



AGENDA

CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, May 10, 2022 at 7:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER This meeting will be in-person and through Zoom. To participate by Zoom you will need to pre-register by 3PM the day of the meeting. Questions contact City Recorder, Sammy Egbert, sammy.egbert@ci.coburg.or.us or 541-682-7852.

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

AGENDA REVIEW

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

RESPONSE(S) BY CITY COUNCIL

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

- [1.](#) Minutes March 8, 2022
- [2.](#) Minutes April 12, 2022

SPECIAL GUEST

- [3.](#) Budget Committee Applicant **Elise Landry**

ORDINANCES AND RESOLUTIONS

- [4.](#) **Public Hearing | First Reading | Consider Waiving Second Reading**
ORDINANCE **A-200-K** AN ORDINANCE CORRECTING SCRIVENER'S ERRORS IN ORDINANCE A-200-J
- [5.](#) RESOLUTION **2022-11** A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2021-2022

COUNCIL ACTION ITEMS

ADMINISTRATIVE INFORMATION REPORTS

- [6.](#) Police Department Quarterly Report
- [7.](#) Finance Quarterly Presentation
- [8.](#) Utility Rate Analysis
- [9.](#) Administration Monthly Update

COUNCIL COMMENTS

UPCOMING AGENDA ITEMS

Budget Hearings
Urban Renewal Agency Meeting
Annual Contracts

FUTURE MEETINGS

May 11 Heritage Committee
May 17 Park Tree Committee
May 18 Planning Commission
May 24 Budget Committee
May 30 Memorial Day **City Hall Closed**
May 31 URA & City Budget Committee
June 8 Heritage Committee
June 14 City Council & URA

ADJOURNMENT

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

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



MINUTES

Coburg City Council Meeting Hybrid Meeting In-Person & via Zoom

March 8, 2022 7:00 P.M.

City Hall 91136 N Willamette Street

COUNCILORS PRESENT: Mayor Ray Smith, Markus Alexander, Nancy Bell, Kyle Blain, John Fox, John Lehmann, Patty McConnell.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Megan Winner, Planning Associate; Anne Davies, City Attorney; Tim Gaines, Finance Director; Brian Harmon, Public Works Director and Chief Larry Larson, Police.

GUESTS: Cedric Ross Hayden, Oregon House of Representatives (District 7).

RECORDED BY: Marlene Hockema, LCOG.

CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Councilor Blain led the pledge of allegiance.

ROLL CALL

Ms. Egbert took roll and a quorum was present.

MAYOR COMMENTS

1. Arbor Day Proclamation

Mayor Smith read the Arbor Day Proclamation declaring April 29, 2022 Coburg Arbor Day.

2. Child Abuse Prevention Proclamation

Mayor Smith read the Child Abuse Prevention Proclamation proclaiming April 2022 Coburg Child Abuse Prevention Month.

AGENDA REVIEW

City Recorder Sammy Egbert identified changes to the agenda and packets.

- Added a handout of Coburg Pavilion Park Conceptual Site Plan by Cameron McCarthy to be included with agenda item # 6, Resolution 2022-07 discussion.
- Added a handout of City Hall Façade Enhancement by MD Architect + Design, co. to be included with agenda item #10 Administration Report.

CITIZEN TESTIMONY

None.

RESPONSE(S) BY CITY COUNCIL

None.

CONSENT AGENDA

None.

SPECIAL GUEST

3. Park Tree Committee Annual Presentation by Chair, Mary Mosier

Ms. Mosier was not in attendance of the meeting but had submitted a written report which was included in the Council's meeting packets.

ORDINANCES AND RESOLUTIONS

4. First Reading

ORDINANCE **A-200-J** AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF COBURG IDENTIFIED AS TAX LOT 00202 OF ASSESSORS MAP 16-03-34-00 AND CONSISTING OF 107.43 ACRES, TO CHANGE THE COBURG ZONING MAP TO REZONE SAID TERRITORY FROM LANE COUNTY ZONING DISTRICT EXCLUSIVE FARM USE (E-40) TO COBURG ZONING DISTRICT LIGHT INDUSTRIAL.

Attorney Gary Darnielle provided a staff report on purposed Ordinance **A-200-J**.

He noted that at the February City Council meeting and public hearing on Ordinance A-200-J a substantial amount of information was placed into the record by the applicant. The opponents and others did have the opportunity to comment on the new information but there was a large amount of information to process. The City received a letter from an attorney asking that the record be reopened to allow people in opposition to respond to the new information presented in February.

To err on the side of extreme caution staff's recommendation is to reopen the record for 10 days to submit additional written testimony. No new evidence will be allowed at this time. All parties will have one week from March 18, 2022 to address or rebut the information received. The applicant will have one week from April 1, 2022 to provide the final written rebuttal. The record will close to all parties on April 1, 2022. The Council will make a decision at the April 12, 2022 meeting. Mr. Darnielle noted that all items received

while the record is open will be available at City Hall and be placed on the City website.

MOTION: Councilor Blain moved, seconded by Councilor Fox to reopen the record for 10 days, until 4:00 p.m. on **March 18, 2022**, to submit additional written testimony in response to new evidence introduced into the record at the February 22, 2022 hearing. All parties will have one week, until **March 25, 2022**, to address and rebut any new information placed into the record in the 10 days following the March 8 Council meeting. This written testimony is limited to that which is responsive to the new evidence introduced during the 10–day period. Applicant will have one week, until **April 1, 2022**, to provide written rebuttal. No new evidence will be introduced during this period. Record will close to all parties including the applicant **April 1, 2022**, at 4PM. The motion was adopted unanimously 6:0.

5. RESOLUTION 2022-06 A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE (SHPO) FOR THE OREGON MAIN STREET REVITALIZATION GRANT PROGRAM.

The staff presented a recommendation to approve Resolution **2022-06**, a resolution authorizing the application to the State Historic Preservation Office (SHPO) for Oregon Main Street Revitalization Grant for an amount up to \$200,000.

Tracey Pugh stated the State Historic Preservation Office (SHPO) offered matching grants that would support downtown revitalization efforts in communities participating in the Oregon Main Street Network. The purpose of the program would be to acquire, rehabilitate, and construct buildings on properties in designated downtown areas statewide and facilitate community revitalization that would lead to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.

Councilor Alexander asked if it was taken into account that the City doesn't technically own Main Street. Tracey responded that the \$200,000 will be going to the Oddfellows Hall renovation.

Councilor Alexander asked if the City would be spending \$200,000 to fix up a building and not own it. Mayor Smith stated that the City would not be spending \$200,000 on the Oddfellows Hall. He said that this was a grant that would be managed through the City right now.

Councilor Alexander asked if the Odd Fellows decided the sell the building will City recover anything? He noted that he did not consider the building an asset.

MOTION: Councilor Bell moved, seconded by Councilor Blain, to adopt **RESOLUTION 2022-06, A RESOLUTION AUTHORIZING THE APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE (SHPO) FOR THE OREGON MAIN STREET REVITALIZATION GRANT FOR AN AMOUNT UP TO \$200,000.** The motion was adopted unanimously 6:0

- 6. RESOLUTION 2022-07** A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF A PLAZA AT PAVILION PARK AND DELEGATING AUTHORITY FOR THE CITY ADMINISTRATOR TO SIGN THE APPLICATION.

Brian Harmon presented the staff report. He referred to the Coburg Pavilion Park Conceptual Site Plan by Cameron McCarthy. He is asking for approval to submit the grant application to Oregon Parks and Recreation Department for an amount up to \$750,000.

Mayor Smith asked if the renderings submitted would be flexible to which Mr. Harmon responded that the final design wouldn't be done until grant has been awarded. He said that the Parks and Tree committee have put a lot of work on this concept.

MOTION: Councilor Blain moved, seconded by Councilor Fox to adopt RESOLUTION **2022-07** A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF A PLAZA AT PAVILION PARK AND DELEGATING AUTHORITY FOR THE CITY ADMINISTRATOR TO SIGN THE APPLICATION. The motion was adopted unanimously 6:0.

- 7. RESOLUTION 2022-08** A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION TO THE OREGON STATE HOMELAND SECURITY GRANT PROGRAM THROUGH THE OREGON MILITARY DEPARTMENT OFFICE OF EMERGENCY MANAGEMENT.

Jim Bell presented the staff report for Resolution **2022-08** authorizing the application to the Oregon Military Department Office of Emergency Management State Homeland Security Grant in an amount not to exceed \$150,000.

Jim Bell presented the background for the resolution stating emergency preparation of the City of Coburg and its residents should be a priority. He asked that the City has participated in local and regional planning for emergencies such as natural disasters, chemical spills, and or domestic terrorism. Through these discussions a list of priority needs had been identified as:

- Communications equipment
- Emergency fuel storage
- Emergency preparedness training
- Public information outreach

MOTION: Councilor Bell moved, seconded by Councilor Fox to adopt Resolution 2022-08 A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION TO THE OREGON STATE HOMELAND SECURITY GRANT PROGRAM THROUGH THE OREGON MILITARY DEPARTMENT OFFICE OF EMERGENCY MANAGEMENT IN AMOUNT NOT TO EXCEED \$150,000. The motion was adopted unanimously 6:0.

COUNCIL ACTION ITEMS

8. Budget Officer Appointment 2022-23

Ms. Heath nominated Tim Gaines, Finance Director, as Budget Officer for the FY2022-23.

MOTION: Councilor Blain moved, seconded by Councilor Bell appointment of Tim Gaines as Budget Officer for FY 2022-23. The motion was adopted unanimously 6:0.

ADMINISTRATIVE INFORMATION REPORTS

9. Finance Monthly Report

Mr. Gaines presented a written report and clarified any questions.

10. Administration Monthly Update

Ms. Heath presented a written report and addressed preliminary costs noting that fuel will be significantly higher than projected. When questioned as to whether the façade on city hall would be natural wood Mayor Smith said he would like to see that; additionally, he stated his concern whether the awning would obstruct the south driveway.

UPCOMING AGENDA ITEMS

- City Charter Discussion
- 2022-2023 Goals and Work Plan

FUTURE MEETINGS

- March 15 Heritage Committee
- March 16 Park Tree Committee
- March 17 Code Review Ad-Hoc
- March 29 Council Work Session
- April 12 City Council

ADJOURNMENT

Hearing no further discussion, Mayor Smith adjourned the meeting at 8:07 p.m.

APPROVED by the Coburg City Council on this xx day of xx 2022.

Ray Smith, Mayor of Coburg

ATTEST: Sammy L. Egbert, City Recorder



MINUTES

Coburg City Council Meeting **Hybrid Meeting In-person and via Zoom** April 12, 2022 7:00 P.M. Coburg City Hall 91136 N Willamette Street

MEMBERS PRESENT: Mayor Ray Smith, Markus Alexander, Nancy Bell, Kyle Blain, John Fox, John Lehmann, and Patty McConnell.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Megan Winner, Planning Associate; Anne Davies, City Attorney; Tim Gaines, Finance Director; Brian Harmon, Public Works Director; Police Chief Larry Larson, and Fire Chief Chad Minter.

GUESTS: None.

RECORDED BY: Marlene Hockema, LCOG.

CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Smith led the pledge of allegiance.

ROLL CALL

Ms. Egbert took roll and a quorum was present.

MAYOR COMMENTS

Mayor Smith reported the city was currently very busy and working on many projects; he noted that staff is prioritizing projects at this time. If a new project is assigned one will have to be removed from the work plan.

AGENDA REVIEW

Ms. Egbert identified changes to the agenda and packets:

- Remove March 8, 2022 minutes from the Consent agenda item #4 they will come back to City Council.

- Added revised minutes for February 8, February 22 City Council and Work Session and March 29, 2022 see Agenda items # 1, 2, 3 and 5;. Copies of the revised minutes are in the red folder.

Added a handout of “The Capital Project List” to be included with Agenda Item #8 Mayor Smith determined there was no objection to the proposed changes and the agenda was amended.

CITIZEN TESTIMONY

None.

RESPONSE(S) BY CITY COUNCIL

None.

CONSENT AGENDA

Mayor Smith noted that the Consent Agenda includes acceptance of:

1. Minutes February 8, 2022 City Council
2. Minutes February 22, 2022 City Council and Planning Commission Joint Work Session
3. Minutes February 22, 2022 Special City Council Meeting
4. Minutes March 29, 2022 City Council Work Session

Councilor Lehmann requested that the February 8, 2022 minutes be changed as follows:

Page 3 Paragraph 1:...”Gallagher Insurance and provided a report showing comparison.
~~Councilor McConnell~~ Councilor Lehmann questioned”

MOTION: Councilor Fox moved, seconded by Councilor Blain , to approve the consent agenda as amended . Motion passed unanimously, 6:0.

SPECIAL GUEST

None.

ORDINANCES AND RESOLUTIONS

5. Second Reading

ORDINANCE A-200-J AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF COBURG IDENTIFIED AS TAX LOT 00202 OF ASSESSORS MAP 16-03-34-00 AND CONSISTING OF 107.43 ACRES, AND AMENDING ORDINANCE A-200-G TO CHANGE THE COBURG ZONING MAP TO REZONE SAID TERRITORY FROM LANE COUNTY ZONING DISTRICT EXCLUSIVE FARM USE (E-40) TO COBURG ZONING DISTRICT LIGHT INDUSTRIAL, AND ADOPTING A SEVERABILITY CLAUSE

Staff report was presented by City Attorney, Anne Davies. She reminded council that the decision before them was a quasi-judicial decision. She talked about what was required of Council in a quasi-judicial meeting including exparte contact. She ask councilors to declare any exparte contact they have had and summarize it for the record.

- Mayor Smith – No additional to disclose.
- Councilor McConnell –
- Councilor Lehmann – On the side of caution he noted the last Finance Audit committee meeting he ask the Finance Director the question “If we knew what the water consumption revenue and or proposed quantity use was going to be with the proposed development bottle company” Mr. Lehmann stated he was not sure if this was ex parte contact there was no answer and was not done in public.
- Councilor Blain – None
- Councilor Bell - NO
- Councilor Alexander – Nothing to disclose
- Councilor Fox – No ex parte contact

Ms. Davies referred to a document that was submitted to City on April 1st by the opponent. She let Council know that it was not submitted to them because the record was closed. It would not be appropriate for Council to see the document after the record closed. The applicant always has the final rebuttal because they have the burden of proof.

