sign cannot be found or if the person, after notification, refuses to repair or remove the sign within the specified time. Planning Department shall not issue a permit to any permit holder or owner who refuses to pay costs assessed.

ENFORCEMENT AND ADMINISTRATION

SECTION 37. ENFORCEMENT:

- A. The Planning Department is hereby authorized to enforce all the provisions of this Ordinance. Upon prior notification and presentation of proper credentials the Planning Department may enter, at reasonable times, any building, structure or premises, in the City to perform any duty imposed by this Ordinance.
- B. The Planning Commission shall notify, in writing, the applicant of the sign permit of any violation of this Ordinance who shall correct the violation of this Ordinance within the time specified on the written notice. The Planning Commission shall notify the owner or lessee of any sign which is made non-conforming by the enactment of this Ordinance within one year of the expiration date stated in Section 17. If the owner of the sign cannot be determined, the owner of the property on which the sign is located shall be given written notice.
- C. In those cases wherein the Building Official, Planning Department or Planning Commission are authorized by this Ordinance to remove, repair, or cause the removal or repair of a sign at the expense of the permit holder or owner, the City Recorder shall keep an accurate record of the expense incurred by the City and shall include therein a charge of 10 percent of those expenses for administrative overhead. Upon completion of the removal or repair by the Building Official, Planning Department or Planning Commission:
 - (1) The City Reorder, be registered or certified mail, postage prepaid, shall forward to the person responsible a notice stating the following:
 - (a) The total cost of removal or repair, including administrative overhead,
 - (b) That the cost, as indicated, will be assessed to and become a lien against the property unless pain within 30 days from the date of notice,

- (c) That, if the person responsible objects to the cost of removal or repair as indicated, he/she may file a written notice of objection with the City Recorder not more than ten days after the date of the notice,
 - (d) A statement that a person filing notice of objection will receive an opportunity to appear and be heard at a City Council hearing and will receive notice as to the time and location of said hearing.
- (2) Upon the expiration of the ten days after the date of the notice, the City Council, as part of its regular agenda at its next succeeding meeting, shall hear the objection to the assessment of the costs of removal or repair. At the time set for consideration of the costs of removal or repair, the person protesting may appear and be heard by the Council, and the Council shall determine whether the costs are reasonable, and the determination shall be entered into the official minutes of the Council. Council determination shall be required only in those cases where a written statement has been filed as provided.
 - (3) If the costs of removal or repair are not paid within 30 days from the date of the notice, or if applicable, 30 days from the date of the Council's determination, an assessment of costs, as stated or determined by the Council, shall be made by resolution and shall thereupon be entered in the docket of city liens, and upon such entry made, shall constitute a lien upon the property from which the sign was removed or repaired.
 - (4) The lien shall be enforced in the same manner as liens from street improvements are enforced and shall bear interest at the rate of seven (7) percent per year. The interest shall commence to run from the date of the entry of the lien in the lien docket.
 - (5) An error in the name of the person responsible shall not void the assessment nor will a failure to receive the notice of the proposed assessment render the assessment void, but it shall remain a valid lien against the property.

SECTION 38. SIGN CODE APPEALS PURPOSE: The Planning Commission is empowered to grant variances in order to prevent or to lessen such practical difficulties and unnecessary physical or economic hardships inconsistent with the objectives of this code as would result from a strict or literal interpretation and enforcement of certain regulations prescribed by this code. The power to grant variances does not extend to an economic hardship related to cost, size, or location of a new sign or to convenience of the applicant. The Planning Commission is also empowered to grant Conditional Sign Permits and variances under the terms of this Ordinance, as well as to decide all appeals from decisions of the Planning Department hereunder. The public hearing notifications and hearing procedure for appeals from decisions of the Building

Official, Planning Director or designee shall be the same as those specified under Ordinance No. A-133, Sections, 10.2.C,K,L & M and Section 11, unless otherwise specified in this Ordinance.

SECTION 39. APPEALS – PROCEDURES: All meetings of the Planning Commission shall be held at the call of the Chair and at such times as the Commission may determine. The majority shall constitute a quorum for the transaction of business. All Appeals procedures shall be conducted according to the provisions for equivalent Type I or Type II procedures under the Coburg Zoning Code (Ord. A-200).

SECTION 40. BOARD OF APPEALS – APPEALS:

- A. An appeal may be taken from a decision of the Building Official or Planning Director or designee to the Planning Commission by a person, firm, or corporation affected by a decision of the Building Official or Planning Director or designee under this Ordinance. All such appeals shall be governed by the Coburg Zoning Code (Ord. A-200) and shall be de novo. Upon notification of the appeal, the Building Official or Planning Director or designee shall immediately transmit to the Commission all papers constituting the record upon which the action appealed from is taken.
- B. An appeal shall stay all proceeding and furtherance of the action appeal from unless the Building Official or Planning Director or designee certified to the Planning Commission, after the notice of appeal has been filed with him/her, that by reason of facts stated in the certificate, a stay would, in his/her opinion, cause eminent peril to life or property, in which case the proceedings shall not be stayed otherwise than by a restraining order, which may be granted by the Planning Commission or by a court having jurisdiction of said matter.

SECTION 41. APPEALS FOR VARIANCE AND FEE:

- A. Appeal for a variance shall be made to the Board on a Variance application form prescribed by the Planning Department and include how the application meets the variance criteria of the Coburg Zoning Code (Ord. A-200)

SECTION 42. DURATION OF ORDER OF THE PLANNING COMMISSION: No order of the Planning Commission granting a variance shall be valid for a period longer than six (6) months unless , such permitted sign established within that period or in the event the permitted sign is dependent upon the erection or alteration of a building unless a building permit for said erection or alteration is obtained within six months and contains provisions dealing with the erection of said sign.

SECTION 43. APPEAL FROM DECISION:

- A. Any person aggrieved by a final determination of the Planning Commission shall have the right of further appeal to the City Council per the Appeals process prescribed in the Coburg Zoning Code (Ord. A-200) All such appeals to the City Council shall be conducted under the same procedures and in the same manner as provided for appeals to the City Council under Ordinance No. A-133, unless otherwise provided for herein.

SECTION 44. PENALTIES FOR VIOLATION OF THE SIGN ORDINANCE: Violations of the provisions of this code or failure to comply with any of its requirements shall constitute an infraction. Any person who violates this code or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than what is set forth in Ordinance A-208-A and Administrative Order 01-06 and in addition, shall pay all costs and expenses involved in the case. Each day such violation continued shall be considered a separate offense. The fine imposed by this section shall be cumulative and in addition to other remedies provided in this Ordinance to the City.

SECTION 45. AMENDMENTS: The regulations, restrictions, and boundaries set forth in this Ordinance may be amended, supplemented, changed, or repealed by the City Council under the same procedures and in the same manner as provided for legislative actions under Ordinance A-200.

SECTION 46. SEVERABILITY CLAUSE: If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance should be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this code, which shall remain in full force and effect; and to this end the provision of this Ordinance are hereby declared to be severable.

After public notice and reading pursuant to the Coburg City Charter and after council deliberations followed by councilor motion and second, this ordinance was put to a vote, the results of which were:

ADOPTED by the City Council of the City of Coburg this 9th day of June, 2015, by a vote of 6 for and 0 against.

APPROVED by the Mayor of the City of Coburg this 11 day of June, 2015.



 Jae Pudewell, Mayor

ATTEST:



 Sammy L. Egbert, City Recorder

ORDINANCE A-249

AN ORDINANCE ESTABLISHING NOISE STANDARDS; PRESCRIBING PENALTIES; AND DECLARING AN EMERGENCY

The City of Coburg Ordains as follows:

Section 1. **PURPOSE**

The City Council has determined that excessive sound is a serious hazard to the public health, welfare and quality of life, and it shall be the policy of the City to prevent excessive sound which may jeopardize the health, welfare and safety of citizens or degrade the quality of life.

Section 2. **SCOPE**

This Ordinance shall apply to the regulations of all sounds originating with the city limits.

Section 3 **DEFINITIONS**

- A. "Administrator" means the City Administrator or the Administrator's designee.
- B. "Noise disturbance" means any sound which:
 1. Injures or endangers the safety or health of a human;
 2. Annoys or disturbs a reasonable person of normal sensitivities; or
 3. Endangers or injures personal or real property.
- C. "Noise sensitive unit" means any residence, apartment, condominium, multifamily dwelling, or vehicle, boat or other structure adapted or used for the overnight accommodation of persons, or any school, hospital, residential treatment center, church, temple, synagogue, nursing home, rest home, retirement home, group care home, or daycare center.
- D. "Plainly audible" means where the listener clearly can hear the content of the sound produced by the noise source. Sounds which may be clearly audible include, but are not limited to, musical rhythms, spoken words, vocal sounds, and engine noises.
- E. "Person" means a natural person, firm, association, or corporation.
- F. "Person in control of property" means any property owner, tenant, resident, occupant, or other person who has a current right to use property and a right to limit access to property by others.
- G. "Sound reproduction device" means any radio, stereo, loudspeaker, amplifier, television, tape player, or other similar machine or mechanical or electronic device intended for the reproduction or amplification of sound.

Section 4 PROHIBITIONS

No person shall create or assist in creating or permit the continuance of noise in the City of Coburg from the following sources, by the following acts, or in excess of the following limits:

- A. Sound Reproduction Devices. Operation of any sound reproduction device which creates sound which:
 - 1. Between the hours of 7:00 a.m. and 10:00 p.m. creates a noise disturbance; or
 - 2. Between the hours of 10:00 p.m. and 7:00 a.m. is plainly audible:
 - a. Within any noise sensitive unit which is not the source of the sound or
 - b. 50 feet or more from such device
- B. Steam whistles. Blowing any steam whistle attached to any stationary boiler, except to give notice of the time to begin or stop work, as a warning of fire or danger or as authorized by permit.
- C. Sirens. Sounding a stationary siren, except as a warning of fire or danger or as authorized by permit.
- D. Exhausts. Discharging into the open air the exhaust of any steam engine, stationary internal combustion engine, motorboat, motor vehicle, or any mechanical device operated by compressed air or steam without a muffler or other device which will effectively prevent the emission of loud or explosive noises except where such discharge is from vehicles used for participation in vehicle spectator sports activities between the hours of 7 a.m. and 10 p.m., and the activities are properly licensed by the City and consistent with its zoning ordinance.
- E. Exhaust Brakes. The use of exhaust brakes (jake brakes), regardless of noise level, except in an emergency or except when used by a person operating an emergency vehicle equipped with a muffled compression braking system.
- F. Loading, unloading, opening boxes. Loading or unloading any vehicle or opening, closing or destroying bales, boxes, crates and containers, between the hours of 9 p.m. and 7 a.m. the following day, so as to create a noise disturbance.
- G. Construction or repair of buildings, streets, etc. Constructing (including excavating), demolishing, altering, or repairing any building, street, sidewalk, driveway, sewer or utility line between the hours of 9 p.m. and 7 a.m. the following day.
- H. Pile drivers, hammers, lawnmowers, etc. Operating any pile driver, lawnmower, steam shovel, pneumatic hammer, derrick, or steam or electric hoist between the hours of 9 p.m. and 8 a.m. the following day.

- I. Animals. Keeping any animal which frequently or for a continuous duration barks or makes other vocal or other sounds so as to create a noise disturbance. In order to constitute a violation of this provision, the animal must make noise that can be heard by persons inside a building on any adjacent property or living space, or outside a building more than one property distant from the source of the noise. The noise must last for at least five minutes at least three successive periods within an hour. Continuous animal noise for a period of over ten minutes will also constitute a violation of this Section.
- J. Park Rules. Violation of any noise regulations set forth in the City's park rules.
- K. Other. Producing sound by any means or through any activity other than those listed in this Ordinance which:
 - 1. Between the hours of 7:00 a.m. and 9:00 p.m., creates a noise disturbance; or
 - 2. Between the hours of 9:00 p.m. and 7:00 a.m., is plainly audible (i) within any noise sensitive unit which is not the source of the sound or (ii) 50 feet or more from such device.

Section 5. LIABILITY OF PERSON IN CONTROL OF PROPERTY

- A. A person in control of property is liable and subject to penalties to the same extent as a person who violates any of the provisions of this Ordinance if such person:
 - 1. Has actual knowledge of the violation at the time it occurs;
 - 2. Has the actual ability and legal right to prevent the violation by ejecting a person creating the noise from the property, removing or causing the termination of the operation of the noise-producing device or activity, or otherwise preventing the violation; and
 - 3. Fails, refuses, or neglects to prevent the violation.
- B. Nothing in this section shall be construed to render any person in control of property liable for violations of this Ordinance by trespassers or other persons using the property without the implied or express consent of the person in control of the property, nor shall anything in this chapter be construed to require a person in control of property to assume a substantial risk of physical injury to prevent a violation.

Section 6. EXEMPTIONS

The provisions of this Ordinance shall not apply to:

- A. Sounds made by work necessary to restore property to a safe condition following a public calamity, or work required to protect persons or property from imminent exposure to danger.

- B. Sounds made by warning devices to protect persons or property from imminent exposure to danger, provided however that burglar or fire alarms shall not operate continuously for more than fifteen minutes.
- C. Sounds made by an emergency vehicle, as defined in ORS 801.260, when responding to or from an emergency or when in pursuit of an actual or suspected violator of the law.
- D. Sounds made by current employment of land and buildings for farm uses, i.e., for the purpose of obtaining a profit in money by raising, harvesting, and selling crops or by the feeding, breeding, management, and sale of livestock, poultry, fur-bearing animals or honeybees, or the produce thereof, or for dairying and the sale of dairy products or any other agricultural or horticultural operations or any combination thereof including the preparation and storage of the products raised for man's use and animal use and disposal by marketing or otherwise by a farmer on such farm.
- E. Sounds made by activities by or at the request of the city in maintenance, construction, or repair of public improvements in public or private property, rights-of-way or easements.
- F. Sounds produced pursuant to a specific variance granted by the Oregon Department of Environmental Quality, or by the City Administrator or City Council under Section 6 of this Ordinance.
- G. Sounds caused by sources regulated as to sound production by federal law or sounds caused by sources the regulation of which is preempted by state law.
- H. Sounds not electronically amplified, created by athletic and entertainment events other than motor vehicle racing events or fireworks displays.
- I. The sounding of any horn or signaling device on an automobile, motorcycle, or other vehicle reasonably required by the exigencies of vehicular or pedestrian traffic.
- J. Sounds specifically authorized under a permit or license issued by the City.

Section 7. VARIANCES

Any person who owns or controls any sound producing device or other sound source, or who is engaged in or planning any activity which violates, will violate, or may violate any provision of this chapter, or any property owner or person in control of property on which such sound source is located or such activity is planned, may apply to the City Administrator for a variance.

- A. Application. Applications for a noise variance shall be made to the City Administrator, and shall include:
 1. The provision from which the variance is sought,
 2. The period of time the variance is to apply,

3. The reason for which the variance is sought,
 4. An application fee, which may be waived by the City Administrator if they find that the imposition of the fee would constitute a substantial financial hardship to the applicant.
- B. Review Considerations. In considering a request for a variance, the City Administrator may approve or deny the application, based on consideration of the following factors:
1. The potential nature and duration of the sound caused or to be caused by the device or activity;
 2. The protection of the health, safety, and welfare of citizens, and the potential effect of the sound on the sleep, peace, quiet, comfort or repose of other persons;
 3. The feasibility and cost of noise abatement and the financial ability of the owner, occupant or other person producing noise or in control of property to comply with this chapter;
 4. The loss or inconvenience which would result to any party in interest from the denial of the variance;
 5. The past, present, and future patterns of land use;
 6. Whether previous variances have been granted and the applicant's record of compliance with the terms and restrictions of any previous variances;
 7. In the case of a person requesting a variance for a heating or cooling device, any special medical requirements for continued use of the device shall be considered
- C. Notification. Notice on applications for variance shall be provided as follows:
1. Notice of the variance determination shall be provided to property owners and residents within 500 feet of the property where the sound will be generated.
 2. Notice of the variance determination shall include:
 - a. A description of the location of the property for which the variance is sought by street address or, if there is no street address, by legal description or other description reasonably calculated to apprise persons receiving the notice of the location of the property;
 - b. A general description of the variance requested and the type of sound-producing activity or device which is proposed; and
 - c. A statement that an appeal may be filed to the City Council within 10 days of the date of notice.
- D. Appeal. The decision of the City Administrator may be appealed to the City Council. Notice of appeal shall be delivered to City Hall, along with an appeal fee. The Council shall review the application and shall have the discretion whether or not to hold a further hearing. If a hearing is held, notice of the hearing shall be provided to the appellant and the applicant. Notice of the final written decision shall be provided to the applicant, appellant, and any person who appeared at the hearing.

- E. Conditions and Restrictions. If a variance is approved, the City Administrator, planning commission, or City Council may impose such conditions or restrictions as are deemed reasonably necessary to ensure the peace, quiet, repose, health, welfare, and safety of the citizens of Coburg and to effectuate the purposes of this chapter.
- F. At any time before or during the operation of any variance, the City Administrator, or city council may revoke the variance for good cause.

Section 8. VIOLATION CONSTITUTES A NUISANCE

Violation of this Ordinance constitutes a nuisance and may be abated as provided for in the City's nuisance regulations.

Section 9. PENALTIES

- A. Violation of this Ordinance which shall constitute a Class C infraction. In addition to the imposition of any fine for the conviction for the violation of any provision of this ordinance, the Municipal Judge may also require a person convicted of violating this ordinance to pay for all or part of the court costs, the City's attorney fees in prosecuting the case, and such other reasonable costs which the City has incurred in the case, including but not limited to any abatement costs the City has been unable to recover.
- B. Repeat offenses under this Ordinance shall be subject to increased fines. As used in this Section, "repeat offense" means a second (or any subsequent) violation of the same requirement or provision of this Ordinance committed at any time after the last violation occurred. Each subsequent violation will increase to the next classification level, with the maximum being a Class A infraction.

Section 10. EMERGENCY CLAUSE

The City Council has determined that:

- A. Excessive sound is a serious hazard,
- B. This Ordinance is necessary for the immediate preservation of the public peace, health, and safety,
- C. An emergency is hereby declared to exist, and
- D. This Ordinance shall take effect immediately upon its passage by the Council and approval by the Mayor.


Section 11. SEVERABILITY

The sections and subsections of this ordinance are severable. The invalidity of any section or subsection shall not affect the validity of the remaining sections and subsections.

ADOPTED by the **City Council** of the **City of Coburg** this 9th day of April, 2019 by a vote of 4 four and 0 against.


APPROVED by Mayor of the City of Coburg this 9th day of April, 2019.





Ray Smith, Mayor

ATTEST:



Sammy L. Egbert, City Recorder



To the Mayor, Members of the City Council,

Fiscal year 2022 offered the first steps toward moving from a national crisis to some form of normal operations for the City. Projects began to move, although slow progress is being made. Costs and inflation, shortage in work force, and limited available contractors continued to drive our ability to move projects forward. Overall, I believe that staff met the challenges and exceeded the expectations of response. While working at capacity to meet the work plan of the City, the staff have continued to show excellence, dedication and commitment to the City of Coburg. Leadership at every level is encouraged and rewarded as we continue to train and employ highly skilled and talented employees.

The illness and loss of our former Mayor continues to weigh on the hearts of the City Staff. He maintained an outstanding relationship while providing excellence in leadership. It is with heavy hearts that we continued the work of the City knowing that it was his expressed will and hope that we do so. We look forward to serving under Mayor Bell who is an equally excellent leader and has already began building great working relationships with the staff. She has been essential in helping us to work through a very difficult transition. The staff are very appreciative of her willingness to step into this position and become our leader.

As we provide Council important information in anticipation of budget season, it is my hope that the information prepared by each department will help you to understand the intentions for their departments, the projects they are planning, and their overall priorities for the coming year. We again offer a written message from each department. These have not been altered except to correct spelling and grammar errors

The City continues to work on capital projects that will last for the next 3-5 years. The water project, street projects, park projects and planning and economic development will continue to drive our work plans. The staff have not added many projects for fiscal year 2024 because there is simply not the capacity to do so. Many of our projects are multi-year and consume most of the capacity of our staff at this time. Therefore, I caution you regarding adding more projects to already full plates without consideration of who will take on the task, and what will be removed from their plate.

We continue our relationships with regional and state partners. Coburg continues to advocate for ourselves in the region, and in this year, the region started advocating for us as well. Examples of this is the City of Eugene changing their street funding budget to swap funds with Coburg in order to get our Collector project done in a more timely manner. Other examples are the I-5 bridge discussions, as well as discussions regarding the east-side water line with our Regional Solutions Team. This is rewarding as we have really built some strong relationships. It is a work in progress and we need to continue to formulate relationships while advocating for the City on a regional and state level.

Land Use and Planning will continue to be an area where we must surround ourselves with professionals, regional partners, and educated staff and elected officials. Coburg faces growth that will continue to keep our planning department busy. There continues to be an extreme interest in Coburg and I believe that any available properties will be occupied over the next 5 years. During these five years the City will see growth in every zone including industrial, highway commercial, Central Business District and Residential. It will be important to continue to educate our commissioners, City Council and the community on the public land use processes, as well as update those processes and guiding documents as needed.

SUCSESSESS & ACCOMPLISHMENTS

Notable Success

- Addressed the need for Street Funding and began funded projects including completion of Roberts Road, Roberts Court, Mckenzie Street, and preservation in the northwest part of the City.
- City hall maintenance and upgrades including siding, windows, paint, and City Council Chamber upgrades
- Completion and dedication of the Bike Kiosk in Pavilion Park
- Secured Funding for Pavilion Park Plaza and completed preliminary conceptual design
- Completion of guiding documents including City Charter, Cyber Security Policy, Coop Plan, and Succession Plan.
- Upgrade to City Hall Security
- Completion of multiple water projects including I-5 Bore, Main Line, well property, and design and engineering for future projects
- Security Funding for completion of Coburg Loop 4, Coburg Industrial Road Preservation, and East-West/Alternative Freight Route feasibility study.
- Completion of annexation of light industrial lands on east side of I-5.
- Successful launch of Coburg Main Street 501c3.
- Completed update to Central Business District development code
- Complete update to Local Street Standards
- New windows, paint and siding replacement at City Hall
- Completion of the Bike Hub in Pavilion Park

- Completed Capital Project list, and adopted Capital Project Policy

GOALS AND PRIORITIES FOR FISCAL YEAR 2024

Overall, our goals remain very similar to 2023

- Staff capacity that meets the demand for essential services
- Support of Department Heads by making sure that they have the tools and resources needed to lead their departments successfully
- To encourage leadership at every level of the City
- To continue to build strong partnerships with community partners
- Strong regional outreach, communication and partnership on transportation and economic development
- Management of City capital projects including fiscally, operationally, and timely.
- Continued Improvement of Communications to the Council, Committees and Community
- Website update and enhancement
- Successful recruitment and training of finance professional
- Successful recruitment and training of City Administrator

WHAT DO I REALLY WANT THE CITY COUNCIL TO KNOW ABOUT CITY ADMINISTRATION?

In the late fall I made the Council aware that I would be stepping down from the City Administrator position in the summer of 2023. It is an honor to serve this City. The position of the City Administrator commands a balance of the needs of the citizens while managing individual departments, and ensuring the City remains fiscally strong, and provides quality and sustainable services. The City Administrator must listen to the voices of their Department Heads, City Council, committees, and the citizens of Coburg. It is a fine balance to hear each voice and to decide what process should take place in order to move a project forward while including all of the opinion, input, and concerns. At a time when so much growth is happening, this becomes increasingly more critical. Growth and change will happen, as it is unavoidable. The City must work within its guiding documents to manage these projects, while continuing to hear the voices of the citizens.

Coburg will continue to be challenged with land use and transportation issues for several years to come. The voices of the Coburg citizens must be welcomed and valued. The challenge is to balance those voices with Oregon State mandates of land use, state planning goals, and the challenges of transportation, when we do not own the roads that provide for the commuters and commercial traffic. Coburg needs to be loud on a regional and state level to bring these challenges forward and advocate for a safe, healthy and livable community.

Coburg is a small city with big city services. Those services will continue to create a strain on the resources and capacity of the City. The city is taking on large projects and moving them forward as fast as we can. Staff are dedicated to this. However, I again will remind you that their plates are full

and capacity is continually strained. The budgets of the City do not allow for a continuous addition of staff. Therefore, we must work within the financial constraints while continuing to maintain fiscal responsibility. New projects outside of what is already on our work plan must be carefully considered. Department Head input as to whether they can schedule and manage new projects with their current capacity must be included in these discussions.

The Coburg staff strive to please. The work of the City is important to them and they are dedicated to making it happen. Working with them to form an achievable work plan is in the best interest of the City as a whole. The staff have included work plan items in their following messages to you. They are the professionals in their departments and they are thoughtful in management. I encourage the Council to write down questions they have of our department heads regarding any projects listed and send them to me. We are very happy to provide more information to you.

It is an honor to serve the City of Coburg, its Council, staff, and citizens.

Anne Heath
City Administrator

City Administration



Anne Heath
City Administrator



Priority 1 – Personnel Management, Training and Retention

- Ready, well trained, and skilled staff.
- Maintain a work plan that supports the staff capacity of the city
- Provide for growth and advancement in every department to the greatest extent possible.

Priority 2 – Successful Project Management

- Timely and accurate management and reporting on projects
- Strong relationships with contractors, engineers, and partners collaborating on projects
- Continuous budget check-ins on the current costs of projects

Priority3– Finance, Audit and Budget Management

- Maintaining strong fiscal consciousness through priority budgeting and budget management
- Maintain five-year outlook on revenues, expenses and capital projects
- Training and success of a finance professional
- Ensure financial review and oversight of financial records
- Ensure cross-training for essential financial functions of the city to ensure continuous service in the event of illness, leaves, or loss of staff



City Administration

Priority 4 – Communication

- Continued strong communication with the citizens through newsletters, social media, website and public notice.
- Strong communication between staff and City Council, Commissions and Committees
- Strong communication with Local, Regional and State Partners

Priority 5 –Economic Growth, Community Health and Vitality

- Continue to support Main Street non-profit
- Continue to address local land use, transportation, and development challenges through outreach to the region, County Commissioners, Legislature, and Regional Solutions Team
- Support the Community Vision statement by continuing to advocate for the small town, historic, quiet, healthy and safe community

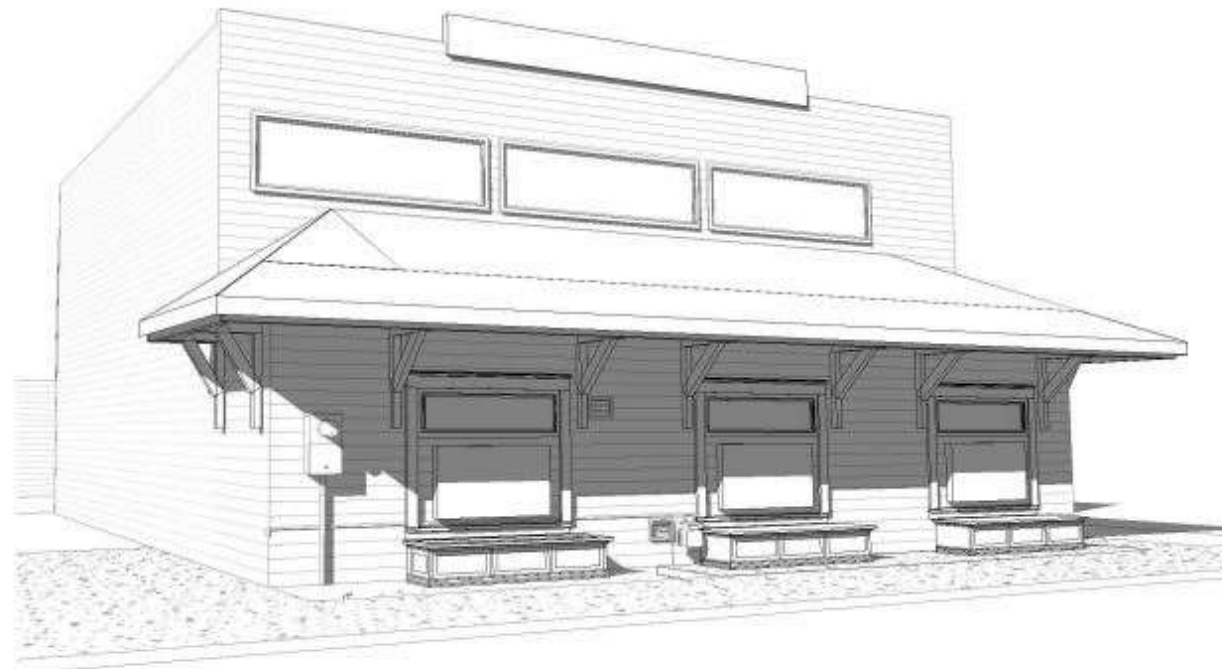
Priority 6 – City Management

- Successful hire, training and transition of the position of City Administrator

City Administration

Priority 7 – Capital Improvements

- City Hall Façade
- City Hall Carpet & Paint
- City Hall Parking – possible expansion of parking to north



City Recorder



Sammy Egbert
City Recorder

Priority 1 - Public Meetings Management

- City adopted the 2022 Charter. City documents and processes will be updated as needed throughout the year.
- Council rules and committee manual review and updated.
- Continue updating the Mayor and Councilors history documents beginning in 1893 to current.

Priority 2 - Public Records Management/Retention

- Adjust and prioritize work load so that I can dedicate 8 hours a week to public records management and retention.
- Update the Public Records Request Policy to bring it into compliance for Council to consider.
- Social Media policy.
- Purge and destroy items that have met the retention requirements per ORS.
- Codification of Coburg Municipal Code research and recommendation to Council. A municipal code consolidates the City laws and rules into a systematic code. Providing staff and citizens easy access to required rules, regulations and process.



Utility Billing

Priority 1 – Provide Consistent and Accurate Services to all Utility Billing Customers

- Ordinance updates for all utility billing. This project will take a large amount of dedicated staff time. The project can't be started until staff is able to identify and schedule the time needed to support the project.
- Manage Utility Billing that collected over 1.7 million dollars last year.
 - Daily Utility Billing tasks include managing over 600 utility accounts, accounts receivable, preparing and responding to work order.
 - Monthly Utility Billing tasks include billing, past dues, collections, payment plans, monthly reconciliation, preparing data for meter reading and importing it into billing system.
 - Annual Utility Billing task include calculating and updating the EDU's (Equivalent Dwelling Unit) on commercial accounts, Limited Income Assistance implementation.
 - Other Utility Billing tasks include auto pay set up, rate implementation, leak assistance program management.





Office Administration

Priority 1 – Customer Service

- Welcome all customers by phone or if walking in to City Hall.
- Identify the customers needs and provide them clear responsive direction.

Priority 2 – Administrative Tasks

- Special Event Applications
- Business Licenses
- Noxious Vegetation
- Park reservations and rentals
- IOOF reservations
- OLCC Licenses and permits
- Facebook notices and posts
- Facility Permits
- Citizen Inquiries
- Mailings and notices
- Office supplies purchasing
- Website calendar and public meeting page management
- Support staff annually prepare budget books and council retreat binders
- Accounts payable weekly | Payroll support and back up
- Petty Cash

Coburg Municipal Court

Priority 1 – Scanning Project

- Create , document and destroy already scanned cases, 30 days post scanning date.
- Keep up on daily scanning of all newly closed cases
- Continue scanning older violation cases. We have about 15 large folders of cases left to scan, then we will prepare and scan open misdemeanor cases

Priority 2 – Compliance with State of Oregon Retention Policies

- Create reports for cases that are due to be destroyed and purged from system, then shredding those files
- To audit all adjudicated and open cases for purging due to age of the case (By Oregon Statute, cases can only be held and collected on for 20 years from the date of adjudication)

Priority 3 – Staff Education

- Continue further education. Taking advantage of any training that may help in the management of the Court



Mandy Balcom
Court Administrator



To the Mayor, Members of the City Council, Budget Committee and Citizens of Coburg:

This past year has been a busy one in the Court. We have had many cases filed both misdemeanor and violations, making our dockets full and keeping our court days heavy. We have brought on a second Court Appointed Attorney to help with our indigent defense caseload since our current attorney was getting overloaded.

There has been some great progress with the scanning project of all open cases and I am continuing to work on this regularly. This was a bit more of an undertaking than I had originally expected, but we are definitely moving forward. The next step in this process will be to develop and begin implementing a destruction policy for scanned documents, working towards having less paper to file and keep.

In the State of Oregon, the Governor and the State Legislature have made some major changes that have tremendously impacted the Courts policies and processes at all levels, both financially and with workload issues. These orders include but are not limited to waiving of fines and fees imposed by the Judge and clearing license suspensions due to non-payment of fines, which in turn gives the court no leverage to get individuals to pay for the infractions that they have committed. Not only do these large changes effect the workload and staff time, but they will definitely impact our revenue here in the court.

In FY2024, we will continue to move forward with a very minimal modification needed in the Court's budget. These slight changes will only be made due to the increase in the cost of living and other resources around us. We strive to keep our budget adjustments and increases minimal and continue to watch our line items to make sure we are within our budget year allotment.

Judge Williams and I work well together and definitely seem to think along the same lines as one another. He is always reviewing legal matters to make sure the court has been made aware and are following them so that we are in compliance at all times. I believe that I can speak on both of our behalf's and say that we enjoy and appreciate working with or having discussions with other staff members, associates, attorneys, council members and other community affiliates. We are a great team!!

Mandy Balcom
Court Administrator



To the Mayor, City Councilors, Budget Committee Members, and Residents of Coburg:

2022 was a big year for Economic Development in Coburg! We have been able to implement various projects and had events return to the community. Main Street has also been attending numerous meetings, conferences, and local activities to enhance livability in the community.

The Main Street Coordinator pursued several training opportunities pertaining to grant writing as well as networking and meeting with fellow Main Street coordinators.

Several projects were successfully implemented to enhance the economic vitality and sense of pride for our community, including: the creation of the 501 C(3) nonprofit Coburg Main Street (which has taken the place of the Coburg Chamber of Commerce), completion of the Coburg map/directory of downtown businesses, flower baskets around town, created a logo for Main Street, successful return of events (Concerts in the Park/Market, Antique Fair, Harvest Scarecrow Block Party, Christmas in Coburg), and established a central website that lists events and Coburg businesses (previously Coburg Chamber of Commerce website).

SUCSESSES

- Community events held with successful turnout
- Supported downtown businesses and held business mixer
- Created bi-monthly "Our Town" newsletter

ACCOMPLISHMENTS

- Established Coburg Main Street as a nonprofit organization and created a Board of Directors
- Created and distributed new map/directory of Coburg businesses
- Created website that lists local events and Coburg businesses

CHALLENGES

- Lack of volunteers
 - Staff shortages at local businesses

Overall, operations are running smoothly. Moving forward, we hope to continue successfully achieving our goals and projects and efficiently navigating challenges as they arise.

I am thankful for the opportunity to serve this amazing community!

