



## Intergovernmental Agreement with City of Harrisburg Traffic and Code Enforcement Services

Meeting Date	Staff Contact	Email
July 8, 2025	Adam Hanks, City Administrator Larry Larson, Police Chief	<a href="mailto:Adam.Hanks@coburgoregon.gov">Adam.Hanks@coburgoregon.gov</a> <a href="mailto:Larry.Larson@coburgoregon.gov">Larry.Larson@coburgoregon.gov</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

The City of Coburg has had an Intergovernmental Agreement (IGA) with the City of Harrisburg since late 2019 to provide traffic and code enforcement services of the Coburg Police Department in Harrisburg. The prior IGA expired June 30, 2025. A new three-year contract utilizing the same structure as the prior contract is presented to Council for review and approval.

#### **Suggested Motion**

*I move to approve the Intergovernmental Agreement for Traffic and Code Enforcement Services to the City of Harrisburg as presented and authorize the City Administrator to execute the contract upon approval.*

### BACKGROUND

The original IGA was developed and approved as a pilot program between the City of Coburg and City of Harrisburg in late 2019 and has proved to be a successful and fruitful partnership between the two jurisdictions.

The IGA details the types of services and the minimum hours for each of the three services outlined as well as special event hours for Harrisburg community events. The services and hours for FY26 are as follows:

Traffic Enforcement – 25 hours per month  
Code Enforcement – 20 hours per month  
Bailiff Services – 5 hours per month  
Special Events – 48 hours per year

Additional hours are requested and approved between the Harrisburg City Administrator and the Coburg Police Chief based on available staffing.

The hourly billable rate of \$98.92 is a blended rate comprised of an anticipated ratio of hours

## CITY COUNCIL STAFF REPORT

provided by various staff classifications within the Police Department including Police Chief, Sergeant, Officer, Reserve Officer and includes a 5% administration fee for contract administration, billing and records retention by City Admin staff.

Chief Larson is the City's primary point of contact for service coordination for the IGA and provides regular reports to the Harrisburg Council on the IGA services provided.

### **RECOMMENDATION**

Staff recommends approval of the Harrisburg Police Services IGA for Traffic and Code Enforcement as presented.

### **BUDGET / FINANCIAL IMPACT**

The services provided by the City of Coburg to the City of Harrisburg provide general fund revenues of \$61,330 in year one of the agreement and increase slightly each of the two following years. For context, this level of revenue is approximately equivalent to a \$6.00 per month public safety fee on utility bills.

### **PUBLIC INVOLVEMENT**

Prior IGA agreements have been presented to Council for deliberation and approval. The City of Harrisburg likewise presents and obtains approval of the IGA via the Harrisburg Council in public meetings.

### **NEXT STEPS**

If approved, staff will execute the agreement and continue providing high quality traffic and code enforcement services to the City of Harrisburg.

### **ATTACHMENTS**

1. City of Harrisburg IGA Agreement - Draft