Noting that seven meetings and one work session had taken place regarding the Ordinance, Mayor Smith stated the Council was well-versed and called for a motion.

MOTION: Councilor Blain moved, seconded by Councilor Lehmann to adopt **ORDINANCE A-200-J. AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF COBURG IDENTIFIED AS TAX LOT 00202 OF ASSESSORS MAP 16-03-34-00 AND CONSISTING OF 107.43 ACRES, AND AMENDING ORDINANCE A-200-G TO CHANGE THE COBURG ZONING MAP TO REZONE SAID TERRITORY FROM LANE COUNTY ZONING DISTRICT EXCLUSIVE FARM USE (E-40) TO COBURG ZONING DISTRICT LIGHT INDUSTRIAL, AND ADOPTING A SEVERABILITY CLAUSE**

Roll Call Vote:

Fox –Aye
 Alexander – No
 Bell – Aye
 Blain – Aye
 Lehmann – Aye
 McConnell – Abstain

Motion Passed 4:1:1

6. RESOLUTION 2022-09 A RESOLUTION AUTHORIZING THE APPLICATION FOR STREET PROJECT FUNDING TO OREGON TRANSPORTATION INFRASTRUCTURE BANK

Staff report was presented by Ms. Heath. She noted that the resolution would allow the Council to apply for funding of \$2.5M which could be drawn down, as needed, and reimbursed; she added the amount should be sufficient for two years. Councilor McConnell questioned if additional staffing would be available to help with the increased workload of grant applications.

Ms. Heath responded that the city had a contract with Lane Council of Governments (LCOG) which would provide support if needed.

MOTION: Councilor McConnell, seconded by Councilor Alexander to adopt RESOLUTION **2022-09** A RESOLUTION AUTHORIZING THE APPLICATION FOR STREET PROJECT FUNDING TO OREGON TRANSPORTATION INFRASTRUCTURE BANK

Motion passed unanimously. 6:0

7. RESOLUTION 2022-10 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG ADOPTING A CAPITAL POLICY AND PROJECT LIST

Ms. Heath presented staff report that included a list of capital projects which would be used to utilize scheduling and budgeting and be reviewed and updated annually. She noted that the plan would provide direction and allow projects to move forward in a timely manner.

8. MOTION: Councilor Lehmann moved seconded by Councilor McConnell to adopt RESOLUTION **2022-10** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG ADOPTING A CAPITAL POLICY AND PROJECT LIST. Motion passed unanimously. 6:0

COUNCIL ACTION ITEMS

9. City Council Goals for Fiscal Year 2022-2023

Ms. Heath presented a City Council Goals and Priorities Work Plan for Fiscal Year 2022-2023 stating some projects had been combined and a Pioneer Valley Estate analysis was added.

MOTION: Councilor McConnell moved, seconded by Councilor Blain to adopt the City Council Goals for Fiscal Year 2022-2023 as presented. Motion passed unanimously 6:0.

ADMINISTRATIVE INFORMATION REPORTS

10. 1992 Coburg Charter Revision

Ms. Davies presented a summary of the second clean version of the revisions to the 1992 Coburg Charter. She pointed out that the current charter was not consistent with how governance runs and noted that comparisons had been made with other Oregon city charters. Ms. Davies indicated that two dates would be possible for a public vote; however, a vote in August would be the only item on the ballot and would cost the Council \$2500 to process, making a November general election a better option. She added that the deadline for submission for the November general election would be August 9, 2022. Councilor Lehmann questioned if the item on the ballot would be a referral only and should it not pass the current charter would remain in effect. In addition, Ms. Davies explained that the proposed version would remove the Treasurer as an officer (that position now falls under the management of the City Administrator) and would add the City Administrator and the City Attorney. Also, the current version prohibits elected officials from being paid a salary; this prohibition would preclude lower income folks from serving and accordingly, the proposed version removes that

prohibition. Other items that would be addressed are: mayor or councilor term limits, council recesses, council rules, counting of votes, supervision by Mayor, City Recorder job description, excused/unexcused councilor absences and effective date for implementation.

After discussion Ms. Davies stated she would include changes as determined by the Council and bring them back to the Council. Mayor Smith added that charter changes had been in process for three years and should be on the November ballot.

11. Finance Monthly Report

Tim Gaines presented the Council with graphs portraying revenue to expenses comparisons as requested by the Council and they thanked him for the clarification they provided. Councilor Lehmann asked about proposed water revenue and Ms. Heath replied she had no additional information as an application had not been submitted.

12. Administration Monthly Update

Anne Heath advised the Council that anyone wanting to attend an April 20, 2022, 7:00 p.m. planning commission meeting event needed to contact Ms. Egbert. Councilor McConnell queried the status of the submitted park grant proposal as she understood there were many applicants; Ms. Heath noted they had submitted a good proposal and would be waiting for the outcome.

COUNCIL COMMENTS

Councilor Blain commented that he was pleased with the results of the annexation vote and felt it was the best overall decision. Councilor Lehmann added that citizen advocacy had contributed to the end result.

Fire Chief Larry Larson reminded the Council that Saturday, April 16th, 10 a.m. to 2:00 p.m. would be the Easter Egg Hunt and Saturday, April 30th, 10:00 a.m. to 2:00 p.m. would be Drug Take Back Day.

FUTURE MEETINGS

- April 13 Heritage Committee
- April 19 Park Tree Committee
- April 20 Planning Commission
- April 26 Special City Council Meeting, 6 p.m.
- April 27 Finance Audit Committee
- May 10 City Council

ADJOURNMENT

Hearing no further discussion, Mayor Smith adjourned the meeting at 8:56 p.m.

APPROVED by the Coburg City Council on this 12th day of April 2022.

Ray Smith, Mayor of Coburg

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT



CITY OF COBURG

91136 N Willamette | P.O. Box 8316

Coburg, Oregon 97408

APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Please indicate the position you are applying for:

- Planning Commission
- Budget Committee
- Historic Preservation (Heritage Committee)
- Park|Tree Committee
- Finance|Audit Committee
- Other please indicate _____

Name: Elise Landry Phone: 541-510-7592

Email: fivelandrys@gmail.com

Physical Address: 91099 Austin St., Coburg Mailing Address: PO Box 8117, Coburg, 97408

Occupation: Research Administrator/Financial Analyst

How long have you lived in Coburg? 4 months How long have you lived in Oregon? 29 years

Are you a registered Voter? Yes No

List boards, councils, or commissions, if any, that you have served on:

List and briefly describe community or service oriented organizations of which you are or have been a member:

- Congregational Preschool Board, Eugene - Treasurer
- O'Hara Catholic School Advisory Council
- Marist High School Auction - Volunteer Chair

Describe any goals, ideas or objectives you have for the City of Coburg:

As a new resident, I look forward to learning more about Coburg and using my experience, training, and knowledge to assist the city with sound fiscal management in order to maintain and improve the livability of the city for all residents.

List any skills, training, or experience that you have that might be useful to this position:

- See attached resume for complete description
- Budgeting, financial analysis, monitoring and reporting, fund accounting, reconciliation
- MBA, Concentration in Finance; BS, Double Major: Finance & Marketing

Why would you like to be appointed to this position?

I would like to be appointed to either the Budget Committee or Finance/Audit Committee to put my skills to their best use in support of my home town and to connect with fellow Coburg residents.

Signature: Elise Landry Date: 2/27/2022

ELISE LANDRY

Eugene, Oregon 97405 • (541) 510-7592 • elandry@uoregon.edu

Professional Summary

Financial professional with well-rounded background in fund accounting, budgeting, financial analysis, and research administration. Experience with University of Oregon policy, processes, systems, and campus units. Exceptional written and verbal communication skills.

Skills

- Budgeting and forecasting
- Financial analysis and reporting
- Banner FIS & HRIS, Cognos, EPCS
- Customer-oriented focus
- Pre- and post-award grant administration
- Effective communicator

Work History

Sponsored Projects Administrator, University of Oregon Sponsored Projects Services, Post-Award, 2020 to Present

- Monitor multi-million dollar portfolio of research grants and contracts from receipt of award through closing including reviews, reporting, reconciliation, and invoicing
- Assess and prioritize wide variety of incoming requests, issues, and tasks, decide on appropriate action, and carry out resolutions/tasks to completion
- Assist PIs and DGAs in managing budget and expenses on grant funds
- Provide guidance to faculty and DGAs in administering grants to ensure compliance with contract requirements and successful completion of grant projects
- Create and submit accurate and timely financial reports to sponsors using Banner and Cognos financial data
- Review and approve cost transfers and purchases on grant funds
- Liaise with broad range of federal, state, and private sponsors
- Collaborate with other SPS groups and campus units to advance grants to successful completion

Fiscal Coordinator, University of Oregon Mathematics Department, 2018 to 2020

- **Develop \$10M+ Budget for Academic Unit:** complete beginning budget and carry forward processes, forecast salary and service & supplies expenses, evaluate available funding, determine and execute necessary budget and foundation transfers, monitor salary, OPE, and S&S spending making any needed corrections or additional budget transfers.
- **Payroll and Contracts:** run and review monthly payroll reports in Banner for all faculty, staff, GEs, and student workers (180 employees), research and resolve errors in payroll expenses, create and submit payroll requests for needed changes in labor distribution, additional appointments, and stipends; enter hours for classified staff and exempt staff leave in Banner; manage contract renewal process for pre-tenured TTF and NTTF
- **Department Grant Administrator:** pre- and post-award for portfolio of 30 active research grants: assist faculty with proposal preparation and submission, creating budgets and justifications, and ensuring all granting agency requirements are met; monitor expenses and effort from award to close, advise faculty on grant spending to comply with UO, federal, and private agency regulations; report on transactions and balances and interpret reporting for faculty; create and maintain grant expense and balance tracking spreadsheets; create contracts charged to grants to comply with Uniform Guidance and other applicable regulations and policies
- **Additional Responsibilities:** Lead change of Math Circle program application and payment processes from paper to electronic, inventory review and maintenance, computer purchasing, maintain office and building space use in UO Spaces, manage Courtesy Appointments

Account & Travel Coordinator/Grant Technician, University of Oregon Mathematics Dept, 2015 to 2018

- Monitor spending in, and monthly reconciliation of 132 general, gift, continuing education, royalty, and grant fund index/activity codes and 22 foundation funds; identify and research discrepancies, enter correcting journal vouchers
- Issue monthly faculty funding reports; interpret financial reports for faculty
- Post-award DGA: monitor spending on grants from award to close using Cognos reports and Excel shadows; process allowable, allocable, consistent and reasonable expenses
- Gain expertise in UO, foundation, and granting agency policies and apply to charging decisions
- Pay all invoices and reimbursements ensuring all expenses are charged to appropriate funding sources
- Maintain accurate and current shadow spreadsheets to provide department management and faculty with valid information for decision-making
- Create purchasing contracts and purchase orders in compliance with UO policy

- Process 200-300 travel reimbursements per year for all faculty, GEs, and guests accurately and efficiently

Senior Financial Analyst, Hewlett Packard, San Jose, CA, 1990 to 1993

- Provide worldwide business support for Optical Communications Division, \$250M+ business unit; interpret fiscal period financial performance of product lines, detecting and analyzing variances from targets and discrepancies in internal accounting and manufacturing data
- Prepare monthly Profit and Loss (P&L) narratives and hold monthly P&L review meetings with departmental and divisional management
- Lead quarterly financial forecasting
- Develop rock-bottom pricing model to assist marketing department in new product pricing
- Provide business support for division Research and Development (R&D) department: prepare and present financial metrics, using models such as Internal Rate of Return, Net Present Value, and Break Even Time for major R&D project phase reviews; target yearly R&D expenses; publish quarterly report of R&D projects in process; ensure reporting is accurate and metrics are calculated and presented in a manner which enhances decision making
- Assume cost accounting department manager's duties during extended leave; act as primary interface with division controller, assisting controller with quarterly forecasting; writing divisional P&L narratives for division and group management
- Supervise cost accounting staff member, train new cost accountant

Department Manager & Assistant Manager, Nordstrom, San Jose, CA, 1986-1987

- Supervise and assist department staff members in selling and merchandising inventory
- Hire and review staff members
- Schedule staff shifts
- Manage inventory in conjunction with the buyer

Education

MBA, Concentration in Finance, graduated with honors, top 10% of class

Santa Clara University - Santa Clara, California

Bachelor of Science in Commerce, Finance and Marketing double major

Santa Clara University - Santa Clara, California

Software/Systems Expertise

Excel, Word, Outlook, Adobe, Cognos, Banner, Concur, EPCS, Fastlane, Research.gov, proposalCentral, eRA Commons, GrantSolutions

Professional Certifications & Committee Memberships

- **Certified Research Administrator:** November 2020, 5-year renewable certification
- **UO Financial Stewardship Institute:** 2019-2020
- **UO DGA Advisory Committee:** 2019-2020, Selected to sit on committee of 12-14 DGAs from across campus to advise SPS on issues affecting department research support
- **UO Search Committees:** Review applications, interview candidates, and provide hiring decision input for Knight Campus Associate Director of Research, SPS Sponsored Projects Administrator, Mathematics Department Account Tech, and Psychology Department Account Tech



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Adopting Ordinance A-200-K an Ordinance Correcting Scrivener's Errors in Ordinance A-200-J

Meeting Date: May 10, 2022
 Staff Contact: Megan Winner, Planner
 Contact: 541-682-7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Adoption of an ordinance correcting a scrivener's error in Ordinance A-200-J, an Ordinance annexing territory into the City of Coburg identified as tax lot 00202 or Assessor's Map 16-03-34-00 and consisting of 107.43 acres, and amending Ordinance A-200G to change the Coburg Zoning Map to rezone said territory from Lane County Zoning District Exclusive Farm Use (E-40) to Coburg Zoning District Light Industrial, and adopting a severability clause.

This is the First Reading and Public Hearing of Ordinance A-200-K. To adopt this ordinance today, it is recommended that the City Council waive the second reading. The motion to waive the second reading must pass unanimously.

Suggested motion:

I move to waive the second reading of Ordinance A-200-K.