Sincerely,

Tracey Pugh, Main Street Coordinator

Economic Development Coburg Main Street

Tracey Pugh, Main Streets Coordinator

Priority 1 – Continue Nonprofit Development

- Develop Strategic Plan
- Board Development
- Establish financial, event, and director policies

Priority 2 – Continued support, partnership, and leadership with Oregon Main Street

- Continue education and networking within Oregon Main Street
- Attend Oregon Main Street Conferences
- Attend grant writing workshops and seek funding opportunities
- Continue networking with and visiting other Main Street communities



Economic Development Coburg Main Street

Priority 3 – Community Partnerships

- Continue partnerships with Coburg Community Charter School, Coburg Grange, and Coburg Community Foundation
- Continue networking with downtown businesses

Priority 4 – Community Events

- Look for business partners and sponsorship opportunities for events
- Enhance current community events and add additional ones

Priority 5 – Economic Vitality

- Create wayfinding signage for downtown corridor
- Host business mixers and assist and support new businesses
- Increase tourism to support local businesses

Priority 6 – Design/Beautification Projects

- Lamp post banners
- Create mural policy for Coburg
- More Art/Murals





To Mayor Bell, City Council, Budget Committee and Members of the Coburg Community:

This past year, the Planning Department was bustling! Coburg is a desirable place to reside and conduct business. In the beginning of 2022, the pandemic made new and surprising appearances affecting City Hall operations and Planning staff worked remotely when possible to minimize the impact on our community. In the Spring, we celebrated the grand opening and ribbon cutting of the Pavilion Park Bike Hub as restrictions were lifted. The time was ripe for development; 116 building permits were issued in 2022 as well as several land use applications approved. The Zoning Code amendments were adopted implementing the work of the Code Review Ad-Hoc Committee. Educational training and funding opportunities were sought. Plus, daily and administrative tasks continued as usual. The department remained engaged in a variety of activities to enhance livability in and provide exceptional service to the community.

SUCSESSES

- Adopted Zoning Code update implementing the work of the Code Review Ad-Hod Committee
- Awarded federal transportation grants and participated in regional transportation organization (Metropolitan Planning Organization, Transportation Advisory Subcommittee, Transportation Options Advisory Committee, Safe Lane Transportation Coalition)
- Approved Light Industrial Park on Roberts Road
- Reviewed Coburg Creek Subdivision construction plans and addressed code violations
- Processing land use applications for site reviews, map/code amendments, first addition to Coburg Creek & more
- Highly effective Building Program and land use management through partnerships with Cottage Grove and LCOG
- Issued 116 building permits for development valued at nearly 8 million dollars
- Grand opening and ribbon cutting of Pavilion Park Bike Hub
- Completed courses towards earning Oregon Economic Developer Certification from OEDA
- Participated in grant writing mentorship program, workshops from the State Historic Preservation Office (SHPO) and planning/ land use webinars
- Heritage Committee sponsored Willamette Window Restoration booth at Antique Fair

- Awarded Historic Preservation plaques to six recipients
- Participated in CCCS 8th grade mentorship program

CHALLENGES

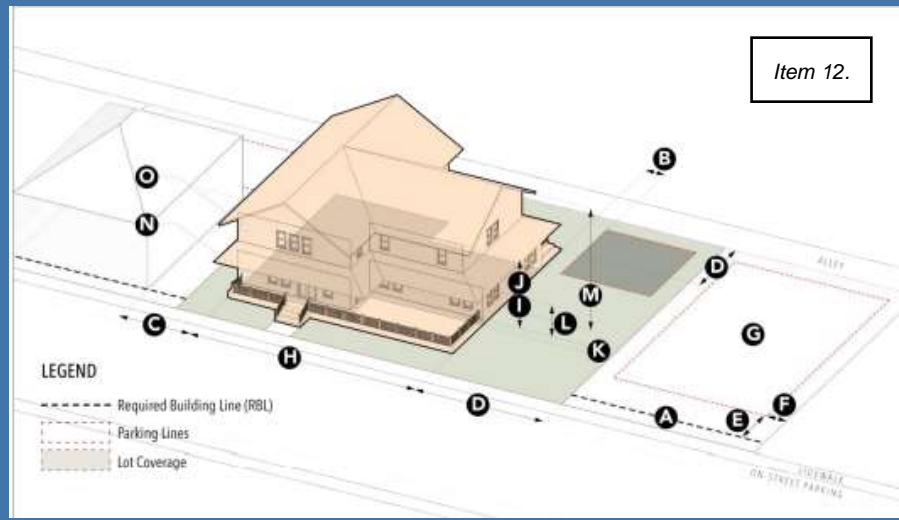
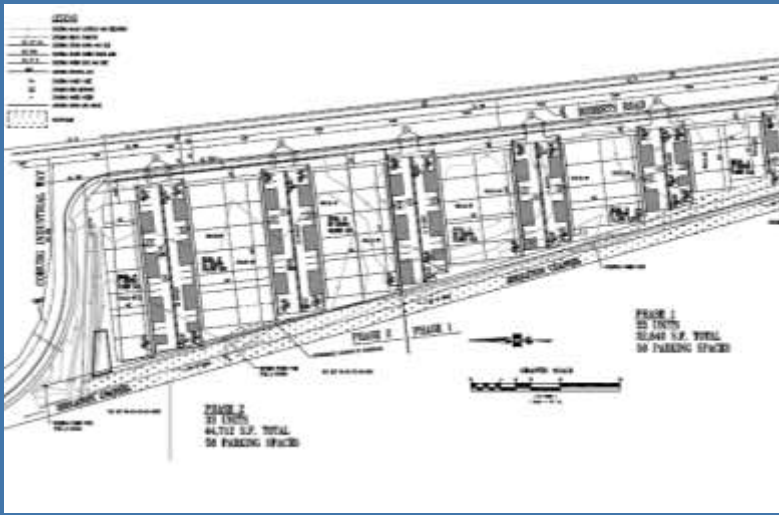
- Staff capacity
- State mandated Climate Friendly and Equitable (CFEC) Rulemaking
- Transportation issues
- COVID related restrictions
 - Reduced/canceled in-person interactions and events
 - Construction costs and supply chain

Overall, the Planning Department achieved success and navigated challenges throughout 2022. The resilience and support of our staff, partners and the community is inspiring. Moving forward, we hope to continue to successfully achieve our goals, manage projects and efficiently navigate challenges as they continue to arise.

Thank you for the opportunity to serve the vibrant community of Coburg!

Sincerely,

Megan Winner, Associate Planner

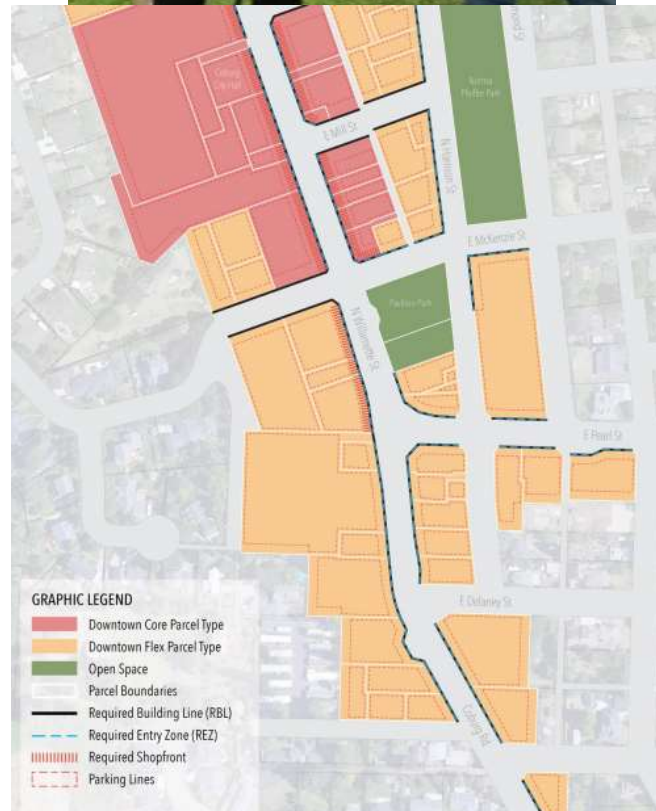


Planning Department

- Megan Winner, Staff Associate Planner
- Henry Hearley, Contract Planner (LCOG)
- Cottage Grove Building Department

Success & Achievement

- Adopted Zoning Code Updates
- Awarded federal transportation grants
- Approved Light Industrial Park
- Reviewed Coburg Creek Subdivision construction
- Processing land use applications for site reviews, map/code amendments, first addition to Coburg Creek & more
- Historic Preservation Awards



Goals & Priorities

- Manage development
- Facilitate Planning Commission & Heritage Committee
- Project management
- Examine transportation issues
- Pursue educational and funding opportunities



To the Mayor, Members of the City Council, Budget Committee and Citizens of Coburg:

The year 2022 has been a very busy year. As you can see from the accomplishments listed below, the police department was very busy doing a wide variety of things for the city. From traffic enforcement, criminal arrests, truck inspections and community outreach, etc. Additionally, we met all the training and oversight requirements imposed by the legislature.

Moving into 2023, we are not certain what to expect, or what challenges we will face. However, we feel confident we can overcome them all.

We are looking forward to the community events this summer so we can interact with the citizens. Coburg Police Department is hosting a community Shred Day and a Drug Take Back day in April. We will also be doing an ice cream social with the Coburg Community Charter School in June.

As you can see from the accomplishments the police department has been very busy this last year.

Coburg Police Department Accomplishments for 2021-22

- 40 full custody arrests
- 45 citations in lieu of custody
- 6 DUII arrests
- 0 Arrested juveniles
- 8 Use of Force scenarios during arrest
- 677 traffic citations
- 250 criminal cases
- 8 uses of the CHETT donation program
- Passed a Random Evidence Room Audit
- Passed an Outside agency audit of the Evidence Room
- Officer Wilson and Sgt. Lee completed a recertification through ODOT for truck inspections
- Completed 64 level II truck inspections
- 14 boxes of evidence, equivalent to 300 pounds of evidence was destroyed at Covanta
- Addition of new police vehicle
- New property and storage shed, relocated due to land swap
- Obtained ODOT Safety Grant for \$8,000

- Harrisburg traffic enforcement contract
- MILO (Multi Interactive Learning Objective) de-escalation training

Community Policing:

- The Police Department continues community engagement
- Coburg Community Shred Day
- Shop with a Cop Program
Citizens donated \$2,075 to the program
- CHETT Program
Citizens donated \$1,350 to the program
- Community Events
Christmas in Coburg
Coburg Car Classic
- Business Contacts
SCRAM Security Camera Registration and Mapping
- DEA National Drug Take Back
The drug drop box took in 210 pounds of prescription and non-prescription medications
- Hosted an ice cream social at the Coburg Community Charter School with Bubz Grub Hub ice cream truck

Future Focus

- Continue to focus on community outreach to citizens and businesses
- Shop with a Cop, Parents Night Out, Community Shred Day, Drug take back, CHETT program, SCRAM, etc.
- In car video cameras
- Continue to update the patrol cars
- Radio technology is always changing
- New radios \$8,000 each
(We need a new base station console due to technology change to trunking)
\$500 to \$1,000
- Host training classes at the City

GOALS AND PRIORITIES FOR FISCAL YEAR 2023

Priority 1- Traffic safety

Continue to concentrate on traffic enforcement and pedestrian safety. Use the additional funds from the ODOT safety grant.

Priority 2- Community engagement

Continue to maintain community partnerships with the Coburg Grange, Coburg Community Charter School and Coburg Main Streets with community events

Priority 3- Training

Continue education and training to meet the Oregon legislative requirements. To ensure that Coburg is a well-trained professional police department

Priority 4- NEW POLICE VEHICLE INSERVICE

Get the new patrol car striped, equipment installed and into service

Sincerely,

Larry Larson
Chief of Police

Coburg Police Department

Chief of Police – Larry Larson

Staff Sargent – Mike Lee

Priority 1 –Traffic Safety

Continue to concentrate on traffic enforcement and pedestrian safety. Use the additional funds from the ODOT Safety Grant

Priority 2 – Community Engagement

Continue to Maintain community partnerships with the Coburg Grange, Coburg Community Charter School and Coburg Main Street with community events. Continue to provide Shop with a Cop , Chett, etc.

Priority 3 – Training

Continue education and training to meet the Oregon legislative requirements. Ensure that Coburg has a well trained staff.



Coburg Police Department

Priority 4 – New Police Vehicle In-Service

- Get the new patrol car striped, equipment installed and into service. Continue to look for opportunities to update our vehicle fleet.



Coburg Police Department

Priority Goals

- Purchase a few Ballistic Shields for patrol in the event of an active shooter at the school or a business.
- Continue to update the vehicle fleet. Several patrol cars have over 120,000 miles. Lane County Sheriff might be rotating out some patrol cars that have lower miles than our current cars. Cost for this type of car would be \$6,000 - \$7,000.
- Increase funds available for Community Assistance in order to deal with the towing costs of abandoned vehicles.
- Review ordinances such as camping ordinance to make sure that we are covering the most updated and recommended language for homelessness and camping.





To the Mayor, Members of the City Council, Budget Committee and Citizens of Coburg:

Thank you for the opportunity to present to you the priorities of the Public Works Department for fiscal year 2023.

Fiscal year 2023 will be a true test of the Public Works Department Team with projects taking place in every department including:

- Many water projects either are completed or are in construction. Additionally, several are in design phase and will be put out for bid during this fiscal year. These projects include a new well, a transmission line from the well into town, multiple AC line replacements around the City, and SCADA upgrades. It does appear that more funding will be needed to finish the CIP List (Capital Improvement Projects) for the Water Department. **A priority projects list will need to be completed by the time we go to Budget Committee.**
- Also important is a new Operations Center that will be located at the Wastewater Treatment Plant property. **The design and engineering has been completed, and construction can start once the funding budget has been finalized.**
- In the Sewer Department, we will have one major project moving forward as discussed with the City Council in the past; we will replace the old septic tanks at Premier RV. **Design has been completed with construction in 2024.**
- In the Parks Department, we plan to have the plaza designed and ready to build in fall of 2023. We are also planning to move the Veteran Memorial area upgrade to the next fiscal year. Other items include upgrading drinking fountains and street and park bench maintenance.
- The Street Department may very well see the most activity in the next fiscal year as the design of the collector street project will take place with an anticipated build in fiscal year 2024. Street Preservation Projects will be in the areas of Miller St, Mill St, Sara Ln, and Shane and Rustic Ct's. In addition, after we purchase a new or used street sweeper, we will be working on a schedule for residents. The TMDL (Total Maximum Daily Load) will be moved into a priority for this next fiscal year. Public Works will work with planning on some additions to the Code and Design Standards to help with implementation of this.

Training of team members is top priority for us including

- Continuing the training in Parks with lawn maintenance and playground inspections.

- In Water and Sewer Departments, we have several team members working towards their Certifications for Operator Licenses.
- In Streets, we are looking at getting Street Construction Inspections training for the team.

All of the above is in addition to the daily operations that the Public Works Team. Our workload is very heavy going into the next fiscal year and we strive to maintain our highest level of service. As we grow, and go through all of these high-level projects. **We will be budgeting to add an additional team member in the next fiscal year to help with overburdened staff.**

Thank you all for the continued support you show the Public Works Team. Crews recognize their value and feel like this family environment we have continued to develop is very productive. They all enjoy their jobs!

Sincerely,

Brian Harmon
Public Works Director



Public Works Director– Brian Harmon
Public Works Supervisor – Burke Hanson



Item 14.

Park Department

Item 14.



Priority 1 – Communication and Relationship Building

- Continue working on fostering the relationship with the Parks and Tree Committee. Also helping the Committee work towards their goals and getting their projects moved forward and completed.

Priority 2 – Education

- Education of Public Works Team on playground safety and inspections and also landscaping and lawn maintenance.

Priority 3 – Park Upgrades

- Plaza construction
- Veteran Memorial upgrade
- Grass at Johnny Diamond Park

Priority 4 – Maintenance of Current Park System

- Maintaining current Parks System at a high level for all users

Other pertinent information

- Upgrading drinking fountain
- Continue with upgrading and maintenance of park benches



Sewer Department

Item 14.

Priority 1 – Team Training

- Continue with team training on treatment plant operations and collections system operations.
- Multiply team members will be getting their upper level certifications within the next Fiscal Year. The training and certification lines in the Budget will reflect this moving forward with slight increases.

Priority 2 – Hiring of New Team Member

- New team member will help with the struggles of Public Work's continuing a high level of service.

Priority 3 – Premier RV Tank Replacement

- Finish the Premier RV Tank replacement project. This is an ongoing project that we have had in design for the last couple of Fiscal Years.

Priority 4 - Bolster Inspection Program of I&I and Commercial Sites

- Work on plan to monitor and make sure commercial sites are staying compliance with our sewer ordinance. Also monitoring for Inflow and Infiltration into Collection System



Street Department



Priority 1 – Capital Projects

- Follow through with Capital Projects slated for this next Fiscal Year.

Priority 2 – Preventative Pavement Maintenance

- Work on Preventive maintenance projects for streets that are slated for certain treatments.

Priority 3 – Team Training

- Training on inspecting street projects and what they will need to be looking for as we move into the heaviest construction season we have ever had.

Priority 4 - Purchase of Street Sweeper

Priority 5 – TMDL(total maximum daily load)Stormwater

Work with planning Department on starting process for changing Code for stormwater and also Stormwater Master Plan



Water Department



Priority 1 – Water Master Plan Project

- Continue with design, bidding, and construction of Capital Projects
- Drill and develop well on Stallings Lane
- Stallings Lane Transmission Main
- AC Line Replacement around the City
- SCADA Upgrades

Priority 2 – Team Training

- Team members will attend annual Water/Wastewater Conferences and classes to keep them up on industry.

Priority 3 – Priority inventory system

- Continue of an inventory system to help minimize downtime and possible damages to the system during emergencies. Once the Operations Center is completed we will move this up in priority.



Water Department

- Priority – 5 Operations Center
 - Operation Center is fully designed and engineered. Construction can start as soon as funding is finalized



New Hydrant



COBURG CITIZEN COMMITTEES
FINANCE/AUDIT COMMITTEE WORKPLAN GOALS
WORK PLAN GOALS – FISCAL YEAR 2024

Work Plan Projects – Current

- **Continue review of City Finance Department Policies and Procedures, with emphasis on review, discussion and documentation of internal controls.**



COBURG HERITAGE COMMITTEE

WORK PLAN GOALS – 2024

- 1. To seek funding for identifying markers for National Historic District Resources.**
 - 2. To increase community involvement in heritage work**
 - 3. To researched historic district guidelines in other jurisdictions and incorporate Ordinance A-226 into the Coburg Zoning Code**
 - 4. To participate in planning of Heritage Park at Stalling Lane and create a system for collecting and retaining artifacts**
 - 5. To increase committee involvement in CLG Network and training opportunities**
 - 6. To conduct a community survey to measure support and value of historic preservation in Coburg**
 - 7. To involve elementary school in youth heritage program**
-



**COBURG CITIZEN COMMITTEES
WORK PLAN GOALS & ANNUAL REPORT
FY 2024**

COBURG PLANNING COMMISSION ANNUAL GOALS FY 2024

1. To participate in trainings on land use in Oregon, Master Plan Development, and on Development Application Types
2. To enhance communication with staff, City Council, and other committees
3. To gain information on what the City is expecting including annual budget updates, City Council goals and priorities, and the work and goals of other committees.

PARK/TREE COMMITTEE WORK PLAN GOALS

FISCAL YEAR 2024

Work Plan Projects – Current

- Trail's End – Additional plantings of shrubs and trees, monarch butterfly habitat
Identify mowing areas for Public Works
- Booth Kelly – Seal Historical signs
- Jacob Spores – Bench, viewing area along Muddy Creek & Bike Path #2
- Pavilion Park – Grant received, design completion, construction begins 2023
- Johnny Diamond – resolve grass issue
- Informational/Promotional – Include a column in the Coburg Newsletter
- Committee review of existing parks and their best uses
- Continue work parties for improvement of Parks & Open Spaces

Work Plan Projects – Future

- Trail's End – Funding for viewing platform
- Johnny Diamond – Historical Signage in Shelter
- Jacob Spores – Informational signage regarding Muddy Creek
- Norma Pheiffer – Funding for Veteran's Memorial
- Promote City Parks/Trees & encourage contributions to their enjoyment, care, and improvement
- Advocate for a Volunteer Coordinator on city staff

Goals – Long Term

- Research & development for future Park & Recreational District
- Create process for future purchase, approval, and development of park land
- Establish a Community Volunteer Base
- Consider land for a south side park
- Planning with Heritage Committee for Julie Morneau Historical Park
- Coburg Creek Park Development

PARKS AND TREE COMMITTEE

2022 ANNUAL REPORT TO CITY COUNCIL

January 2023

Honorable Mayor Bell and Members of the Council,

The Parks and Tree Committee has had a busy and productive year devoted to preserving and enhancing the beauty and vitality of Coburg's natural treasures and building additional assets for residents and visitors to enjoy.

Considerable time was spent developing a plan for the newly acquired land to Pavilion Park. Upon approval of the Grant funds, much of 2023 will be spent refining the plan and implementing the improvements to the park. Two donated trees have been designated to the park as memorials.

Because of the attention to the Pavilion Park, the improvements to the Veterans Memorial have been put on the back burner temporarily. Funds are available for the engineering design once the engineers have time to work up a professional drawing from our rough draft. This area will recognize the 5 branches of the military. The area around the flagpole will be enlarged to include a circular walkway and roses selected specifically for this memorial. Funding will need to be obtained for the hardscape and roses.

Volunteers in the Park

Work parties were held again this year with committee members and a few additional community members! The number of volunteers were ----- and the hours that they donated in labor to the city totals ----- . Blackberries and invasive plants were cut back along the Booth Kelly Trail and the city added chips to the path.

Pruning and weeding was done multiple times at Pavilion Park and flowers were added to the concrete planter. Weeding was also done multiple times at Norma Pheiffer Park. Jacob Spores looks much nicer with the improvements of trees and plantings around the sign. You may have noticed the addition of planting groups at Trail's End planted by a couple of our committee members. There will additional plants added in the future and continued work on a Butterfly Habitat. This area has become very popular and allows for some great photos of sunsets over Coburg. Work was also done in Johnny Diamond. The grass continues to be a concern.

Perhaps you are a pickleball fan. It has now become the sport drawing more neophytes than tennis. You may have noticed the basketball court in Norma Pheiffer can now accommodate pickleball. Even during these winter months there have been people of different ages testing out their skills on the new court.

Looking forward to 2023

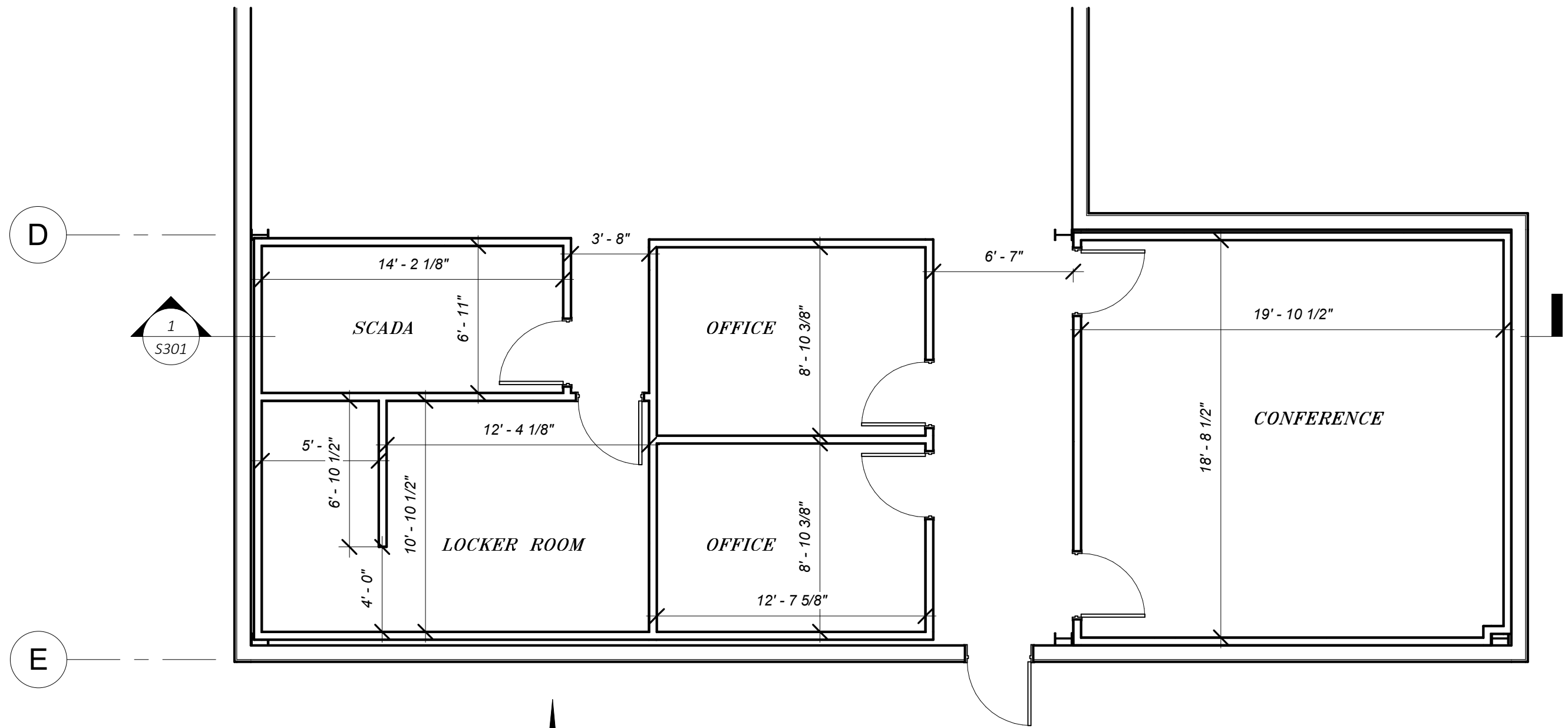
In addition to Pavilion improvements, the committee will be considering what to do with the open space within Coburg Creek. Also, we anticipate working with the Coburg Heritage Committee on the Julie Morneau Historical property.

Other projects we would like to see completed are Historical signs for Johnny Diamond, a bench and sitting area next to Jacob Spores, and additional plantings at Trail's End.

The committee will also be looking at how each of the existing parks and newly acquired land for parks is used. Are they serving our community well currently? What can be improved? Will they meet the needs of our citizens in the future?

Mary Mosier, Chair

Park & Tree Committee



1 PARTIAL FLOOR PLAN
 A101 3/16" = 1'-0"

Door Schedule		
MARK	WIDTH / HEIGHT	COUNT
36	3' - 0" / 7' - 0"	7

Grand total: 7

STRUCTURAL REGISTERED PROFESSIONAL ENGINEER #67092PE OREGON
 PRELIMINARY DIGITALLY SIGNED
 NOT FOR CONSTRUCTION
 RICARDO HERNANDEZ
 DEC. 30, 2011
 Rensw: JUNE 30, 2021

CITY OF COBURG OPS BUILDING #1

91611 N. COBURG ROAD
 COBURG, OREGON

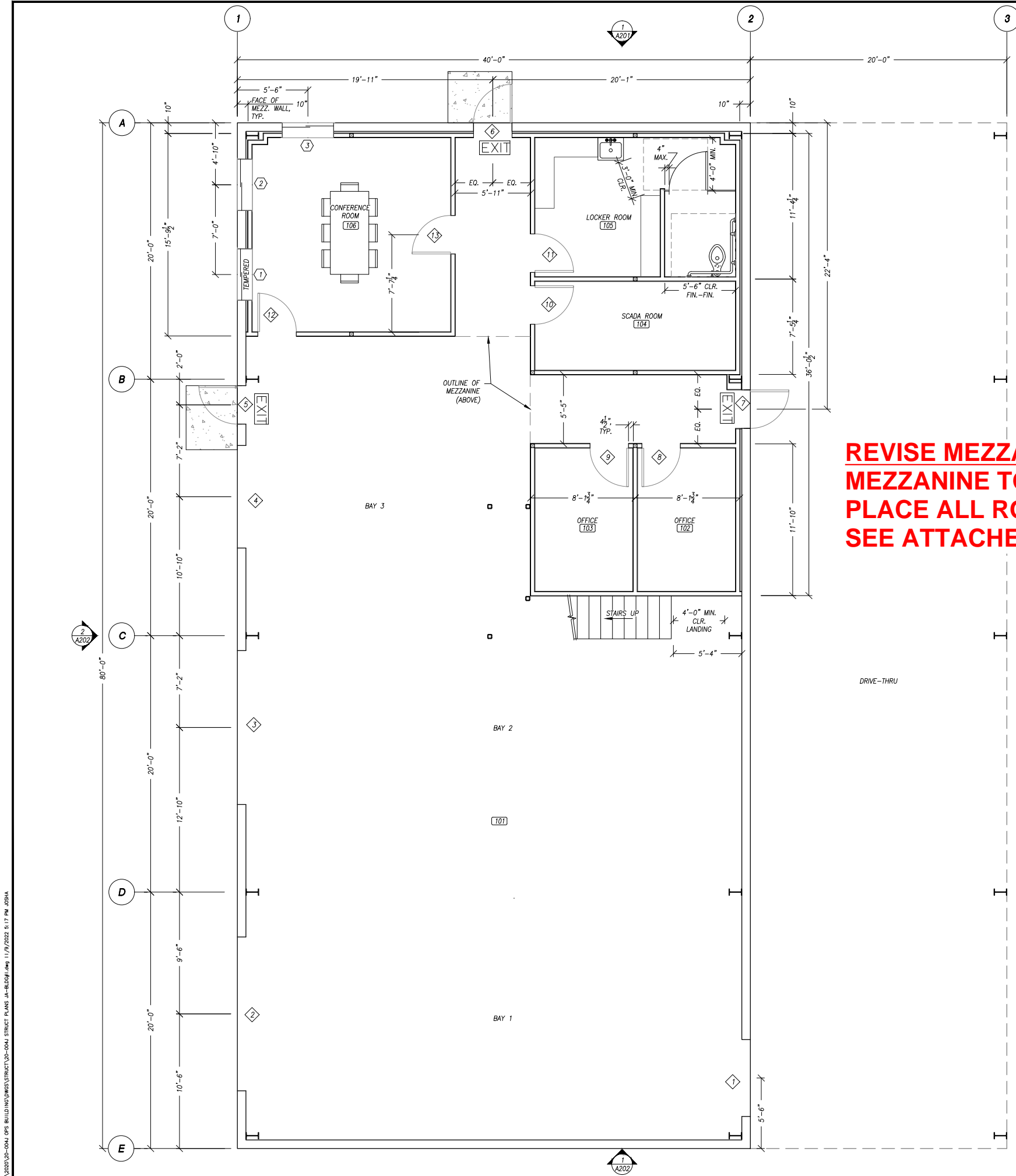
revisions:



date: 09/07/21
 drawn by: JJA
 designer: JJA
 project no: 20-004J

FLOOR PLAN

sheet: A1 131



**REVISE MEZZANINE LAYOUT PER BRIAN HARMON 11/10/2022:
MEZZANINE TO BE ON SOUTH END OF BUILDING
PLACE ALL ROOMS OF MEZZANINE BTWN GRID D & E.
SEE ATTACHED PARTIAL FLOOR PLAN FOR REVISION.**

LEGEND

	WOOD COLUMN PER SCHEDULE
	STEEL COLUMN PER SCHEDULE
	BUILDING MANUFACTURER COLUMN
	WALLS
	CANOPY OR MEZZANINE ABOVE
	DOOR
	TOILET
	SINK

Branch ENGINEERING Item 19
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REGISTERED PROFESSIONAL ENGINEER
OREGON
2003-2023
CARDO HERNADEZ
PRELIMINARY
NOT FOR CONSTRUCTION
Renews: JUNE 30, 2023

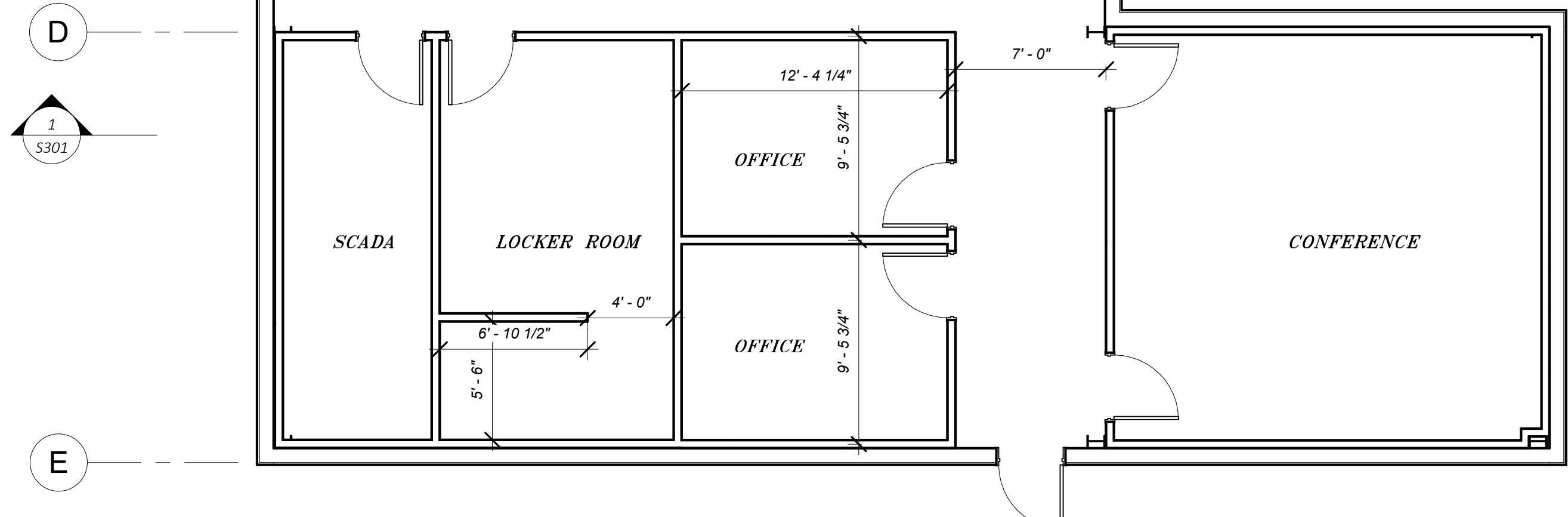
**OPS BUILDING DESIGN FOR
CITY OF COBURG**
COBURG, OREGON

revisions:

date: MARCH 25, 2022
drawn by: JLB
designer: RH
project no: 20-004J
FLOOR PLAN

Z:\2020\20-004 OPS BUILDING\DESIGN\STRUCT\20-004 STRUC PLAN\JA-HED01.dwg 11/17/2022 5:17 PM J09HA
Copyright © 2021 Branch Engineering, Inc.

