



Amendment to Agreement for Services Between City of Coburg and Coburg Main Street

Meeting Date	Staff Contact	Email
June 10, 2025	Adam Hanks, City Administrator	Adam.Hanks@ci.coburg.or.us

SUMMARY AND REQUESTED COUNCIL ACTION

The City and Coburg Main Street have an existing Agreement for Services contract with a term expiration of June 30, 2025. The attached agreement amendment extends the contract for an additional year with no other changes to the terms of the agreement.

Suggested Motion

I move to approve amendment #1 between the City of Coburg and Coburg Main Street extending the contract term to June 30, 2026 with all other contract terms unchanged.

BACKGROUND

The initial Agreement for Services between the City and Coburg Main Street was approved by Council on June 11, 2024 with an objective of providing financial support for key services that Main Street is uniquely qualified to carry out on behalf of the City. This agreement is structured similarly to agreements between municipalities and Chambers of Commerce or Visitor and Convention Bureau's throughout Oregon.

Coburg Main Street has formally developed into an organization that has the mission, desire and capacity to carry out key tourism, community event/engagement and general economic development activities that provide greater value to the community than if they were attempted to be done in-house by City staff.

The agreement ensures that Council has the ability to shape the services provided, the reporting on the performance of the services and the funds allocated. The City Administrator manages the day-to-day interactions and coordination with Main Street as it would for any professional services contract. The combination ensures that public funds are efficiently and effectively utilized to further their express intentions which is to support and expand tourism and its related services within Coburg and partner with the City to spur general economic growth. The agreement requires an annual report/presentation to Council to recap the activities undertaken by Main Street in fulfillment of the services outlined in the agreement.

RECOMMENDATION

Staff recommends approval of amendment #1 providing an extension of the duration of the agreement for the upcoming fiscal year (July 1, 2025 – June 30, 2026).

BUDGET / FINANCIAL IMPACT

Funding for the agreement comes from lodging tax revenues budgeted for this use in the General Fund, most of which are restricted to specific tourism activities detailed in Oregon Revised Statutes. The \$30,000 allocation for FY26 is unchanged from the current fiscal year and the services rendered by Main Street are likewise unchanged.

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

If approved, staff execute the amendment and continue with the partnership and collaboration with Coburg Main Street.

ATTACHMENTS

1. Draft Amendment #1 to Agreement for Services