Suggested motion:

I move to adopt Ordinance A-200-K an ordinance correcting scrivener's errors in Ordinance A-200-J.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

N/A

BACKGROUND

On April 12, 2022, City Council voted to approve Ordinance A-200-J, an Ordinance annexing certain territory to the City of Coburg and rezoning said territory to the Light Industrial City zoning. Staff learned that two minor scrivener's errors occurred in Ordinance A-200-J. First, in the reference in the title to amend Ordinance A-200-G, which was repealed on November 12, 2019. The title should reference A-200-I. Second, the second "WHEREAS" statement references A-220-I, an ordinance addressing the regulation of dogs in the City, instead of Ordinance A-200-I. City attorney finds that Ordinance A-200-J is still valid as passed on April 12, 2022, and will remain valid until A-200-K is adopted.

This request is to adopt Ordinance A-200-K to correct the minor scrivener's errors.

Ordinance A-200-K will amend the title of Ordinance A-200-J as follows (deletions are shown in strikeout, and additions are shown in underlining),

“AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF COBURG IDENTIFIED AS TAX LOT 00202 OF ASSESSORS MAP 16-03-34-00 AND CONSISTING OF 107.43 ACRES, AND AMENDING ORDINANCE A-200G-I TO CHANGE THE COBURG ZONING MAP TO REZONE SAID TERRITORY FROM LANE COUNTY ZONING DISTRICT EXCLUSIVE FARM USE (E-40) TO COBURG ZONING DISTRICT LIGHT INDUSTRIAL, AND ADOPTING A SEVERABILITY CLAUSE.”

Ordinance A-200-K will amend the second “WHEREAS” statement as follows,

“WHEREAS, the City Council is authorized by Articles XX and XXI of the Coburg Development Code, as amended by Ordinance A-2200-I; and ORS Chapter 222, to accept, process, and act on annexations to the City;”

BUDGET

N/A

PUBLIC INVOLVEMENT

Public hearing noticed and held on May 10, 2022

NEXT STEPS

N/A

ATTACHMENTS

- A. Ordinance A-200-K
- B. Ordinance A-200-J

REVIEWED BY:

Anne Heath, City Administrator
Sammy Egbert, City Recorder
Anne Davies, City Attorney

ORDINANCE A-200-K

AN ORDINANCE CORRECTING SCRIVENER’S ERRORS IN ORDINANCE A-200-J

THE CITY COUNCIL OF THE CITY OF COBURG FINDS THAT:

WHEREAS, on April 12, 2022, the City Council of the City of Coburg adopted Ordinance A-200-J, an Ordinance annexing certain territory to the City of Coburg and rezoning said territory to the Light Industrial City zoning;

WHEREAS, the title of the Ordinance provided, in full:

“AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF COBURG IDENTIFIED AS TAX LOT 00202 OF ASSESSORS MAP 16–03–34–00 AND CONSISTING OF 107.43 ACRES, AND AMENDING ORDINANCE A–200G TO CHANGE THE COBURG ZONING MAP TO REZONE SAID TERRITORY FROM LANE COUNTY ZONING DISTRICT EXCLUSIVE FARM USE (E–40) TO COBURG ZONING DISTRICT LIGHT INDUSTRIAL, AND ADOPTING A SEVERABILITY CLAUSE.”

WHEREAS, the City has learned that minor scrivener’s errors occurred in the reference to the amendment of Ordinance A-200-G that is found in the title to amendment of Ordinance A-200-G.

WHEREAS, specifically, Ordinance A-200-G was repealed on November 12, 2019;

WHEREAS, the second “WHEREAS” statement references Ordinance A-220-I, which is an ordinance addressing the regulations of dogs in the City, instead of Ordinance A-200-I;

WHEREAS, the City wishes to correct the scrivener’s errors.

THE CITY OF COBURG ORDAINS AS FOLLOWS:

SECTION 1. The title of Ordinance A-200-J, adopted by the City Council on April 12, 2022, is amended as follows:

“AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF COBURG IDENTIFIED AS TAX LOT 00202 OF ASSESSORS MAP 16–03–34–00 AND CONSISTING OF 107.43 ACRES, AND AMENDING ORDINANCE A–200-I TO CHANGE THE COBURG ZONING MAP TO REZONE SAID TERRITORY FROM LANE COUNTY ZONING DISTRICT EXCLUSIVE FARM USE (E–40) TO COBURG ZONING DISTRICT LIGHT INDUSTRIAL, AND ADOPTING A SEVERABILITY CLAUSE.”

SECTION 2: The second WHEREAS clause of Ordinance A-200-J is amended as follows:

“WHEREAS, the City Council is authorized by Articles XX and XXI of the Coburg Development Code, as amended by Ordinance A-~~200~~-I; and ORS Chapter 222, to accept, process, and act on annexations to the City;”

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

ADOPTED by the **City Council** of the **City of Coburg** this 10th day of May, 2022, by a vote of ___ for and __0 against.

APPROVED by the Mayor of the City of Coburg this 10th day of May, 2022.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

ORDINANCE NO. A-200-J

AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF COBURG IDENTIFIED AS TAX LOT 00202 OF ASSESSORS MAP 16-03-34-00 AND CONSISTING OF 107.43 ACRES, AND AMENDING ORDINANCE A-200G TO CHANGE THE COBURG ZONING MAP TO REZONE SAID TERRITORY FROM LANE COUNTY ZONING DISTRICT EXCLUSIVE FARM USE (E-40) TO COBURG ZONING DISTRICT LIGHT INDUSTRIAL, AND ADOPTING A SEVERABILITY CLAUSE

THE CITY COUNCIL OF THE CITY OF COBURG FINDS THAT:

WHEREAS, a request to annex certain territory was submitted on September 20, 2020, said territory being described as Assessor's Map 16-03-34, Tax Lot 202, which is generally depicted and more particularly described in **Exhibit A**, attached hereto.

WHEREAS, the City Council is authorized by Articles XX and XXI of the Coburg Development Code, as amended by Ordinance A-220-I; and ORS Chapter 222, to accept, process, and act on annexations to the City; and

WHEREAS, consistent with Section A.1 and A.2.a. of Article XX and Section A of Article XXI of the Coburg Development Code, and ORS 222.111(2), the annexation was initiated by Ravin Ventures, LLC and Hardly Hackit, LLC; and

WHEREAS, the applicants for the annexation of the property to be rezoned have requested that a Light Industrial zoning district be applied to the property and the property has been designated by the Coburg Comprehensive Plan as Light Industrial; and

WHEREAS, pursuant to ORS 222.125, no election is required because the annexation was initiated with consent of all of the owners of land and a majority of electors; and

WHEREAS, consistent with Section A.4 of Article XX of the Coburg Development Code, the territory proposed to be annexed is within the City of Coburg Comprehensive Plan urban growth boundary, is contiguous to the City limits, and is designated by the Comprehensive Plan as Light Industrial; and

WHEREAS, the annexation is consistent with the applicable policies in the Coburg Comprehensive Plan supporting annexation to the City and determined by the Final Order including the Findings of Fact attached hereto as **Exhibit B**; and

WHEREAS, consistent with Section A.4.c of Article XX of the Coburg Development Code, the annexation will result in a boundary in which key services can be provided; and

WHEREAS, consistent with Section A.4.d of Article XX of the Coburg Development Code, fiscal impacts to the City have been mitigated through an Annexation Agreement, attached to this Ordinance as **Exhibit C**, between the City and the property owners; and

WHEREAS, the annexation area is currently within the Coburg Rural Fire Protection District and will remain in the district after annexation to the City, as the City is a part of and receives services from the District; and

WHEREAS, on November 17, 2021, the Coburg Planning Commission held a public hearing on the annexation and voted to recommend to the Coburg City Council that the annexation be approved and that the annexed property be rezoned to Light Industrial; and

WHEREAS, a Staff Report and Final Order was presented to the City Council on December 14, 2021 with the recommendation to approve the annexation request as submitted and to rezone the annexed property to Light Industrial; and

WHEREAS, on December 14, 2021, a First Reading and a public hearing on this Ordinance was conducted by the City Council; and

WHEREAS, on January 11, 2022, the City Council was expected to hold a Second Reading of the Ordinance and issue a final decision but did not. City Council directed staff to conduct a joint work session on the master planned process and to return on February 22, 2022, to present those materials; and

WHEREAS, on February 9, 2022, notice of the February 22, 2022, public hearing was published in the Register Guard, posted in four public places for two weeks prior to the hearing and mailed to adjacent property owners within 300-feet of the subject property and interested parties; and

WHEREAS, on February 22, 2022, a First Reading and a public hearing on this Ordinance was conducted by the City Council; and

WHEREAS, on March 8, 2022, City Council reopened the record to allow for interested parties sufficient time for rebuttal of the applicant's presentation materials presented on February 22, 2022. City Council gave oral notice to all in attendance, in-person and remotely, that City Council would reconvene on April 12, 2022, to conduct a Second Reading of this Ordinance and render a final decision.

WHEREAS, on April 12, 2022 the City Council conducted a Second Reading of this Ordinance and is now ready to take action on this application based on the recommendation and findings in support of approving the annexation request as set forth in the aforementioned Staff Report and Final Order to the Council, incorporated herein by reference, and the evidence and testimony presented at this public hearing held in the matter of adopting this Ordinance.

THE CITY OF COBURG ORDAINS AS FOLLOWS:

SECTION 1: The City Council of the City of Coburg does hereby approve the annexation request, said territory being described as follows:

Tax lot 202, 16-03-34, as generally depicted and more particularly described in and on file as ANX-01-20; and as more particularly described in **Exhibit A** of this Ordinance.

SECTION 2: Consistent with Section A.5.a of Article XX of the Coburg Development Code, the City Council of the City of Coburg does hereby rezone the property described in **Exhibit A** of this Ordinance from Exclusive Farm Use to Light Industrial. See **Exhibit D** attached hereto for amended Zoning Map.

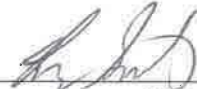
SECTION 3: Findings of fact in support of the annexation and rezoning request are found in **Exhibit B** to this Ordinance, which are adopted by reference in support of this Ordinance.

SECTION 4: The City Administrator shall file this Ordinance in accordance with the requirements of Section A.6.b of Article XX of the Coburg Development Code.

SECTION 5: If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereof.


ADOPTED by the **City Council** of the **City of Coburg** this 12th day of April 2022, by a vote of **4** for, **1** against, and **1** abstain.

APPROVED by the Mayor of the City of Coburg this 12th day of April, 2022.



Ray Smith, Mayor

ATTEST:



Sammy L. Egbert, City Recorder



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Resolution 2022-11, A Resolution Approving Transfer of Appropriations for Fiscal Year 2021-2022

Meeting Date: May 10, 2022
 Staff Contact: Tim Gaines, Finance Director
 Contact: 541-682-7870, Tim.Gaines@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Approve Resolution 2022-11 transferring appropriations for fiscal year 2021-2022

Suggested Motion for Resolution:

"I move to approve Resolution 2022-11 A resolution approving the transfer of appropriations for fiscal year 2021-2022."

CITY COUNCIL GOAL

Fiscal Stewardship

BACKGROUND

Oregon revised statute allows for a transfer of appropriations when necessary in order to adjust the adopted budget.

In February of 2021 the City Council adopted priority goals and a work plan which included conducting a salary analysis for all City positions.

The City Council met in a work session on August 31, 2021, and gave staff direction to amend the current salary scale based upon the information contained in the Salary Analysis.

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

The City's approved fiscal policy calls for adoption of the Salary Schedule by Resolution annually and adjusted periodically through a formal salary analysis.

The amended Salary Schedule was presented and adopted as the official Salary Schedule of the City of Coburg for Fiscal Year 2021-2022.

This action can be completed by a resolution of the council as these are transfers within funds. Due to contingency in every fund available, transfers are allowed without a supplemental budget which becomes unnecessary.

These transfers within the funds do not change the total appropriations for any fund. Therefore, the overall budget amount for the City remains the same.

While the City did receive unexpected revenues and higher than budgeted revenues, it is not necessary to declare those amounts unless we can't cover budget shortages without increasing revenues. Therefore, the City can collect and record the revenues without the necessity of changing the budget so long as we have contingency funds to cover the changes. In the past, the City would not have been able to do a budget transfer as there were never contingency funds available. However, due to the ongoing policy of contingency reserves in every fund, it changes the requirements for adjusting the budget.

Contingency in all funds will be restored in the new budget year. For example, the General Fund contingency will be restored to \$250,000 for budget year 2023.

BUDGET APPROPRIATION CHANGES

The following are budget changes:

GENERAL FUND

Admin Personal Services – Increased for salary adjustments due to salary analysis results as directed by City Council

Police Personal Services – Increased for salary adjustments due to salary analysis results as directed by City Council

Court Personal Services – Increased for salary adjustments due to salary analysis results as directed by City Council

Economic Development Personal Services – Increased for salary adjustments due to salary analysis results as directed by City Council

Public Works Personal Services – Increased for salary adjustments due to salary analysis results as directed by City Council

STREET FUND

Personal Services Allocation – Increase transfer to reimburse General Fund for Street share of Public Works Personal Services.

WATER FUND

Personal Services Allocation – Increase transfer to reimburse General Fund for Water Fund share of Public Works Personal Services.

SEWER FUND

Personal Services Allocation – Increase transfer to reimburse General Fund for Sewer Fund share of Public Works Personal Services.

ALTERNATIVES

Council may choose to not approve the transfer in appropriations which will result in over expenditure of department budgets which will result in a note in the audit and a violation of Oregon Budget Law.

RECOMMENDATIONS

Staff recommends that Council adopt the resolution as written.