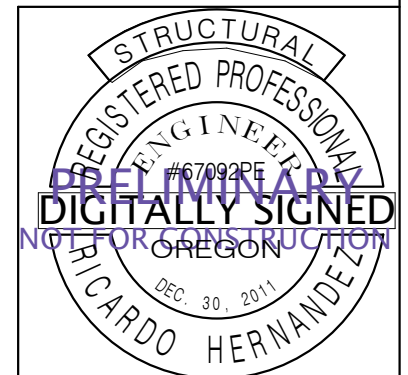
Can we put adjust the SCADA and locker room? We would like to keep the doors out of the shop area. So add a hallway, maybe make the SCADA room a little shorter.



1 PARTIAL FLOOR PLAN
 A101 3/16" = 1'-0"

Door Schedule		
MARK	WIDTH / HEIGHT	COUNT
35	3' - 0" / 7' - 0"	7

Grand total: 7



CITY OF COBURG OPS BUILDING #1
 91611 N. COBURG ROAD
 COBURG, OREGON

revisions:
 2

date: 09/07/21
 drawn by: JJA
 designer: JJA
 project no: 20-004J
 FLOOR PLAN

sheet: A1 133

Revised: JUNE 30, 2021

CITY OF COBURG
OPS BUILDING
ESTIMATE OF PROBABLE COST

Item 19.



310 5th Street
Springfield, Oregon 97477
Telephone: (541) 746 0637

DATE: 1/10/2023

PROJECT: 20-004J CITY OF COBURG
2-BAY PARKING GARAGE
BY: JOSHUA ANNETT
CHECKED BY: RICK HERNANDEZ, P.E., S.E.
SHEET: PROB COST

ESTIMATE OF PROBABLE COST - 32FT x 40FT STEEL BUILDING

BUILDING DIMENSIONS	LENGTH	WIDTH	EAVE HEIGHT	AREA	ROOF SLOPE
	(ft)	(ft)	(ft)	(SF)	
MAIN	40	32	14	1280	2:12
TOTAL	40	32		1280	

THE FOLLOWING HAS BEEN PREPARED BY REFERENCING SQUARE FOOT COST ESTIMATION INFORMATION FROM THE 2022 NATIONAL BUILDING COST MANUAL 46th ed. BY CRAFTSMAN BOOK COMPANY.

ITEM	DESCRIPTION	QTY	UNIT	\$/UNIT	COST ADJUSTMENT
SQUARE FOOT PRICING BASIC COST & ADJUSTMENTS SUMMARY					
BUILDING AREA					
	The square foot costs for the basic building			\$ 37.29	
WALL HEIGHT ADJUSTMENT					
	Add to or subtract from the square foot cost below \$.31 for each foot of wall height at the eave more or less than 14 feet.	0	FT	\$ 0.31	\$ -
BUILDING SHAPE ADJUSTMENT					
	Subtract \$.50 from the square foot cost below for low profile buildings.	1	EA	\$ (0.50)	\$ (0.50)
STAGE 1 ADJUSTED BUILDING AREA COST					
		1	EA	\$ (0.50)	\$ 36.79
LIVE LOAD COST ADJUSTMENT					
20 PSF SNOW	LIVE LOAD ADJUSTMENT FACTOR = 1.05	0.05	EA	\$ 36.79	\$ 1.84
ELECTIVE COST ADJUSTMENTS					
FLOOR	6" CONCRETE SLAB w/ #4 REBAR	1280	SF	\$ 2.00	\$ 2,560
ROOF	24 GA COLORED GALVANIZED STEEL	1298	SF	\$ 0.99	\$ 1,285
WALL	24 GA COLORED GALVANIZED STEEL	2016	SF	\$ 0.92	\$ 1,855
OH DOOR	8'X10' CHAIN OPERATOR (ADD \$500 FOR MOTOR)	0	EA	\$ 2,247	\$ -
OH DOOR	12'X12' CHAIN OPERATOR (ADD \$500 FOR MOTOR)	2	EA	\$ 5,056	\$ 10,111
PERSONNEL DOOR	3/0x7/0 STEEL 1-3/4"	1	EA	\$ 1,600	\$ 1,600
DOOR ADD	PANIC HARDWARE	1	EA	\$ 732	\$ 732
DOOR ADD	CLOSER	1	EA	\$ 211	\$ 211
EXT FINISHES	GUTTER	80	LF	\$ 14.03	\$ 1,122
EXT FINISHES	DOWNSPOUT	84	LF	\$ 10.08	\$ 847
INSULATION	ROOF - 6" 0.75 POUND DENSITY WHITE VINYL FACED	1298	SF	\$ 6.30	\$ 8,177
PLUMBING	COST PER FIXTURE	0	EA	\$ 1,770	\$ -
ADJUSTED BUILDING AREA COST					BASIC COST SUBTOTAL
MAIN	ADJUSTED square foot costs for the basic building	1280	SF	\$ 38.63	\$49,446
ALTERNATE ADDITIONS	ALL DESIGN ADDITIONS INCLD. MEP	1	EA	\$ 28,500	\$28,500

BASIC BUILDING TOTAL COST \$77,946

NOTE:

1. THE ABOVE "BASIC BUILDING COST" DOES NOT INCLUDE ADJUSTMENT FOR GEOGRAPHICAL AREA, BONDS, OR PREVAILING WAGE. THOSE ADJUSTMENTS PLUS CONTINGENCIES ARE LISTED BELOW AS PART OF A LOW-HIGH RANGE OF ESTIMATED BUILDING COST.
2. THE CONSTRUCTION MATERIALS MARKET HAS EXPERIENCED HISTORICAL PRICE INCREASES SINCE THE YEAR 2020. THEREFORE, THE ACTUAL COST OF BUILDING CONSTRUCTION MAY BE AFFECTED BY UNKNOWN FUTURE MARKET CONDITIONS. WE HAVE INCLUDED A HIGHER-THAN-NORMAL CONTINGENCY VALUE IN THE HIGH-RANGE ESTIMATE VALUE TO ATTEMPT TO ACCOUNT FOR OR REPRESENT POTENTIAL VARIATIONS IN FUTURE MARKETS.

LOW RANGE			HIGH RANGE	
18.00%	\$14,030	CONTINGENCY & MARKET CONDITIONS	38.00%	\$29,620
7.00%	\$5,456	GENERAL CONDITIONS	7.00%	\$5,456
1.25%	\$974	PERFORMANCE BOND	1.25%	\$974
20.00%	\$15,589	PUBLIC CONTRACT PREVAILING WAGE FACTOR	50.00%	\$38,973
-3.00%	-\$2,338	AREA MODIFICATION FACTOR	-3.00%	-\$2,338
	\$33,712	MARKUP SUBTOTAL		\$72,685

\$111,658

ESTIMATED TOTAL BUILDING COST

\$150,631

REVISION NOTE: 1/10/23 - ADDED 8% FOR 2022 INCREASES DUE TO INFLATION

CITY OF COBURG
OPS BUILDING
ESTIMATE OF PROBABLE COST

Item 19.



310 5th Street
Springfield, Oregon 97477
Telephone: (541) 746 0637

DATE: 1/10/2023

PROJECT: 20-004J CITY OF COBURG OPS BUILDING
BY: JOSHUA ANNETT
CHECKED BY: RICK HERNANDEZ, P.E., S.E.
SHEET: PROB COST

ESTIMATE OF PROBABLE COST

BUILDING DIMENSIONS	LENGTH	WIDTH	EAVE HEIGHT	AREA	ROOF SLOPE
	(ft)	(ft)	(ft)	(SF)	
MAIN	80	40	16	3200	2:12
DRIVE-THRU	80	20	16	1600	2:12
TOTAL	80	60		4800	

THE FOLLOWING HAS BEEN PREPARED BY REFERENCING SQUARE FOOT COST ESTIMATION INFORMATION FROM THE 2020 NATIONAL BUILDING COST MANUAL 44th ed. BY CRAFTSMAN BOOK COMPANY. THE REFERENCE MATERIAL HAS BEEN ATTACHED AS AN APPENDIX TO THIS ESTIMATE OF PROBABLE COST SUMMARY.

ITEM	DESCRIPTION	QTY	UNIT	\$/UNIT	COST ADJUSTMENT
SQUARE FOOT PRICING BASIC COST & ADJUSTMENTS SUMMARY					
BUILDING AREA					
	The square foot costs for the basic building			\$ 24.78	
WALL HEIGHT ADJUSTMENT					
	Add to or subtract from the square foot cost below \$.31 for each foot of wall height at the eave more or less than 14 feet.	2	FT	\$ 0.31	\$ 0.62
BUILDING SHAPE ADJUSTMENT					
	Subtract \$.50 from the square foot cost below for low profile buildings. square foot cost below for low profile buildings.	1	EA	\$ (0.50)	\$ (0.50)
STAGE 1 ADJUSTED BUILDING AREA COST					
		1	EA	\$ 0.12	\$ 24.90
LIVE LOAD COST ADJUSTMENT					
20 PSF SNOW	LIVE LOAD ADJUSTMENT FACTOR = 1.05	0.05	EA	\$ 24.90	\$ 1.25
ELECTIVE COST ADJUSTMENTS					
FLOOR	6" CONCRETE SLAB w/ #4 REBAR	4800	SF	\$ 2.00	\$ 9,600
ROOF	24 GA COLORED GALVANIZED STEEL	4867	SF	\$ 0.99	\$ 4,818
WALL	24 GA COLORED GALVANIZED STEEL	4004	SF	\$ 2.00	\$ 8,008
OPEN END WALL	DEDUCTION FOR OPEN 20' WALL AT DRIVE-THRU	2	EA	\$ 1,338	\$ 2,676
OPEN SIDEWALL	DEDUCTION FOR OPEN 80' WALL AT DRIVE-THRU	80	LF	\$ 7.00	\$ 560
OH DOOR	8'X10' CHAIN OPERATOR (ADD \$500 FOR MOTOR)	1	EA	\$ 2,247	\$ 2,247
OH DOOR	12'X12' CHAIN OPERATOR (ADD \$500 FOR MOTOR)	2	EA	\$ 5,056	\$ 10,111
PERSONNEL DOOR	3/0x7/0 STEEL 1-3/4"	4	EA	\$ 1,600	\$ 6,400
DOOR ADD	PANIC HARDWARE	4	EA	\$ 732	\$ 2,928
DOOR ADD	CLOSER	4	EA	\$ 211	\$ 844
EXT FINISHES	GUTTER	160	LF	\$ 13.36	\$ 2,138
EXT FINISHES	DOWNSPOUT	96	LF	\$ 9.60	\$ 922
INSULATION	ROOF - 6" 0.75 POUND DENSITY WHITE VINYL FACED	4867	SF	\$ 6.12	\$ 29,786
INSULATION	WALL - 6" 0.75 POUND DENSITY WHITE VINYL FACED	4004	SF	\$ 6.12	\$ 24,504
WINDOW	4/0x3/6 ALUMINUM SLIDING WINDOW	2	EA	\$ 416	\$ 832
WINDOW	2/0x4/0 ALUMINUM VERT. SLIDING WINDOW	2	EA	\$ 357	\$ 713
INT OFFICE	INTERNAL OFFICE - GOOD	1335	SF	\$ 57.25	\$ 76,429
WOOD-FRAMING	WOOD-FRAMING PRICE ADJUSTMENT	1	EA	\$ 24,457	\$ 24,457
INT DOOR	3/0x7/0 1-3/4" WOOD DOOR	7	EA	\$ 2,000	\$ 14,000
HVAC	INDUSTRIAL INT. OFFICE - HEATING & COOLING	1335	SF	\$ 20.00	\$ 26,700
PLUMBING	COST PER FIXTURE	2	EA	\$ 1,770	\$ 3,540

ADJUSTED BUILDING AREA COST				BASIC COST SUBTOTAL	
MAIN	ADJUSTED square foot costs for the basic building	3200	SF	\$ 26.15	\$83,664
DRIVE-THRU		1600	SF	\$ 26.15	\$41,832
ALTERNATE ADDITIONS	ALL DESIGN ADDITIONS INCLD. MEP	1	EA	\$ 252,213	\$252,213

BASIC BUILDING TOTAL COST \$377,709

NOTE:

1. THE ABOVE "BASIC BUILDING COST" DOES NOT INCLUDE ADJUSTMENT FOR GEOGRAPHICAL AREA, BONDS, OR PREVAILING WAGE. THOSE ADJUSTMENTS PLUS CONTINGENCIES ARE LISTED BELOW AS PART OF A LOW-HIGH RANGE OF ESTIMATED BUILDING COST.
2. THE CONSTRUCTION MATERIALS MARKET HAS EXPERIENCED HISTORICAL PRICE INCREASES IN THE YEAR 2020. THEREFORE, THE ACTUAL COST OF BUILDING CONSTRUCTION MAY BE AFFECTED BY UNKNOWN FUTURE MARKET CONDITIONS. WE HAVE INCLUDED A HIGHER-THAN-NORMAL CONTINGENCY VALUE IN THE HGIIH-RANGE ESTIMATE VALUE TO ATTEMPT TO ACCOUNT FOR OR REPRESENT POTENTIAL VARIATIONS IN FUTURE MARKETS.

LOW RANGE		HIGH RANGE	
18.00%	\$67,988	CONTINGENCY & MARKET CONDITIONS	38.00% \$143,529
7.00%	\$26,440	GENERAL CONDITIONS	7.00% \$26,440
1.25%	\$4,721	PERFORMANCE BOND	1.25% \$4,721
20.00%	\$75,542	PUBLIC CONTRACT PREVAILING WAGE FACTOR	50.00% \$188,855
-3.00%	-\$11,331	AREA MODIFICATION FACTOR	-3.00% -\$11,331
	\$163,359	MARKUP SUBTOTAL	\$352,214

\$541,068

ESTIMATED TOTAL BUILDING COST

\$729,923

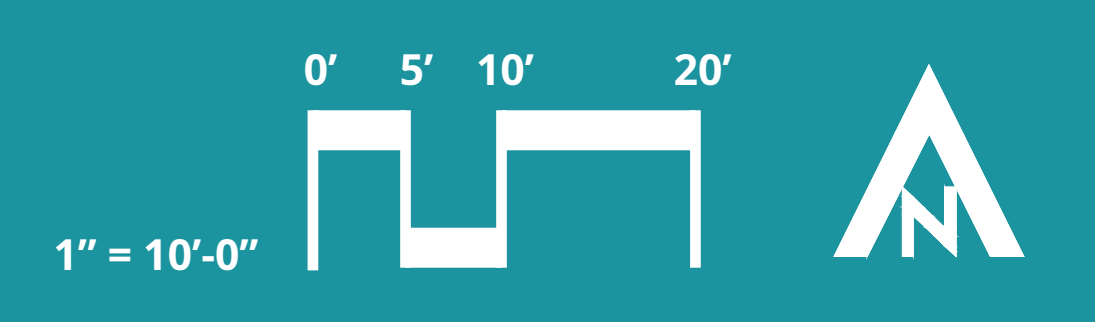
REVISION NOTE: 1/10/23 - ADDED 8% FOR 2022 INCREASES DUE TO INFLATION. ADDED HVAC BUDGET. REVISE SF FOR MEZZ.



Coburg Pavilion Park

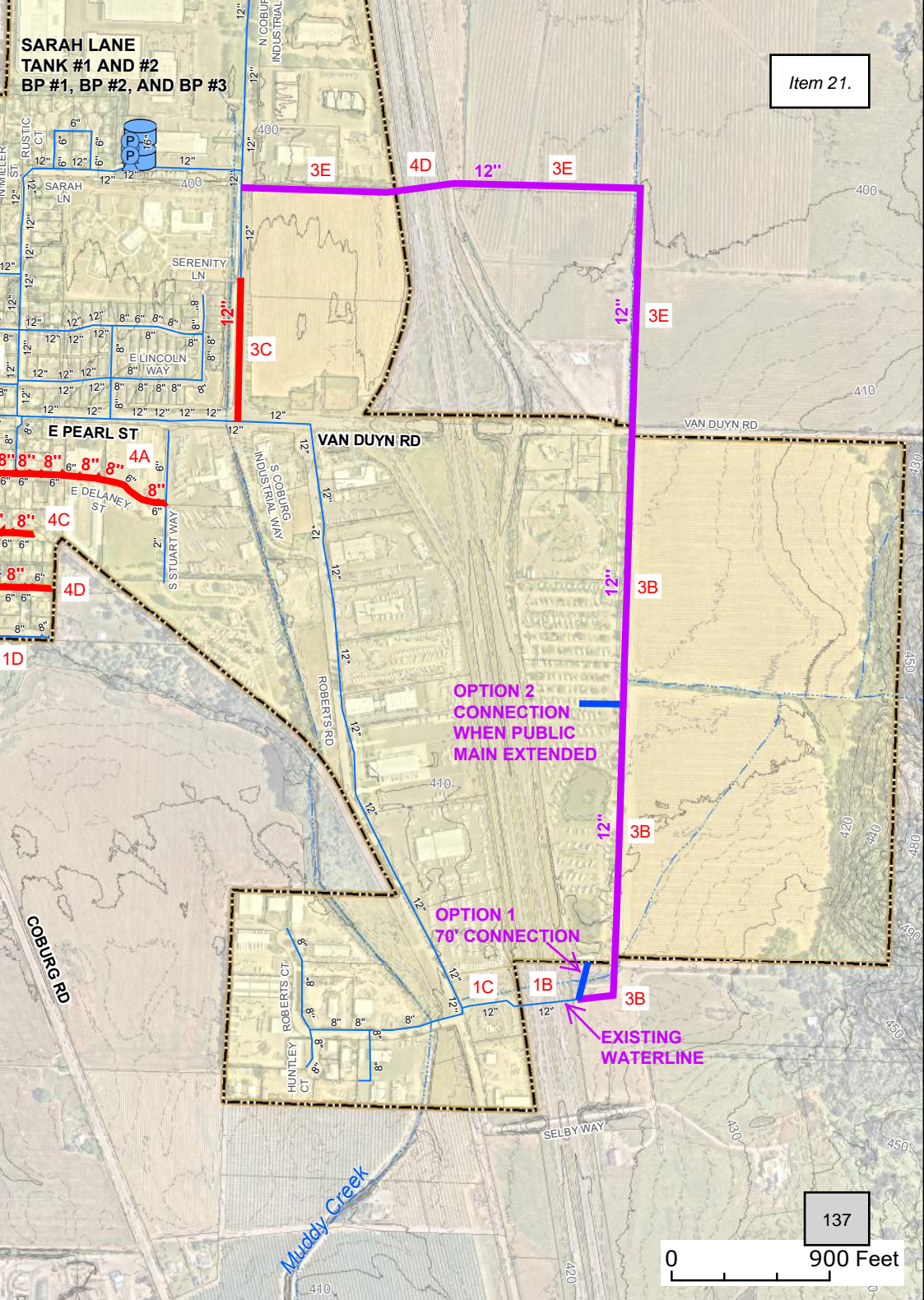
Conceptual Site Plan 2/22/2022

CAMERON McCARTHY

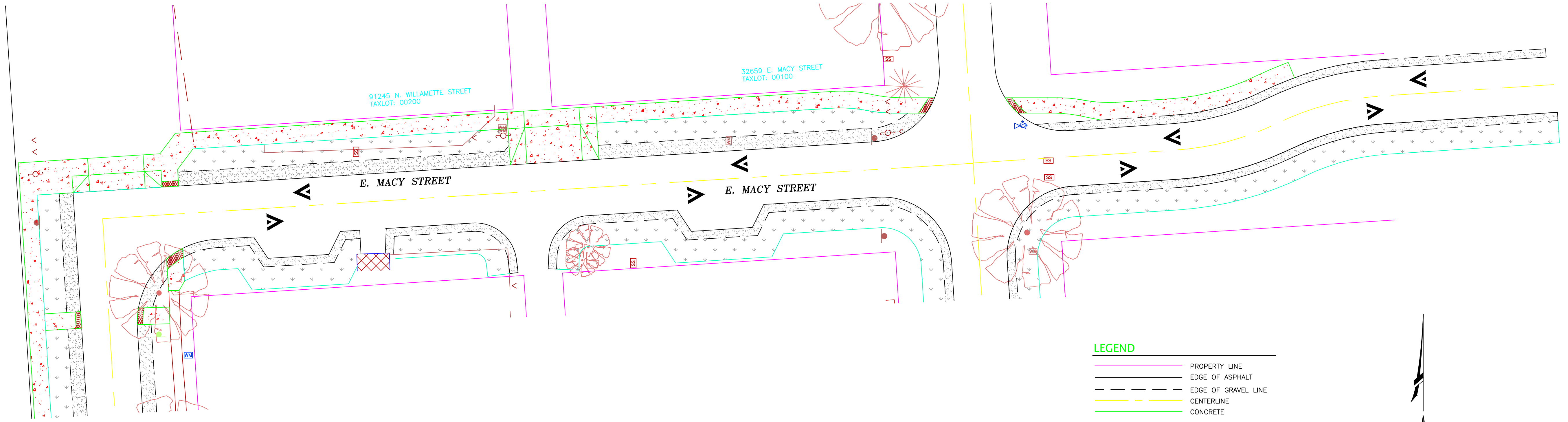


**SARAH LANE
TANK #1 AND #2
BP #1, BP #2, AND BP #3**

Item 21.

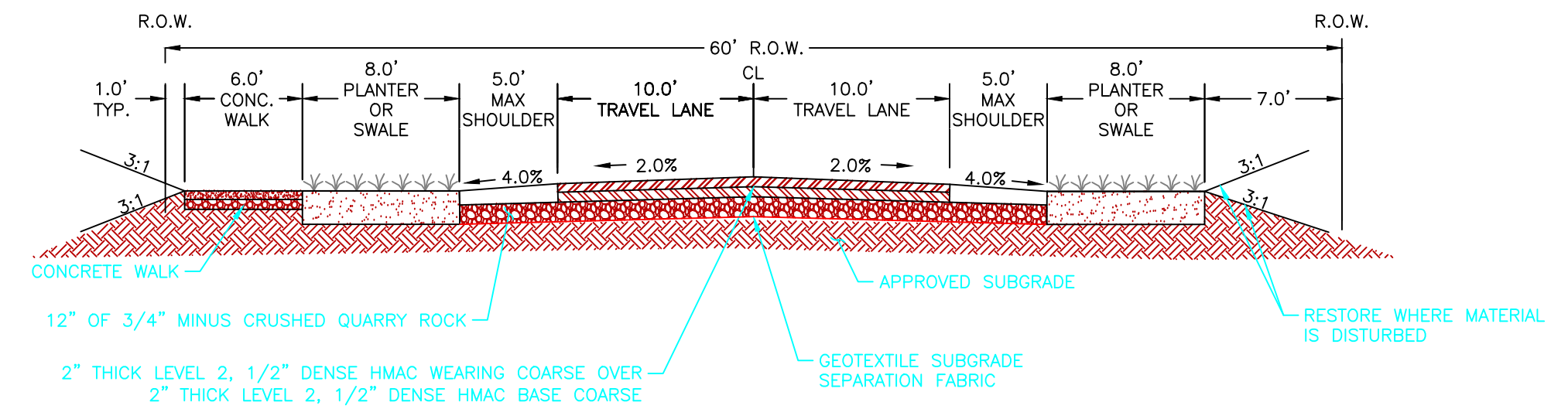
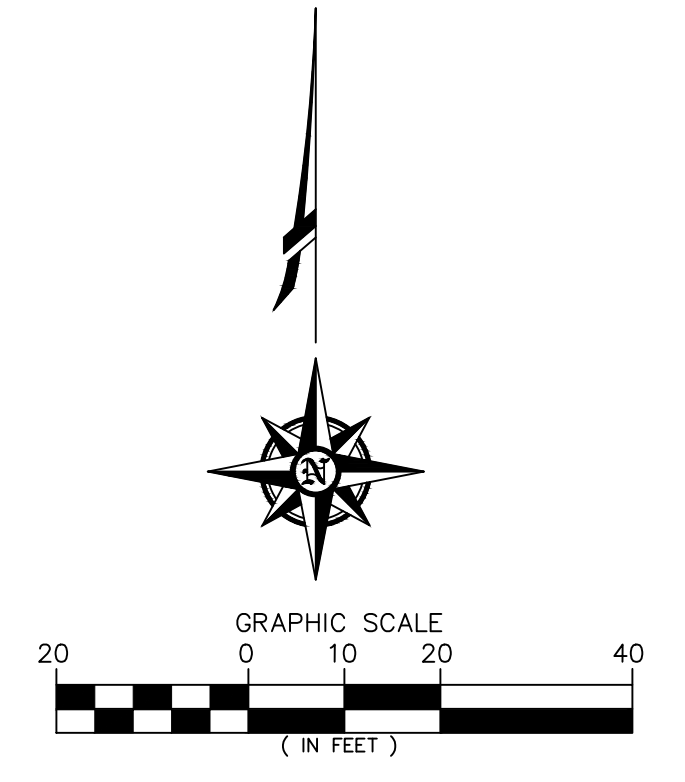


OPTION A: SIDEWALKS & SPEED CUSHIONS

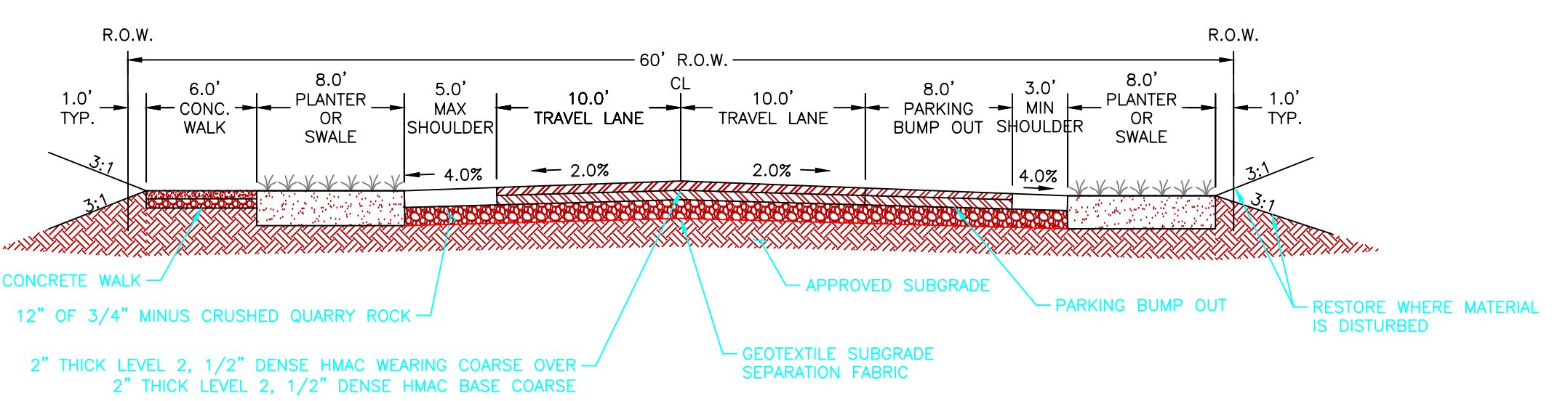


LEGEND

- PROPERTY LINE
- EDGE OF ASPHALT
- EDGE OF GRAVEL LINE
- CENTERLINE
- CONCRETE
- CONCRETE
- TRUNCATED DOMES
- GRAVEL SHOULDER
- PLANTER OR SWALE



E. MACY STREET – TYPICAL SECTION
(NOT TO SCALE)



E. MACY STREET – TYPICAL SECTION AT BUMPOUTS
(NOT TO SCALE)

NOTES:

- EXACT LOCATIONS WILL BE MARKED IN THE FIELD BY THE ENGINEER.
- TAPER GRIND AS SHOWN OR PAVE OVER PAPER FOR REMOVAL AND FULL STRUCTURE CONSTRUCTION.
- ALL ORGANIC MATERIALS IN CRACKS OR JOINTS SHALL BE REMOVED PRIOR TO PAVING.
- APPLY AN ASPHALT TACK COAT TO COMPLETELY COVER EXISTING SURFACES. BASE PAVING AND VERTICAL SURFACES IMMEDIATELY PRIOR TO PAVING.
- 12\"/>

CITY OF EUGENE STANDARD DRAWING AMENDMENT

SPEED CUSHION & SPEED TABLE

DATE	REVISIONS	DESCRIPTION
01/17	ADDED SHM DETAIL	
02/16	MODIFIED SECTION A-A	
01/21	ADDED NOTE 10	

TM503B

project title:
N. WILLAMETTE, E. MACY, & N. HARRISON STREET IMPROVEMENT OPTIONS
 CITY OF COBURG
 HARRISON AND MACY STREET
 COBURG, OREGON

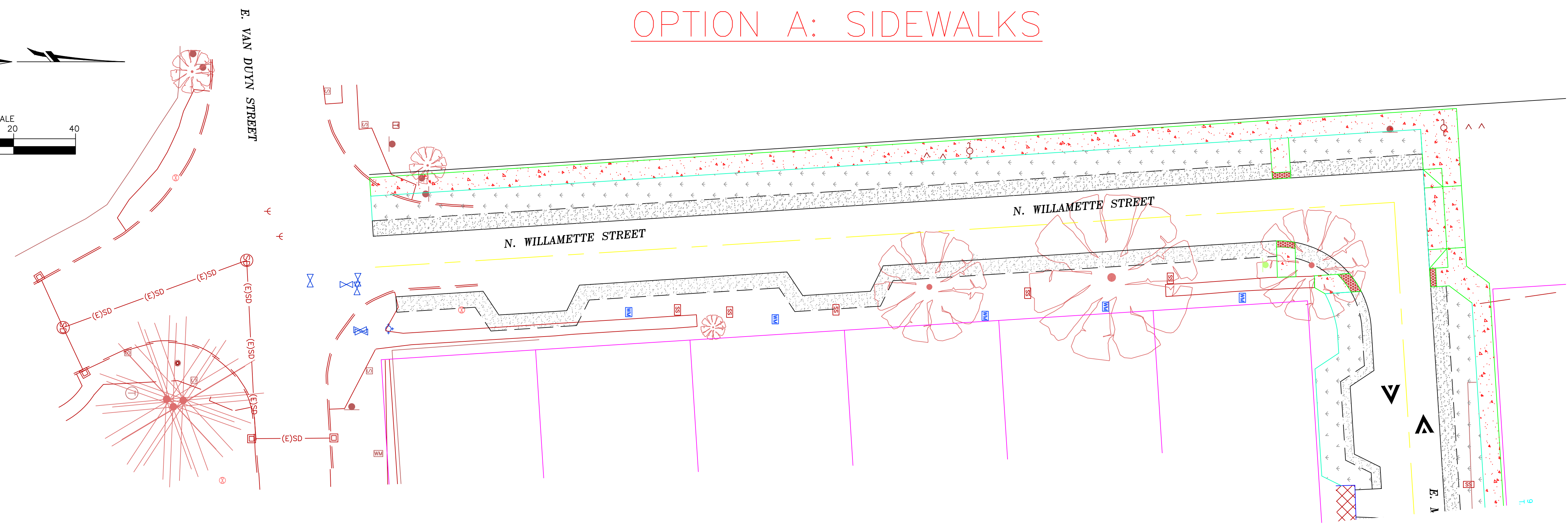
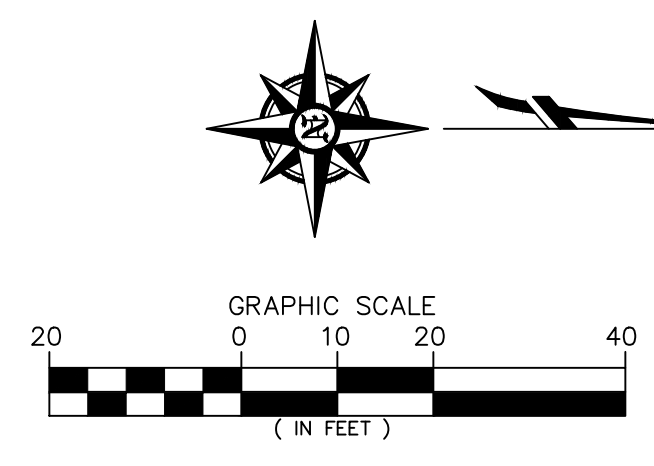
revisions:
 date: JANUARY 24, 2023
 drawn by: VJ
 designer: JLB
 project no: 21-004B

STREET IMPROVEMENTS OPTION A

sheet:
C1.0

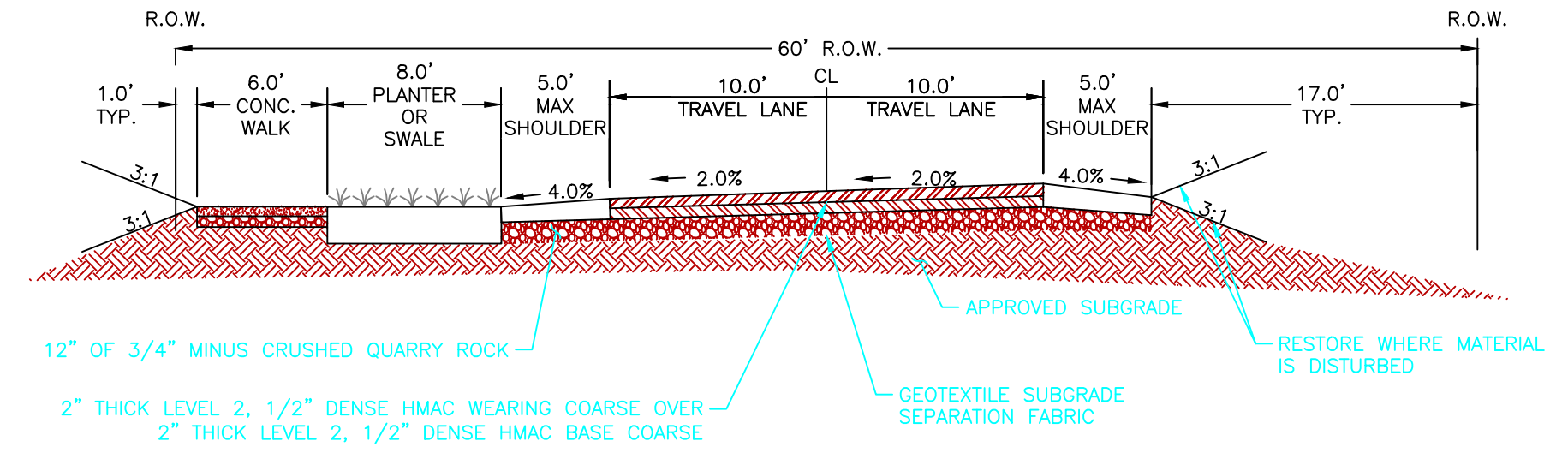
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OPTION A: SIDEWALKS

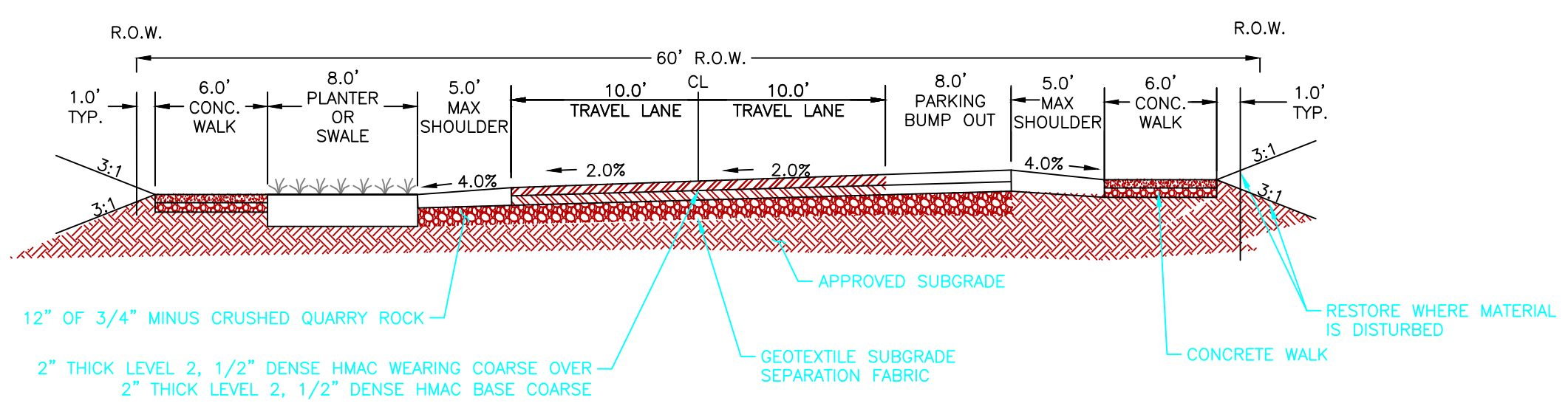


LEGEND

	PROPERTY LINE
	EDGE OF ASPHALT
	EDGE OF GRAVEL LINE
	CENTERLINE
	CONCRETE
	CONCRETE
	TRUNCATED DOMES
	GRAVEL SHOULDER
	PLANTER OR SWALE



N. WILLAMETTE STREET – TYPICAL SECTION
(NOT TO SCALE)



N. WILLAMETTE STREET – TYPICAL SECTION AT BUMPOUTS
(NOT TO SCALE)

project title:

N. WILLAMETTE, E. MACY, & N. HARRISON STREET IMPROVEMENT OPTIONS
 CITY OF COBURG
 HARRISON AND MACY STREET
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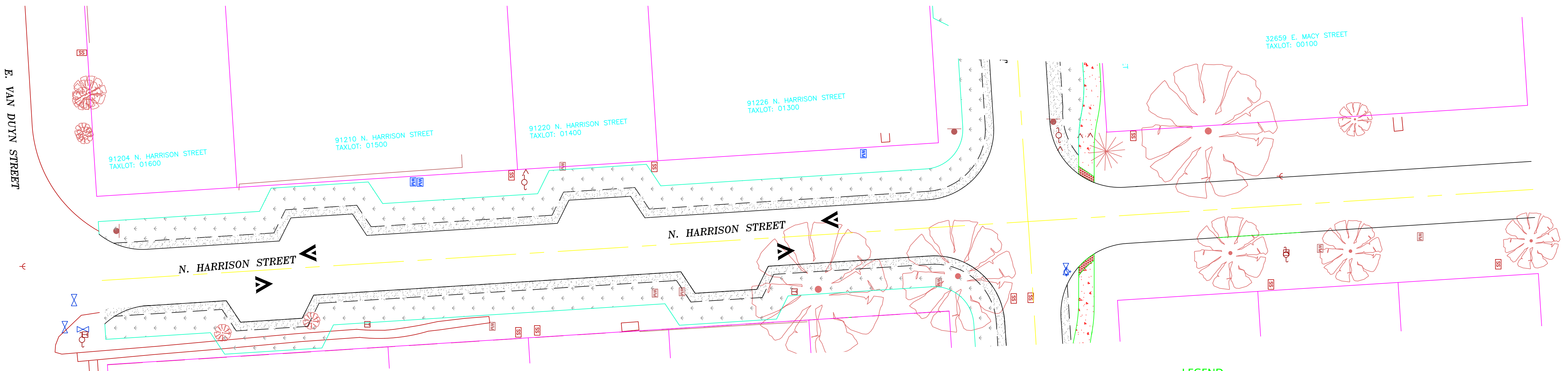
STREET IMPROVEMENTS OPTION A

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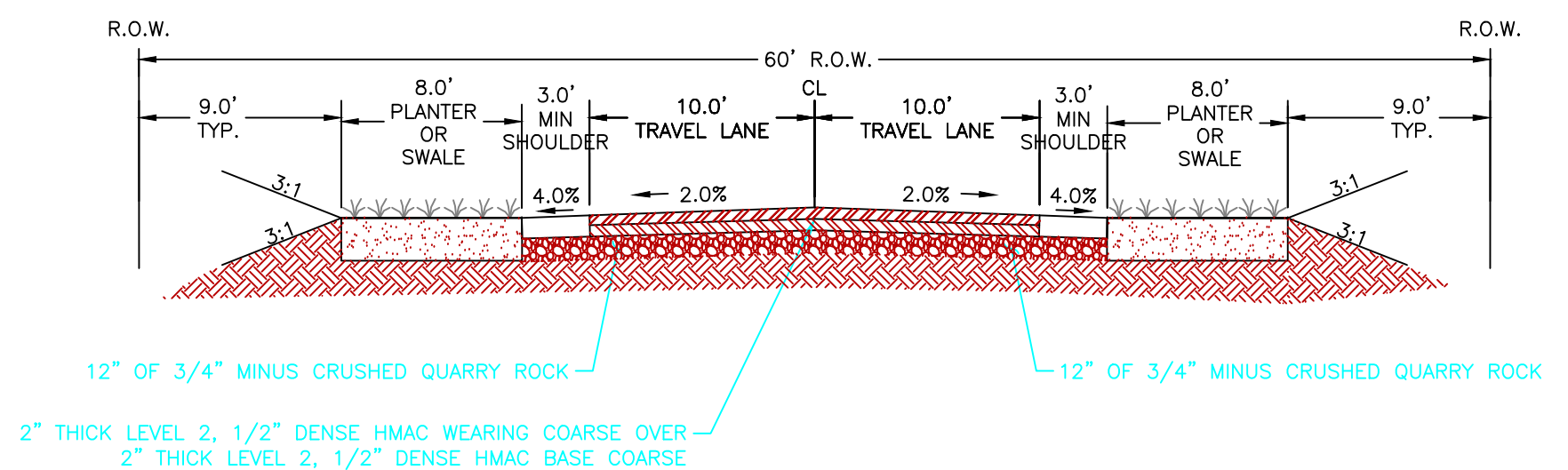
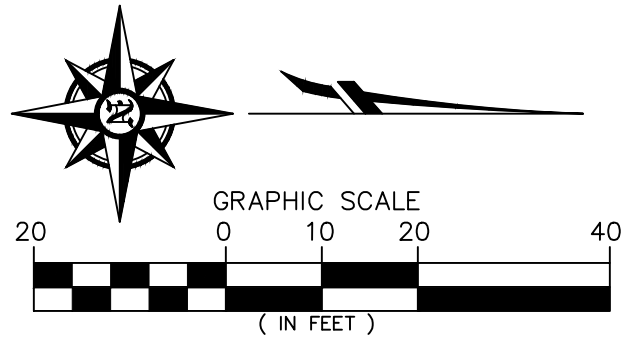
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OPTION A: SPEED CUSHIONS

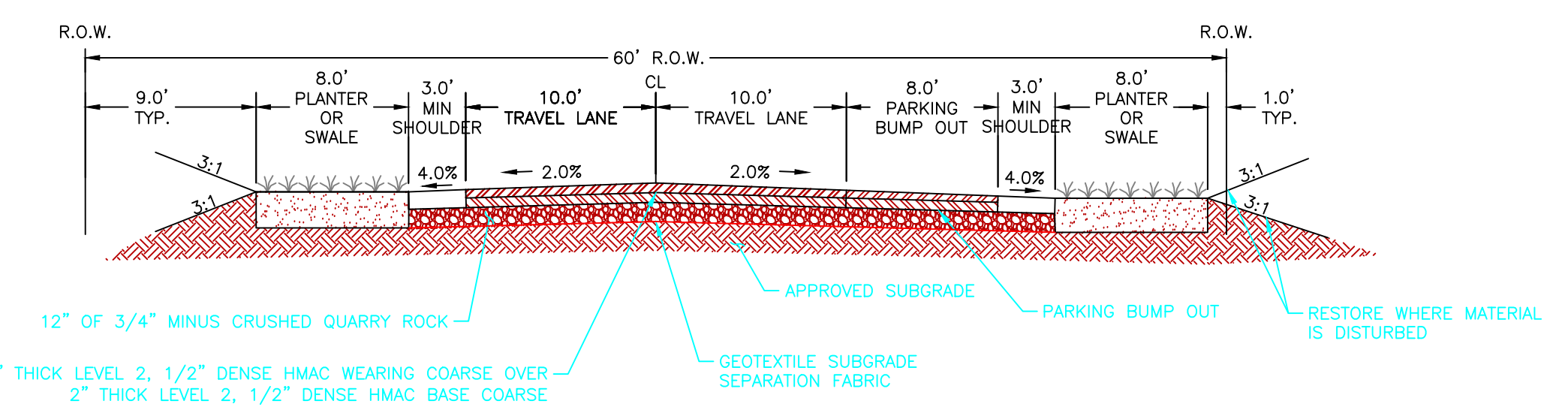


LEGEND

- PROPERTY LINE
- EDGE OF ASPHALT
- EDGE OF GRAVEL LINE
- CENTERLINE
- CONCRETE
- CONCRETE
- TRUNCATED DOMES
- GRAVEL SHOULDER
- PLANTER OR SWALE



N. HARRISON STREET - TYPICAL SECTION
(NOT TO SCALE)



N. HARRISON STREET - TYPICAL SECTION AT BUMPOUTS
(NOT TO SCALE)

SECTION A-A
SECTION B-B
SPEED CUSHION & SPEED HUMP

SECTION B-B CURB DETAIL
 TYPICAL TRANSITION TO GUTTER DETAIL

SPEED HUMP MARKING

NOTES:

- EXACT LOCATIONS WILL BE MARKED IN THE FIELD BY THE ENGINEER.
- TAPER GRIND AS SHOWN OR PAVE OVER PAPER FOR REMOVAL AND FULL STRUCTURE CONSTRUCTION.
- ALL ORGANIC MATERIALS IN CRACKS OR JOINTS SHALL BE REMOVED PRIOR TO PAVING.
- APPLY AN ASPHALT TACK COAT TO COMPLETELY COVER EXISTING SURFACES. BASE PAVING AND VERTICAL SURFACES, IMMEDIATELY PRIOR TO PAVING.
- 1/2" DENSE ACP AND TACK COAT SHALL BE PLACED WHEN THE AVERAGE SURFACE TEMPERATURE IS NOT LESS THAN 40 DEGREES FAHRENHEIT.
- A PROFILE TEMPLATE IS AVAILABLE FROM THE CITY.
- ALL VERTICAL DIMENSIONS SHALL BE CONSIDERED TO +/- 0.25 INCH.
- ACP PAVEMENT SHALL BE COMPACTED TO AT LEAST 92 PERCENT OF THE THEORETICAL DENSITY.
- APPLY AN EMULSIFIED ASPHALT FOG COAT.
- FURNISH LEGENDS WITH BLACK BORDER CONTRAST MARKINGS FOR INSTALLATION OF PCC SURFACES. SPEED HUMP MARKING SHALL HAVE A 3" BORDER.

CITY OF EUGENE STANDARD DRAWING AMENDMENT

SPEED CUSHION & SPEED TABLE

REVISIONS	
DATE	DESCRIPTION
01/17	ADDED SHM DETAIL
08/18	MODIFIED SECTION A-A
01/21	ADDED NOTE 10

TM503B

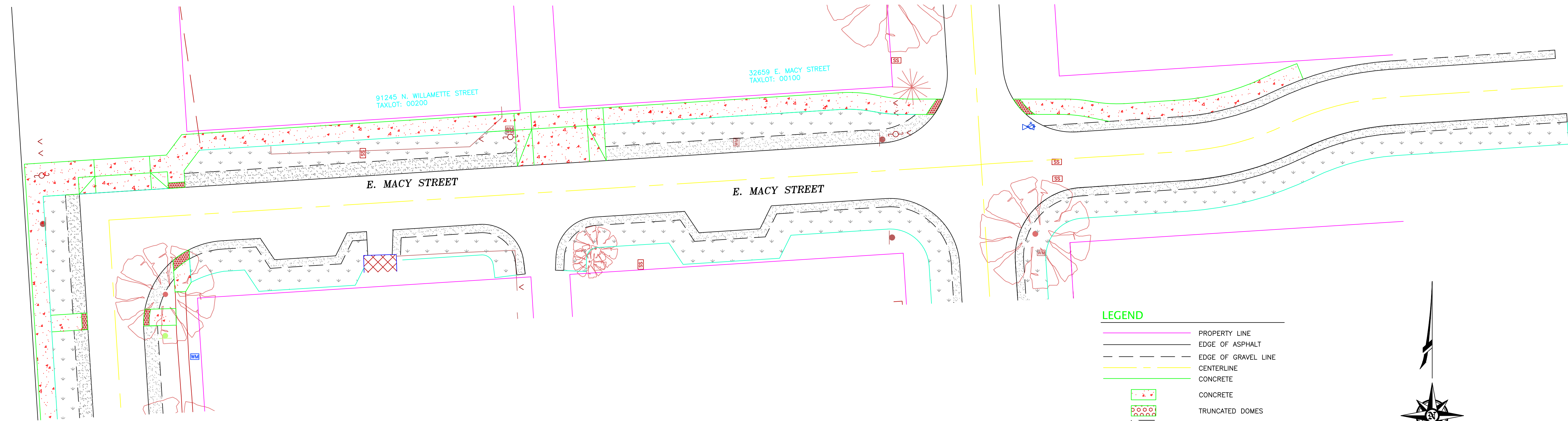
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 CITY OF COBURG
 HARRISON AND MACY STREET
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revisions:
 date: JANUARY 24, 2023
 drawn by: VJ
 designer: JLB
 project no: 21-004B
STREET IMPROVEMENTS OPTION A

sheet:
C1.2

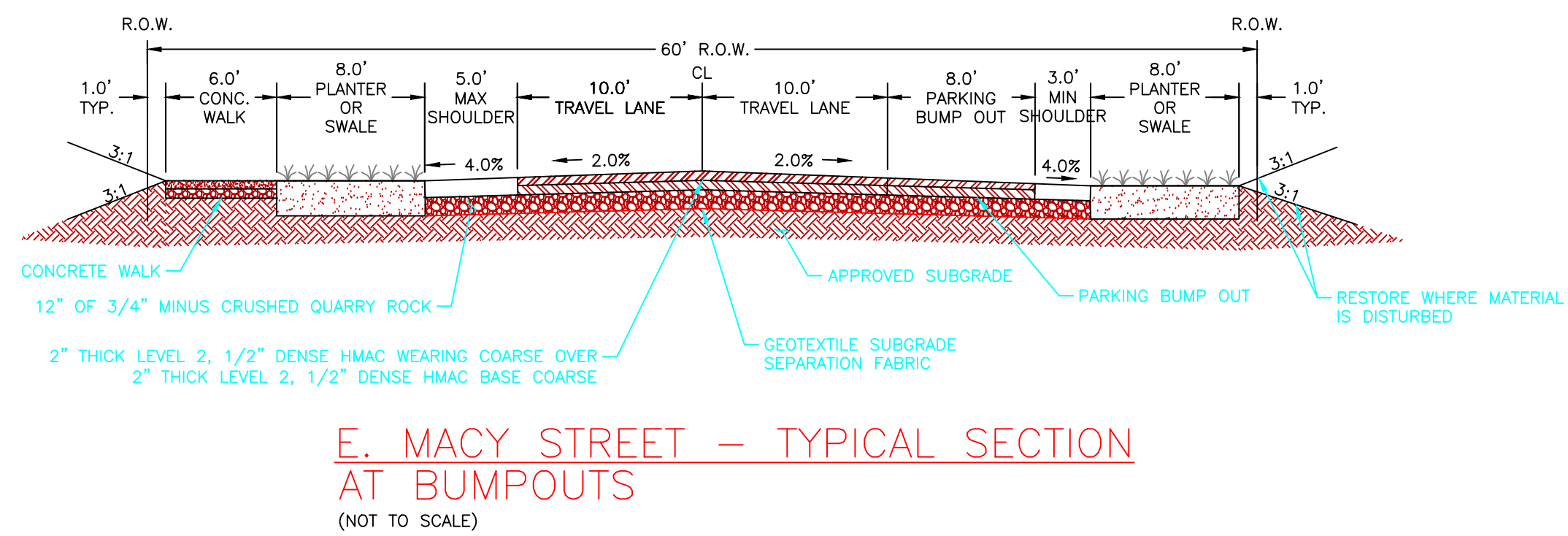
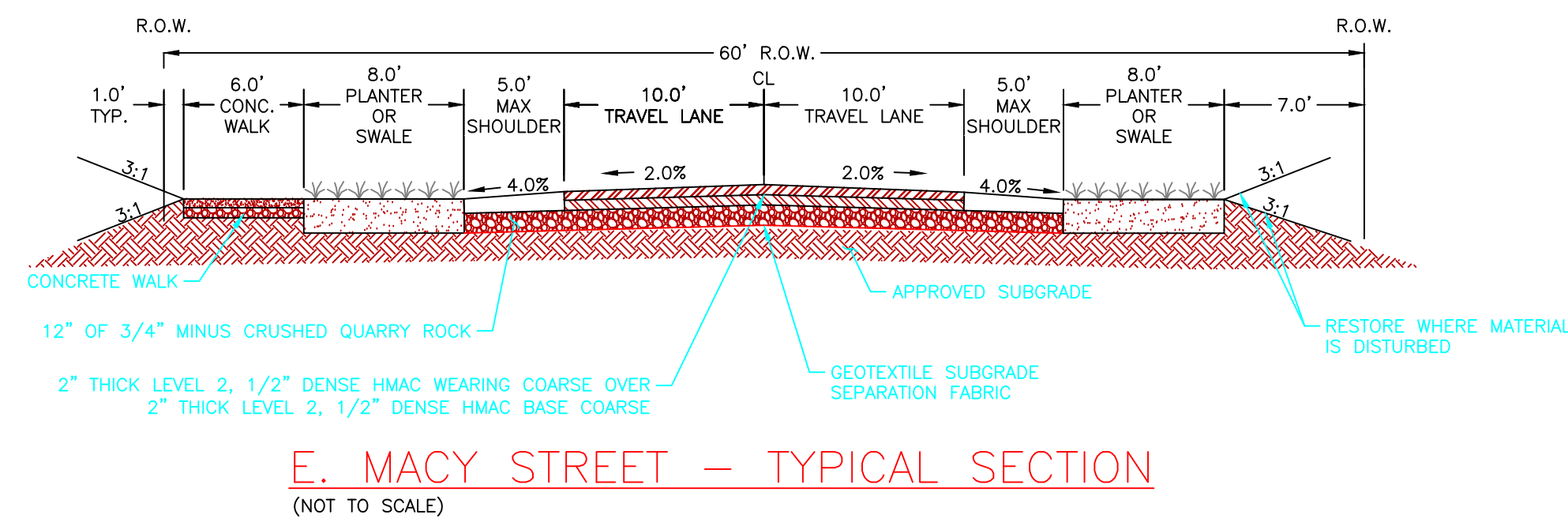
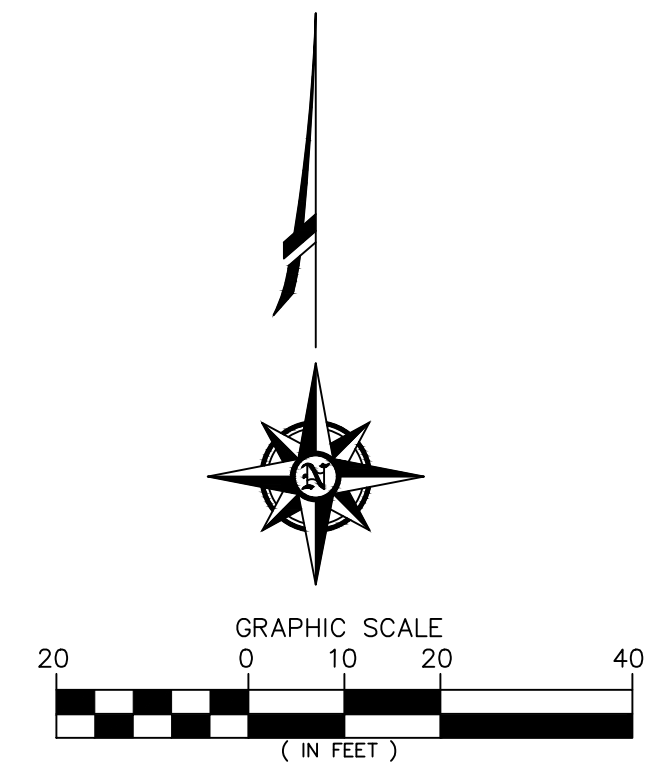
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OPTION B: SIDEWALKS & NO SPEED CUSHIONS



LEGEND

	PROPERTY LINE
	EDGE OF ASPHALT
	EDGE OF GRAVEL LINE
	CENTERLINE
	CONCRETE
	CONCRETE
	TRUNCATED DOMES
	GRAVEL SHOULDER
	PLANTER OR SWALE



project title:

**N. WILLAMETTE, E. MACY, & N. HARRISON
 STREET IMPROVEMENT OPTIONS**
 CITY OF COBURG
 HARRISON AND MACY STREET
 COBURG, OREGON

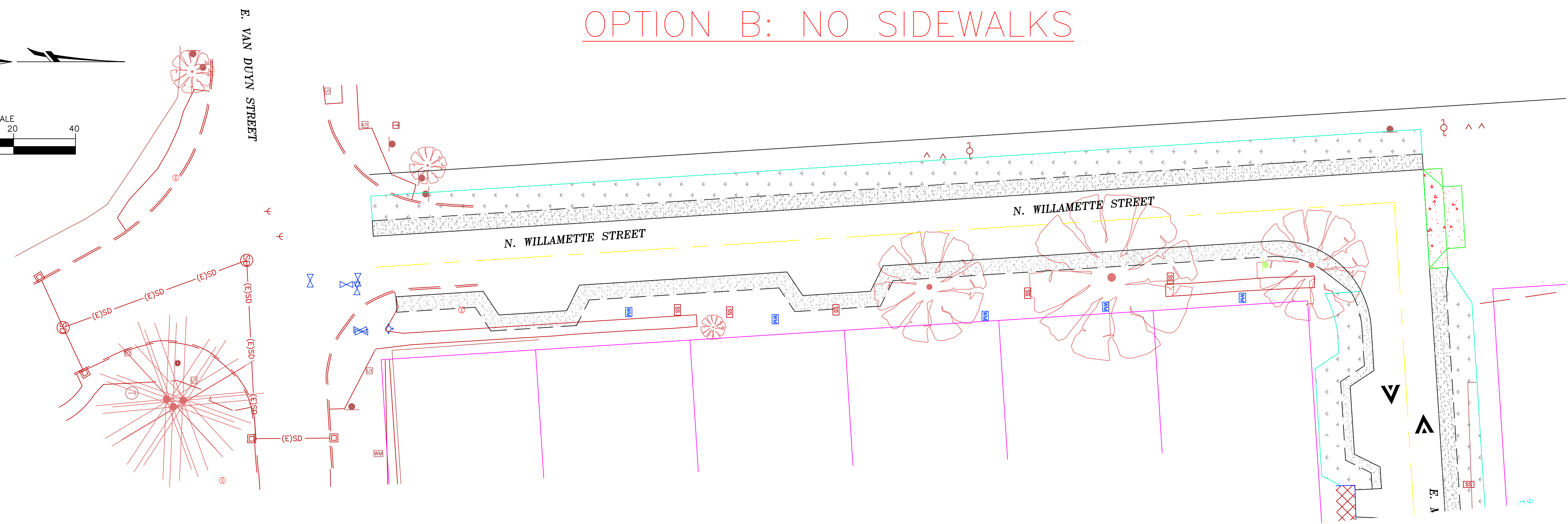
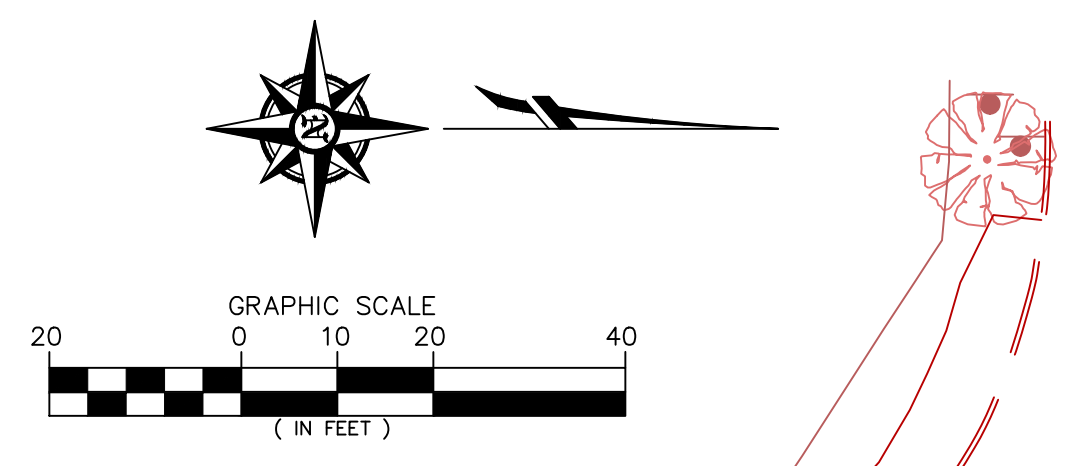
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date: JANUARY 24, 2023
 drawn by: VJ
 designer: JLB
 project no: 21-004B

**STREET
 IMPROVEMENTS
 OPTION B**

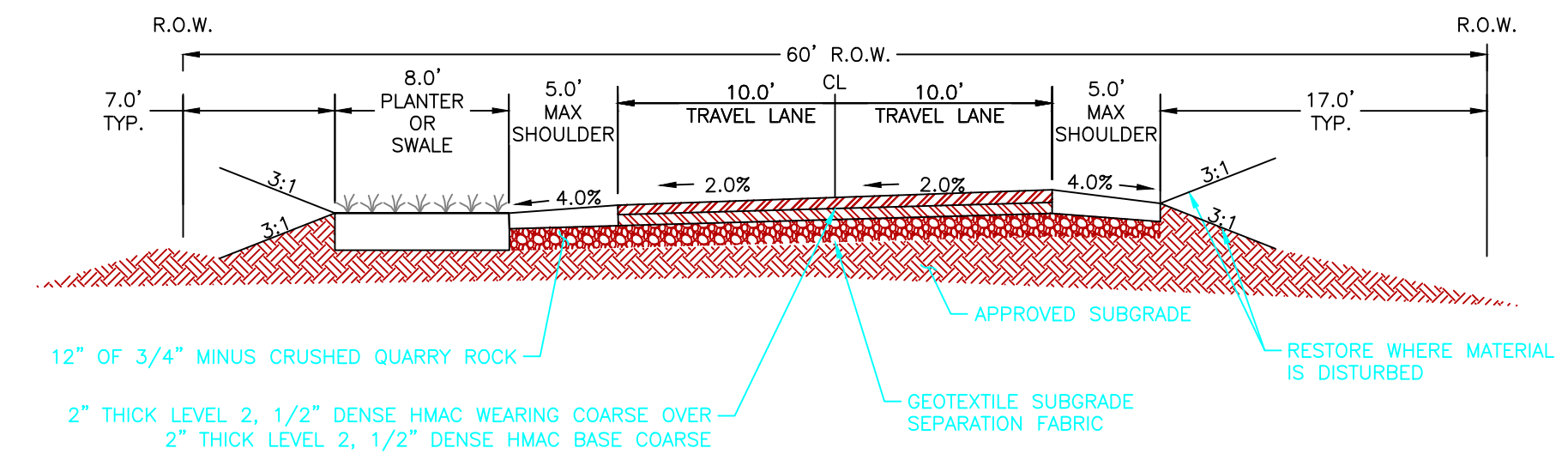
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OPTION B: NO SIDEWALKS

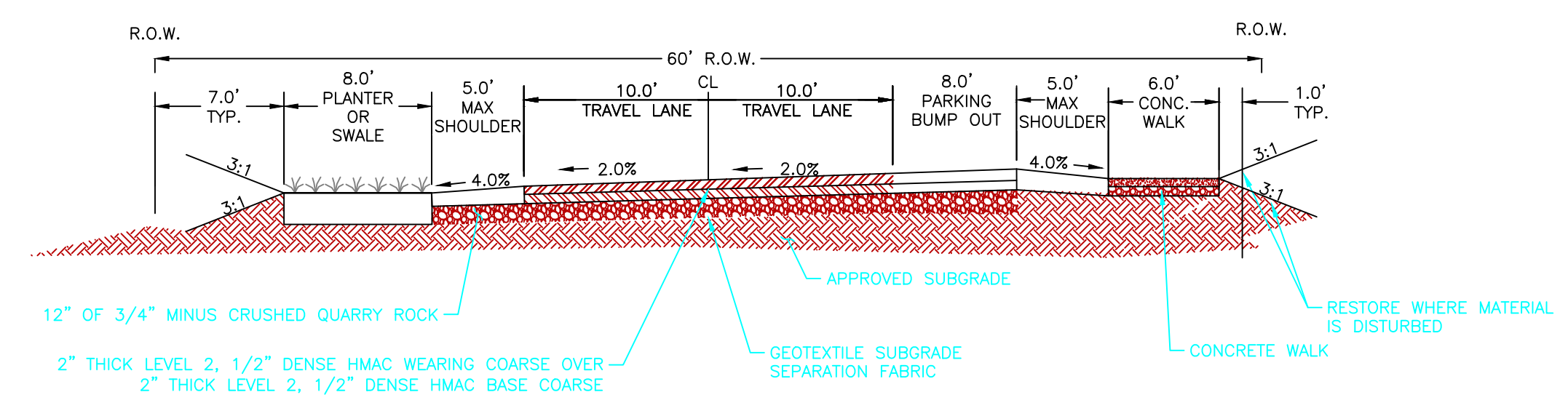


LEGEND

	PROPERTY LINE
	EDGE OF ASPHALT
	EDGE OF GRAVEL LINE
	CENTERLINE
	CONCRETE
	CONCRETE
	TRUNCATED DOMES
	GRAVEL SHOULDER
	PLANTER OR SWALE



N. WILLAMETTE STREET – TYPICAL SECTION
(NOT TO SCALE)



N. WILLAMETTE STREET – TYPICAL SECTION AT BUMPOUTS
(NOT TO SCALE)

project title:

N. WILLAMETTE, E. MACY, & N. HARRISON
STREET IMPROVEMENT OPTIONS
 CITY OF COBURG
 HARRISON AND MACY STREET
 COBURG, OREGON

revisions:

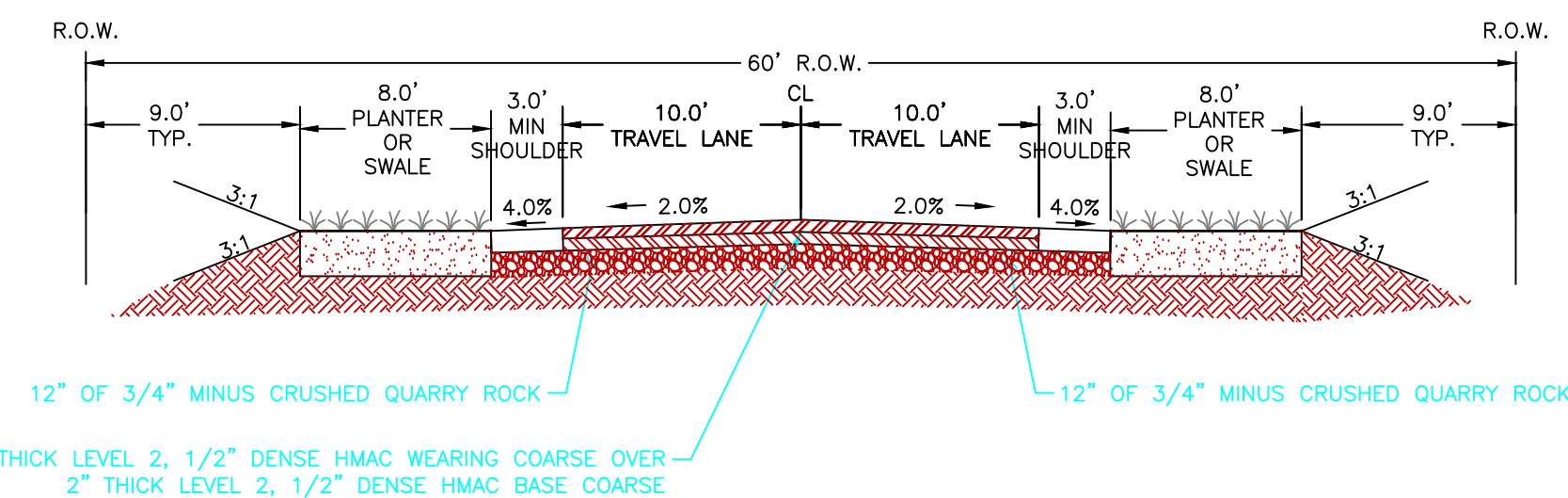
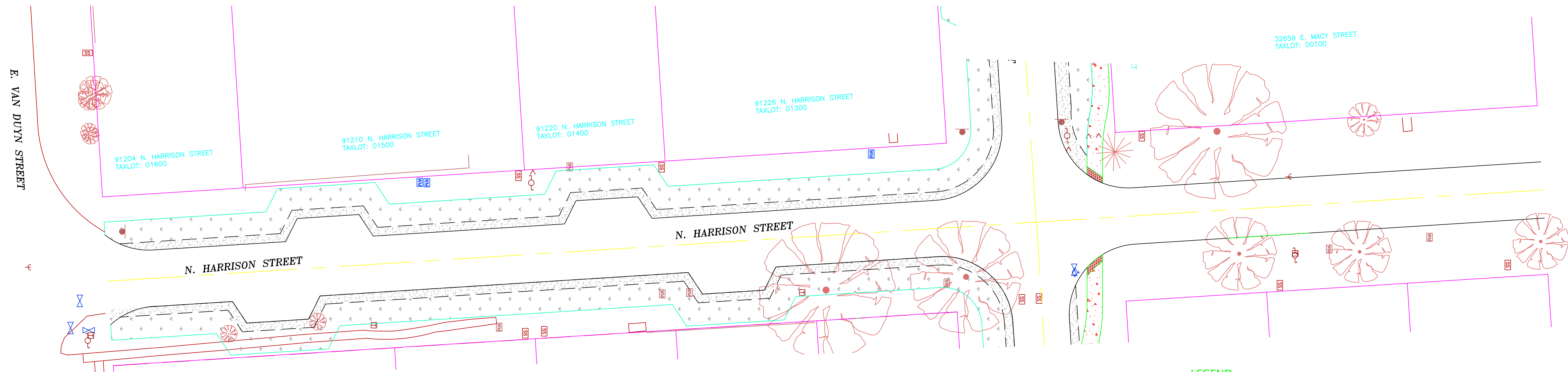
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 designer: JLB
 project no: 21-004B