NEXT STEPS

Staff will adjust the budget according to this adopted resolution

ATTACHMENTS

A. Draft Resolution 2022-11

REVIEWED BY:

Anne Heath, City Administrator
Sammy Egbert, City Recorder

RESOLUTION 2022-11

A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2021-2022

WHEREAS, Oregon Revised Statute 294.463 allows for a transfer of appropriations when necessary; and

WHEREAS, The City of Coburg has determined that a transfer of appropriations is necessary to provide adequate spending authority in the proper expenditure accounts because of the unanticipated additional costs of operating, personal services, debt and capital projects,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg approves transfers appropriations for the 2021-22 fiscal year as follows:

GENERAL FUND

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Admin Personal Services	561,604	12,950	574,554
Police Personal Services	585,135	26,414	611,549
Court Personal Services	117,171	5,785	122,956
Economic Dev. Personal Services	26,370	3,860	30,230
PW Personal Services	514,847	30,107	544,954
Contingency	250,000	(79,116)	170,884
Total Appropriations	\$3,922,634	\$0	\$3,922,634

STREET FUND

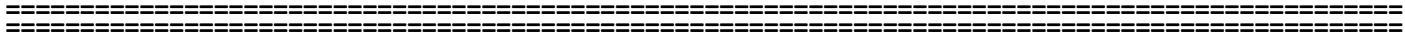
	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Personal Services Allocation	85,458	4,998	90,456
Contingency	200,000	(4,998)	195,002
Total Appropriations	\$2,980,763	\$0	\$2,980,763

WATER FUND

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Personal Services Allocation	114,692	6,707	121,399
Contingency	100,000	(6,707)	93,293
Total Appropriations	\$4,464,970	\$0	\$4,464,970

SEWER FUND

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Personal Services Allocation	187,141	10,944	198,085
Contingency	350,000	(10,944)	339,056
Total Appropriations	\$3,855,143	\$0	\$3,855,143



Adopted by the **City Council** of the **City of Coburg, Oregon**, by a vote of _____ for and _____ against, this day 10th day of May, 2022

Ray Smith, Mayor

Attest

Sammy L. Egbert, City Recorder

COBURG CITY COUNCIL



TOPIC: COBURG POLICE DEPARTMENT – QUARTERLY REPORT

Quarter ending: March 31, 2022

Meeting Date: May 10, 2022

Staff Contact: Larry Larson

Contact: 541-682-7855, Larry.Larson@ci.coburg.or.us

POLICE STATS FOR QUARTER ENDED MARCH 31, 2022

Coburg Police Department stats are divided into the following seven categories.

1. Traffic/person stops

Traffic stops, person stops, truck inspections,

2. Patrol/business checks

3. Person Crimes/calls for service

Assaults, rape, sex abuse, all other sex crimes, subject down, fight, menacing, all domestic violence crimes, welfare checks, harassment, runaways, suicidal subject, deceased subject, peace officer hold (POH Mental hold) etc.

4. Property crimes/calls for service

Theft, unlawful use of a motor vehicle, unlawful entry into a motor vehicle, alarms, criminal mischief, motor vehicle accident, fraud, criminal trespassing etc.

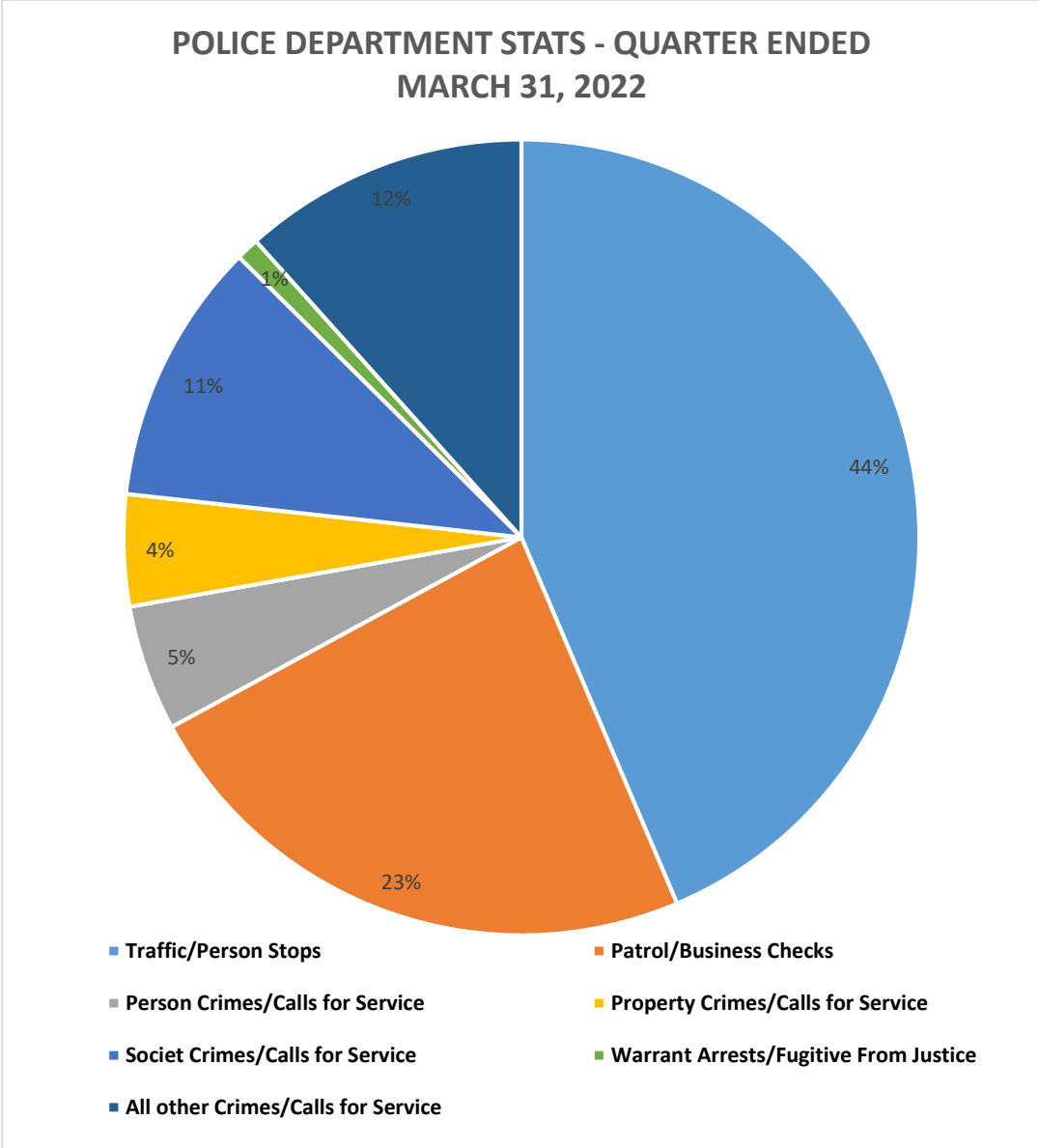
5. Society crimes/calls for service

DUII, reckless driving, unlawful possession of a controlled substance, disorderly conduct, illegal camping, assist public, all dog and animal issues, suspicious vehicle, speeding vehicle, suspicious conditions, abandoned vehicle, traffic hazard, ATL drunk driver, disabled vehicle, city ordinance violations, prowler, etc.

6. Warrant arrests/fugitive from Justice

7. All other crimes/calls for service

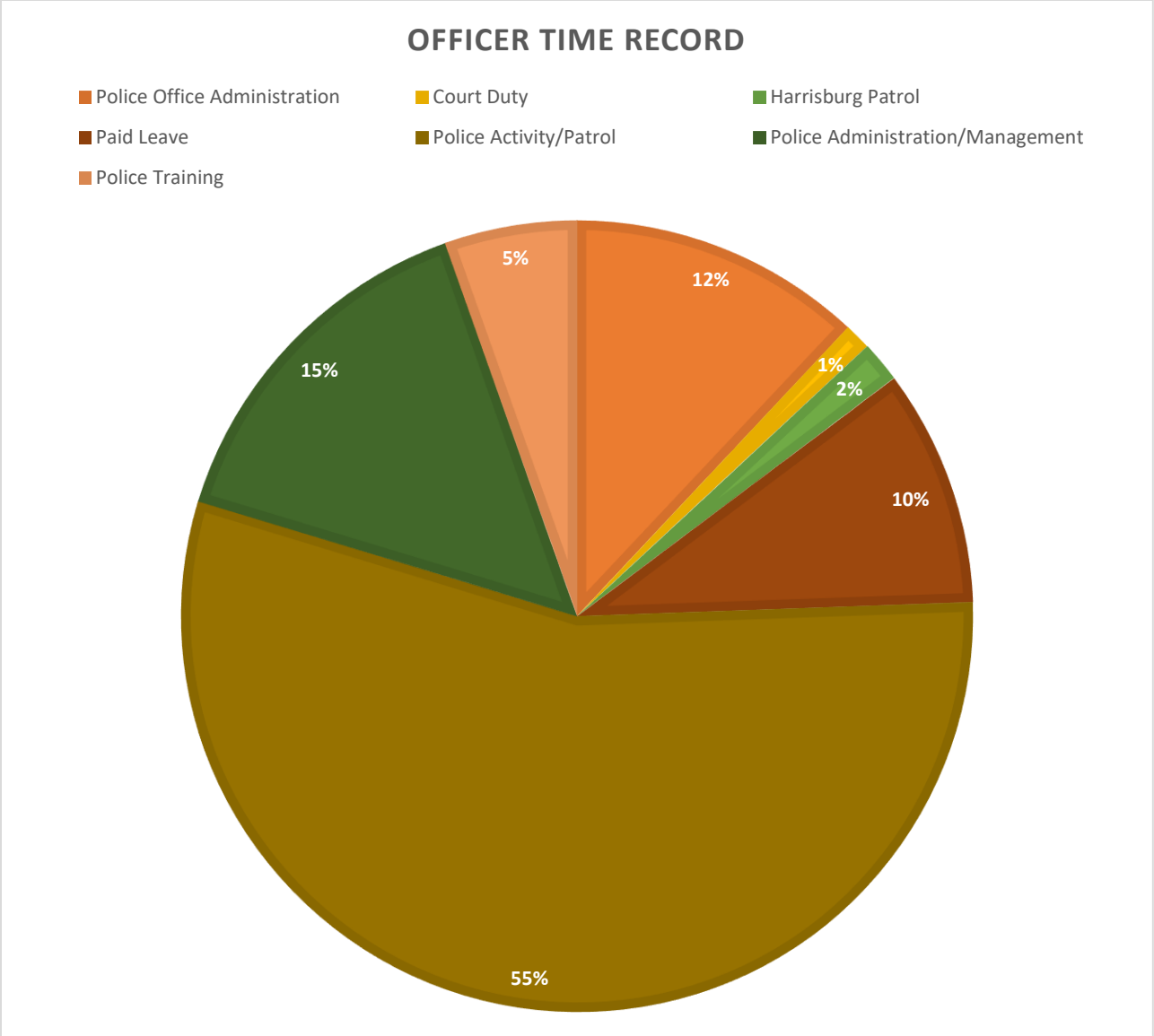
Citizen contact, assist other agency LCSO, OSP, Coburg Fire Department, follow up investigation, vin inspections, training, court, special assignment, stop sign down, etc.



In this quarter, patrol and business checks were steady at 23%. Traffic and person stops increased from 42% to 44%. Society crimes and property crimes increased by 1%. Person crimes and calls for service increased by 1%. Other Crimes increased by 4%.

Below is a list of and type of calls for service for Coburg Police Department January 1, 2022 – March 31, 2022

Traffic stop	Death Investigation	Criminal Trespass
Unlawful Entry into vehicle	Lost Property	Follow up investigation
Receiving stolen property	Patrol check	Citizen Contact
Welfare check	Assist OSP	Theft
DUII	Business Check	Court
Prisoner Transport	Vehicle Tow	Fight
Alarm	Training	Stop Sign Down
Locate Subject	Open Door	Locate Subject
Loud Noise	Disorderly Subject	Suspicious Conditions
Vin inspection	Welfare check	Assist OSP
Business Check	Prisoner Transport	Vehicle Tow
Suspicious Conditions	VIN Inspection	Harassment
Subject Down	Dog at Large	Motor Vehicle Accident
Incomplete 911 Call	Dispute	Sex Abuse
Police Officer Hold (Mental Hold)	Illegal Parking	Animal Complaint
Assist Fire Department	Disabled Vehicle	Truck Inspection
Attempt to locate drunk driver	Criminal Mischief	Vehicle Impound
Illegal Camping	Warrant Arrest	Assist Public
Civil Standby		



The importance of looking at a percentage in each category is to make sure that areas other than police activity and patrol are covered. While Police activity and patrol is the most important task of the Police Department, having it cover more than 75% would indicate that too much time is being spent on patrol and not enough time is being spent in training and administration. Making sure that officers are well trained, have paid leave, and monitoring the time spent in Harrisburg patrol is equally important. At this time, there is a good balance in the Police Department indicating that there is not a need for additional patrol officers.



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: FINANCE DEPARTMENT QUARTERLY REPORT

Meeting Date: May 10, 2022

Staff Contact: Tim Gaines

Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

REQUESTED COUNCIL ACTION

- Information only
-

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

2021-22 City Council Goals:

- Fiscal Stewardship
-

ANALYSIS

Important notes regarding the month ended March 2022

- March is the 9th month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 75% of budget with each.
 - **Whole City Revenue** received \$3,865,714, which is 38% of budgeted. Compared to \$3,499,500 last year at March month end.
 - **Whole City Expenses** are \$4,035,908, which is 40% of budgeted. Compared to \$4,155,354 last year at March month end.
 - There is a 2% difference between Revenues received and Expenditures.
- As of March 31, 2022, tax receipts were \$ 836,379, which is 97% of budget for current taxes to be received.
- Revenues budgeted are often time sensitive such as grant funds or reimbursements for projects. Therefore, revenues may seem behind, but in reality, they are fine. Good examples of this would be County Taxes that are mostly received in November, and URA transfer to Sewer for Debt service that usually happens at the end of the year.
- Water Fees are exceeding budgeted revenues. Currently Water User Fees collected through March 31, 2022 are \$643,569, which is approximately 74% of budget. We submitted a

Water System Improvements Disbursement Request to LCOG for review in April. We should receive approximately \$272,000 for the Water Fund before June 30, 2022.

- Sewer Fees are not reaching budgeted revenues. Currently Sewer User Fees collected through March 31, 2022 are \$629,438, which is approximately 68% of budget.
- All Funds, General, Streets, Water, Sewer are operating within their budgets.