STREET IMPROVEMENTS
OPTION B

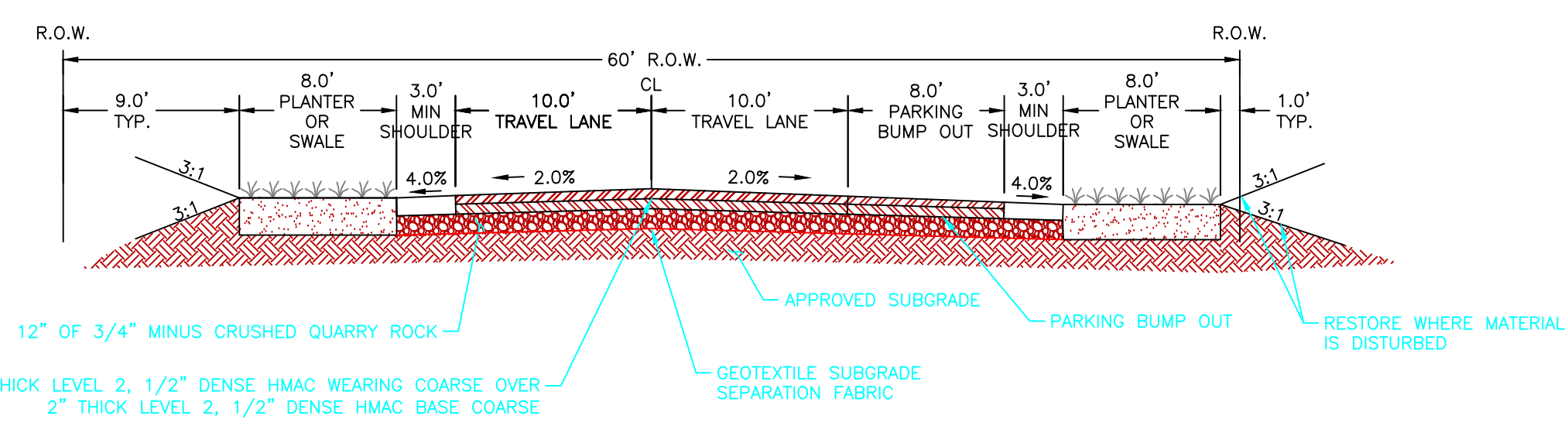
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OPTION B: NO SPEED CUSHIONS

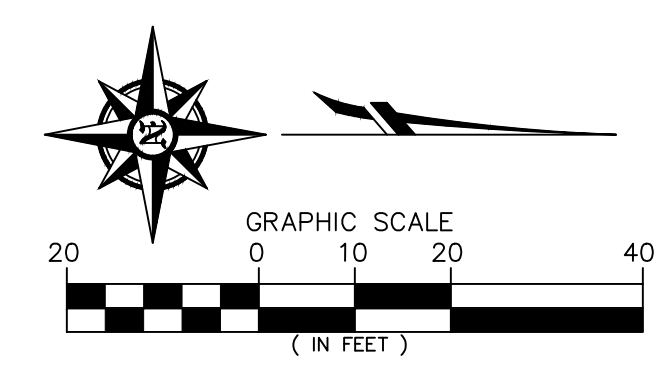


N. HARRISON STREET – TYPICAL SECTION
 (NOT TO SCALE)



N. HARRISON STREET – TYPICAL SECTION AT BUMPOUTS
 (NOT TO SCALE)

- LEGEND**
- PROPERTY LINE
 - EDGE OF ASPHALT
 - EDGE OF GRAVEL LINE
 - CENTERLINE
 - CONCRETE
 - CONCRETE
 - TRUNCATED DOMES
 - GRAVEL SHOULDER
 - PLANTER OR SWALE



NOTES:

- EXACT LOCATIONS WILL BE MARKED IN THE FIELD BY THE ENGINEER.
- TAPER GRIND AS SHOWN OR PAVE OVER PAPER FOR REMOVAL AND FULL STRUCTURE CONSTRUCTION.
- ALL ORGANIC MATERIALS IN CRACKS OR JOINTS SHALL BE REMOVED PRIOR TO PAVING.
- APPLY AN ASPHALT TACK COAT TO COMPLETELY COVER EXISTING SURFACES. BASE PAVING AND VERTICAL SURFACES, IMMEDIATELY PRIOR TO PAVING.
- 1/2" DENSE ACP AND TACK COAT SHALL BE PLACED WHEN THE AVERAGE SURFACE TEMPERATURE IS NOT LESS THAN 40 DEGREES FAHRENHEIT.
- A PROFILE TEMPLATE IS AVAILABLE FROM THE CITY.
- ALL VERTICAL DIMENSIONS SHALL BE CONSIDERED TO +/- 0.25 INCH.
- ACP PAVEMENT SHALL BE COMPACTED TO AT LEAST 92 PERCENT OF THE THEORETICAL DENSITY.
- APPLY AN EMULSIFIED ASPHALT FOG COAT.
- FURNISH LEGENDS WITH BLACK BORDER CONTRAST MARKINGS FOR INSTALLATION OF PCC SURFACES. SPEED HUMP MARKING SHALL HAVE A 3" BORDER.

CITY OF EUGENE STANDARD DRAWING AMENDMENT

SPEED CUSHION & SPEED TABLE

REVISIONS	
DATE	DESCRIPTION
01/17	ADDED SHM DETAIL
08/18	MODIFIED SECTION A-A
01/21	ADDED NOTE 10

TM503B

project title:
N. WILLAMETTE, E. MACY, & N. HARRISON STREET IMPROVEMENT OPTIONS
 CITY OF COBURG
 HARRISON AND MACY STREET
 COBURG, OREGON

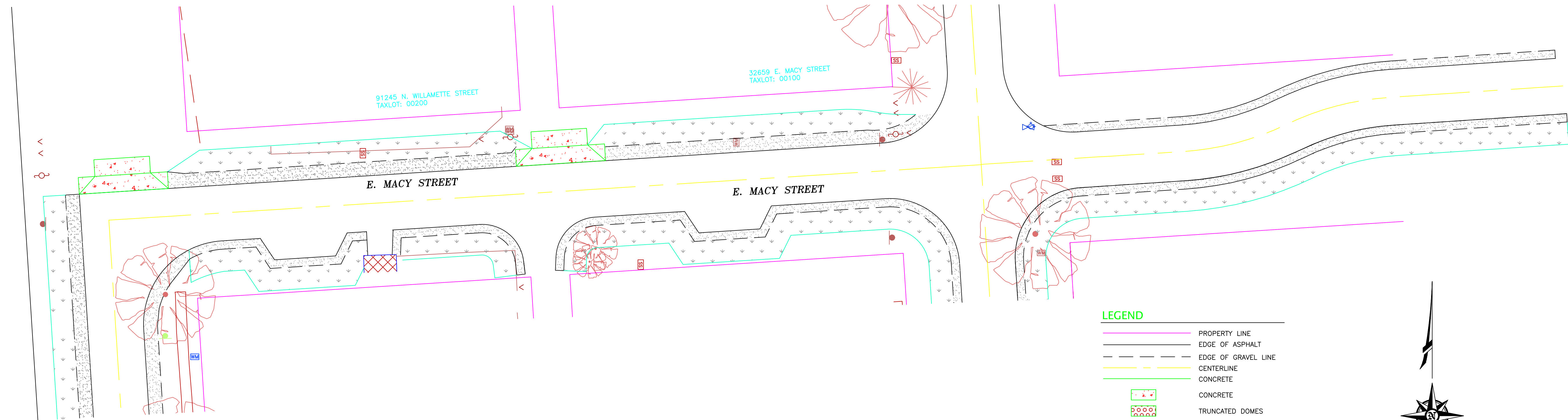
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 date: JANUARY 24, 2023
 drawn by: VJ
 designer: JLB
 project no: 21-004B

STREET IMPROVEMENTS OPTION B

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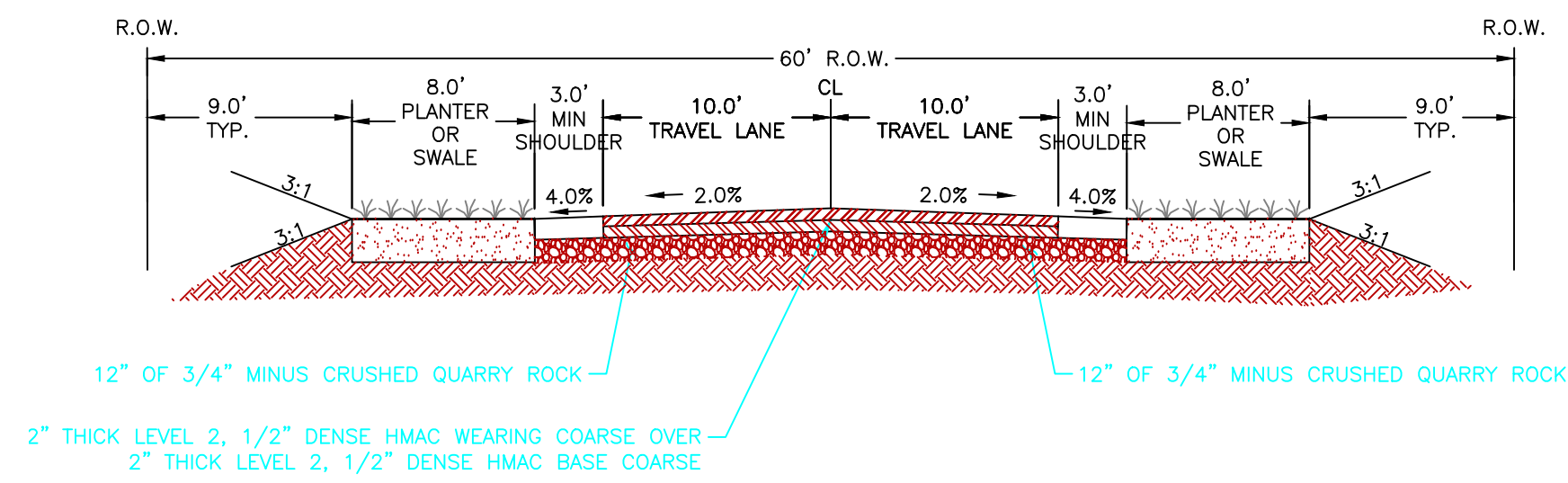
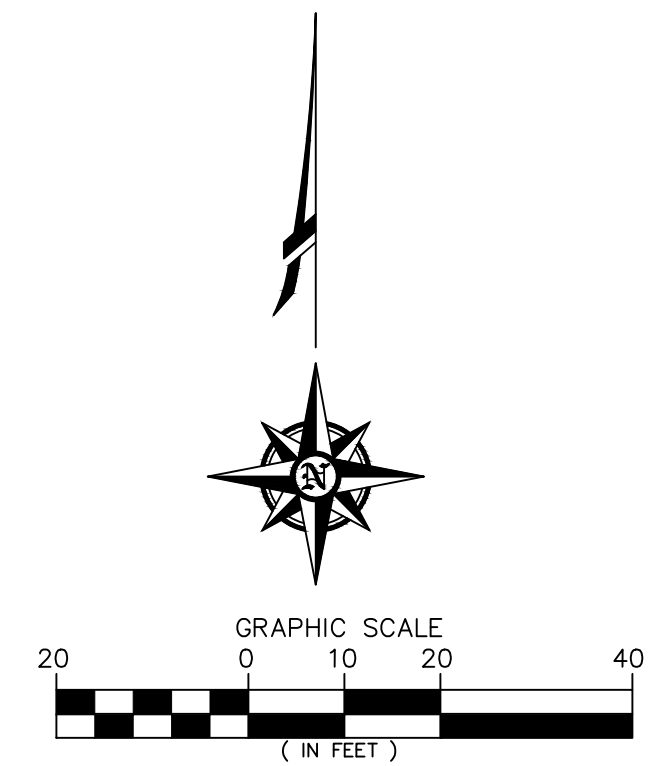
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OPTION C: NO SIDEWALKS & NO SPEED CUSHIONS

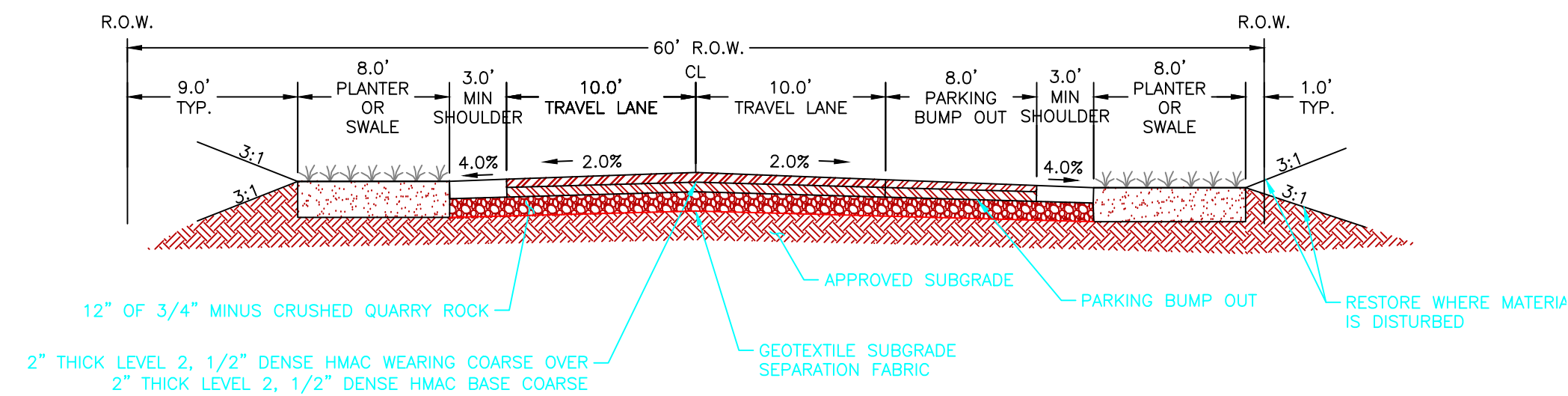


LEGEND

- PROPERTY LINE
- EDGE OF ASPHALT
- EDGE OF GRAVEL LINE
- CENTERLINE
- CONCRETE
- CONCRETE
- TRUNCATED DOMES
- GRAVEL SHOULDER
- PLANTER OR SWALE



E. MACY STREET – TYPICAL SECTION
 (NOT TO SCALE)



E. MACY STREET – TYPICAL SECTION AT BUMPOUTS
 (NOT TO SCALE)

project title:

N. WILLAMETTE, E. MACY, & N. HARRISON STREET IMPROVEMENT OPTIONS

CITY OF COBURG
 HARRISON AND MACY STREET
 COBURG, OREGON

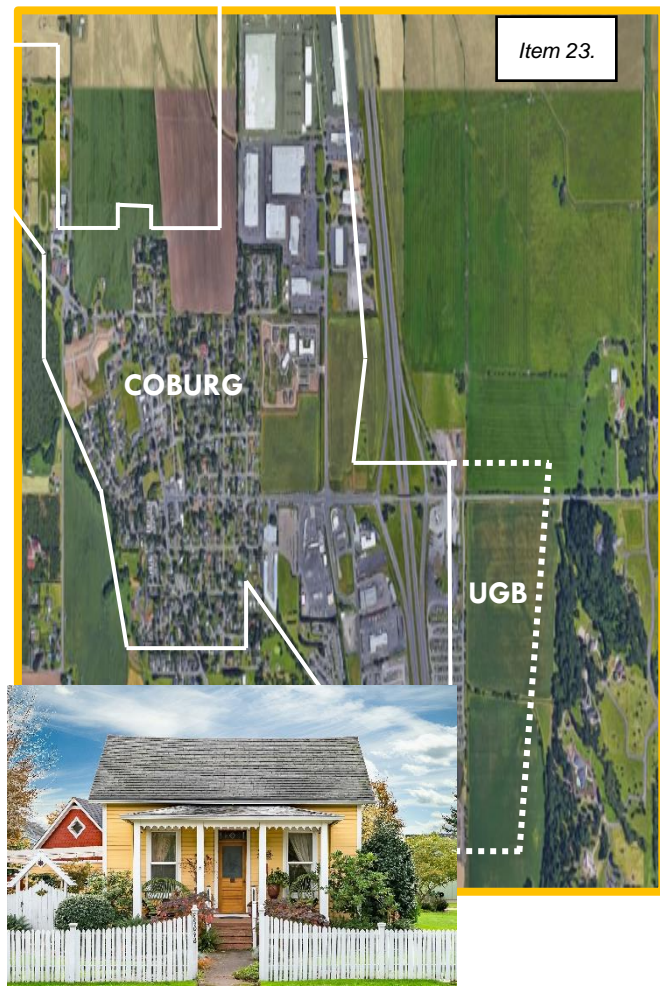
revisions:

date: JANUARY 24, 2023
 drawn by: VJ
 designer: JLB
 project no: 21-004B

**STREET IMPROVEMENTS
 OPTION C**

sheet: **C3.0**

Historic Coburg is located on I-5 just north of Eugene. The City hosts a beautiful historic downtown and a bustling Highway Commercial as well as Light Industrial District. In response to the needs for housing, the City has approved two residential subdivisions. In addition, the City approved a 106-acre annexation of Light Industrial employment land on the east side of I-5 as a response to a regional need for employment opportunities and light industrial locations. The freight traffic, combined with the increased commuter traffic from the Cities to the north, challenges not just the down town but puts pressure on the interchange facility which is not adequate to accommodate anticipated employment and population growth of Coburg. Due to the bridge condition, trips per day to employment lands are limited, which will limit economic growth.



COMMUNITY INVESTMENTS

Development Code Updates

Guiding land use and transportation for the growth of the community



Completed in 2014, this system improves water quality while providing capacity for future growth

Housing Development



Expansion of residential housing to meet growing demand

Water System Expansion



Expanded water to east side of I-5, new public well, and infrastructure improvements in progress

UGB Expansion

106-acre UGB expansion for employment lands directly adjacent to I-5 interchange

COMMUNITY CHALLENGES

I-5 Interchange Funding

Conceptual Design Completed

Initial Environmental and Right of Way Investigations

Lacks construction funding

Water System Expansion

Construction cost increase will limit completion. More funding is needed to complete full master plan design

Freight & Commuter Route

Cities to north use Coburg for commuting to Eugene Metro Area/ Freight Route Creates unsafe downtown

Infrastructure and Services to Address

Low Income Housing Transient and Unhoused Mental Health response

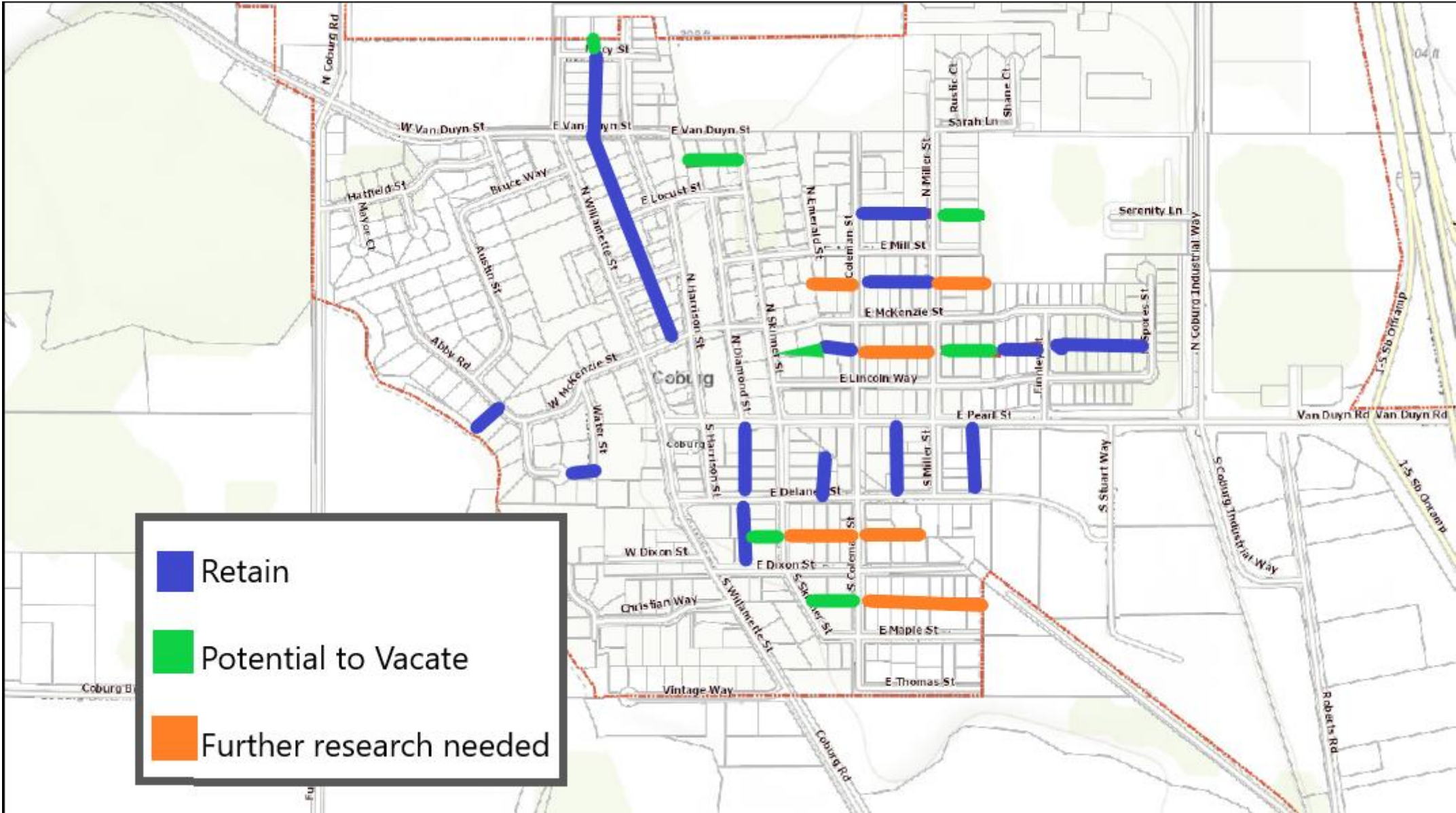
Alley Analysis Update

Process

- Call Locates
- Photographs and notes for inventory
- Conduct Survey (27 responses)
- Synthesize data
- Formulating recommendations

Location	Notes	Recommendation
Between Dixon and Delaney (E/W)	No COC, utility pole looks like telephone	Further research needed
Off Skinner bw Delaney and Dixon (to the east)	No COC, Utility poles present	Further Research Needed
Between Mill & McKenzie Off Coleman	Not identifiable	Further Research Needed
Between McKenzie and Lincoln, east off Coleman	open access to east but utilities present unknown	Further Research Needed
Off Skinner bw Delaney and Dixon (to the west)	No COC, Utility poles present	Potential to Vacate
Off Skinner between Dixon and Maple	No COC, Utility poles present in portion	Potential to Vacate
Off N Skinner near Van Duyn	Alley not identifiable	Potential to Vacate
North of Macy	Alley not identifiable No NWN	Potential to Vacate
Between N Miller and Finnley, East McKenzie and E Lincoln	*Portion that does not provide access in Hayden Homes only*	Potential to Vacate
North of Mill and East of N Miller	Possible telephone	Potential to Vacate
Between N Skinner and N Coleman and E McKenzie and E Lincoln "Triangle"		Potential to Vacate
Between Maple and Dixon (East of S Coleman)	Water main (one of only in E/W connector), Telephone, at least 2 utility poles	Retain

Between Coleman and Miller (N/S)	Sewer and telephone	Retain
Between Miller and S Stuart	Sewer	Retain
off Delaney between Harrison and Skinner	COC and Utility poles present	Retain
off Delaney bewteen Skinner and Coleman	COC and Utility poles present	Retain
N/S between Harrison and Skinner	COC, utilities poles, access	Retain
Pedestrian walkway off Abby cul de sac to Water	N/A	Retain
Pedestrian walkway from Booth Kelly trail to Abby	N/A	Retain
Between McKenzie and Mill	Used for access no charter other utilities appear present	Retain
Between Mill and Locust	Used for access	Retain
Between Locust and Van Duyn	Used for access no COC no Charter no NWN	Retain
Between Van Duyn and Macy	Used for access	Retain
Between McKenzie and Lincoln, west off Coleman (portion between "triangle" and N Coleman)	Utility pole to west	Retain
North of Mill between N Coleman and N Miller	Off N Miller and Coleman - clear of obstructions - used by pedestrians; telephone	Retain



Potential to Vacate



Further Research Needed



Item 24.

Retain



Item 24.

Things to keep in mind

Vacation is a Type IV
Legislative Land Use
Process

Other utility easements
may be present and access
required by providers

ARTICLE XXIII. VACATION

A. Vacation Procedures and Criteria

1. **Vacation Procedures**

A proposal to vacate an easement, right-of-way, or plat may be initiated by the City Council or by petition of adjoining and area owners in accordance with ORS 271.080. Type IV procedures as outlined in ARTICLE X.E. shall be used as supplemented by the provisions of ORS Chapter 271. Petitions for vacations shall be submitted on a form prescribed by the City and shall be accompanied by the required application fee.

2. **Vacation Criteria**

The Council shall give consideration to the following criteria in reaching a decision on a vacation request:

- a. Conformance to applicable Comprehensive Plan policies and maps.
- b. Potential conflict with any minor or major street plan.
- c. Consistent with the City of Coburg Transportation System Plan, consider the potential to establish or maintain accessways, paths, or trails, prior to vacation of any public easement or right-of-way, in addition to effect on access, traffic circulation, and emergency service protection.
- d. Need for access to existing properties or potential lots which would otherwise be without access to a public way.

ALLEY PROJECT SURVEY RESULTS

What street do you live on?	How do you observe the alley near your street being used?	How do you currently use the alley near the property where you live? Please select all that apply	Would you prefer the City vacates or retains the alley near your street address?	Is there anything else you would like to add?
Mill	I do not observe people using the alley	Easy access to my backyard when I want to bring things to my shed.	Retain - the City continues to own and maintain the alley	
S Willamette and E Delaney	Pedestrian activities such as walking, biking, skating, etc.	Walking, biking, or other pedestrian activities	Retain - the City continues to own and maintain the alley	This is an oddly vague survey... Oh, and the "select all that apply" in the second question doesn't function.
E Mill St	Access garage, parking, access to landlocked lot, tree maintenance	Access garage, yard/tree maintenance	Retain - the City continues to own and maintain the alley	Three addresses use this alley. Taking ownership of the alley would confuse who it goes to. Our property can not forfeit being able to access our garage, Neighbor can not forfeit access to the second lot he owns, the alley is the only access. This alley also is a dead end. We never see the city doing any maintenance to this alley.
Coleman St	As access to utility infrastructure such as power poles and lines for maintenance and power restoration when necessary	Grounds maintenance such as mowing, weeding, and trimming of plants and hedges	Retain - the City continues to own and maintain the alley	
N Willamette St w/alley access on perpendicular to locust street	Parking	Parking for automobiles	I would prefer that the city maintain the alley. Currently the residents are maintaining the alley and not owning it. But service vehicles use the alley way all the time (garbage, electrical, etc)...as do people driving from the church.	I am concerned about how much traffic will be added to the alley way once the Church becomes some other building. Right now there is heavy traffic down our alley on Sundays which isn't bothersome since it's once a week. I heard talk (on facebook) of someone wanting to buy the church and turn it into a restaurant. If that happens there would be a significant increase in traffic through our alleyway.

What street do you live on?	How do you observe the alley near your street being used?	How do you currently use the alley near the property where you live? Please select all that apply	Would you prefer the City vacates or retains the alley near your street address?	Is there anything else you would like to add?
South Miller and E. Delaney	Parking;Pedestrian activities such as walking, biking, skating, etc.;driving	Walking, biking, or other pedestrian activities;driving	Retain - the City continues to own and maintain the alley	I have not noticed any maintenance of the alleys in town by the city of Coburg. I wish they would.
E Delaney	Pedestrian activities such as walking, biking, skating, etc.;Street traffic for daycare and residence	I do not use the alley	Vacate - the additional square footage could become part of your property	If the city retains the alley I would be interested in understanding what safety features could be installed.
E McKenzie St corner N Miller St	rarely does anyone use the alley except to pick my cherries	occasional use for parking	the City does not maintain the alley. But we like it being there.	What are the options for use?
Delaney	Pedestrian activities such as walking, biking, skating, etc.; People use our alley as a cut through and have basically made it a street. They don't observe much caution at all, I've almost been T-boned a few times. People drive way too fast. My kids play outside	I do not use the alley	Vacate - the additional square footage could become part of your property	If the city does not vacate the alley, we need to do something to make it safer. We need to direct the day care people and the residents to use their own entrance on Pearl or Skinner.
Delany	Structures such as sheds or shops	An accessory building such as a shed or shop exists in my alley	Retain - the City continues to own and maintain the alley	The use of the alley as a drive way for house's and as a access to a business, I believe that is might be because trying to avoid the light on Willamette St. and most don't slow down

What street do you live on?	How do you observe the alley near your street being used?	How do you currently use the alley near the property where you live? Please select all that apply	Would you prefer the City vacates or retains the alley near your street address?	Is there anything else you would like to add?
What street do you live on?	How do you observe the alley near your street being used?	How do you currently use the alley near the property where you live? Please select all that apply	Would you prefer the City vacates or retains the alley near your street address?	Is there anything else you would like to add?
S. Skinner St.	Pedestrian activities such as walking, biking, skating, etc.; Many people, including the garbage trucks use it as a cut through. This is totally unnecessary as they have full access to E. Delancey and Pearl St. Many drive too fast, especially considering there is a Day Care Center on the corner of Pearl St.	Walking, biking, or other pedestrian activities; I use it as my property backs up to it and I have a fence that opens. I have people I hire to do dump runs access the alley so they can pick up my yard debris easily.	Vacate - the additional square footage could become part of your property	There are utility lines (phone) along the alley way. The cedar tree needs to be pruned back from the lines and the city would need to continue to manage this. The public use of this alley as a cut through is harmful to the 50 year old incense cedar on my property line as the roots run under the alley way, as reported by an arborist who came out this year. If anything I would prefer no access to cars at least, only foot traffic.
E. McKenzie	Most residents keep vegetation down most of the time	I do not use the alley	Key word here is maintain. I think the city should maintain the alley	I like having the buffer between the properties.
E Dixon St	People dumping in the alley	I do not use the alley	I would say retain but I've yet to have the city maintain it at 68 yrs old I have to get out and mow it	The neighbors seem to think it's OK to dump their lawn clippings, old Christmas trees, broken boards etc. in the alley making it pretty much impossible to get through. Since the alley behind my home is a dead end we have found homeless folks camping and their garbage is left there. This is very scary for me since I live alone.

What street do you live on?	How do you observe the alley near your street being used?	How do you currently use the alley near the property where you live? Please select all that apply	Would you prefer the City vacates or retains the alley near your street address?	Is there anything else you would like to add?
E Delaney St	I do not observe people using the alley;Does not go through. Dumping used to be a problem	I do not use the alley	Vacate - the additional square footage could become part of your property	Maintenance on the alley has been a struggle in the past. We appreciate the cities work on it this year
E McKenzie St	I do not observe people using the alley;Access to the rear of our property	Access to new ADU	Retain - the City continues to own and maintain the alley	
Miller Lincoln	Parking;Structures such as sheds or shops;I do not observe people using the alley	Back yard and fence for over 20 years	Vacate - the additional square footage could become part of your property	
S. Skinner St. & E. Delaney St.	We thought it was to be used as an entrance to yards backing onto it	I do not use the alley	Vacate - the additional square footage could become part of your property	Why did the city allow a person to put a mobile home in the back of the lot next door with an alley as the only access to the property? That was really not well planned!
E. Mill St.	Access into our garage to park & access into a	Same as above answer.	Retain - the City continues to own and maintain the alley	
E McKenzie	People dumping in the alley;We cleaned up our side as it's an acces point for our permitted ADU. The neighbors dump yard debris	It the acces point to out permitted adu, the neighbor's dog poops in the alley	Retain - the City continues to own and maintain the alley	

What street do you live on?	How do you observe the alley near your street being used?	How do you currently use the alley near the property where you live? Please select all that apply	Would you prefer the City vacates or retains the alley near your street address?	Is there anything else you would like to add?
South Skinner	Parking;Structures such as sheds or shops;Pedestrian activities such as walking, biking, skating, etc.	Parking for automobiles;Parking for recreational vehicles;An accessory building such as a shed or shop exists in my alley;Walking, biking, or other pedestrian activities	Retain - the City continues to own and maintain the alley	

What street do you live on?	How do you observe the alley near your street being used?	How do you currently use the alley near the property where you live? Please select all that apply	Would you prefer the City vacates or retains the alley near your street address?	Is there anything else you would like to add?
S Skinner St	Structures such as sheds or shops;Pedestrian activities such as walking, biking, skating, etc.;Access to garages, sheds, shops, and parking spaces (These things are accessed from the alley, not in the alley itself.	An accessory building such as a shed or shop exists in my alley;Walking, biking, or other pedestrian activities;Our neighbors and I have sheds, shops, and parking spaces directly off of the alley. We access them from the alley. Our kids also love to safely ride their bikes and electric motorcycles up and down the alley. It is so nice to have this safe space for them to ride since we don't have sidewalks.	Retain - the City continues to own and maintain the alley	We use our alley daily (along with our neighbors) and would like it to stay that way. Thank you! It says above that the city maintains the alleys. If this is true, may I politely ask why so many alleys are not fully accessible?
S. Miller St	I do not observe people using the alley	I do not use the alley	Retain - the City continues to own and maintain the alley	Eventually I hope to build a garage in the backyard and would need alley access.
E McKenzie	Structures such as sheds or shops;People dumping in the alley	Extension of yard	Vacate - the additional square footage could become part of your property	

What street do you live on?	How do you observe the alley near your street being used?	How do you currently use the alley near the property where you live? Please select all that apply	Would you prefer the City vacates or retains the alley near your street address?	Is there anything else you would like to add?
Macy	The alley on our block terminates in the field, and was filled in by previous owners with trees and shrubs. The alley to the south is rarely used by	Walking, biking, or other pedestrian activities	Vacate - the additional square footage could become part of your property	
Used to be on N Skinner	I do not observe people using the alley;The alley that affected my property is shaped so it dead ends. People can't pass thru it. My neighbors and I have absorbed the space as part of our yards.	Flower bed and sprinklers	Vacate - the additional square footage could become part of your property	Property at 91099 N Skinner was sold to Haley Hamilton and the small triangle of space called "an alley" was discussed in the Seller Disclosures. I'm sure she would prefer it be vacated.