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

- Continue Budget Work
- Continue work on Water Project

ATTACHMENTS

- A. Budget Performance Analysis – General Fund**
- B. Cash on Hand Spreadsheet**
- C. Full City Revenue and Expense Charts**
- D. Fund Total Sheets – From Springbrook**
- E. Bank Statements – March 2022**
- F. Checks written list for March 2022**
- G. LGIP Statements – March 2022**

REVIEWED BY:

Anne Heath, City Administrator

**CITY OF COBURG
GENERAL FUND BUDGET PERFORMANCE ANALYSIS
March 31, 2022**

		CURRENT BUDGET YEAR 2021-2022																												
Account #	Account Name	HISTORICAL ACTUALS					Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	YTD	YTD	Variance	YTD								
		2016-17	2017-18	2018-19	2019-20	2020-21	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACT/PROJ	BUDGET	(fav)/Unfav	%								
TOTAL GENERAL FUND REVENUE		1,920,492	2,322,272	2,764,876	2,075,738	2,299,185	70,091	285,476	118,022	109,820	717,867	350,292	117,274	163,361	264,386	264,386	264,386	2,989,748	3,172,634	182,886.40	94%									
																			750,000	Beginning Fund Balance										
PERSONAL SERVICES																			3,922,634											
ADMINISTRATION		305,091	339,253	412,997	448,344	450,154	35,576	37,928	58,129	42,346	42,028	42,988	44,706	45,324	63,775	46,800	46,800	46,800	553,203	561,604	8,401	99%								
PLANNING		49,664	60,154	87,192	79,098	39,402	2,784	4,734	5,388	4,172	4,917	4,393	4,459	4,478	6,602	4,911	4,911	4,911	56,662	58,937	2,275	96%								
POLICE		284,948	354,383	390,597	401,572	469,242	28,033	40,410	58,692	43,684	45,082	44,404	46,334	45,097	65,097	48,761	48,761	48,761	563,116	585,135	22,019	96%								
COURT		86,201	95,160	97,451	104,352	105,729	6,473	9,955	12,027	8,728	8,728	9,215	9,228	8,719	13,003	9,764	9,764	9,764	115,368	117,171	1,803	98%								
ECONOMIC DEVELOPMENT		49,664	60,154	87,192	79,098	39,402	0	862	3,097	2,189	2,414	2,342	2,603	2,697	4,631	2,198	2,198	2,198	27,426	26,370	-1,056	104%								
PUBLIC WORKS		298,864	273,993	330,627	397,303	404,159	24,721	36,413	52,469	41,649	38,465	37,595	40,433	41,856	60,139	42,904	42,904	42,904	502,451	514,847	12,397	98%								
TOTAL PERSONAL SERVICES		1,024,768	1,183,097	1,406,056	1,509,767	1,508,088	97,587	130,301	189,801	142,768	141,634	140,938	147,763	148,171	213,247	155,339	155,339	155,339	1,818,225	1,864,064	45,839	98%								
																		1,818,225	proof											
MATERIALS AND SERVICES																														
ADMINISTRATION		226,043	248,187	220,817	219,341	252,167	74,479	12,698	27,675	11,001	23,800	9,668	14,530	7,471	16,901	21,525	21,525	21,525	262,800	258,300	-4,500	102%								
FACILITIES		97,833	170,524	82,624	153,795	99,485	3,928	9,543	1,522	24,516	10,358	12,436	9,100	16,449	17,211	12,342	12,342	12,342	142,087	148,100	6,013	96%								
PLANNING		151,662	235,060	258,088	101,478	159,930	17,444	10,514	1,408	29,562	24,127	61,665	34,222	9,961	27,221	23,274	23,274	23,274	285,947	279,290	-6,657	102%								
POLICE		115,200	117,469	118,724	142,855	160,800	4,564	2,596	2,071	2,745	25,154	26,390	5,309	3,951	21,269	18,849	18,849	18,849	150,597	226,190	75,593	67%								
COURT		19,796	28,606	27,291	38,908	42,050	3,280	2,011	711	2,421	1,196	2,471	2,008	1,222	2,140	3,671	3,671	3,671	28,473	44,050	15,577	65%								
ECONOMIC DEVELOPMENT		50,451	23,836	42,939	80,991	21,600	12,996	1,035	6,159	7,866	1,643	3,623	768	1,080	0	5,892	5,892	5,892	52,846	70,700	17,854	75%								
PARK & PARK CAPITAL		67,307	90,399	59,280	450,213	97,450	2,030	2,327	3,067	3,184	1,670	3,429	4,284	1,016	20,978	8,956	8,956	8,956	68,851	107,469	38,618	64%								
TOTAL MATERIALS AND SERVICES		728,292	914,081	809,763	1,187,581	833,482	118,720	40,724	42,614	81,297	87,947	119,682	70,222	41,150	105,720	94,508	94,508	94,508	991,601	1,134,099	142,498	87%								
																		991,601	proof											
INTERFUND TRANSFERS-OUT																														
PARK FUND			0	0	0	0																								
WATER CAPITAL FUND			0	0	0	0																								
PAYROLL ALLOCATION - PLANNING		19,601	0	0	0	0																								
STREET FUND				50,000	50,000	50,000																								
SEWER FUND		50,000	0	0	0	0																								
TOTAL TRANSFERS OUT		69,601	0	50,000	50,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
																		0												
TOTAL EXPENSES		1,822,661	2,097,178	2,265,819	2,747,348	2,391,570	216,307	171,025	232,415	224,065	229,581	260,620	217,984	189,321	318,967	249,847	249,847	249,847	2,809,826	2,998,163	188,337	94%								
TOTAL REVENUE/(LOSS)		97,831	225,094	499,057	586,250	-92,385	-146,215	114,450	-114,393	-114,245	488,286	89,672	-100,710	-25,960	-54,581	14,539	14,539	14,539	179,922											
																		179,922	Net Income/Loss											
CASH IN BANK BEGINNING																		910,837	676,407	718,071	984,318	523,759	1,005,371	1,095,066	997,889	971,164	803,545	818,084	832,623	
Revenue/(Loss)																		-146,215	114,450	-114,393	-114,245	488,286	89,672	-100,710	-25,960	-54,581	14,539	14,539	14,539	
Balance Sheet Adjustments																		-88,215	-72,786	380,640	-346,314	-6,673	22	3,534	-765	-113,038				
CASH IN BANK ENDING																		676,407	718,071	984,318	523,759	1,005,371	1,095,066	997,889	971,164	803,545	818,084	832,623	847,163	Projected Ending Cash

250,000 Contingency
159,936 Restricted for Park SDG
514,535 Ending Fund Balance
3,922,634 Budget Expenditures

IMPORTANT NOTE:
This worksheet has been created for projection purposes only. It should not be read entirely as a year-to-date source. It is important for the purpose of projecting cash on hand at the end of the fiscal year

General Fund Cash 803,545
Park Reserve
Total Cash on Hand 803,545

CITY OF COBURG

March 31, 2022

Fiscal Year 2022

CASH ON HAND PER FUND

Bank Accounts

Funds	KEY BANK - GEN	SP GEN.	SP SDC	For	SP SAVINGS	For	POLICE EVID.	TOTAL
GEN 001	(37,404)	519,660			151,986			634,242
PD Drug Educ.								-
Park Cap	124,291		45,013	Park SDC				169,303
STREET 003	72,474	376,253	410,253	Street SDC				858,980
WATER 004	401,708	1,035,769	48,735	Water SDC				1,486,211
SEWER 005	608,529		907,242	Sewer SDC	27,366	Membrane Replace		1,543,137
SEWER DEBT	97,114				121,927	Sewer Debt Reserve		219,041
EVIDENCE		-					100	100
TOTAL	1,266,711	1,931,682	1,411,243		301,279		100	4,911,015

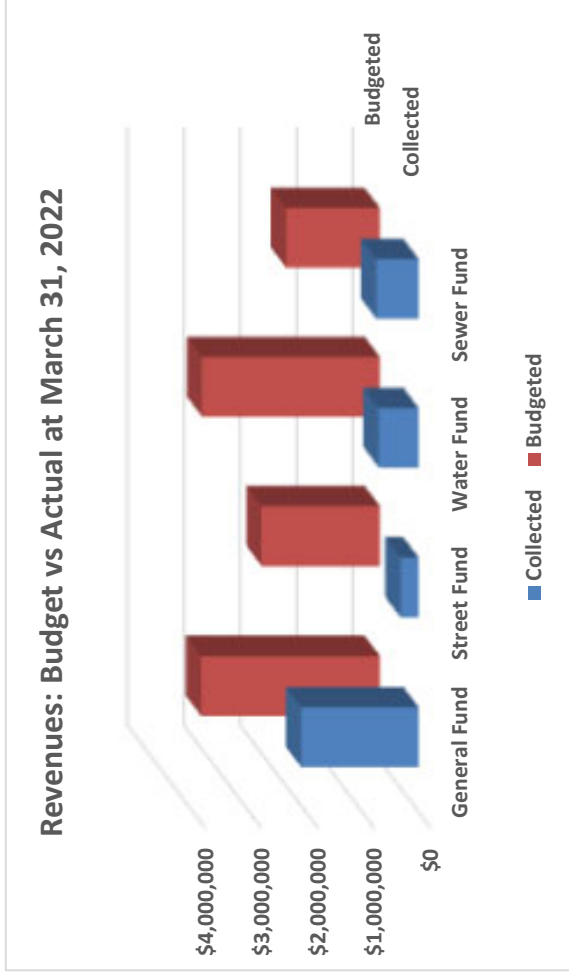
CIP SDCs

Cash Balance 3/31/2022	\$4,911,015
Cash Balance 3/31/2021	\$4,278,718
<i>Difference</i>	632,297

REVENUE GENERATION BY FUND	
GENERAL FUND	Interest, taxes, State Shared Revenue, Cigarette Taxes, Liquor taxes, Land Use Fees, SDC Admin Fees, Franchise Fee: Tourism, Fines & Bails, Planning , Park user fees Capital and SDC, Park Donations and Grants, Building Dev. Fees
STREET FUND	Street Taxes, User Fees, Grants, CIP Funds, SDC, Grants Loans
WATER FUND	User Fees, Grants, Capital Funds, SDC
SEWER FUND	User Fees, Grants,Capital Funds, SDC, Loans
SEWER DEBT FUND	LID, Loan Proceeds, URA Debt Service
EVIDENCE	Evidence Cash Seized

**CITY OF COBURG
REVENUES COLLECTED COMPARED TO BUDGET
Fiscal Year To Date As of March 2022**

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$2,083,107	\$3,172,634	\$1,089,527	66%
Street Fund	\$322,382	\$2,098,569	\$1,776,187	15%
Water Fund	\$707,101	\$3,155,768	\$2,448,667	22%
Sewer Fund	\$753,123	\$1,664,700	\$911,577	45%
TOTAL ALL FUNDS	\$3,865,714	\$10,091,671	\$6,225,957	38%

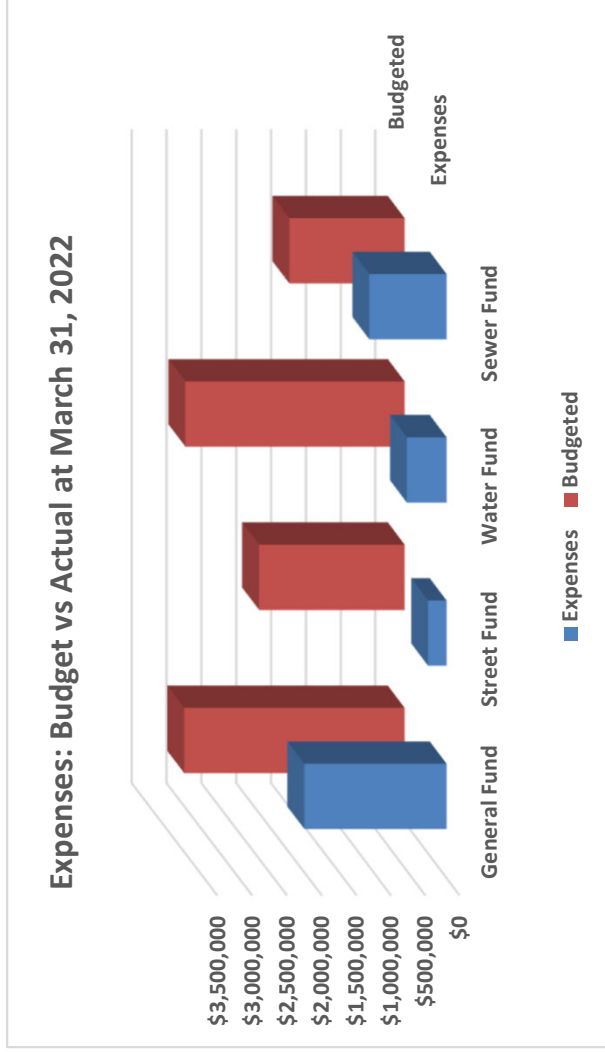


Important Notes:

Overall revenues should be 75% if spread evenly throughout the year. Budgeted revenues are net of Beginning Fund balance, which means the budgeted amounts do not include Beginning Fund Balance. Property tax receipts for the month of February were \$16,881. Grant Funds and Debt Reimbursement (Water Project) have not been received yet. City Fuel Taxes received through the month of February were \$117,657, 76% of budget. State Fuel Taxes received through the month of February were \$72,874, 71% of budget. Transportation Utility Fee (TUF) has collected \$74,852 through March. Total Property tax receipts to date were \$836,379, 97% of Budget.