What street do you live on?	How do you observe the alley near your street being used?	How do you currently use the alley near the property where you live? Please select all that apply	Would you prefer the City vacates or retains the alley near your street address?	Is there anything else you would like to add?
North Harrison	Parking;Pedestrian activities such as walking, biking, skating, etc.;Access to driveways/garages of community homes	Walking, biking, or other pedestrian activities;Provides access to my garage for my home	In all honesty, I didn't know who maintained our alleys. I believe it should be the responsibility of the city to maintain. Should it become the duty for the homeowners to maintain, then our lot lines should be adjusted and added to our parcels. I personally get frustrated with the lack of care, overgrowth, pot holes that become muddy messes, etc. It seems like a forgotten space that collects leaves, garbage and tree limbs. Very frustrating when that is your home access and you have to take care of spaces that don't belong to you and no one else seems to care.	As community members and homeowners, we would appreciate knowing who currently owns and maintains the alleys. If the city does, why have they not been maintained? In our 5 years of ownership, I have never seen the city even drive down our alley let alone add any gravel to fill pot holes. My husband and I have added gravel twice and I know another homeowner had expressed he has been attempting to maintain it for several years.
East Delaney	People dumping in the alley	I do not use the alley	Vacate - the additional square footage could become part of your property	

Intentional Blank

City Administrator**Coburg, Oregon****SALARY RANGE \$75,000 to \$120,000 with excellent benefits****POPULATION: 1316****BUDGET: 17 Million****FTE: 18**

Located in north Lane County in the beautiful Central Willamette Valley Oregon, the **City of Coburg** (population 1,316) is a regional employment area (est. 3,000) that offers a quaint historic architecture, natural beauty and recreational opportunities. Situated along Interstate 5 just north of Eugene-Springfield metropolitan area, it serves as a gateway to Lane County. It is renowned for community events such as the Coburg Car Classic, Coburg Quilt Show, and the Coburg Antique and Vintage Faire.

Coburg has a strong local heritage with residents who are active and passionate in the community. With its access to the metropolitan area, walkability, neighborliness, and excellent K-8 community based public charter school, Coburg offers a great environment to raise a family, as well as the unique combination of small-town living within five minutes of the Eugene-Springfield metropolitan area.

Coburg is an economic center for many small to international companies in a broad range of light industrial industries.

CITY DEPARTMENTS

- Administration
- Municipal Court
- Finance
- Planning/Community Development
- Police
- Public Works (Water, Sewer, Streets, Parks and Open Space)

The City of Coburg functions within a strong Mayor/Council-City Administrator form of government.

The City Council has six elected members that serve four-year terms. The Mayor is elected by the citizens for a two-year term. The City employs 18 FTE and 4 contract employees and its 2022-23 budget is approximately \$17 million.

The Coburg Rural Fire District provides fire service.

The City Administrator is hired by and serves at the pleasure of the City Council. The Administrator assists the Council in developing City policies through ordinances, resolutions and directives, and is responsible for policy implementation. The City Administrator is the chief executive officer of the City and exercises supervision over its operations and all department heads and employees, with the exception of the Municipal Judge.

ROLES AND RESPONSIBILITIES

- Plan and direct all administrative activities of the City, and take necessary actions to improve operations.
- 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.
- Supervise and coordinate the City's administrative policies and procedures, including personnel policies and purchasing procedures
- Provide information and advice to the Mayor, City Council, other public officials and the public on the City's operations.
- Act as the City's representative in such areas as labor relations, intergovernmental relations, conferences, conventions, and seminars related to public management.
- Delegate responsibility as necessary to accomplish the desired objectives.
- Attend meetings of the City Council and other boards and commissions as necessary to coordinate and satisfy the administrative needs of the City.
- 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.
- Recommend for adoption by the Council such measures he or she may deem necessary or expedient.
- 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.
- Keep the Mayor and Council fully informed and advised of the financial conditions of the City and its future needs.
- Coordinate and supervise preparation of the preliminary budget for submission to the Mayor, and administer the budget after its adoption.
- 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 listed in Section 12 of the Coburg City Charter, and such other officers as the Council deems necessary, but excluding the Municipal Judge.

- Perform such other duties as the Mayor and Council may determine by ordinance or resolution.

RESIDENCY

It is preferable that the City Administrator be a resident of the City and participate in community life. However, consideration will be given to a distance established within the employee manual, which requires a response time of no more than 25 minutes

OTHER DEMONSTRATED SKILLS

The ideal candidate possesses and has demonstrated the following attributes:

- An ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses, and other government agencies. Provide effective leadership to build and maintain a positive team environment. Take policy direction from the Council and lead staff to achieve tangible results. Communicate effectively verbally and in writing with diverse groups.
- Experience and ability to manage and oversee all City operations, including: **budgeting and finance, planning and land use**, City utilities, public safety, emergency management, public works, personnel, and all other City functions.
- Act as the City's business agent in the sale of real property and other matters relating to City contracts, permits, franchise agreements, and leases. Possesses knowledge of Oregon land use laws and procedures.
- Knowledge of Oregon's budget laws and demonstrated ability to ensure effective operations given budget constraints and limited resources.
- Possesses the skills and knowledge to oversee enterprise utilities and ensure their long-term functionality and solvency. Specific knowledge of water and sewer rate structures, debt tools for enterprise funds, and system development charges.
- A successful track-record in grant writing.
- Understanding and demonstrated success in implementing the principles and best practices of personnel management including fostering a productive work environment that strives for excellence.
- Demonstrated track-record of proactive community engagement and participation in the community.
- Dedication to the principles of public involvement and consensus building among diverse community interests while ensuring tangible outcomes.
- Demonstrated ability to navigate major conflicts on controversial community issues between diverse interests.

- Experience in effectively working with elected councils, boards and commissions, including fostering an environment of effective, honest, and open communication. Judgment and ability to effectively keep the City Council informed of issues related to the City.
- An ability to provide clear and complete information on policy options.
- A commitment to local government processes and procedures, board policy development, and equal access to information by all Councilors.
- Demonstrated ability to facilitate effective community conversations on long-term economic and community development issues, particularly amid strong and varied opinions.
- Strong negotiation and collaboration skills to work with a variety of area partners, including key public and private entities, on policy matters important to the City (e.g., multi-jurisdictional transportation improvements, land acquisition and/or development).
- Significant experience in public management along with private sector experience to enable effective support of the business community and engagement in economic development.

CURRENT EMPHASIS AREAS

Utility Rate Analysis and Updates
 Capital Project Management
 Housing Needs Analysis
 Transportation Planning
 Community Development

Finalist Interviews and Selection Week _____

Position Start Date _____

The City of Coburg is an Equal Opportunity Employer.

For additional details, application materials, and instructions on how to apply, please visit

POLICY PRIORITIES EXPERIENCE AND EDUCATION

Bachelor's degree in public administration or a related field with a master's degree preferred, at least eight (8) years of experience in progressively more responsible senior management positions, five (5) years of public sector management experience is desirable, excellent verbal and written communication skills, and demonstrated ability to guide a city and its departments

through growth and change. Or, any combination of education and experience that provides the candidate's ability to successfully execute the duties of the office.

DRAFT

ORDINANCE A-250**AN ORDINANCE CREATING THE OFFICE OF CITY ADMINISTRATOR IN THE CITY OF COBURG AND PROVIDING THEIR POWERS AND DUTIES**

WHEREAS, Section 12 of the City of Coburg Charter authorizes the City Council to appoint such officers that it deems necessary;

WHEREAS, the City has employed a City Administrator since 2001;

WHEREAS, since that time, the City Administrator has served pursuant to a contract, but without an ordinance formalizing that position;

WHEREAS, Section 21(3) of the City of Coburg Charter grants to the Mayor the power to supervise, with some exceptions, all officers and employees of the City; that provision also authorizes the Mayor to delegate to others such supervisory duties as the Mayor deems appropriate; and

WHEREAS, the City Council wishes to formally authorize that position through adoption of an ordinance, and hereby deems the office necessary for the efficient functioning of the City.

NOW THEREFORE, the City of Coburg ordains as follows:

SECTION 1. Creation of Office. The office of City Administrator is hereby created.

SECTION 2. Appointment of City Administrator. Pursuant to Section 12 of the City of Coburg Charter, the City Administrator shall be appointed by the Mayor with the consent, by majority vote, of the City Council.

SECTION 3. Qualifications. The City Administrator shall have experience and qualifications suitable to manage the City. A college degree in public administration or a college degree in a related field combined with a minimum of five years of experience and advanced education in public management is desirable. Membership and participation in an appropriate professional organization is required.

SECTION 4. General Powers and Duties. The City Administrator shall have the following powers and duties:

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, City Recorder, and Treasurer. Exercise all supervisory duties over all employees of the City, including officers of the City listed in Section 12 of the Coburg City Charter, and such other officers as the Council deems necessary, but excluding the Municipal Judge. Pursuant to Section 21(3) of the Coburg City Charter, the Mayor hereby delegates to the City Administrator all supervisory duties over all officers of the City except the Municipal Judge.
- N. Perform such other duties as the Mayor and Council may determine by ordinance or resolution.

SECTION 5. Emergencies. Notwithstanding Section 4 above, in case of accident, disaster, or other circumstance creating a public emergency, the City Administrator may award contracts and make purchases for the purpose of meeting the needs of the emergency. However, the City Administrator shall file, as soon as is practicably possible, a certificate showing such emergency and the necessity for the actin, together with an itemized account of all expenditures.

SECTION 6. Residency. The City Administrator need not be a resident of the City, but may be required to reside within a distance of the City limits that would provide opportunity of optimum response time in case of City emergency.

SECTION 7. Vacancy. If the office of City Administrator becomes vacant or if the City Administrator is disabled, as determined by the Council, the Council shall designate a City Administrator Pro Tem. The City Administrator Pro Tem shall perform the duties of the City Administrator, but may appoint or dismiss a department head only with the approval of the Council. The term of office of the City Administrator Pro Tem ends when the City Administrator resumes or takes office.

SECTION 8. Severability. If any section, subsection, sentence, or clause of this Ordinance is for any reason held invalid, such decision or decisions shall not affect the validity of the remaining portions of the Ordinance.

ADOPTED by the **City Council** of the **City of Coburg** this 9th day of July, 2019 by a vote of

APPROVED by **Mayor** of the **City of Coburg** this 9th day of July, 2019.





Ray Smith, Mayor

ATTEST:



Sammy L. Egbert, City Recorder



DEPARTMENT: Finance
REPORTS TO: City Administrator

FSLA: EXEMPT
SALARY: \$76,510-\$98,973

JOB TITLE: Finance Director

PURPOSE OF POSITION:

Plans, organizes, directs, and controls the functions of the Finance Department, including the general ledger accounting system, utility billing, purchasing and investing of funds. Advises City management in the preparation of the budget as Budget Officer and staffs Budget Committee. Prepares and provides financial reports and recommendations. Ensures compliance with all accounting rules and regulations as required by law, including the maintenance of fiscal records. Manages insurance benefits. Performs a variety of routine and complex administrative, technical, professional, and analytical duties supporting the activities of the City Administrator, Mayor, and the City Council.

ESSENTIAL JOB FUNCTIONS

Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practices and in sufficient detail to produce adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements. Monitors departmental expenditures for the purpose of advising departments of budget status and ensuring conformance with budget provisions and maximum expenditure amounts.

Prepares, interprets, and analyzes financial reports and statistical information. Researches difficult accounting and reporting issues. Reviews and corrects financial information and records year-end adjustments. Analyzes and coordinates financial policies, procedures, and expenditures in relation to budget forecasts.

Oversees City budget preparation, including reviewing preliminary department budgets, working with the Budget Committee in conducting budget hearings, compiling and researching information, analyzing reports, preparing statistical data, providing budgetary guidance to department heads, preparing budget notices.

Prepares/reviews end of the year adjusting entries and schedules for the annual audit; works with auditor in answering questions, providing necessary information and explaining the accounting/financial system. Reviews audit results and implements necessary/recommended internal controls and/or other revisions. Ensures compliance with all GASB requirements.

Is responsible for managing all duties and operations within the Finance Department, including payroll and all associated reports, journal entries and adjustments, general accounting ledgers, bank and cash reconciliation. Manages and implements fixed assets management and inventory systems and project management. Oversees accounts payable, accounts receivable, cash receipts, payment and schedules of City loans, and the financial operations of Municipal Court.

Ensures Finance Department compliance with adopted City policies and procedures and implements specific policies and office procedures for subordinating staff.

Manages employee benefits, such as group insurance and PERS, and assists in compliance with regulations associated with personnel policies, FLSA, COBRA, Wage and Hour laws, etc.

Maintains and assigns mandatory employee learning opportunities.

Attends regularly scheduled City Council meetings, budget meetings, responds to inquiries and questions regarding the City's finances.

Invests and manages financial assets of the City.

Maintains special accounts involving collection of liens and payment of bonded indebtedness.

Oversees the Finance and Utility Billing software, including upgrades, repair, and technical assistance.

EXPECTATIONS

Follow all City safety rules and operating procedures at all times.

Follow record retention laws for all paperwork.

Performs any other duties as required by the City Administrator, Mayor, or Council.

Maintain proficiency by attending training's and meetings, reading materials, and networking.

Make use of available resources to keep abreast of upcoming or new regulations and legislation within areas of responsibility.

Practice common courtesy and respect with fellow employees especially related to work schedule, workload, time-off coordination, use of council room, and other shared equipment and areas.

Maintain Finance office in a clean, organized and professional manner.

Maintain a clean, neat, and professional appearance and dress in an appropriate manner for position.

Establish and maintain working relationships with fellow employees, supervisors, elected officials, other agencies, and citizens of our community with whom they must interact to perform the responsibilities of the position held.

Employee is expected to be present in the office and available to during regular business hours.

Perform related duties as assigned.

POSITION QUALIFICATIONS:

MANDATORY REQUIREMENTS:

Position requires an accredited associate degree and four years of progressive accounting experience, or other combination of experience and training, which demonstrates the equivalent knowledge and skills.

Position also requires at least two years of supervisory experience.

DESIRED REQUIREMENTS:

Bachelor's Degree in accounting and/or public infrastructure and finance.

Five years' experience in municipal accounting and finance is preferred.

Experience with Springbrook accounting software. Oregon Government Finance Officer Association certification.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, reach, drive and walk. Duties involve moving materials such as files, binders, books, office equipment, tables, and chairs weighing anywhere from 10 to 25 pounds. Manual dexterity and coordination are required over 50% of the work time while operating typical office equipment (i.e. computer keyboard, calculator, and copier).

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, facsimile machine, copier, personal interruptions, and background noises.

SUPERVISION EXERCISED:

Supervision of financial tasks that are executed by other employees of the City.

SUPERVISION RECEIVED:

Works under the direction of the City Administrator and is governed by state law and other

municipal finance statutory requirements. Also receives direction from the City Council and the Budget Committee.

Proposal to provide Recruitment Services for the City of Coburg's next City Administrator



Leadership is Key to the Sustainability of Any Organization

Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman specializes in providing national and regional executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western United States. Founded in 2002, Prothman is an industry leader known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government.

OUR EXPERTISE

Firsthand Knowledge of Local Government: Our lead consultants have dedicated their careers to local government and joined Prothman upon retiring from their distinguished careers. Our 20 years of recruiting experience, combined with each of our consultants' 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

Recruitment Knowledge and Experience: The Prothman team has conducted over 650 recruitments and interim placements. We have read and screened over 17,000 resumes, and we have personally interviewed over 7,500 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Owner / President: Sonja Prothman, sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com
www.prothman-jobboard.com
Submittal Date: January 10, 2023

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Gary Milliman - Project Lead

Recognized by the International City/County Management Association (ICMA) with the highly prestigious Career Excellence Award, Gary brings more than 45 years of experience in city management and public affairs to the Prothman team. Gary has served as a City Manager in cities with populations ranging from 2,800 to 105,000 in California and Oregon, with 35-450 employees. In South Gate, California, he was principally responsible for rebuilding that city's organization, financial stability and reputation following a period of political corruption and mismanagement. Gary has served as City Manager in Cotati, Fort Bragg and Bell Gardens, California, and in Brookings, Oregon, as well as serving as Southern California Director for the League of California Cities. Having completed an undergraduate degree in journalism, Gary earned a Master of Public Administration degree from the University of Southern California (USC) and completed the Senior Executives in State and Local Government program at Harvard University.

Sonja Prothman - Project Support

As Owner and President, Sonja directs the day-to-day operations of the Prothman Company and has over 17 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

Barry Gaskins - Project Support

Barry has been a key member of the Prothman team for 18 years and is responsible for office and candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University in Los Angeles.

Jared Eckhardt - Project Support

Jared has been a key member of the Prothman team for over seven years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

Madison Lindquist - Project Support

Madison has been a member of the Prothman team for nearly ten years and is responsible for Prothman's social media, direct mail outreach, website development and Online Application Service support. Madison works one-on-one with the client to ensure optimal outreach in all available social networking resources and works with clients who choose to use the Online Application Service. Madison also functions as recruitment support. Madison graduated from the University of Washington, earning her BA in Communications.

AVAILABILITY, COMMUNICATION & SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development and approval, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of March 6 & 13, 2023	Meet via Zoom or travel to Coburg for stakeholder interviews. Gather information for position profile. Send position profile for review and edits.
March 20, 2023	Post position profile on Prothman website and start advertising and active recruiting
March 27, 2023	Send Direct Mail
April 30, 2023	Application Closing Date
Weeks of May 1 & 8, 2023	Prothman screens applications & interviews top 6 - 12 candidates
Week of May 15 - 19, 2023	Meet via Zoom or travel to Coburg for Work Session to review semifinalists and design final interviews
Week of June 5 or 12, 2023	Travel to Coburg for Final Interview Process

This supports an August 2023 start date.

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for over 20 years. We have worked for small organizations like Yachats, Oregon, population 800, to large counties like King County, Washington, population 2.3 million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right "fit" for our clients.

Executive Management Recruitments - In Progress

Deputy City Manager – City of Tacoma, WA; General Manager – Oceanside Water District, OR; General Manager – Tillamook County Transportation District, OR; General Manager – Link Transit, WA; Director of Accounting and Finance – Annenberg Foundation, CA; Chief Financial Officer – Port of Everett, WA; General Manager – Manchester Water District, WA; Principal Engineer – City of Cedar Falls, IA; Executive Director – Tahoe Regional Planning Agency, NV.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review compensation and decide if a salary survey is needed

Information Gathering and Research (*Soliciting Input*)

We will meet via Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Administrator. We will:

- ◆ Meet with the City Council
- ◆ Meet with the current City Administrator
- ◆ Meet with Department Directors and Staff as directed
- ◆ Meet with other stakeholders as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience and ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position - **this is the person we want to reach and recruit**. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of city/county management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via thousands of emails and personal networking from our database of city/county management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 10 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via Zoom or travel to Coburg and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
 - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**
Background checks include the following:
 - **References**
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**
After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**
The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**
We will travel to the City of Coburg and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

5. Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

6. Guarantee

Replacement Recruitment

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

FEE & EXPENSES

Professional Fee

The fee for conducting a City Administrator recruitment with a one-year guarantee is \$18,500, but in recognition that Coburg is a small city, we offer the recruitment at \$14,500. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and three on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, halfway point and after the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and we work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Coburg will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Trade journal, websites, LinkedIn Boost, and other advertising (\$1,600 - \$1,900)
- Direct mail announcements (\$1,800)
- Consultant travel: Mileage at IRS rate, travel time at \$45 per hour, lodging when required (approx. \$550 - \$800 per trip)
- Background checks performed by Sterling (approx. \$175 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

EXAMPLE OF POSITION PROFILE



**Tillamook County Transportation District,
Oregon**

GENERAL MANAGER

\$105,000 - \$120,000

Plus Excellent Benefits

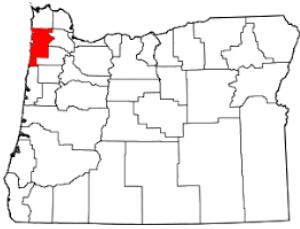
Apply by

October 23, 2022

(First Review, Open Until Filled)



WHY APPLY?



Tillamook County, Oregon is home to spectacular natural attractions ranging from lush, magnificent rainforests, to rugged mountain and wide ocean beaches.

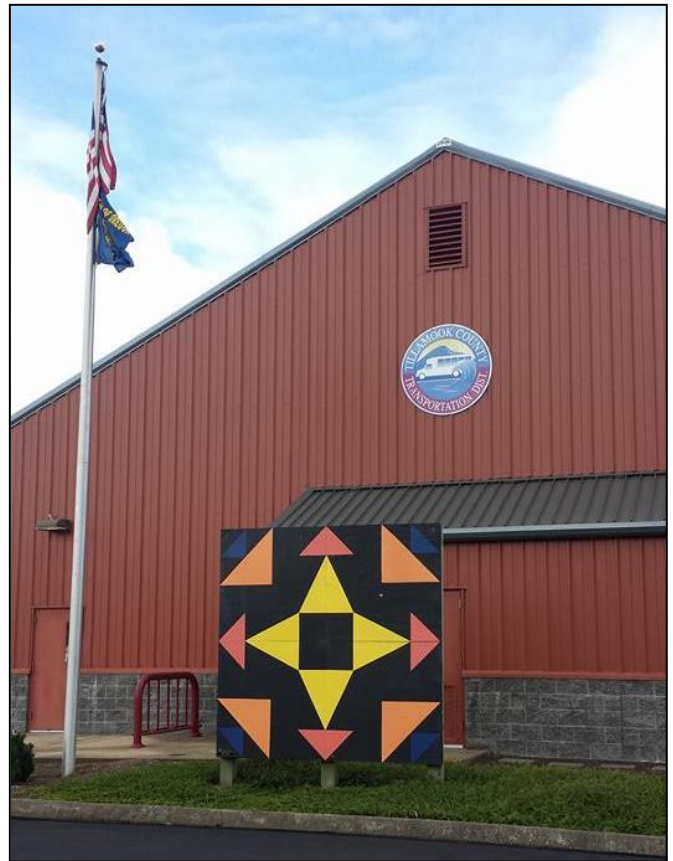
The region is full of beautiful views and places to explore, offering its residents and large number of yearly visitors four adventure-filled seasons and endless experiences.

The Tillamook County Transportation District offers an excellent location for a talented management professional to live, work and play in a community which takes pride in its natural beauty and quality of life.

THE COMMUNITY

Located in the northwest portion of Oregon along the beautiful North Oregon Coast, Tillamook County is bordered by Clatsop County on the north, Washington and Yamhill Counties on the east, Polk and Lincoln Counties on the south, and the Pacific Ocean on the west. Tillamook County covers 1,333 square miles and is home to over 25,000 residents. Tillamook County offers unlimited peaceful beaches along 75 miles of scenic coastline, four bays and five major rivers which provide an abundance of recreation, and majestic forested mountains. The County also offers numerous famous attractions including the Three Capes Scenic Loop, Oswald West State Park, North Coast Food Trail, and the Oregon Coast Scenic Railway.

Tillamook is also the home of world-famous Tillamook Cheese, and the dairy industry is a major player in the local economy. Dairy farms dominate the county's fertile valleys providing milk for Tillamook Cheese, while logging and lumbering became a significant economic force due to the reforestation of most of the "Tillamook Burn" area. Other major economic drivers include agriculture, fishing, tourism, and recreation. Residents and visitors enjoy local activities from kayaking, canoeing, rafting and fishing on the County's numerous rivers, to hiking and biking on an extensive network of trails. The area also boasts sailing, surfing, golfing, crabbing, jetboating, and exploring the beaches of the Pacific Ocean.



Incorporated cities within Tillamook County include the cities of Bay City, Garibaldi, Manzanita, Nehalem, Rockaway Beach, Wheeler, and the county seat, Tillamook. Located only 75 miles west from the cultural and entertainment amenities of Portland, the City of Tillamook is home to the County Courthouse, as well as the Pioneer Museum, Tillamook Bay Community College, and the county's main post office, library, and hospital (Adventist Health). Just east of the downtown area is the Tillamook County Fairgrounds, and just south of the city is the Port of Tillamook Bay. The Port is home to the Tillamook Naval Air Station Air Museum, an airport, an industrial park and a railroad, and the Tillamook County Justice Facility, including the Tillamook County Sheriff's Office, the county jail and the local headquarters of the Oregon State Police.



THE ORGANIZATION

Tillamook County Transportation District (TCTD) was established in July 1997. The District's mission is to "Connect Communities Through Sustainable Transit Services". Fondly referred to as "The Wave", the District accomplishes its mission by providing a variety of public transportation services throughout northwest Oregon, including general public Dial-A-Ride, local deviated fixed route bus services, intercity and commuter bus services, and non-emergency medical transportation services. TCTD is a part of NW Connector; a coordinated regional transit system that includes five individual transit agencies in NW Oregon: Tillamook County Transportation District, Columbia County Rider, Sunset Empire Transportation District, Benton County Transit, and Lincoln County Transit.

In September 2011, TCTD began providing public transportation services seven days a week (Sunday through Saturday). TCTD also provides Intercity bus services to Portland providing two trips seven days a week. TCTD also operates service north from Tillamook County into Cannon Beach in Clatsop County in cooperation with the Sunset Empire Transportation District. In February 2012, TCTD began providing public transportation service between Tillamook and Lincoln City in cooperation with Lincoln County Transportation Service District. TCTD also provides service to Grand Ronde to Salem.

TCTD is governed by an elected seven-member Board of Directors and operates on a 2022 budget of \$16 million with 33 FTEs. The overall management of TCTD is divided into departments which include Operations, which includes a three-position maintenance team, Finance, and Administration. In 2021, combined ridership for all modes of service totaled over 102,000.

TCTD also operates the NW Rides non-emergency medical transportation (NEMT) brokerage for the Columbia Pacific CCO (CPCCO) to arrange transportation rides to CPCCO members traveling to and from their Oregon Health Authority (OHA) covered medical appointments. The NW Rides brokerage arranges NEMT rides to CPCCO members living in Clatsop County, Columbia County, and Tillamook County.

THE POSITION

Under the general direction of the Board of Directors, the General Manager serves as the representative of Tillamook County Transportation District (TCTD) Board of Directors, assuring that all responsibilities and functions of the district are carried out in a timely and responsible manner. This position will ensure the long-term viability of TCTD through recommendations to the Board, mentor and build the staff, and champions the District's purpose of meeting the needs of the general public for intra-county and inter-county transit programs. To view a full job description, please view the attachment found [here](#).

Performance Measures will include:

Operating the district within budget guidelines; Effectively building and maintaining a high performing staff; Providing outstanding customer service; Successfully gaining suitable funding for the district; Communicating effectively to the public, staff, board and outside government agencies; and Fiscal responsibility and stewardship of taxpayer dollars, as well as other funds entrusted to the district.

OPPORTUNITIES & CHALLENGES

Healthy Fiscal Condition

The District is in excellent fiscal condition but is heavily reliant upon grant funding. The incoming General Manager will take steps secure grant funding to ensure current services levels are sustained and grown upon.

District Internal Relations

The Board is unified in nearly all decisions and works well together. In addition, all but management employees are union, and the relationship with the union has been good. The General Manager will work with the management group to promote a cohesive team atmosphere and ensure good interpersonal relations are maintained.

Staffing

As with many organizations, the biggest staffing challenge for the District is recruitment and retention of drivers. The General Manager will be in charge of attracting and recruiting quality employees in an environment where housing is considered expensive and in short supply.

EDUCATION & EXPERIENCE

A bachelor's degree in a related field is preferred. The selected candidate must be bondable and maintain an Oregon Driver's License in good standing throughout employment. The selected candidate will be required to live within Tillamook County. The ideal candidate will have ten (10) years of transit related experience, and five (5) years of progressive leadership, supervisory or management work.

Candidates that possess any combination of education or experience that displays the relevant skills and training necessary to be successful will be considered.

THE IDEAL CANDIDATE

The ideal candidate will be a visionary who can guide the agency through continued growth. This person will be personable and a true leader who has excellent skills in team building, and experience working with an elected board in strategic planning. Broad general management skills and experience with human resource functions, and an extensive background with grant funding development and management will be required to be successful. A background in transit planning is preferred, but not required. The selected candidate must be able to develop and maintain excellent intergovernmental relations. will have a history of being conservative yet innovative, not be afraid to call things as they are, and be a proven listener and mentor. A people person with a high level of integrity and a delicate touch will excel in this position. This person must have the ability to operate the district within federal and state laws, rules and regulations, and be capable of promoting public and employee trust and confidence.



COMPENSATION & BENEFITS

- **\$105,000 - \$120,000 DOQ**
- 100% employer paid Health Insurance, 90% for dependents.
- \$20,000 Life Insurance policy.
- 457 (b) deferred compensation plan with matching up to 8% of deferred compensation after 6 months of employment.
- Options for enrollment in Health Care Reimbursement, Flexible Spending Account and Aflac.

For more information, please visit:

www.tillamookbus.com



The Tillamook County Transportation District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 23, 2022** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply** go to www.prothman.com, click on **"Open Recruitments"** select **"Tillamook County Transportation District, OR – General Manager"** and click **"Apply Online"** or click [here](#). If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050

EXAMPLE OF INVITE LETTER



Tacoma

WASHINGTON

DEPUTY CITY MANAGER OF INTERNAL SERVICES

\$215,259 - \$303,056

First Review:
February 5, 2023
(Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

Prothman is currently recruiting for the **Deputy City Manager of Internal Services** position for the **City of Tacoma, Washington**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask you please pass this on to other management professionals who may be ready for this next step in their career.

Thank you for your consideration and help!



TACOMA, WASHINGTON



The City of Tacoma is nestled along the shore of Commencement Bay in Washington State and offers many community parks, miles of beautiful waterfront, hiking and biking trails, golf courses, museums, and a world-class zoo and aquarium. Tacoma also serves as a getaway to some of the most magnificent natural wonders in the world, such as Puget Sound, Mount Rainier National Park and Olympic Peninsula.

Working for the government is a rewarding opportunity to work with people who are passionate about making a real, tangible difference. You'll be surrounded by innovative leaders working on a variety of issues during this formative time in Tacoma's development. By working with us, you can play a part in shaping the future of the city.

CITY OF TACOMA & THE CITY MANAGER'S OFFICE

The City of Tacoma operates under a Council-Manager form of government. The City Council is comprised of a Mayor and eight Council Members elected to serve four-year terms. As the policy making body of the City, the City Council serves as the link between the residents of Tacoma and their municipal government.

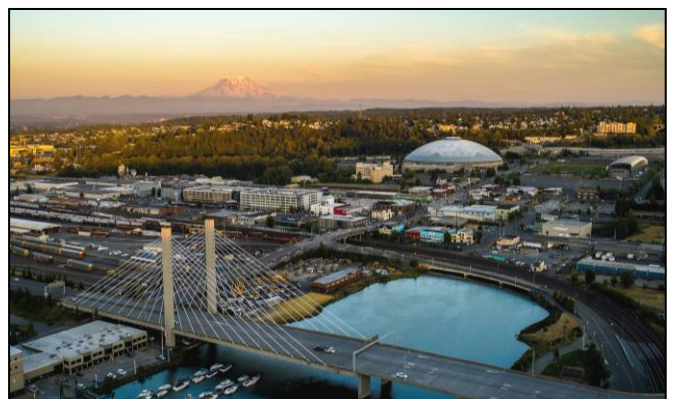
The City Manager ensures that the City's programs and operations meet the needs of Tacoma residents and serves as the connection between the City Council and City departments to ensure effective implementation of City policies. The Deputy City Manager of Internal Services role resides within the City Manager's Office with assignment to oversee various department, offices and functions including the following:

- Safety Office
- Office of Equity and Human Rights
- Office of Media and Communications
- Human Resources Department
- Finance Department
- Information Technology Department
- Customer Support Center/Tacoma First 311
- Liaison to the Municipal Court, Retirement Office and Library



THE POSITION

Under the direction of the City Manager, the Deputy City Manager of Internal Services assists with the day-to-day administration and operations of internal services departments and functions as well as implementation of City Council priorities. Major responsibilities include consulting with and advising the City Manager on management of administrative matters and community and operational needs, leading the execution of administrative initiatives, and enacting complex policies and programs set by the City Council to fulfill the goals and objectives of the City.



THE PRIORITIES

In anticipation of future retirements, the incoming Deputy City Manager of Internal Services will assist with executive level succession planning. This is a unique opportunity to be involved in building the City's core leadership team for the future.

Additionally, they will hit the ground running with several significant initiatives underway in the areas they oversee including implementation of SAP Now, enacting language access programs, and assisting with Charter Review.

Please visit www.prothman.com to review the full position profile and compensation package, and to learn more about Prothman.



RECRUITMENT SERVICES FOR



CITY ADMINISTRATOR

DECEMBER 21, 2022

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I. COVER LETTER.....

December 21, 2022

Anne L. Heath
City Administrator
City of Coburg, OR



RE: City of Coburg – City Administrator Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the City Administrator of the City of Coburg. **WBCP has worked on many City/Town Manager/Administrator recruitments, and we look forward to the opportunity to partner with the City on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **We guarantee we will fill your position, and we guarantee that placement for 18 months.** We provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the staff whom the future City Administrator will lead.

My team and I know the Oregon candidate marketplace and have exceptional experience successfully recruiting for City Manager/Administrator positions for the following (*but not limited to*) cities:

- City of Gold Hill, Oregon
- City of Phoenix, Oregon
- City of Independence, Oregon
- Town of Truckee, California
- City of Ventura, California
- City of Oxnard, California
- City of Petaluma, California

To see a full list of our clients and successful recruitments, visit pages 5 – 12 of this proposal.

Sam Sackman, Marissa Sanchez, and/or I will be the lead on this recruitment. I have over 20 years of experience in executive search services, six years of which were working for the County of Orange, and I have owned and operated WBCP since 2004. Sam Sackman spent the latter part of her career working directly for Valley Water in the Executive Office gaining a deep understanding of the inner workings of executive-level positions. Marissa Sanchez is a dynamic HR Professional with over 20 years of experience working with public sector agencies and is one of WBCP's lead recruiters. WBCP now has offices in Oregon, Washington, and California, including two offices in the South Bay Area, the Greater Sacramento Area, and Central California.

I. COVER LETTER.....

WBCP, Inc. staff are experts in the virtual recruitment process. We are providing these services seamlessly and will be able to effectively support a virtual recruitment process or coordinate COVID-compliant in-person interviews and/or hybrid virtual and/or in-person interviews; WBCP is willing to travel during COVID.