**CITY OF COBURG
EXPENSES INCURRED COMPARED TO BUDGET
Fiscal Year To Date As of March 2022**

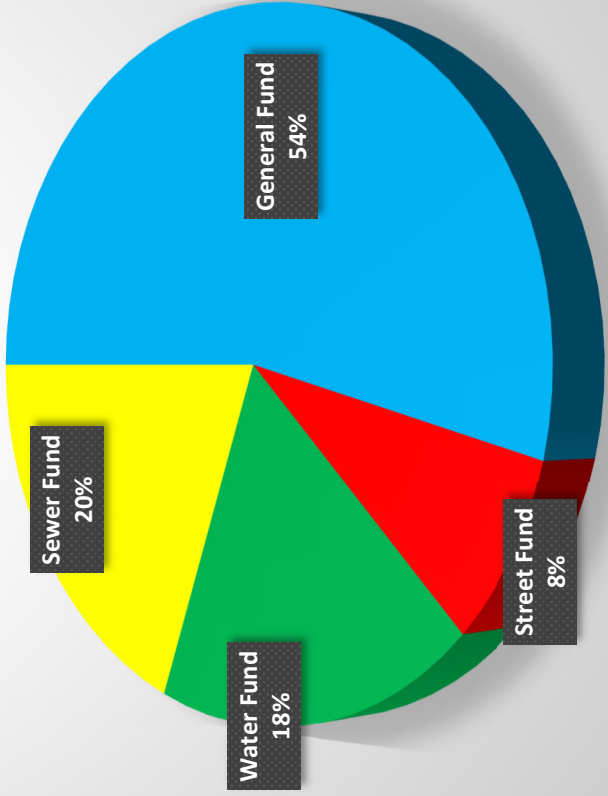
Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$2,060,230	\$3,172,634	\$1,112,404	65%
Street Fund	\$269,507	\$2,098,569	\$1,829,062	13%
Water Fund	\$579,542	\$3,155,768	\$2,576,226	18%
Sewer Fund	\$1,126,630	\$1,664,700	\$538,070	68%
TOTAL ALL FUNDS	\$4,035,908	\$10,091,671	\$6,055,763	40%



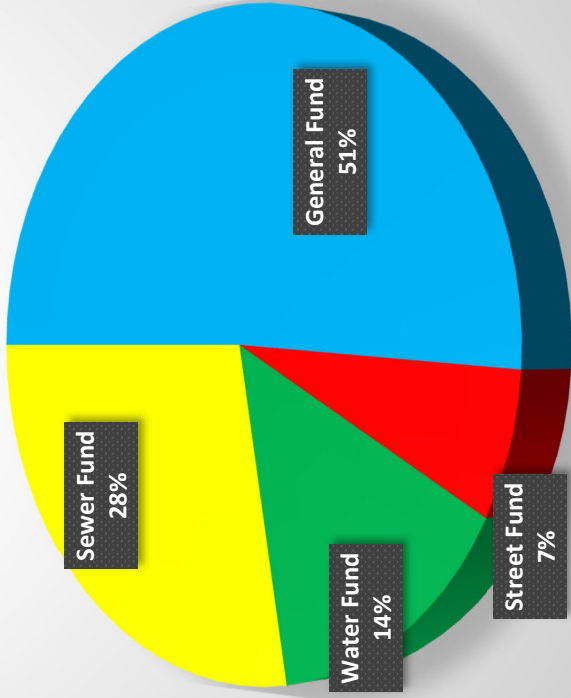
Important Notes

Overall expenses should be 75% if spread evenly throughout the year.
 Water and Street projects have been delayed due to Covid-19
 Budgeted expenses are net of Beginning Fund balance,
 which means the budgeted amounts do not include Beginning Fund Balance
 All Personal Services are within budget.
 Materials & Services are all within budget.
 Scheduled Capital Projects are time sensitive and not reflected until later in the year.

CITY WIDE REVENUES 3/31/2022



CITY WIDE EXPENSES 3/31/2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,922,634.00	148,583.17	2,083,107.10	1,839,526.90	0.00	1,839,526.90	46.90
	Fund Expense Sub Totals:	3,922,634.00	318,967.20	2,060,229.58	1,862,404.42	0.00	1,862,404.42	47.48
	Fund 001 Sub Totals:	0.00	170,384.03	-22,877.52	22,877.52	0.00		

Item 7.

General Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	2,980,763.00	28,448.26	322,381.82	2,658,381.18	0.00	2,658,381.18	89.18
	Fund Expense Sub Totals:	2,980,763.00	85,636.22	269,506.95	2,711,256.05	0.00	2,711,256.05	90.96
	Fund 003 Sub Totals:	0.00	57,187.96	-52,874.87	52,874.87	0.00		

Item 7.

Street Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	4,464,970.00	4,104,939.24	4,724,079.75	-259,109.75	0.00	-259,109.75	0.00
	Fund Expense Sub Totals:	4,464,970.00	165,183.33	579,541.85	3,885,428.15	0.00	3,885,428.15	87.02
	Fund 004 Sub Totals:	0.00	-3,939,755.91	-4,144,537.90	4,144,537.90	0.00		

Item 7.

This number is overstated due to a meter reading error. There was an adjustment of \$3,939,918.81 made to correct the error on 4/22/2022.

Water Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,855,143.00	75,020.98	753,123.27	3,102,019.73	0.00	3,102,019.73	80.46
	Fund Expense Sub Totals:	3,855,143.00	34,998.22	1,126,629.94	2,728,513.06	0.00	2,728,513.06	70.78
	Fund 005 Sub Totals:	0.00	-40,022.76	373,506.67	-373,506.67	0.00		

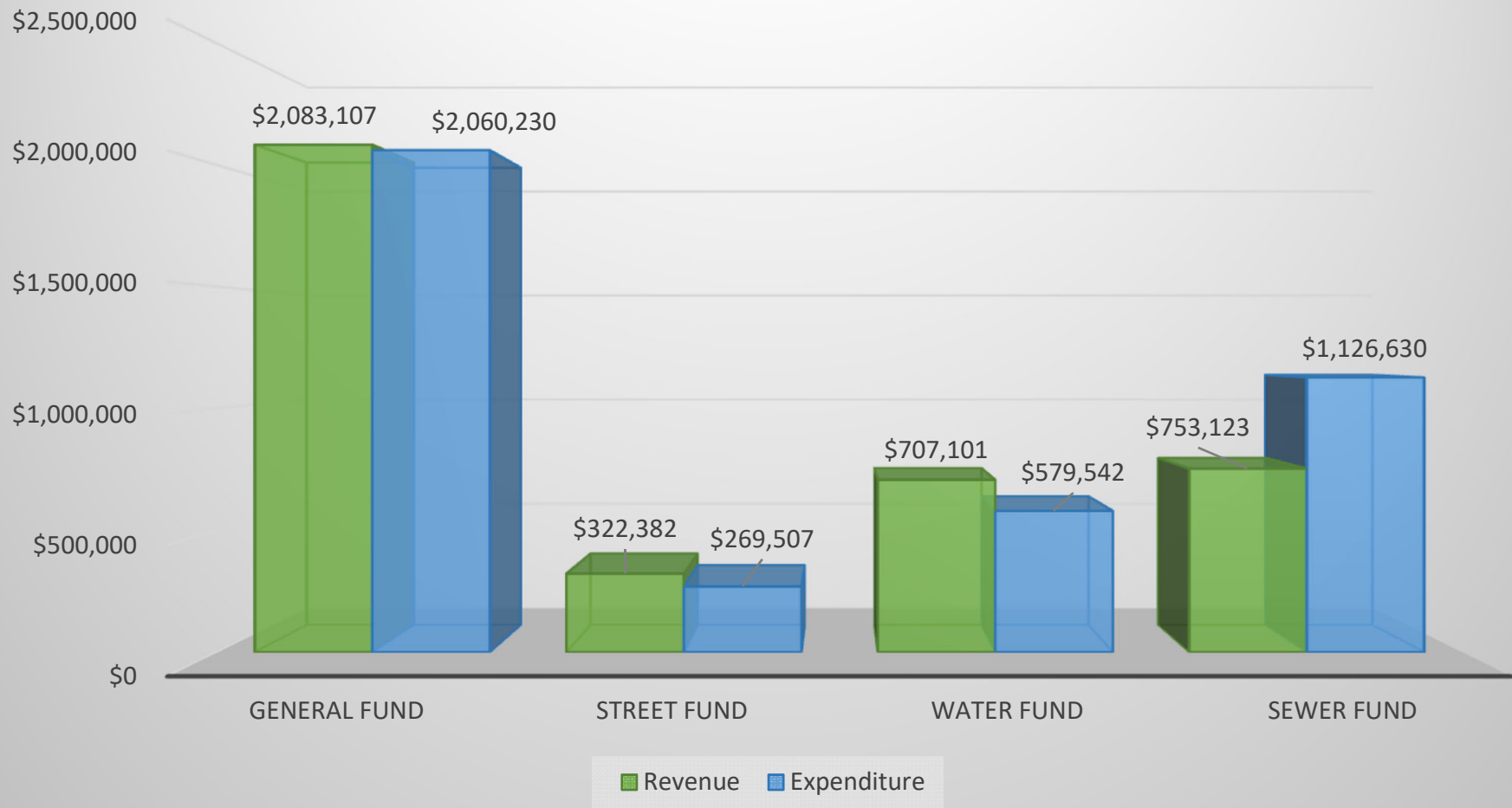
Item 7.

Sewer Fund

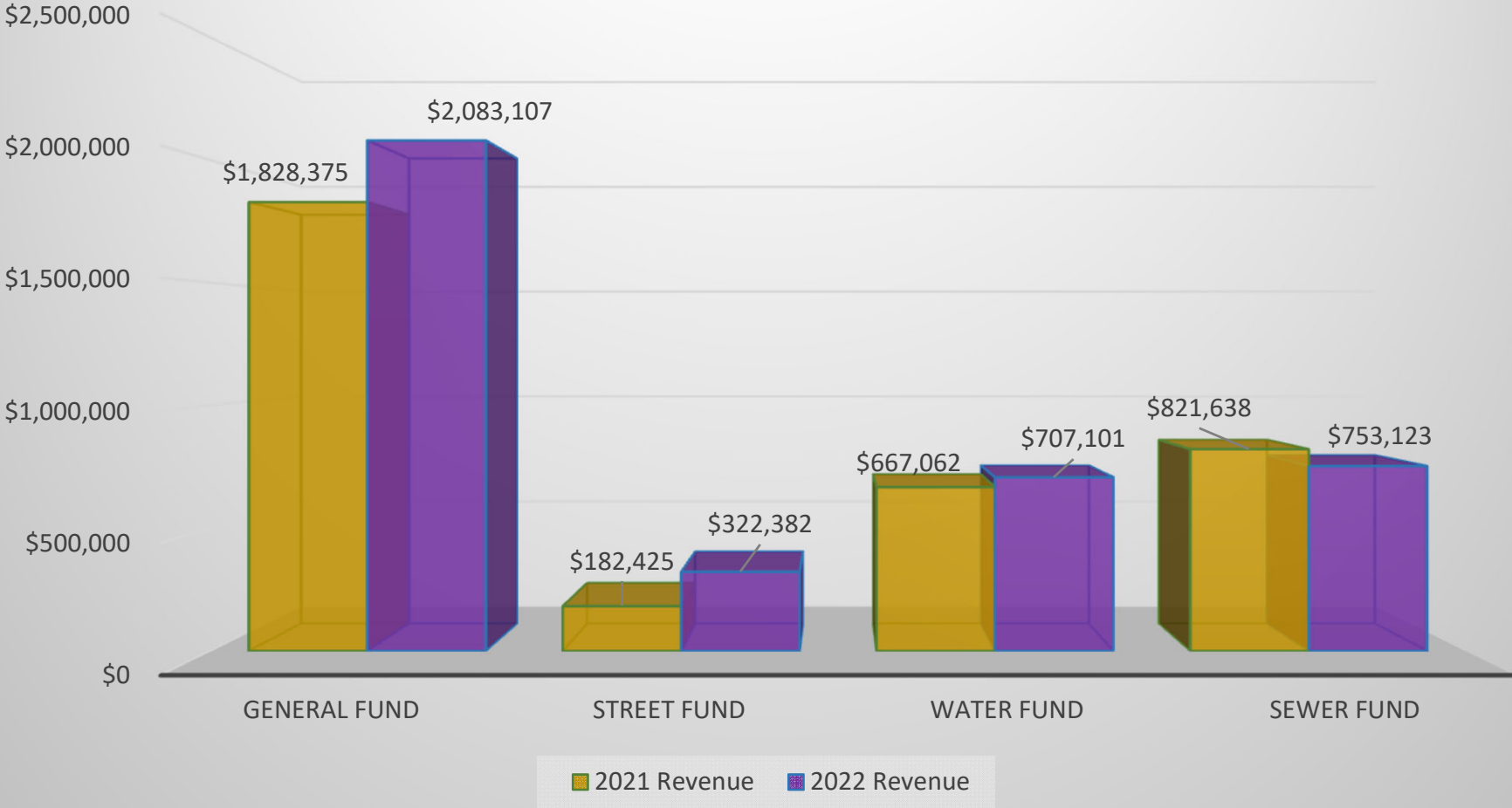
Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
								Item 7.
	Revenue Totals:	15,223,510.00	4,356,991.65	7,882,691.94	7,340,818.06	0.00	7,340,818.06	48.22
	Expense Totals:	15,223,510.00	604,784.97	4,035,908.32	11,187,601.68	0.00	11,187,601.68	73.49
	Report Totals:	0.00	-3,752,206.68	-3,846,783.62	3,846,783.62	0.00		

Total All Funds

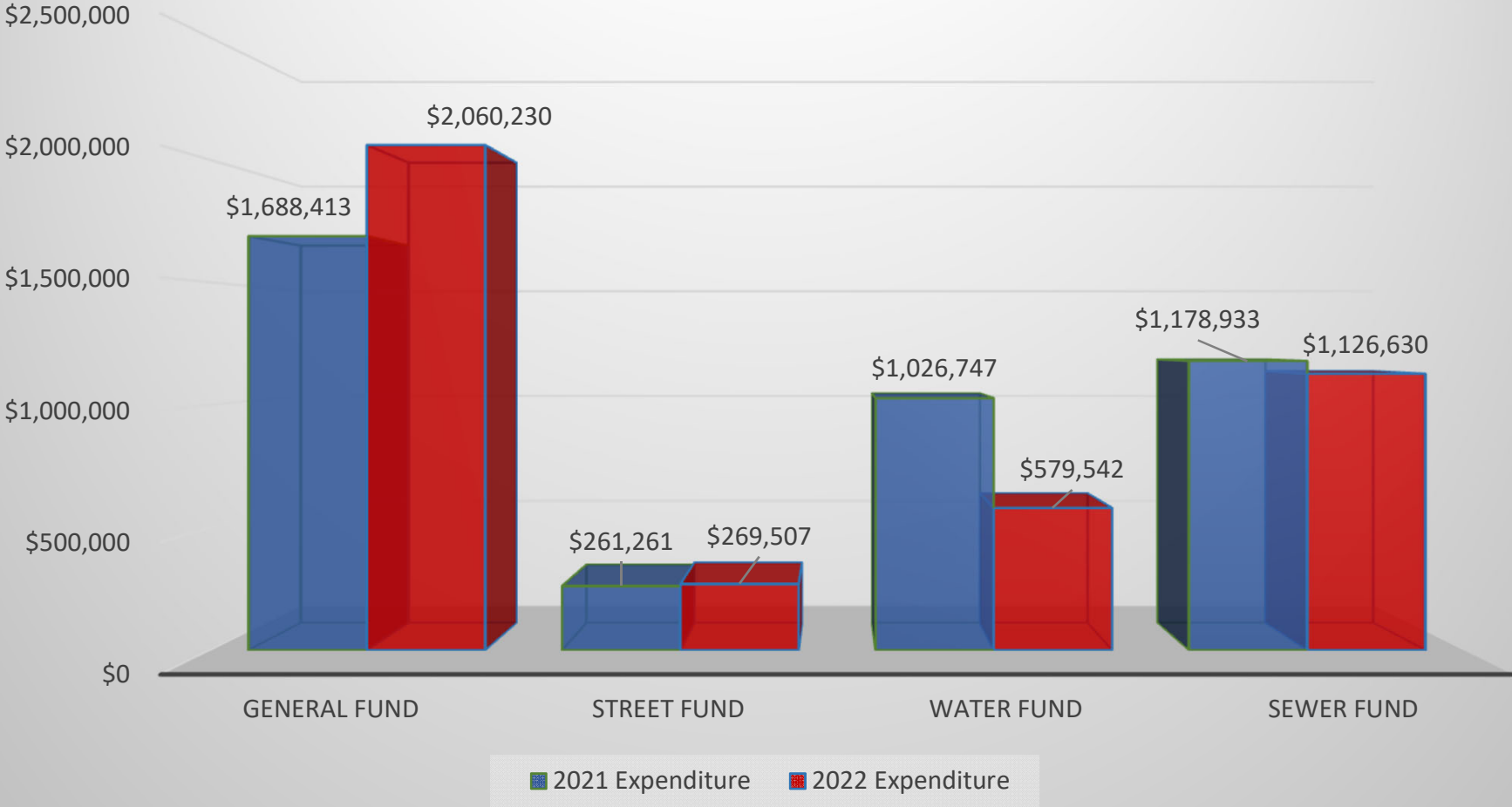
Revenue to Expenses Comparison March 2022



Revenues Comparison March 2021 to March 2022



Expenses Comparison March 2021 to March 2022





KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Public Sector Statement
March 31, 2022
page 1 of 6

76 31 T 908 00000 R EM AO

CITY OF COBURG
GENERAL ACCOUNT
PO BOX 8316
COBURG OH 97408-1310

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Transaction
CITY OF COBURG
GENERAL ACCOUNT

Beginning balance 2-28-22	\$1,597,873.10
101 Additions	+248,078.38
99 Subtractions	-467,034.42
Net fees and charges	-557.78
Ending balance 3-31-22	\$1,378,359.28

Additions

Deposits Date	Serial #	Source	
3-1		Key Capture Deposit	\$6,128.45
3-1		Merchant Svcs Merch Dep 8008238142	1,257.00
3-1		Merchant Svcs Merch Dep 8008238126	905.58
3-1		Key Capture Deposit	60.00
3-2		Merchant Svcs Merch Dep 8008238126	2,501.05
3-2		Merchant Svcs Merch Dep 8008238142	1,759.00
3-2		Direct Deposit, Merchant S 8030298668	926.13
3-3		Merchant Svcs Merch Dep 8008238126	2,926.73
3-3		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,321.00
3-3		Merchant Svcs Merch Dep 8008238142	1,017.00
3-4		Merchant Svcs Merch Dep 8008238126	917.77
3-4		Direct Deposit, Merchant S 8030298668	138.00
3-7		Direct Deposit, City of Coburg Consumer	27,455.32
3-7		Direct Deposit, City of Coburg Cons Coll	3,317.00
3-7		Merchant Svcs Merch Dep 8008238126	1,270.74
3-7		Merchant Svcs Merch Dep 8008238142	520.00
3-7		Direct Deposit, Merchant S 8030298668	217.12
3-7		Direct Deposit, Merchant S 8030298668	86.25
3-8		Merchant Svcs Merch Dep 8008238126	1,905.84
3-8		Merchant Svcs Merch Dep 8008238142	1,121.00
3-9		Direct Deposit, Merchant S 8030298668	5,328.49
3-9		Merchant Svcs Merch Dep 8008238126	2,087.93
3-9		Merchant Svcs Merch Dep 8008238142	530.00
3-10		Key Capture Deposit	22,086.20

Item 7.

Additions
 (con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	3-10		Key Capture Deposit	10,176.05
	3-10		Key Capture Deposit	6,777.21
	3-10		Key Capture Deposit	6,544.90
	3-10		Key Capture Deposit	1,913.30
	3-10		Key Capture Deposit	1,423.14
	3-10		Key Capture Deposit	1,403.66
	3-10		Key Capture Deposit	891.63
	3-10		Merchant Svcs Merch Dep 8008238126	583.80
	3-10		Key Capture Deposit	290.00
	3-10		Key Capture Deposit	265.00
	3-10		Merchant Svcs Merch Dep 8008238142	212.00
	3-10		Key Capture Deposit	79.00
	3-11		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,188.91
	3-11		Merchant Svcs Merch Dep 8008238142	875.00
	3-11		Deposit Branch 0067 Oregon	562.00
	3-11		Deposit Branch 0067 Oregon	530.00
	3-11		Key Capture Deposit	465.00
	3-11		Key Capture Deposit	392.46
	3-11		Deposit Branch 0067 Oregon	325.00
	3-11		Key Capture Deposit	303.70
	3-11		Deposit Branch 0067 Oregon	300.00
	3-11		Deposit Branch 0067 Oregon	265.00
	3-11		Merchant Svcs Merch Dep 8008238126	209.66
	3-11		Direct Deposit, Merchant S 8030298668	138.00
	3-11		Deposit Branch 0067 Oregon	95.70
	3-11		Deposit Branch 0067 Oregon	60.00
	3-14		Merchant Svcs Merch Dep 8008238142	365.00
	3-14		Merchant Svcs Merch Dep 8008238126	153.70
	3-15		Merchant Svcs Merch Dep 8008238126	459.18
	3-16		Key Capture Deposit	9,884.08
	3-16		Key Capture Deposit	7,551.52
	3-16		Key Capture Deposit	1,356.98
	3-16		Key Capture Deposit	944.01
	3-16		Merchant Svcs Merch Dep 8008238126	833.24
	3-16		Direct Deposit, Merchant S 8030298668	543.35
	3-16		Merchant Svcs Merch Dep 8008238142	142.00
	3-17		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,075.55
	3-17		Merchant Svcs Merch Dep 8008238142	1,013.00
	3-17		Merchant Svcs Merch Dep 8008238126	188.36
	3-18		Key Capture Deposit	19,059.18
	3-18		Key Capture Deposit	15,482.29
	3-18		Merchant Svcs Merch Dep 8008238126	1,215.25
	3-18		Merchant Svcs Merch Dep 8008238142	545.00
	3-18		Key Capture Deposit	298.50
	3-18		Key Capture Deposit	4.00
	3-21		Merchant Svcs Merch Dep 8008238126	208.70
	3-21		Direct Deposit, Merchant S 8030298668	119.60
	3-22		Key Capture Deposit	20,854.08
	3-22		Key Capture Deposit	11,176.85
	3-22		Merchant Svcs Merch Dep 8008238126	1.34

Item 7.



Additions
 (con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
3-22			Key Capture Deposit	170.00
3-23			Merchant Svcs Merch Dep 8008238126	307.91
3-23			Direct Deposit, Merchant S 8030298668	101.20
3-24			Key Capture Deposit	3,938.11
3-24			Merchant Svcs Merch Dep 8008238126	84.74
3-25			Key Capture Deposit	681.74
3-25			Merchant Svcs Merch Dep 8008238142	600.00
3-25			Merchant Svcs Merch Dep 8008238126	544.34
3-25			Key Capture Deposit	107.95
3-28			Merchant Svcs Merch Dep 8008238126	887.03
3-28			Merchant Svcs Merch Dep 8008238142	200.00
3-28			Direct Deposit, Merchant S 8030298668	86.25
3-29			Merchant Svcs Merch Dep 8008238126	1,320.86
3-29			Merchant Svcs Merch Dep 8008238142	510.00
3-30			Key Capture Deposit	7,774.13
3-30			Merchant Svcs Merch Dep 8008238126	1,260.94
3-30			Direct Deposit, Pcs OR Trust Pcs OR Tr	1,012.32
3-30			Merchant Svcs Merch Dep 8008238142	115.00
3-30			Direct Deposit, Merchant S 8030298668	86.25
3-31			Key Capture Deposit	5,118.49
3-31			Key Capture Deposit	1,764.25
3-31			Merchant Svcs Merch Dep 8008238142	945.00
3-31			Deposit Branch 0067 Oregon	515.00
3-31			Merchant Svcs Merch Dep 8008238126	411.97
3-31			Key Capture Deposit	365.00
3-31			Deposit Branch 0067 Oregon	250.00
3-31			Deposit Branch 0067 Oregon	20.00
Total additions				\$248,078.38

Subtractions

Paper Checks

* check missing from sequence

<i>Check</i>	<i>Date</i>	<i>Amount</i>	<i>Check</i>	<i>Date</i>	<i>Amount</i>	<i>Check</i>	<i>Date</i>	<i>Amount</i>
87339	3-15	\$200.00	87423	3-8	11.50	87440	3-16	315.55
*87390	3-1	24.65	87424	3-9	1,711.25	87441	3-11	2,028.00
*87395	3-1	2.00	87425	3-7	3,097.79	87442	3-14	366.43
87396	3-2	53.00	87426	3-7	1,254.23	87443	3-15	667.45
*87406	3-1	357.00	87427	3-10	11,500.00	87444	3-14	16,222.50
*87409	3-7	160.59	87428	3-11	420.00	87445	3-11	2,605.00
*87411	3-2	703.40	87429	3-8	349.82	*87447	3-16	408.41
87412	3-4	119.30	87430	3-15	408.00	87448	3-15	2,085.69
87413	3-2	370.00	87431	3-14	75,101.60	87449	3-15	300.00
87414	3-1	278.06	87432	3-14	52.65	87450	3-21	162.73
87415	3-22	20.50	87433	3-17	262.73	87451	3-18	37.45
*87417	3-4	536.01	87434	3-14	198.26	87452	3-23	750.47
87418	3-1	1,035.00	87435	3-22	32.00	87453	3-15	3,655.00
87419	3-3	200.53	87436	3-15	724.30	87454	3-14	786.36
87420	3-15	200.00	87437	3-15	59.53	87455	3-11	375.00
87421	3-1	1,229.70	87438	3-25	203.75	87456	3-21	250.00
87422	3-8	612.74	87439	3-17	715.29	87457	3-29	61

Item 7.

Subtractions
 (con't)

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
*87459	3-30	102.00	87468	3-25	794.91	87479	3-28	727.00
87460	3-29	34.75	87469	3-29	201.48	*87481	3-28	15,767.66
87461	3-30	80.26	87470	3-28	199.64	*87483	3-29	246.00
87462	3-28	447.77	*87473	3-28	18,059.70	87484	3-29	528.00
87463	3-31	368.37	87474	3-28	2,250.00	87485	3-30	858.32
87464	3-28	381.81	87475	3-31	515.00	87486	3-31	559.99
87465	3-30	78,423.44	*87477	3-29	1,333.85	87487	3-29	42.48
87466	3-28	8,634.18	87478	3-28	842.80	*87489	3-29	2,109.91
87467	3-31	6,122.73						
								\$273,466.01

Paper Checks Paid

Withdrawals	Date	Serial #	Location
3-1			Direct Withdrawal, City of Coburg Dir Dep
3-1			Direct Withdrawal, Valic Eremit Prm
3-1			Merchant Svcs Merch Fee 8008238126
3-1			Direct Withdrawal, Asi Hc220225
3-1			Merchant Svcs Merch Fee 8008238142
3-2			Direct Withdrawal, Invoice PA0002Nlbilling
3-2			Direct Withdrawal, Merchant S 8030298668
3-7			Direct Withdrawal, Cis Trust 5037633834
3-9			Direct Withdrawal, City of Coburg Return
3-9			Direct Withdrawal, Irs Usat taxpymt
3-9			Direct Withdrawal, OR Revenue Dept Taxpayment
3-10			Direct Withdrawal, KeyBank Auto Pymt
3-10			Direct Withdrawal, Asi Asi Fees
3-11			Direct Withdrawal, Employer Contrb Pers Cntrb
3-11			Direct Withdrawal, Employer Contrb Pers Cntrb
3-11			Direct Withdrawal, Employer Contrb Pers Cntrb
3-15			Direct Withdrawal, City of Coburg Dir Dep
3-16			Direct Withdrawal, Invoice PA0002Ugbilling
3-23			Direct Withdrawal, Irs Usat taxpymt
3-23			Direct Withdrawal, OR Revenue Dept Taxpayment
3-28			Direct Withdrawal, Valic Eremit Prm
3-28			Direct Withdrawal, Invoice PA0002Zzbilling
3-29			Direct Withdrawal, City of Coburg Dir Dep
Total subtractions			
\$467,034.42			

Stop payments

Number	Check Date	Amount	Issued	Expires
87359	2-3-22	\$1,932.99	3-31-22	9-30-22

All stop payments expire on date shown, unless you notify us.



Fees and charges

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>
3-8-22	Feb Analysis Service Chg	1	557.78
Fees and charges assessed this period			-\$557.78

See your Account Analysis statement for details.