Recruiting top talent has become the number-one topic amongst administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2021 year-end review, we found that over the last three years, 62% of our applicants and 56% of candidates placed in leadership positions with our clients came from diverse backgrounds.** In fact, because of our ability to reach diverse applicant pools, we were hired by two national Latino organizations to recruit for an Executive Director and other leadership positions: Latino Public Broadcasting and Radio Bilingüe (two of the largest Latino national nonprofit organization in the U.S.).

Clients choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, I love what I do, and I am passionate about finding exceptional candidates who are also passionate about serving others. My staff and I are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future. This proposal is firm for a 60-day period from the submission deadline. WBCP has not had any terminated contracts within the past three years.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.

wendi@wbcpinc.com | 541-664-0376

www.wbcpinc.com

DIVERSITY

56%

*of WBCP candidates
placed in leadership
positions come from a
diverse background*

II. BACKGROUND & QUALIFICATIONS.....

Principal: Wendi Brown, President

Company Legal Name: WBCP, Inc.

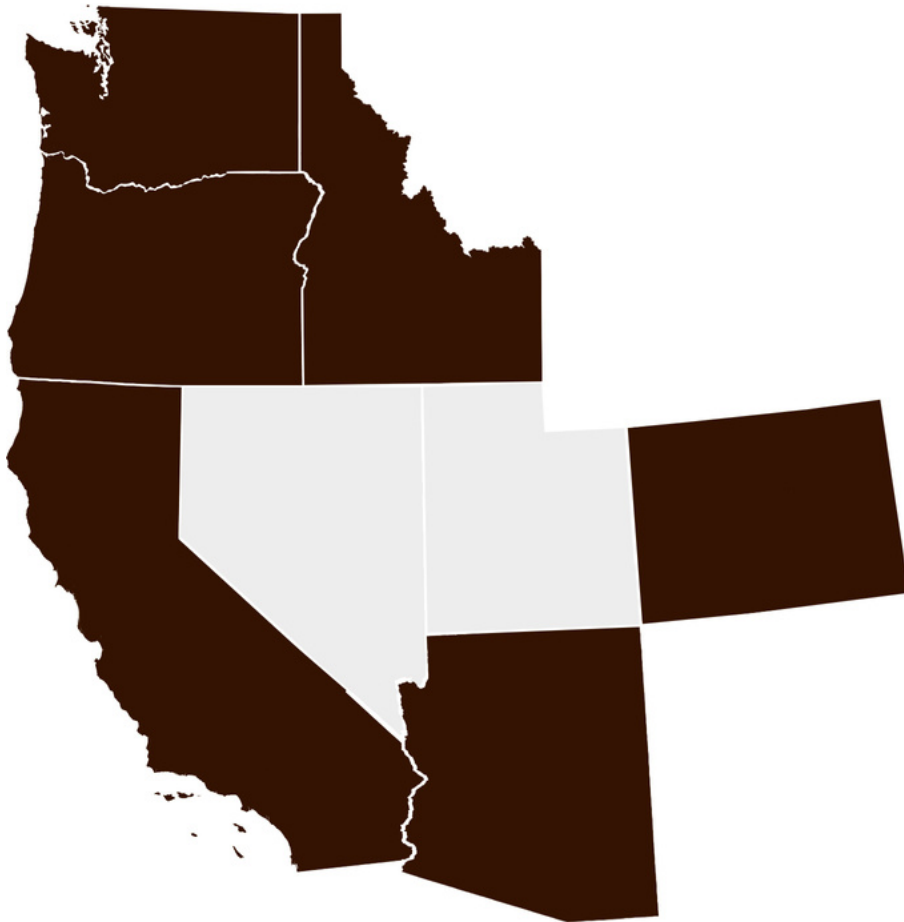
Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **California Main Office:** Roseville, CA 95661
- **Oregon Main Office:** 360 Riverside Ave., P.O. Box 909, Gold Hill, Oregon 97525
- **Washington Main Office:** 15405 Des Moines Memorial Drive, #G303, Burien, WA 98148
- **Satellite Offices:** San Jose, CA; Fresno, CA; Nipomo, CA



WOMEN OWNED

WBCP, Inc. is a 100% woman-owned business, an S Corporation, not part of a parent company, and is a registered small business through the U.S. Small Business Administration (SBA). WBCP is registered to do business in California, Oregon, Washington, and Arizona and soon expanding in other states. WBCP files and pays California S Corp and personal income taxes.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.

CURRENT ENGAGEMENTS / CAPACITY:

WBCP has the capacity to accept and manage recruitments immediately.

II. BACKGROUND & QUALIFICATIONS.....

EXPERIENCE:

WBCP has over 20 years of experience providing search services for public sector and nonprofit organizations. We have successfully secured professionals and provided other consulting services in Oregon, California, Arizona, Colorado, Idaho, and Washington.

Oregon, California, Arizona, and Washington Cities of: Arcata, Ashland (OR), Astoria, Berkeley, Calistoga, Central Point (OR), Ceres, Chandler (AZ), Davis, Dunsmuir, Duvall (WA), Fresno, Grants Pass (OR), Gold Hill (OR), Hemet, Independence (OR), Irvine, Lincoln, Livermore, Long Beach, Medford, Milpitas, Napa, Oxnard, Palo Alto, Pasadena, Petaluma, Phoenix (AZ), Phoenix (OR), Port Hueneme, Redding, Riverside, Roseville, Rogue River (OR), Sacramento, San Francisco, San Rafael, Santa Maria, Santa Paula, Santa Rosa, Solvang, Sonoma, Truckee, Ventura, Vernon, and Windsor.

Oregon, California, Colorado, Idaho, and Washington Counties of: Alameda, Colusa, Contra Costa, El Paso (CO), Fresno, Humboldt, Jackson, King (WA), Lake, Lane, Los Angeles, Marin, Mariposa, Merced, Napa, Orange, Riverside, San Benito, San Bernardino, San Francisco, San Joaquin, San Luis Obispo, Santa Barbara, Santa Cruz, Solano, Sonoma, Stanislaus, and Tuolumne.

Local and National Councils, Boards, and Districts: Boulder Creek Protection District, CalPIA (California Prison Authority), Hass Avocado Board (HAB), Jackson County Fire District 5, North American Blueberry Council/U.S. Highbush Blueberry Council (NABC/USHBC), Oakland Housing Authority, Olivehurst Public Utility District, Sacramento Area Flood Control Agency (SAFCA), Sacramento Employment & Training Agency (SETA), Sacramento Library Authority, Sacramento Sewer District, Teton County Joint Housing Authority (ID), Tri-City Mental Health Authority (TCMHA), Tuolumne Utilities District, and Valley Water.

Nonprofit and Joint Powers Authorities (JPAs): Center Point, Central California Legal Services (CCLS), Community Food Bank, Dogs for Better Lives/Dogs for the Deaf, First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo), Futures Without Violence (Family Violence Protect Fund), Greater Richmond Interfaith Program (GRIP), La Public Media, Latino Public Broadcasting, Options Recovery, Radio Bilingüe, Santa Cruz County Animal Shelter, Transitions- Mental Health Association, Valley Consortium for Medical Education (VCME), and Water Forum.

Private Organizations: NAVA, SWEED, Touchstone Accounting

Consulting services (classification and compensation services, competency modeling, job description development, job family development, job analysis): City of Fremont, City of Medford, City of Santa Maria, City of Santa Paula, County of Humboldt, County of Mariposa, County of Santa Barbara, and County of San Luis Obispo.

INDUSTRIES

- Organizational Leadership
- Planning, Development & Building
- Human Resources
- Facilities & Operations
- Marketing & Communications
- Economic Development
- Financial, Accounting/Auditing
- Transportation
- Legal/Counsel/Clerk
- Parks & Recreation
- Community Services & Arts
- Public Works
- Information Technology
- Health & Human Services
- Safety/Fire/Police
- Engineering

II. BACKGROUND & QUALIFICATIONS.....

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS SUCCESSFULLY MANAGED:

ORGANIZATIONAL LEADERSHIP

- Town Manager, Town of Truckee, CA
- Town Manager, Town of Windsor, CA
- City Manager, City of Pasadena, CA
- City Manager, City of Ceres, CA
- City Manager, City of Santa Rosa, CA
- City Manager, City of Gold Hill, OR
- City Manager, City of Petaluma, CA
- City Manager, City of Phoenix, OR
- City Manager, City of Oxnard, CA
- City Manager, City of Ventura, CA
- City Manager, City of Independence, OR
- City Administrator, City of Duvall, WA
- Assistant City Manager (Public Safety), City of Sacramento, CA
- Deputy City Manager, City of Long Beach, CA
- General Manager, Olivehurst Public Utility District, CA
- General Manager, Tuolumne Utilities District, CA
- General Manager, LA Public Media, CA
- General Manager, Radio Bilingüe, CA
- Chief Executive Officer, CalPIA (California Prison Authority), CA
- Chief Executive Director, Valley Consortium of Medical Education, CA
- Chief Operating Officer, IT and Administrative Services, Valley Water, CA
- Chief Operating Officer, Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer, Futures Without Violence, CA
- ACEO - Assistant County Executive Officer, County of Napa, CA
- ACEO - Assistant County Administrative Officer, County of Santa Barbara, CA
- ACAO - Assistant County Administrator, County of San Joaquin, CA
- Administrative Services and Finance Director, City of Ashland, OR
- Executive Director, Water Forum, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, First 5 Association of California, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director, First 5 Fresno, CA
- Assistant Director, First 5 San Mateo, CA
- Executive Vice President, Center Point, CA
- Executive Director, Community Food Bank, CA
- Executive Director, Northern Valley Catholic Social Service (NVCSS), CA
- Executive Director, Greater Richmond Interfaith Program (GRIP), CA
- Executive Director, Sacramento Employment and Training Agency, CA
- Executive Assistant of Operations, Hass Avocado Board, CA

II. BACKGROUND & QUALIFICATIONS.....

BELOW IS A LIST OF ADDITIONAL RECRUITMENTS WBCP HAS SUCCESSFULLY MANAGED:

PUBLIC WORKS, TRANSPORTATION, & ENGINEERING

- Director of Transportation, County of Riverside, CA
- Director of Engineering, City of Ceres, CA
- Chief Operating Officer, Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer, Administrative and Contract Services, Valley Water, CA
- Power Engineer, City of Roseville, CA
- Director of Public Works, City of Solvang, CA
- Director of Public Works, City of Roseville, CA
- Director of Public Works, City of San Rafael, CA
- Director of Public Works, City of Santa Maria, CA
- Director of Public Works, City of Ashland, OR
- Director of Engineering, City of Ceres, CA
- Electric Utility Director, City of Roseville, CA
- Assistant Director Public Works, County of Marin, CA
- Assistant Director of Public Works, City of Santa Paula, CA
- Assistant Director of Public Works – Transportation, City of Davis, CA
- Deputy Operating Officer, Watersheds Design and Construction, Valley Water, CA
- Deputy Operating Officer, Water Utility Capital, Valley Water, CA
- Deputy Operating Officer, Watersheds Operations and Maintenance, Valley Water, CA
- Deputy Operating Officer, Raw Water, Valley Water, CA
- Deputy Director Public Works, Civil/Traffic Engineer, County of Marin, CA
- Deputy Director Public Works/Traffic Engineer, City of San Rafael, CA
- Deputy PW Director/Principal Civil Engineer/Traffic Engineer, City of Santa Maria, CA
- Assistant Operating Officer of Watershed Stewardship & Planning Div., Valley Water, CA
- Assistant Operating Officer, Treated Water, Valley Water, CA
- Assistant Operating Officer, Dam Safety and Capital Delivery, Valley Water, CA
- Street Maintenance Superintendent, City of Roseville, CA
- Unit Manager, Treatment Plant Design & Commissioning Manager, Valley Water, CA
- Unit Manager, Engineering Utility Operations and Maintenance Manager, Valley Water, CA
- Unit Manager, Asset Management, Valley Water, CA
- Senior Civil Engineer, City of San Rafael, CA
- Principal Civil Engineer, City of Santa Maria, CA
- Project Engineer/Power Engineer, City of Palo Alto, CA
- Electric Project Engineer, City of Palo Alto, CA
- Electric Linesperson/Cable Splicer (High Voltage Lineman), City of Palo Alto, CA
- Electric Operations Manager, City of Palo Alto, CA
- Civil Engineer, Project Manager & Assistant Project Manager, Morton and Pitalo, Sacramento, CA
- Industrial / Mechanical Senior Engineer, SWEED, OR



II. BACKGROUND & QUALIFICATIONS.....

PLANNING & ENVIRONMENTAL/COMMUNITY DEVELOPMENT/BUILDING/TRANSIT

- Chief Building Official, City of Truckee, CA
- Chief Building Official, City of Arcata, CA
- Chief Building Official, City of Astoria, OR
- Chief Building Officer, City of San Rafael, CA
- Chief Building Official, City of Calistoga, CA
- Chief Building Official, City of Sacramento, CA
- Community Development Director, County of Lake, CA
- Community Development Director, City of Petaluma, CA
- Community Development Director, City of San Rafael, CA
- Deputy Community Development Director, County of Lake, CA
- Development Services Director, City of Redding, CA
- Director of Transportation, County of Riverside, CA
- Planning Director, City of Sacramento, CA
- Policy and Planning Director, County of Sacramento, CA
- Planning Manager, City of Grants Pass, OR
- Planning Manager, County of Solano, CA
- Planning Manager, City of Napa, CA
- Planning Manager, City of Solvang, CA
- Principal Planner, County of Lake, CA
- Principal Planner, Sacramento Area Flood Control Agency (SAFCA), CA
- Planning Director, County of Santa Barbara, CA
- Assistant Planning Director, County of Santa Barbara, CA (2005/2021)
- Senior Planner, County of Lake, CA
- Subdivision & Mapping Manager, City and County of San Francisco, CA
- Transit Manager, City of Santa Maria, CA
- Senior Transit Planner & Transit Planner I/II, City of Petaluma, CA
- Environmental Planning Manager, County of San Luis Obispo, CA
- Groundwater Sustainability Director, County of San Luis Obispo, CA
- Planner I/II/III, County of Santa Barbara, multiple departments (filled 12 positions), CA
- Planner: II/III, Sr. Planner, Principle Env. Planner, Div. Mgr, (filled 4 positions) County of SLO, CA
- Construction Manager, Valley Water, CA
- County Surveyor, County of Santa Barbara, CA
- Subdivision & Mapping Manager, City and County of San Francisco, CA

II. BACKGROUND & QUALIFICATIONS.....

INFORMATION TECHNOLOGY

- Chief Information Officer, King County, WA
- Chief Information Officer, County of Solano, CA
- Chief Information Officer, City of Chandler, AZ
- Chief Information Officer, City of Santa Maria, CA
- Chief Information Officer, County of San Joaquin, CA
- Chief Information Officer, General Hospital, County of San Joaquin, CA
- Chief Information Security Officer (CISO), County of Santa Barbara, CA
- Chief Innovation Security Officer (CISO), City of Riverside, CA
- Director of Operations and Technology, First 5 Alameda, CA
- IT Program Director, NAVA Public Benefit Company
- Vice President of Engineering, NAVA, (national)
- Digital Services Director, City of San Rafael, CA
- Director of IT, Valley Water, CA
- Software Services Manager, Valley Water, CA
- Assistant IT Director, City of Roseville, CA
- Assistant IT Director, County of Solano, CA
- Assistant IT Manger, County of Marin, CA
- IT Manager – GIS, County of Solano, CA
- IT Manager – Health and Social Services/County Data Services, County of Solano, CA
- IT Manager, County of Santa Barbara, Social Services, CA
- Cloud Migration Architect, County of Santa Barbara, CA
- Infrastructure Architect, County of Santa Barbara, CA
- Operations Technical Support Supervisor, County of Santa Barbara, CA
- Software Engineer (7 positions), County of San Luis Obispo, CA
- Project Manager, County of San Luis Obispo, CA
- IT Programming Analyst, Reporting, County of Santa Barbara, CA
- Operations Technical Support Supervisor, County of Santa Barbara, CA
- Open Text Business Analyst, County of San Luis Obispo, CA
- Network Engineer, City of Santa Maria, CA
- Network Architect, County of Santa Barbara, CA
- Applications Team Supervisor, County of San Luis Obispo, CA
- IT Security Specialist, County of Santa Barbara, CA
- SAP Software Engineer, County of San Luis Obispo, CA
- IT Security Specialist/Engineer, County of Santa Barbara, CA
- Network Administrators, Superior Court CA, County of Santa Barbara, CA
- Senior Programmer, County of Santa Barbara, CA
- Senior Database Administrator, County of Napa, CA
- IT Project Managers (2 positions), County of Solano, CA
- Data Engineer, County of Solano, CA
- Director of Information Technology, Oakland Housing Authority, CA
- Software Engineer, Valley Water, CA

II. BACKGROUND & QUALIFICATIONS.....

FINANCIAL, ACCOUNTING, AUDITING, FACILITIES, & OPERATIONS

- Finance Director, City of Ashland, OR
- Finance Director, City of Grants Pass, OR
- Finance Director, City of Lincoln, CA
- Finance Director, City of Sacramento, CA
- Director of Finance, Community Food Bank, CA
- Administrative Services/Finance Director, City of Ashland, OR
- Chief Financial Officer, County of Marin Employees Retirement Agency, CA
- Chief Financial Officer, Social Services Department, County of Santa Barbara, CA
- Director of Finance, County of Jackson, OR
- Financial Controller/Finance Director, North American Blueberry Council/USHBC, CA
- Director of Contracts and Procurement, Valley Water, CA
- Division Chief, Auditor Controller, County of San Joaquin, CA
- Internal Audit Chief, County of Santa Barbara, CA
- Senior Principal Accountant, City of San Rafael, CA
- Senior Tax Accountant, Touchstone Accounting, OR
- Director of Contracts and Procurement, Valley Water, CA
- Audit Supervisor, County of Santa Barbara, CA
- Internal Audit Chief, County of Santa Barbara, CA
- Payroll Supervisor, County of Santa Barbara, CA
- Finance Manager, County of Santa Barbara, Department of Behavioral Wellness, CA
- Financial Systems Analyst, County of Santa Barbara, CA
- Senior Financial Systems Analyst, County of Santa Barbara, CA
- Accountant Auditor I/II, County of Santa Barbara, CA

HUMAN RESOURCES

- Executive Director of Human Resources (HR) and Risk Management, County of El Paso, CO
- Human Resources Director, County of Napa, CA
- Human Resources Director, County of Solano, CA
- Human Resources Manager, County of Solano, CA
- Human Resources Manager, City of Milpitas, CA
- Human Resources Manager & Risk Manager, City of Port Hueneme, CA
- Human Resources Director, County of Mariposa, CA
- Human Resources Director, County of Humboldt, CA
- Payroll Division Chief, County of Santa Barbara, CA
- Risk Manager, County of Marin, CA
- Chief Human Resources & Organizational Development Officer, City of Santa Maria, CA
- Director of Employee Experience and Culture, City of San Rafael, CA
- Director, Organizational Effectiveness and Culture, County of Los Angeles, CA
- Recruitment, Retention and Selection Manager, County of Santa Barbara, CA
- Labor Relations Manager, County of Solano, CA
- Deputy Human Resources Director, Labor Relations, County of Marin, CA
- Labor Relations Specialist/Labor Relations Program Administrator, Valley Water, CA

II. BACKGROUND & QUALIFICATIONS.....

HEALTH AND HUMAN SERVICES/HOUSING/UNHOUSED

- Director of Aging and Adult Services, County of Contra Costa, CA
- Director of Health & Human Services, County of Humboldt, CA
- Director of Health Services, Gold Coast Health Plan, CA
- Director of Nursing, County of San Luis Obispo, CA
- Assistant Director, Health and Human Services, County of Solano, CA
- Assistant Public Health Officer (2), County of San Joaquin, CA
- Executive Director, Tri-City Mental Health Authority, CA
- Behavioral Health & Recovery Services Director, County of Stanislaus, CA
- Behavioral Health and Recovery Services Director, County of Marin, CA
- Behavioral Health Director, County of Santa Barbara, CA
- Behavioral Health Director, County of Tuolumne, CA
- Compliance Manager, County of Solano, CA
- Crisis Manager and Forensic Manager, County of Santa Barbara, CA
- Director of Nursing, County of Lake, CA
- Director of Nursing, County of Napa, CA
- Director of Social Services, County of San Luis Obispo, CA
- Director of Social Services, County of Santa Barbara, CA
- Director, Health & Human Services, County of Marin, CA
- Director, Health & Human Services, County of Napa, CA
- Director, Health & Social Services, County of Solano, CA
- Director, Health Services Agency, County of Santa Cruz, CA
- Director, Health Services Agency, County of San Luis Obispo, CA
- Director, Health Services Agency, County of Sonoma, CA
- Director of Social Services and Housing, City of Davis, CA
- Public Health Nursing Director, County of Napa, CA
- Division Director, Adult Systems of Care, County of Marin, CA
- Executive Vice President, Center Point, CA
- Housing Program Analyst or Manager, City of San Rafael, CA
- Health Services Administrator, County of Solano, CA
- Homeless Program Manager, City of San Rafael, CA
- Medical Director, Public Health Clinics, County of Santa Barbara, CA
- Mental Health Specialists (5), and a Mental Health Manager, County of Jackson, OR
- Nursing Services Manager, County of Marin, CA
- Operations Director, Behavioral Health and Recovery Services, County of Marin, CA
- Physicians (5 openings), Public Health Clinics, County of Santa Barbara, CA
- Public Health Officer, County of Humboldt, CA
- Public Health Officer, County of Lake, CA
- Public Health Officer, County of San Joaquin, CA
- Public Health Officer, County of Stanislaus, CA
- Public Health Officer, County of Tuolumne, CA

II. BACKGROUND & QUALIFICATIONS.....

HEALTH AND HUMAN SERVICES/HOUSING/UNHOUSED (CON'T)

- Public Health Nurse I/II and Senior, County of Lake, CA
- Public Health Nurse I/II and Senior, County of San Luis Obispo, CA
- Community Health Nurse I/II and Senior, County of Lake, CA
- Senior Deputy Director, Public Health Department, County of San Joaquin, CA
- Assistant Public Health Officer – Children’s Services, County of San Joaquin, CA
- Assistant Public Health Officer – County of San Joaquin, CA
- Supervising Public Health Nurse, County of Marin, CA
- Therapists (5 Positions), Family Solutions, OR

LIBRARY

- Library Director & CEO, Sacramento Library Authority, CA
- Library Services Director, City of Long Beach, CA
- Library and Recreation Director, City of San Rafael, CA
- Assistant Library and Recreation Director, City of San Rafael, CA

LEGAL/COUNSEL/CLERK

- Public Defender, County of Santa Cruz, CA
- Public Defender, County of Humboldt, CA
- Public Defender, County of Solano, CA
- County Counsel, County of San Bernardino, CA
- County Counsel, County of Napa, CA
- County Counsel, County of Jackson, OR
- County Counsel, County of Solano, CA
- County Counsel, County of Marin, CA
- County Counsel, County of Orange, CA
- Agency Counsel, Sacramento Area Flood Control Agency (SAFCA), CA
- City Attorney, City of Santa Maria, CA
- City Attorney, City of Vernon, CA
- Assistant City Attorney, City of Santa Maria, CA
- Assistant City Attorney, City of Roseville, CA
- Assistant City Attorney (planning and development), City of Santa Maria, CA
- Deputy County Counsel IV, County of Jackson, OR
- County Counsel I/II, III, Assistant County Counsel (five positions), County of Santa Barbara, CA
- City Clerk, City of Roseville, CA
- City Clerk, City of Livermore, CA
- City Clerk, City of Solvang, CA

ECONOMIC DEVELOPMENT

- Director of Innovation and Economic Development, City of Livermore, CA
- Director, Economic Development and Innovation, City of San Rafael, CA

II. BACKGROUND & QUALIFICATIONS.....

PARKS AND RECREATION, COMMUNITY SERVICES, & ARTS

- Assistant Director, Recreation and Parks, City of Santa Maria, CA
- Assistant Parks Director, County of Santa Barbara, CA
- Community Development Director, City of Grants Pass, OR
- Community Services Director, City of Irvine, CA
- Community Services Director, City of San Rafael, CA
- Community Engagement Director, City of Davis, CA
- Executive Director, Arts Commission, County of Santa Barbara, CA
- Parks Director, City of Ashland, CA
- Parks Director, County of Santa Barbara, CA
- Real Estate Program Manager, Sacramento Area Flood Control Agency, CA

PUBLIC SAFETY

- Chief of Police, City of Sacramento, CA
- Deputy/Chief of Police, Oakland Housing Authority, CA
- Fire Chief, City of Hemet, CA
- Fire Chief, County of Jackson Fire District 5, OR
- Fire Chief, Boulder Creek Fire Protection District, CA
- Chief of Emergency Management, County of Santa Barbara, CA
- Deputy Fire Chief, City of Santa Maria, CA
- Deputy Fire Chief, Wildlands, County of Marin, CA
- Emergency Communications Manager, City of Astoria, OR
- Defensible Space Program Manager, City of San Rafael, CA

OTHER:

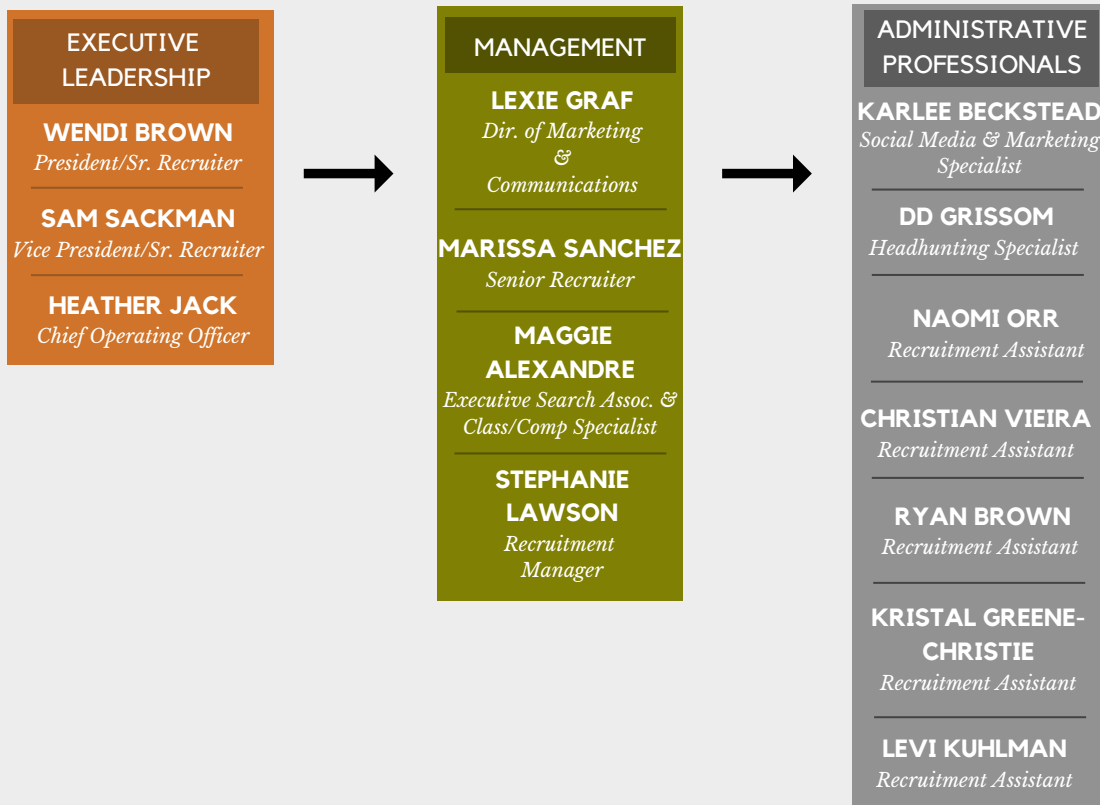
- COO, WBCP Inc., OR
- Public Information and Communications Officer, First 5 Alameda, CA
- Director of Marketing & Communications, WBCP Inc., OR
- Government Affairs Director, North American Blueberry Council, CA
- Marketing and Communications Director, North American Blueberry Council, CA
- Director of Communications and Industry Relations, North American Blueberry Council, CA
- Director of Business Intelligence, North American Blueberry Council/USHBC, CA
- Director of Community Engagement, City of Davis
- Dir. of Policy and Planning, SASD & SRCSD (Sewer and Sanitation District), County of Sacramento, CA
- Agriculture Commissioner/Weights and Measures Director, County of Marin, CA
- VP/Business Development Director, WBCP Inc., OR
- Assistant Director, Agriculture Commissioner/Weights and Measures, County of Santa Barbara, CA
- Public Relations Specialist, Valley Water, CA
- Administrative Assistant, Legal Counsel, Valley Water, CA
- Certified Dog Trainers, Dogs for Better Lives, OR
- Social Media Coordinator, WBCP Inc., OR
- Recruiter, WBCP Inc., OR
- Division Sales Representative – Wood Products, SWEED, OR

III. GUARANTEE.....

(1) We guarantee successful placement, and will provide continued consulting services (however, client will pay for any additional direct cost expenses) until we are successful.

(2) If a candidate selected and appointed by the Client terminates employment for any reason before the completion of the **first 18 months of service**, WBCP will provide the Client with the necessary consulting services required to secure a replacement. Professional consulting services will be provided at no cost to the Client; however, additional expenses will be covered by the Client. *The Guarantee is valid for one recruitment/replacement only.*

IV. ORGANIZATIONAL CHART.....



STRATEGIC PARTNERS

CHRISTY WURSTER
Sr. Facilitator

RIVKAH SASS
Retired Library Director/Sr. Facilitator

SUSAN KLIEN-ROTHSCHILD
H&HS Expert/Sr. Facilitator

STRATEGIC PARTNERS

BILL LANDIS
Public Safety Investigator

CARL CROWN
HR & Organizational Development Director


PATRICK DUTERTE
Sr. Facilitator

WBCP STATISTICS

WBCP is a 100% woman-owned business.

Staff and consultants are a diverse mix of gender/ethnicity

Age ranges from 21 - 70+


WBCP

V. KEY CONSULTANT BIOS.....

WENDI BROWN

Lead Consultant/Recruiter



I am the President of WBCP, an executive search and human resources consultancy, serving clients in Oregon and California. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor’s of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working towards a Master’s in Management at Southern Oregon University

SAM SACKMAN

Vice President/Recruiter



Sam is WBCP’s Vice President and is part of WBCP’s executive leadership team. Sam has a wealth of business and public sector experience and brings in-depth analytical and project management skills and experience supporting executive leadership with special projects, program development, contracts and administration, and executive recruitment support. Prior to joining the WBCP team, she spent five years working at Valley Water (formerly Santa Clara Valley Water District) where she was an expert in leading complex projects and organizational change management practices supporting the CEO, Chief Officers, and various departments, such as Facilities, Contracts, Human Resources, and Government Affairs. She brings a wealth of knowledge of the inner workings of government agencies, political sensitivities, and their recruitment policies and processes. Sam has a Master’s in Anthropology with an emphasis in Program Development, and an undergraduate degree in Anthropology with an emphasis in Sociology and Behavior-driven Health from Creighton University.

V. KEY CONSULTANT BIOS.....

MARISSA SANCHEZ
Senior Recruiter



Marissa Sanchez is a WBCP recruiter and has been with the company since 2022. She is a dynamic HR Professional with over 20 years’ experience working with public sector agencies within the state of California. She holds a master’s degree in human resources management and organizational development and a bachelor’s degree in business administration — both from National University. Most recently, Marissa served as the Director of Personnel for the City of Fresno, the 5th largest city in the state of California, where she was overseeing all areas of human resources and risk management for more than 4,000 employees. Marissa’s areas of focus include directing all personnel-related activities, including Recruitment, Talent Development and Training, Classification & Compensation, Labor Relations, Benefits Administration and Wellness, Compliance, Workers’ Compensation, General Liability, Contracts, and Loss Prevention. As a seasoned human resources leader, Marissa has been successful in creating positive work cultures using a democratic management style that is rooted in collaboration and employee engagement to affect change and achieve workforce excellence.

HEATHER JACK
Chief Operating Officer

Heather Jack is WBCP’s Chief Operating Officer and lead Project Manager. Since starting at WBCP in 2015, she has grown into an integral part of the business. Heather uses her strong organizational skills and attention to detail to support all recruitments from start to finish, coordinate timelines, oversee the team’s productivity. Meeting clients’ deadlines and major milestones is one of Heather’s top priorities, making her our go-to person for all things calendar and project management-related. Heather also assists with projects in human resources with several municipalities in Oregon and California. Other aspects of her role include supporting employee engagement, salary and benchmark studies, and business operations. During her time at WBCP, Heather has modernized processes and scaled technology systems for the company. Prior to working with WBCP, Heather worked at Hannon Library, developing organizational, research, and interpersonal skills. Heather has a Bachelor of Science degree in Anthropology and a double minor in Environmental Studies and French from Southern Oregon University.

LEXIE GRAF
Director of Marketing & Communications

As a marketing professional, Lexie has been primarily focusing on copywriting, content creation, and brand strategy in her career. She has a knack for understanding each clients’ unique needs, allowing her to adapt her writing voice and branding as needed. Along with developing and overseeing the creation of social media, marketing materials, and advertising plans for WBCP, Lexie collaborates with the recruitment team in meeting clients’ needs and deadlines. Before WBCP, Lexie wrote for Indeed and the University of Wisconsin Colleges, helping her develop a deep understanding of career development, recruitment, and public sector careers. Throughout her marketing career, Lexie has produced a wide variety of campaigns and deliverables, such as blogs, digital and print ads, website content, brochures, social media posts, eBooks, and magazines. Notable projects throughout her career include developing content for two websites and collaborating on an email marketing campaign that won an American Advertising Award in multiple categories. Lexie has a Bachelor’s in Communications with certificates in Digital Studies and Environmental Studies from the University of Wisconsin – Madison.

V. KEY CONSULTANT BIOS.....

STEPHANIE LAWSON

Recruitment Manager

Stephanie started working for WBCP in 2019. She acts as support for all facets of the recruitment process, as well as any other tasks to assist the WBCP team. Some of her core responsibilities include candidate and panel coordination, candidate review, calendar and timeline management, and interview material preparation. Prior to working for WBCP, Stephanie had several roles in hospitality where she further developed her client relations, communications, and clerical skills. Stephanie has a Bachelor's of Science degree in Business Administration with a focus in Hospitality from Southern Oregon University.

MAGGIE ALEXANDRE

*Executive Search
Assoc. & Class/Comp
Specialist*

Maggie Alexandre is a Human Resources professional with over 30 years of experience, and is WBCP's key Executive Search Associate and Classification and Compensation Specialist for WBCP since 2018. Prior to working at WBCP, Maggie was a Human Resources Director in the San Francisco Financial District and led an 80 person team of human resource professionals. She began her career in HR at Robertson, Stephens & Company, a boutique investment bank, and continued in the HR Director role at other investment banks and private equity firms until 2016. Maggie studied Anthropology at California State University, Long Beach and received her Human Resources Management Certificate from California State University, San Francisco.

CARL CROWN

*Facilitator & Senior
Consultant as needed*

Carl Crown has over 35 years of experience in Human Resources and Training. He is the former Director of Human Resources (retired) for the County of Orange, California. Carl started his county career in Human Resources as a Senior Project Manager working on various initiatives including Agency and Department reorganizations, comprehensive classification and compensation reviews, job redesign efforts, and decentralization of Human Resources functions. Carl was then recruited by the County of Orange CIO to be the manager of the newly formed Client Services Division, where Carl oversaw application development and support and business development. Shortly thereafter, Carl became the Interim Chief Technology Officer. Attesting to his leadership abilities and flexibility, he was asked by the CEO to serve as the Human Resources Director for the County, where he supported 25 decentralized departments in all human resource capacities. Carl came to the County after a 28-year career in the U.S. Coast Guard where he served as: Regional Director of Human Resources, Assistant Director of the Coast Guard Leadership and Management School, Director of Training Development for the USCG Reserve, and Commanding Officer of Coast Guard bases in Hawaii and Southern California. Carl holds a Master's in Administration in Organizational and Human Resource Development and Bachelor of Administration in Biology from the University of Florida and has completed training from the George Washington University in Washington D.C.



V. KEY CONSULTANT BIOS.....

KARLEE BECKSTEAD

*Social Media &
Marketing Specialist*

Karlee Beckstead is WBCP's Social Media & Marketing Specialist. She works to build WBCP's online presence and develop strategies to market our services, especially through online engagement with potential clients. Her duties include, creating social media posts, running ad campaigns, networking with candidates, reviewing resumes, and brainstorming new marketing strategies. Karlee has a strong interest in business growth and development, having founded and run two small businesses in the past seven years. Prior to joining the WBCP team, Karlee worked in customer service and social media management, where she sharpened her skills in customer relations, communications, and marketing. She holds a bachelor's degree from Southern Oregon University in Communication Studies, with minors in Political Science and International Studies.

RYAN BROWN

Recruitment Assistant

Ryan is currently one of WBCP's recruitment assistants. Ryan began his role helping to build WBCP's social media and online presence through creative and engaging posts across several platforms. Along with his social media experience, Ryan primarily assists our recruitments by posting ad plans, reviewing resumes, gathering and assembling interview materials, communicating with clients, and serving as our in-house tech support. Before his time here, Ryan worked in customer service where he developed customer relations and communication skills, along with how to work in a fast-paced, ever-changing environment. Ryan will soon be enrolling at Southern Oregon University to study Political Science to further his knowledge of governments, public policies, and political behavior.

CHRISTIAN VIEIRA

Recruitment Assistant

Christian is one of WBCP's Recruitment Assistants and has been with the company since 2021. The primary purpose of his role is to support WBCP's Executive Team. His other duties include panel/candidate coordination, resume review, and time/schedule management. Christian quickly learned how to interact with WBCP clients, as he has several years of experience working in customer service. Some of his other strengths include communication, organization, and relationship building. Christian will soon be enrolling at Southern Oregon University to study Anthropology and further his knowledge of different cultures and human behavior.

NAOMI ORR

Recruitment Assistant

Naomi is one of WBCP's Recruitment Assistants and is part of WBCP's support team. She has project management experience in report writing coupled with data entry and client relations experience. She directly supports the executive leadership recruitment staff with project management, candidate coordination, and rigorous attention to detail. Prior to joining the WBCP team, she spent three years working at an environmental research laboratory where she aided clients in regulatory compliance, sample collection, and report production. Naomi has a Bachelor of Science in Environmental Science and Policy from Southern Oregon University.

V. KEY CONSULTANT BIOS.....

KRISTAL GREENE-CHRISTIE

Recruitment Assistant

Kristal Greene-Christie is one of WBCP's talented recruiting assistants. Kristal came into this position with an impressive background in comprehensive business operations, program coordination, strategic planning, and business development and implementation, allowing her to hit the ground running here. She started her career as an acute care RN, holding a degree in nursing, eventually shifting to operations and program coordination roles with Public Schools in Portland, Oregon, and Contra Costa County, California's Office of Education. She is also an experienced Director of Operations in private sector business, previously working with a national diversity and inclusion consultancy firm, as well as non-profit organizations. While Kristal's core responsibilities include supporting administrative recruitment needs, such as candidate and panel coordination, candidate review, calendar and timeline management, and interview material preparation, she is also a key staff member to WBCP operations and special projects.

CHIEF

WILLIAM O. LANDIS

*Public Safety /
Investigator / Support
Consultant as needed*

Bill Landis may conduct the background and reference checks for this recruitment. Chief Landis specializes in public safety searches including police, EMS, medical examiner, and fire leadership positions. With over 30 years of law enforcement experience, he has served in multiple roles including School Resource Officer, Bike Team Member, Detective, Corporal, Patrol Sergeant, Detective Sergeant, SAFE (SWAT) Team Member, Commander, CINT Team Member, Operations Lieutenant, Deputy Chief, and Police Chief. He holds a Master's degree in Justice Administration and Crime Management from Bellevue University, a Bachelor's degree in Fire Service Administration from Eastern Oregon University, and an Associate's degree in Criminal Justice from Rogue Valley Community College. Chief Landis was certified as a Firefighter I, Deputy Medical Examiner and Executive from DPSST (highest police certification in Oregon). He is an active member of the International Association of Police (IACP), Oregon Association of Chiefs of Police (OACP), and serves as adjunct criminology professor at Rogue Community College.

**REVIEW OTHER EMPLOYEES & CONSULTANT
PARTNERS ON OUR WEBSITE:
WWW.WBCPINC.COM/WBCP-TEAM**



VI. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach

FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.



MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

ONLINE ADVERTISING – Including local and national job boards, associations, social media, and other industry-related job postings targeting ideal candidates; job boards that reach a desired geographic area and reach a diverse ethnicity.

E-DIRECT MAIL ADVERTISING – including WBCP's current database of potential applicants, we have access to other professional lists and will source more lists through associations, contacts, etc.

SOURCING/HEAD HUNTING – WBCP will contact individuals targeted and generate new contacts through referrals made by respected sources.

WBCP is a LinkedIn recruiter and we have access to over 350 million profiles via LinkedIn to assist us in targeting ideal candidates.



COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. RECRUITMENT STRATEGY / PHASES.....

RESUME ASSESSMENT

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

SCREENING INTERVIEWS / REPORT TO CLIENT

WBCP does not restrict the number of applicants or candidates to be screened. Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidates' professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



COMMUNICATION WITH CANDIDATES

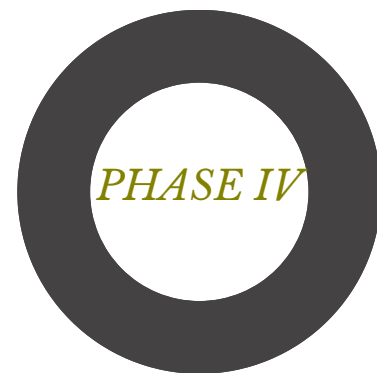
WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

SELECTION PROCESS

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

COMMUNICATION WITH CLIENT

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



NEGOTIATIONS

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

PLEASE NOTE: Due to COVID-19 Guidelines, WBCP, Inc. is committed to providing services listed herein, typically these services are executed in-person, however, we will facilitate all services virtually as needed and have successfully managed many virtual and hybrid interviews (partial in-person/part virtual) since March 2020 for our clients.

VII. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.



VIII. RECRUITMENT TIMELINE.....

BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT

Week 1:

- Secure services with search firm, WBCP, Inc.
- WBCP: review search parameters and recruiting processes with Client
 - Interview with hiring authority and other stakeholders for competencies
 - Identification of advertising venues and ideal candidate prospects
 - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Secure panel member calendars
- Timeline may be extended if direct mail piece is included (i.e., print/postage)
- Finalize panel members and interview logistics and invitations to panel members

Weeks 4, 5, + 6:

- Receive applications –Collect and source applicants will continue until recruitment closes

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**
- Conduct initial phone screen to identify shortlist of candidates
- Preliminary check on shortlist candidates (Google search)
- Candidate profiles developed and short list recommendations to client

Weeks 9 + 10:

- **MEETING – Client confirms selection of candidates to be advanced to panel interviews**
- Finalize questions, presentation, in-basket (as determined)
- Coordinates invitations with selected top candidates (shortlist)
- Produce panel candidate interview packets

Weeks 10 + 11:

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
 - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
 - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
 - As needed schedule staff and/or community discussions/meetings

Week 12:

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists)
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer

NEGOTIATIONS / HIRE:

- Hire date to accommodate possible candidate relocation
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

IX. REFERENCES.....

1-City of Santa Rosa, California

Positions Filled:

- City Manager

Contact Information:

- Chris Rogers, Mayor - crogers@srcity.org | 707-543-3017
- Natalie Rogers, Vice Mayor - nrogers@srcity.org | 707-494-8378
- Maraskeshia Smith, City Manager - msmith@srcity.org | 513-256-1673

2-City of Independence, Oregon

Positions:

- City Manager

Contact Information:

- John McArdle , Mayor - mcardle.john@ci.independence.or.us | 503-838-1212

3-City of Gold Hill, Oregon

Positions Filled:

- City Manager

Contact Information:

- Brad Studebaker, Mayor - studebakerbrad@hotmail.com | 541-890-0273

X. MARKETING MATERIAL EXAMPLES.....

Click below to see our marketing samples for similar positions. To see all of our brochures, visit www.wbcpinc.com/job-board

- [City Manager, City of Independence, OR](#)
- [City Manager, City of Santa Rosa, CA](#)
- [Town Manager, Town of Truckee, CA](#)
- [City Administrator, City of Duvall, WA](#)
- [Assistant City Manager, City of Sacramento, CA](#)

XI. COST PROPOSAL.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning, middle (shortlist selection), and end of the recruitment process.

SERVICE COST PER RECRUITMENT CITY ADMINISTRATOR

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
<p><u>Consulting Services:</u> Phases I-IV in the proposal's scope of work</p>	<p>\$24,900</p>
<p><u>Expenses:</u> Includes travel to client location (up to 2 trips), or document shipping fees/delivery charges to facilitate virtual meetings, advertising (may include print and postage), brochure design (flat fee of \$950.00 for graphic design), panel packet content, delivery charges, fees for background and reference checks, may include fee for one additional consultant to travel (and related expenses) and facilitate an additional panel for one day.</p>	<p>Up to \$6,900</p>

ADDITIONAL BACKGROUND SERVICES AVAILABLE – *these services can be added to the package if desired*

Onsite Investigative Background Services: In addition to the background reports, education verification, credit report, and reference checks, which are included in the expenses above, WBCP also offers onsite investigative background services. If the client wishes to conduct a background check that includes an onsite visit by a trained private investigator and former Police Chief (similar to a police background check) please contact our office for an estimate for these services.

XII. OTHER.....

INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

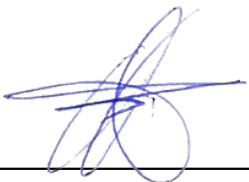
CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems.

As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. **Upon our 2021 year-end review, we found that over the last three years, 62% of our applicants and 56% of candidates placed in leadership positions with our clients came from diverse backgrounds.** We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.



Wendi Brown, President

December 21, 2022

Date

Client, Title

Date



LOCAL GOVERNMENT
PERSONNEL SERVICES

January 25, 2023

Anne Heath, City Administrator
City of Coburg
PO Box 8316
Coburg, OR 97408

RE: Executive Recruitment Proposal

Dear Anne,

Thank you for taking time out of your schedule to visit with LGPS Program Manager, Stacey Marple, last week. She has consulted with me regarding your inquiry into our Executive Recruitment services. We look forward to responding to your request for services as you prepare to hire Coburg's next City Administrator.

Over the last couple of years, LGPS (Local Government Personnel Services) has developed a recruitment package that covers most of the activities we discussed in our phone conversation. Support for this package is completed with existing LGPS/LCOG (Lane Council of Governments) staff and myself, the Executive Recruitment Consultant. We offer this base package for a not to exceed amount of \$8,500. Past recruitments for Veneta, Lowell, and Silverton have run less than our quoted not to exceed amount.

Not to exceed costs include:

- An executive recruiter that will be responsible for all work associated with the activities outlined below
- Travel expenses associated with this recruitment (if required)
- Advertising
- Background check for the finalist(s)
- Administrative support for collection of resumes, posting ads, and other work required to complete the recruitment

Activities anticipated for Coburg's City Administrator Recruitment are below, *however*,

- With your job description and expectations available immediately, this could be used to begin development of a flier and other documents prior to the notice to proceed.
- Although, on site meetings are possible as staff requires, Zoom meetings have worked well in past recruitments to accomplish our goals.

Recruitment Activities Outline

- | | |
|--|------------------------------|
| 1. Authorization to Proceed | Feb 14, 2023 |
| 2. Meet With City: Job Research
(Location and Sophistication of Municipality) | Feb 14, 2023 |
| 3. Finalize Timeline, Prepare Document Drafts (Fliers, Posting) | Feb 21, 2023 |
| 4. Meet with City: Finalize Documents
(Fliers, Position Description, etc.) | Mar 01, 2023, <i>week of</i> |
| 5. Go Live: Job Posting, External Advertising | Mar 01, 2023 |
| 6. First Applicant Screening (<i>Job open until filled</i>) | Apr 03, 2023, <i>week of</i> |
| 7. First Interview Screening by Recruiter
(Review, summarize, phone interview all qualified candidates) | Apr 10, 2023, <i>week of</i> |
| 8. Present Candidates to Hiring Official: On Site or Virtual | April Council Meeting |
| 9. Notify Advancing Candidates: Arrange and Schedule Interviews | TBD |
| 10. Interview Finalists: On Site | TBD |
| 11. Help Prepare Final Offer | |
| 12. Conduct Background Check | |
| 13. Provide Final Offer, if desired | |
| 14. Notify Non-Advancing Candidates | |
| 15. Discuss Contract as Requested, turn over to Manager /legal /HR /... | |

If there are any other questions you might have, please don't hesitate to give me a call. I am available any time.

Thank you for the opportunity to help you with this important recruitment,

Ross Schultz
for Local Government Personnel Services
city-x.ross@gmail.com
 503-516-6509

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Stipend/Reimbursement Comparison

City	Population	Stipend or Reimbursement	Stipend Amount Mayor	Stipend Amount Council President	Stipend Amount Council	Stipend issued	Notes
Banks	2,026	Reimbursement	\$300.00	\$150.00	\$150.00	Bi-Annually	
Brookings	6,475	None	N/A	N/A	N/A	N/A	Use of City vehicle for official travel. Travel reimbursement for conferences.
Cascade Locks	1,169	None	N/A	N/A	N/A	N/A	
Central Point	19,702	Stipend	\$250.00	\$150.00	\$150.00	Monthly	Paid monthly, with limited taxes taken out. Also reimbursed for expenses incurred while on official City business, including lodging. City issues tablet of choice and city email address.
Coos Bay	16,326	None	N/A	N/A	N/A	N/A	Mileage compensation and per diem for conference/training events.
Cottage Grove	10,792	None	N/A	N/A	N/A	N/A	
Creswell	5,585	Stipend	\$150.00	\$100.00	\$75.00	Monthly	Plus \$75 home office/technology stipend per month.
Forest Grove	26,225	Stipend	\$300.00		\$200.00	monthly	\$800 for electronic device, plus \$20 per month; medical, vision and dental benefits (paid at 95%) and cost-of-living increase on July 1. Reimbursed for travel/training when expenses incurred.
Glendale	875	Stipend	\$80.00	N/A	N/A	Monthly	Reimbursed for travel/training when expenses incurred.
Glendale		Stipend	\$100.00	N/A	N/A	Monthly	Conferences paid for, reimbursed for travel/training.
Gold Beach	2375	Stipend	\$100.00	n/a	\$95.00	Monthly	City issued laptop or ipad, conferences paid for, per diem and mileage for travel
Happy Valley	22,553	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Hillsboro	107,753	Stipend	\$2,000.00	\$700.00	\$500.00	Monthly	Budget for travel expenses/conducting city business.
Huntington	454	None	N/A	N/A	N/A	N/A	
Junction City	22,616	None	N/A	N/A	N/A	N/A	City issues laptop/tablet and city email address if requested.
Keizer	38,495	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
King City	5,184	Reimbursement	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
La Grande	13,380	Stipend	\$90.00	N/A	\$70.00	Monthly	City issues laptops.
Lake Oswego	39,500	Stipend	\$447.74	N/A	\$198.95	Monthly	Stipend increases annually on July 1 based on the CPI.
Lowell	111,311	None	N/A	N/A	N/A	N/A	City issues notebooks.
Lyons	1200	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Medford	82,098	Stipend	\$65.00	N/A	\$65.00	Monthly	Monthly cell phone stipend of \$65.00 only.
Milwaukie	21,009	Stipend	\$369.00	N/A	\$307.00	Monthly	Stipend is based on the CPI
Milwaukie		Stipend	\$310.00	N/A	\$260.00	Monthly	Stipend is based on the CPI. Council receives Visa card for budgeted education/training (\$3,000 annually for council and \$5,000 annually for mayor). City issues laptop/tablet.
Molalla	10,250	Stipend	\$125.00	N/A	\$100.00	Monthly	
Monmouth	11,142	Reimbursement	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
North Plains	2,706	None	N/A	N/A	N/A	N/A	Provides iPad if requested and pays for conferences or classes.
Ontario	11,500	Stipend	\$200.00	\$125.00	\$125.00	Monthly	Mayor/Council also reimbursed for traveling/conducting city business
Pendleton	16,685	Stipend	\$175.00	N/A	\$175.00	Monthly	
Pendleton		Stipend	\$250.00	N/A	\$150.00	Monthly	
Philomath	5,350	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Redmond	36,000	Stipend	\$300.00	\$200.00	\$200.00	Monthly	

Stipend/Reimbursement Comparison

City	Population	Stipend or Reimbursement	Stipend Amount Mayor	Stipend Amount Council President	Stipend Amount Council	Stipend issued	Notes
Roseburg	23,701	None	N/A	N/A	N/A	N/A	
Sherwood	19,500	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Sumpter	211	None	N/A	N/A	N/A	N/A	
The Dalles	16,402	Stipend	\$200.00	N/A	\$100.00	Monthly	Reimbursed for travel/training when expenses incurred.
Tigard	54,149	Stipend	\$51,650.00	N/A	\$6,778.00	Annually	Vehicle allowance, cell phone stipend, city-provided iPad/tablet, medical/dental coverage, and \$10,000 travel/training allowance.
Toledo	3,580	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Troutdale	16,433	Reimbursement	\$500.00	N/A	\$50.00	Monthly	City pays for all LOC conference expenses and any other expenses IF approved by Council. Plus MS Surface Pro for packets/city business
Willamina	2,270	Stipend	\$100.00	\$50.00	\$50.00	Monthly	

City of Coburg

Council Goals for FY 2022-2023

Considering substantial input from staff and community, it is the intent of the Coburg City Council members to adopt the following major goals to sustain and improve the well-being of the community, support the functions of the city government, and build for the future.

- ❖ **Livability, Health, and Vitality**
- ❖ **Utilities and Infrastructure Capacity**
- ❖ **Dynamic Operational Capacity**
- ❖ **Responsible Fiscal Stewardship**
- ❖ **Strategic Planning**
- ❖ **Economic Development**
- ❖ **Citizen Committees and Commissions**

CITY OF COBURG

CITY COUNCIL GOALS & PRIORITIES WORK PLAN

Fiscal Year 2022-2023

Green Boxes are “In Progress”, Orange are “Completed”, White are “Not Started”
Please see notes in all boxes for progress notes.

Livability, Health & Vitality	Utilities, Equipment and Infrastructure	Operational Capacity	Fiscal Stewardship	Strategic Planning	Economic Development	Citizen Committees & Commissions
Continue to Improve Communication to Citizens Ongoing Citizens Mini Newsletters, social media and Newsletter articles. Brochure on Transportation being developed. Updates on Capital Projects continuing	Update to City Hall Façade FY 2023-24 Design Completed Budget Capacity Needed	Implement leadership training and team building at every level of City Ongoing Happening by department. Building overall City Culture of Leadership at every level	Maintain Fiscal Responsibility and contingency reserves in every fund Ongoing	Update Council Rules of Order FY 2023-204 Not Started	Rebranding of City and Community utilizing new Logo FY 2023-24 Not Started	Enhance Communications from Committees to Council Ongoing Committees are reporting to Council on regular basis. Have set priority goals which will be shared with Council at retreat.
Continue Staff Training in FEMA Ongoing	Carpet Replacement in City Hall FY 2023-24 Budget Challenges	Project Staff Capacity needed for Future Development of the City in Every Department - Ongoing	Purchase and Implement new Financial Software TBD Budget and Staff Challenges. Not a priority to staff as staffing capacity does not allow for time to implement such a huge project at this time. Our software is working. It is not the best on the market, but it is serving the needs of the City.	Planning for Emergency Drills with City Staff and Partners – Ongoing Cyber Security Sched City Wide Event in Planning for late spring. All emergency partners are working together to plan. Focus will be on household readiness.	Continue to provide leadership and partnership in Oregon Main Streets Ongoing Board Formed 501 c3 Formed Future of Relationship Needs to be discussed	Review and Update Committee Bylaws for consistency for all committees FY 2023 Not S tarted
Continue Effort to Grow Citizen Response Team	Lobby Redesign to create more attractive and	Expand Pool for Court Appointed Attorneys	Maintain multi-level Fiscal oversight Ongoing	Planning and Implementation for	Development of a Broadband Plan FY 2023	Facilitate Work Parties and planning for

<p>FY 2023 Planned recruitment for special City Emergency Preparedness event.</p>	<p>welcome environment Work was put into the Council Chambers for dedication. Will need to budget for FY 2024.</p>	<p>in the Municipal Court FY 2023 New Attorney obtained</p>	<p>Separation of Duties is being achieve even with short staffing</p>	<p>Mutual Support with other Agencies FY2 022 Quarterly Meeting being held for Coburg Emergency Response Teams. Coburg attending Lane County meetings</p>	<p>DFN is mapping the City. City can then plan for how we address dark areas</p>	<p>projects for Park & Tree Committee Ongoing Park Tree Goal</p>
<p>Address Transportation Issues such as speed, signage and transportation on roads owned by other jurisdictions Ongoing Mayor will continue quarterly Transportation Discussions</p>	<p>Continue to update fleet in Public Works and Police as needed in order to ensure operational capacity, safety and financial feasibility – Ongoing New Police Car received in January</p>	<p>Continued Staff Education in Every Department per specific need of department - Ongoing</p>	<p>Conduct RFP for Banking Services FY 2023 Simply not a priority at this time given staff capacity. Banking services are acceptable and working for staff at this time.</p>	<p>Planning and application to MPC for funding to conduct feasibility study for an east-west connector road FY 2023 Funded Successfully for 2025-2027</p>	<p>Continued Investments and Partnership with Oregon Rain Ongoing – Funded Do We continue relationship with RAIN?- OR shift funds to Main Street?</p>	<p>Education for Planning Commission on Land Use and other issues related to planning in Coburg and the State of Oregon Ongoing Planning Commission Goal</p>
<p>Form a Citizen and Staff Committee to discuss and make recommendations for Diversity, Equity and Inclusion Policies for the City. FY2023 Not Started – Spring/2023</p>	<p>Improve Utility Billing Policies FY 2023</p>	<p>Continue Scanning Court Documents on an ongoing basis Ongoing</p>	<p>Consider Purchase of Capital Project Tracking Software Capital Project Policy & List Adopted. CIS offers free software for tracking. Staff Capacity for entering is needed. Public Works is also utilizing tracking software.</p>	<p>Plan and Implement General Orders and Standard Court Operations FY 2023</p>	<p>Continue to Update Website to provide information to Citizens on city Services - Ongoing</p>	<p>Support to all Committee and Commission Goals by Staff Representatives Ongoing</p>
<p>Community Planning and Participation in the implementation of Pavilion Park Plaza FY 2023-2025 Open house February 1. Social Media Post to go out to welcome comment. Final design process to begin in March, 2023</p>	<p>Update Utility Billing Website Pages FY 2023</p>	<p>Update to Standard Procedures and Processes in Planning Department Ongoing</p>	<p>Timely and Accurate Process for seeking Reimbursement for Funding Capital Projects Ongoing & Successful.</p>	<p>Update Transportation Plan TBD Discussions on Transportation need to take place to form direction for updates to the Transportation Plan.</p>	<p>Expansion of City Hall Parking availability to the North F Y2023-23 Continued discussion with property owner</p>	<p>Research for the Development of a Park & Recreation District Park Tree Goal</p>
<p>Community Planning for Julia Morneau Heritage Park FY 2023-24</p>	<p>Implement on-line Payment Option FY 2023</p>	<p>DUPLICATED BOX</p>	<p>Review and Update to All City Contracts as they come due</p>	<p>Complete Storm Water Master Plan ON HOLD – Fy 23 or 24</p>		<p>Create Process for purchase and planning of future park land FY2023</p>

<p>Heritage Committee Goal</p>			<p>Ongoing</p>	<p>We are keeping the engineers busy with water and street projects at this time.</p>		<p>PARK TREE GOAL At this time we have 3 parks in planning phase, and one coming behind that. (Heritage Park) Sustainability and capacity to manage parks discussion needs to take place as part of plan for purchasing parks.</p>
<p>Community Planning for Park to be located in Coburg Creek Begin FY 2023 after the completion of the Plaza Design</p>	<p>Analysis on PVE Water System for Future FY 2023 Have not started this work- staff capacity – low on priority list of all projects. But should happen as capacity allows.</p>	<p>Install Laptop Computer for CAD system for officers FY 2023 – IPADs Disbursed Completed</p>		<p>Alley Analysis and determination of future of alleys in Coburg – FY 2023 Locations & Photographs completed. Survey Conducted and put out 2nd Time. Public Works Reviewing Locations for utilities. Determine what alleys are essential Next Step – Policy Discussion</p>		<p>Establish a community Volunteer Base for the Parks – Ongoing</p>
<p>Plan and Establish a Community Museum and safe storage for community artifacts and antiquities FY 2022-23-Heritage Committee Goal</p>	<p>Reduce Inflow and Infiltration into the Collection System FY 2023</p>	<p>Install Computer Software for performing electronic truck inspections FY 2023 Completed</p>		<p>Add Emergency and replacement inventory of equipment and supplies –Ongoing As supplies become available through state surplus, etc.</p>		<p>Update Committees on Council Adopted Goals and Priorities FY 2023</p>
<p>Education to Community on Land Use and the Public Process – Ongoing</p>	<p>Continue Planning and facilitation of Street Capital projects Ongoing</p>	<p>Continue PW and PD Certification of staff on critical training elements Ongoing</p>		<p>Review and address possible changes in the sign ordinance – FY 2023 – Not started Staff capacity. Will get to it in 2023</p>		<p>Involve Elementary School in Youth Heritage Program Ongoing- Heritage Committee Goal</p>
	<p>Institute and begin Preventative Maintenance Program for Streets FY 2023</p>	<p>Install Priority inventory system for Water Department to reduce down time FY 2023</p>				<p>Training for Heritage Committee and involvement in the CLG Network Ongoing Heritage Committee Goal</p>

	Design, Seek Funding and construct Public Works Operations Building – FY 2023-24 Design Completion Construction planning in process					Place new Booth Kelly Historical Signs FY 2023 - completed
	Replace Septic Tanks at Premier RV FY 2023 In Design					
	Planning and design for collector Street Improvements FY 2023 Funding Security. Engineering to begin 7/23-construction summer 2024					
	Continue Inspections and planning for tank maintenance and aging ongoing					
	Continue to Complete Water Master Plan Projects Ongoing					
	Purchase Street Sweeper and Street Maintenance Equipment FY 2024					

CITY OF COBURG

DRAFT CITY COUNCIL GOALS & PRIORITIES WORK PLAN

Fiscal Year 2023-2024

Livability, Health & Vitality	Utilities, Equipment and Infrastructure	Operational Capacity	Fiscal Stewardship	Strategic Planning	Economic Development	Citizen Committees & Commissions
Continue to Improve Communication to Citizens Ongoing	Update to City Hall Façade FY 2023-24 Need Funding	Implement leadership training and team building at every level of City Ongoing	Maintain Fiscal Responsibility and contingency reserves in every fund Ongoing	Update Council Rules of Order FY 2023-24	Rebranding of City and Community utilizing new Logo FY 2023-24	Enhance Communications from Committees to Council Ongoing
Continue Staff Training in FEMA Ongoing	Carpet Replacement in City Hall FY 2023-24	Project Staff Capacity needed for Future Development of the City in Every Department - Ongoing	Purchase and Implement new Financial Software Not recommended at this time. Company has improved system and customer support. Huge cost when the existing system is working at acceptable level.	Planning for Emergency Drills with City Staff and Partners – 2022-23 Planning for City wide emergency faire to be held in park in earlier summer of 2023. All agencies to be involved.	Continue to invest and provide leadership and partnership in Oregon Main Streets Ongoing – Budget for 2024 Needs Council Discussion	Review and Update Committee Bylaws for consistency for all committees FY 2023
Continue Effort to Grow Citizen Response Team Ongoing – Covid Created challenge to this. Recruitment planned for Community Emergency Faire.	Lobby Redesign to create more attractive and welcome environment FY 2023-24	Continue Scanning Court Documents on an ongoing basis Ongoing	Maintain multi-level Fiscal oversight Ongoing – Depends on CA hire. If a CA has the ability to review financials then no-outside oversight is needed. If CA does not have financial experience then an outside CPA needs to be retained.	Planning and Implementation for Mutual Support with other Agencies Ongoing	Completion on Broadband availability Mapping of City FY 2023-24	Facilitate Work Parties and planning for projects for Park & Tree Committee Ongoing
Form Transportation Committee and continue to address transportation challenges in Coburg and planning for update to TSP FY 2023-24	Continue to update fleet in Public Works and Police as needed in order to ensure operational capacity, safety and financial feasibility - Ongoing	Update to Standard Procedures and Processes in Planning Department Ongoing	Conduct RFP for Banking Services Staff does not recommend. Key Bank is offering very acceptable services and the aspects of switching over banks is unnecessary at this time. Recommend removal Goals	Continue to Implement General Orders and Standard Court Operations as changes are needed Ongoing	Continued Investments and Partnership with Oregon Rain Staff does not recommend. Funds available should be going to support Mainstreets – More discussion on this is needed.	Education for Planning Commission on Land Use and other issues related to planning in Coburg and the State of Oregon Ongoing

Form a Citizen and Staff Committee to discuss and make recommendations for Diversity, Equity and Inclusion Policies for the City. FY2023	Purchase of Public Works service Truck FY 2023-24	Continue PW and PD Certification of staff on critical training elements Ongoing	Consider Purchase of Capital Project Tracking Software – Recommend Removal City adopted a Capital Project Policy and List in FY 2022. Public Works has tracking software and CIS offers free agility software.	Update Transportation Plan based upon recommendations of Transportation Committee – Grant Funding will be needed to complete TBD	Continue to Update Website to provide information to Citizens on city Services - Ongoing	Support to all Committee and Commission Goals by Staff Representatives Ongoing
Design and construction of Pavilion Park Plaza Summer/Fall of CY 2023	Analysis on PVE Water System for Future FY 2024 Needs to be completed but is not a priority ahead of other City work that is priority	Establish inventory system and storage for Water Department Parts in New Operations Center FY 2024	Timely applications for Capital Works Funding and reimbursement requests for capital project expenses. Ongoing – Reworded from FY 2023	Complete Storm Water Master Plan Pushed to FY 2023-24 due to capacity. Not an emergency but does need to be completed when we can schedule it.	Work with owners of property to the north of City Hall to attempt to establish additional parking for City Hall and downtown- FY 2023-24	Research for the Development of a Park & Recreation District Ongoing – Park Committee
Heritage Committee initial planning for Heritage Park Spring FY23/FY 24	Reduce Inflow and Infiltration into the Collection System Ongoing	Public Works Staff Training on Playground Safety inspections and Landscaping and Law Maintenance. FY 2023-24	Review and Update to All City Contracts as they come due Ongoing – Not sure this needs to be on list. This is an ongoing City operations requirement	Add Emergency and replacement inventory of equipment and supplies – Ongoing		Create Process for purchase and planning of future park land FY2024 – Park Committee
Planning for Park to be located in Coburg Creek FY 2024	Design and Construction of Macy Street and updates to N Harrison, Van Duyn and North Willamette. Summer/Fall 2023	Hire additional Public Works Operator for FY 2023-24	Successful Hire and Training of Finance Professional. FY 2023-24 – Recruitment and Interviews in February/March 2023	Review and address possible changes in the sign ordinance – FY 2023		Establish a community Volunteer Base for the Parks – Ongoing
Plan and Establish a Community Museum and safe storage for community artifacts and antiquities FY 2024	Continue preventative maintenance to streets – Sarah, Rustic, Shane, Miller Summer, 2023	Design monitoring plan for commercial site compliance as well as inflow and infiltration into collection system. FY 2023-24		Design of Social Media policy FY 2023-24		Update Committees on Council Adopted Goals and Priorities- Each Fiscal Year - Ongoing
Education to Community on Land Use and the Public Process - Ongoing	Construction Public Works Operations Buildings Summer/Fall 2023	Public Works Training on inspection of street projects FY 2023-24		Updates to Utility Ordinance FY2023-24		Involve Elementary School in Youth Heritage Program

						Ongoing – Heritage Committee
Design and Construction of Veteran Memorial Park in Norma Pheifer FY2023-24	Replace Septic Tanks at Premier RV Summer/Fall, 2023	Increase budget for Community Assistance Program to make funding available for towing of abandoned vehicles FY 2024		Research and Recommendation to Council for Codification of City zoning code, ordinances and resolutions. FY 2023-24		Training for Heritage Committee and involvement in the CLG Network Ongoing – Heritage Committee
Review Camping ordinance with recommended legal language regarding homelessness and camping. 2023-24	Planning and design for collector Street Improvements Begin July 2023 Construction in FY 23-24					Training on Master Planned Development criteria, and Application Types – Planning Commission – FY 2023-24
	Inspections and planning for tank maintenance and aging ongoing					Seek Funding for Identifying Historic markers Heritage Committee FY 2023-24
	Design and complete water projects for 2023-24 including well design, well building, update to SCADA System, Mainline replacement and transmission lines FY2023-24					Research historic district guidelines in other jurisdictions and make recommendations for zoning code updates Heritage Committee FY 2023-24
	Purchase Street Sweeper and Street Maintenance Equipment FY 2024					To Design and Conduction Community Survey on support and value to historic preservation in Coburg Heritage committee FY 2023-24
	Purchase Ballistic Shields for Patrol in the event of an active shooter incident FY2023-24					
	Discussion and design options for increasing safety of intersection at North Willamette and West Van Duyn					

	FY 2023-24					
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Item 32.