Accounts Payable

Checks by Date - Summary by Check Date

User: Tim Gaines
 Printed: 4/27/2022 1:47 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
87422	AFL250	AFLAC	03/02/2022	612.74
87423	DMVRS	DMV Record Services	03/02/2022	11.50
87424	FCSG	FCS Group	03/02/2022	1,711.25
87425	LAN129	Lane Council of Governments	03/02/2022	3,097.79
87426	PacificS	PacificSource Administrators	03/02/2022	1,254.23
87427	RyaT	Ryan Thomas Construction, LLC	03/02/2022	11,500.00
87428	TANG	Tangent	03/02/2022	420.00
87429	WeIWel	Welt & Welt, Inc	03/02/2022	349.82
Total for 3/2/2022:				18,957.33
87430	ANA165	Analytical Laboratory Group	03/10/2022	408.00
87431	BRA344	Branch Engineering	03/10/2022	75,101.60
87432	CenLin	CenturyLink	03/10/2022	52.65
87433	CINTA	Cintas Corporation	03/10/2022	262.73
87434	CON188	Consolidated Supply Co.	03/10/2022	198.26
87435	DOCU	DocuTRAK Imaging, Inc.	03/10/2022	32.00
87436	EDMS	EDMS	03/10/2022	724.30
87437	EME131	Emerald People's Utility	03/10/2022	59.53
87438	FERG	Ferguson Waterworks	03/10/2022	203.75
87439	HDEPOT	Home Depot Credit Services	03/10/2022	715.29
87440	HUNTER	Hunter Communications	03/10/2022	315.55
87441	I5G	I-5 Glass	03/10/2022	2,028.00
87442	IRO100	Iron Mountain	03/10/2022	366.43
87443	Lanfin	Lane County Finance Department	03/10/2022	667.45
87444	LCSO	Lane County Sheriff's Office	03/10/2022	16,222.50
87445	MidState	Mid-State Industrial Service inc	03/10/2022	2,605.00
87446	MUELLER	MUELLER SYSTEMS	03/10/2022	1,029.00
87447	NOR146	NW Natural	03/10/2022	408.41
87448	OreRev	Oregon Dept. of Revenue	03/10/2022	2,085.69
87449	OreDeq	Oregon DEQ Business office	03/10/2022	300.00
87450	RVBD	Riverbend Materials	03/10/2022	162.73
87451	SSW	Sierra Springs	03/10/2022	37.45
87452	Verizon	Verizon Wireless	03/10/2022	750.47
87453	Visco	Visco, Inc	03/10/2022	3,655.00
87454	WeIWel	Welt & Welt, Inc	03/10/2022	786.36
87455	PhWill	Phillip Williams	03/10/2022	375.00
Total for 3/10/2022:				109,553.15
87456	DivAud	Oregon Secretary of State	03/12/2022	250.00
Total for 3/12/2022:				250.00
87457	AFL250	AFLAC	03/24/2022	612.74
87458	AllSea	All Seasons Equipment	03/24/2022	170.75
87459	ANA165	Analytical Laboratory Group	03/24/2022	10

Item 7.

Check No	Vendor No	Vendor Name	Check Date	Check Amount
87460	BAT400	Batteries Plus	03/24/2022	34.75
87461	CAR476	Carquest Auto Parts	03/24/2022	80.26
87462	CenLin	CenturyLink	03/24/2022	447.77
87463	CINTA	Cintas Corporation	03/24/2022	368.37
87464	CON188	Consolidated Supply Co.	03/24/2022	381.81
87465	DIEX	D & I Excavating Inc	03/24/2022	I-5 Water Line Bore 78,423.44
87466	DCBS	DCBS Fiscal Services	03/24/2022	8,634.18
87467	EME131	Emerald People's Utility	03/24/2022	6,122.73
87468	TCG	Tim Gaines	03/24/2022	794.91
87469	Grainger	Grainger	03/24/2022	201.48
87470	HERC	Herc Rentals Inc.	03/24/2022	199.64
87471	HDEPOT	Home Depot Credit Services	03/24/2022	238.51
87472	KOJam	James Kolstoe	03/24/2022	396.00
87473	LAN129	Lane Council of Governments	03/24/2022	Multiple Projects 18,059.70
87474	MDA	MD Architect Design	03/24/2022	2,250.00
87475	NMSL	NMS Labs	03/24/2022	515.00
87476	OREDA	Oregon Economic Development Associatio	03/24/2022	275.00
87477	PAC150	Pacific Power	03/24/2022	1,333.85
87478	PacificS	PacificSource Administrators	03/24/2022	842.80
87479	Rexius	Rexius	03/24/2022	727.00
87480	RVBD	Riverbend Materials	03/24/2022	59.68
87481	RLCC	Roger Langeliers Construction Co	03/24/2022	15,767.66
87482	Stanley	Stanley Convergent Security Solutions, Inc.	03/24/2022	100.62
87483	TAG	The Automation Group, Inc.	03/24/2022	246.00
87484	TYLE	Tyler Technologies	03/24/2022	528.00
87485	ULINE	Uline	03/24/2022	858.32
87486	USA426	USA Blue Book	03/24/2022	559.99
87487	ValvIn	Valvoline Instant Oil Change	03/24/2022	42.48
87488	OSGP	Voya-Oregon Savings Growth Plan	03/24/2022	200.00
87489	WeiWel	Welt & Welt, Inc	03/24/2022	2,109.91
Total for 3/24/2022:				141,685.35
87490	CitEug	City of Eugene	03/31/2022	Van Duyn Sidewalk 11,210.10
87491	EDMS	EDMS	03/31/2022	1,932.99
87492	FCSG	FCS Group	03/31/2022	323.75
87493	RLCC	Roger Langeliers Construction Co	03/31/2022	Van Duyn Sidewalk 29,282.66
87494	TAG	The Automation Group, Inc.	03/31/2022	Water SCADA 15,855.30
Total for 3/31/2022:				58,604.80
Report Total (73 checks):				329,050.63



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

31 RTMLX T 908 00000 R EM AO

CITY OF COBURG
POLICE EVIDENCE TRUST
PO BOX 8816
COBURG OR 97408-1310

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Transaction	
CITY OF COBURG	
POLICE EVIDENCE TRUST	
<hr/>	
Beginning balance 2-28-22	\$100.00
Ending balance 3-31-22	\$100.00

Fees and charges See your Account Analysis statement for details.



Account Statement - Transaction Summary

For the Month Ending **March 31, 2022**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Oregon LGIP	
Opening Balance	1,871,550.46
Purchases	60,131.98
Redemptions	(0.10)
<hr/>	
Closing Balance	\$1,931,682.34
Dividends	804.75

Asset Summary		
	March 31, 2022	February 28, 2022
Oregon LGIP	1,931,682.34	1,871,550.46
Total	\$1,931,682.34	\$1,871,550.46



Account Statement

For the Month Ending **March 31, 2022**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					1,871,550.46
03/01/22	03/01/22	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - February 2022	1.00	(0.10)	1,871,550.36
03/11/22	03/11/22	Lane County - Tax Seg for February 01-28-2022	1.00	16,881.17	1,888,431.53
03/17/22	03/17/22	ODOT - ODOT PYMNT	1.00	2,134.06	1,890,565.59
03/29/22	03/29/22	SFMS Fr:Oregon Business Development Depa Safe Drinking Water	1.00	40,312.00	1,930,877.59
03/31/22	04/01/22	Accrual Income Div Reinvestment - Distributions	1.00	804.75	1,931,682.34
Closing Balance					1,931,682.34

	Month of March	Fiscal YTD July-March		
Opening Balance	1,871,550.46	1,686,282.71	Closing Balance	1,931,682.34
Purchases	60,131.98	1,507,752.90	Average Monthly Balance	1,887,945.72
Redemptions	(0.10)	(1,262,353.27)	Monthly Distribution Yield	0.50%
Closing Balance	1,931,682.34	1,931,682.34		
Dividends	804.75	6,853.58		



Account Statement - Transaction Summary

For the Month Ending **March 31, 2022**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Oregon LGIP	
Opening Balance	1,410,641.54
Purchases	600.97
Redemptions	0.00
<hr/>	
Closing Balance	\$1,411,242.51
Dividends	600.97

Asset Summary		
	March 31, 2022	February 28, 2022
Oregon LGIP	1,411,242.51	1,410,641.54
Total	\$1,411,242.51	\$1,410,641.54



Account Statement

For the Month Ending **March 31, 2022**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					1,410,641.54
03/31/22	04/01/22	Accrual Income Div Reinvestment - Distributions	1.00	600.97	1,411,242.51
Closing Balance					1,411,242.51

	Month of March	Fiscal YTD July-March		
Opening Balance	1,410,641.54	1,405,968.14	Closing Balance	1,411,242.51
Purchases	600.97	5,274.37	Average Monthly Balance	1,410,660.93
Redemptions	0.00	0.00	Monthly Distribution Yield	0.50%
Closing Balance	1,411,242.51	1,411,242.51		
Dividends	600.97	5,274.37		



Account Statement - Transaction Summary

For the Month Ending **March 31, 2022**

COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784

Oregon LGIP	
Opening Balance	301,150.84
Purchases	128.30
Redemptions	0.00
<hr/>	
Closing Balance	\$301,279.14
Dividends	128.30

Asset Summary		
	March 31, 2022	February 28, 2022
Oregon LGIP	301,279.14	301,150.84
Total	\$301,279.14	\$301,150.84



Account Statement

For the Month Ending **March 31, 2022**

COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					301,150.84
03/31/22	04/01/22	Accrual Income Div Reinvestment - Distributions	1.00	128.30	301,279.14
Closing Balance					301,279.14

	Month of March	Fiscal YTD July-March		
Opening Balance	301,150.84	170,426.12	Closing Balance	301,279.14
Purchases	128.30	313,341.02	Average Monthly Balance	301,154.98
Redemptions	0.00	(182,488.00)	Monthly Distribution Yield	0.50%
Closing Balance	301,279.14	301,279.14		
Dividends	128.30	988.85		



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Utility Rate Analysis

Meeting Date: May 10, 2022

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, Anne.Heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Information Only

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal - Utilities, Equipment and Infrastructure, Fiscal Stewardship

BACKGROUND

At the April 26, 2022 work session, the Council were presented with information regarding the reservoir portion of the Water Project as well as updated models for utility fees.

After conducting surveys and geological studies to prepare for the development of the reservoir, many complications arose including difficult soils/rocks, creek crossings, and the fact that the reservoir was planned for a height that would cause pressure on the system overall, and therefore would require additional adjustments to the infrastructure system. It was recommended that the City move to design and build an elevated reservoir somewhere in the City limits at an alternative location.

After discussion, the Council gave staff direction to abandon the planning for a reservoir on the east hills/Diamond Ridge area and to conduct a feasibility study on alternative locations, as well as confirm the viability of the current reservoirs and confirm the capacity need for the new reservoir. The feasibility study will take until September to complete.

Following the presentation on the reservoir project, Anne Heath, City Administrator, shared with the Council the platform models for utility fees and the recommendation coming out of the models that with conservative growth and development, coupled with the increase in the costs of materials and services as well as personnel, there would be a need to raise water and sewer fees.

After discussion the Council gave staff direction to add a 1.5% Sewer increase, and a 3% water increase to the budget for analysis. However, they do not intend to implement the fee increase at this time. Implementation would take place after the Council had the opportunity to take a closer at the impact of the increases once the full budget is completed. They would then make a decision on whether or not to adjust fees in fiscal year 2023, or to receive the information and then be prepared to make a decision that would impact fiscal year 2024 utility fees.

Influencing this decision is the costs associated with an alternative reservoir design and location and the possible increase in funds the City would need to obtain to complete the project.

TIMELINE

Council gave staff direction with the intent to take the time to look at this closer and have all information available to them prior to making a decision. Therefore, the staff has put together a timeline for Council to continue this discussion, and up until a decision would be made. The following is a tentative timeline for completing this work:

- May** Complete utility budgets and add in financial scenarios in order for Council to see the impact on utility budgets
 - May** Begin feasibility study for reservoir design and relocation.
 - May** Public information newsletter making the public aware that the Council is discussing utility fees and why.
 - June/July,** Presentation to Council on fee scenarios and impact on utility budgets. This will include development and growth considerations
 - June/August,** Continue Public Education and engagement on the utility systems and Water Master Project
 - September** Results of feasibility study available to share with City Council
 - September** Council discussion of the financial impacts of the reservoir project, as well as the utility fees – **Public Input Opportunity**
 - October** Council decision on changes to reservoir project as well as implementation of utility fee increases – **Public Input Opportunity**
 - October** Review and presentation of the Utility Billing Ordinance to align with decisions being made by City Council.
-

PUBLIC INFORMATION AND ENGAGEMENT

Staff recommends a similar public information campaign as the Transportation Utility Fee which proved to be very successful. Additionally, at least two opportunities for the Public to ask questions, provide comment, and feedback.

NEXT STEPS

- Staff to meet with FCS staff to review rate models and prepare opportunity for Council to see budget comparisons based upon different fee adjustments
 - Staff to begin reviewing utility ordinance with legal early in year 2023 (this is on the adopted work plan).
 - Staff to facilitate feasibility study for reservoir with engineering
 - Begin public education campaign regarding Councils decision to consider utility fees, and updates to the water infrastructure and need for updates
-

ATTACHMENTS

- A. Power Point presented by Murray Smith at April 26, 2022, work session
 - B. Power Point presented by staff on utility fee models at work session
-

REVIEWED BY:

Sammy Egbert, City Recorder
Brian Harmon, Public Works Director
Tim Gaines, Finance Director



City of Coburg 750,000 Gallon Reservoir

City Council Special Session
Tuesday, April 26, 2022





Agenda

- 1 Introductions
- 2 Benefits of Centralized and Elevated Storage
- 3 Conceptual Site Layouts
- 4 Conceptual Cost Estimates
- 5 Elevated Tank Types
- 6 Next Steps
- 7 Q&A Discussion

Benefits of Centralized and Elevated Storage



Proximity to other City Water Facilities

Operations staff visits the Sarah Lane Tank / BPS site regularly; advantageous to build new facilities close-in



Reliability of Gravity Storage

An elevated reservoir would continue to serve customers through an extended power outage or standby power failure



Power Savings

Pump water to the elevated reservoir, then flow by gravity (system currently pumps 24/7)

Conceptual Site Layout 1

Alt 1 - Build new elevated reservoir, rehabilitate existing reservoirs (elevated reservoir at Sarah Lane may not be feasible; alternate sites to also be reviewed)

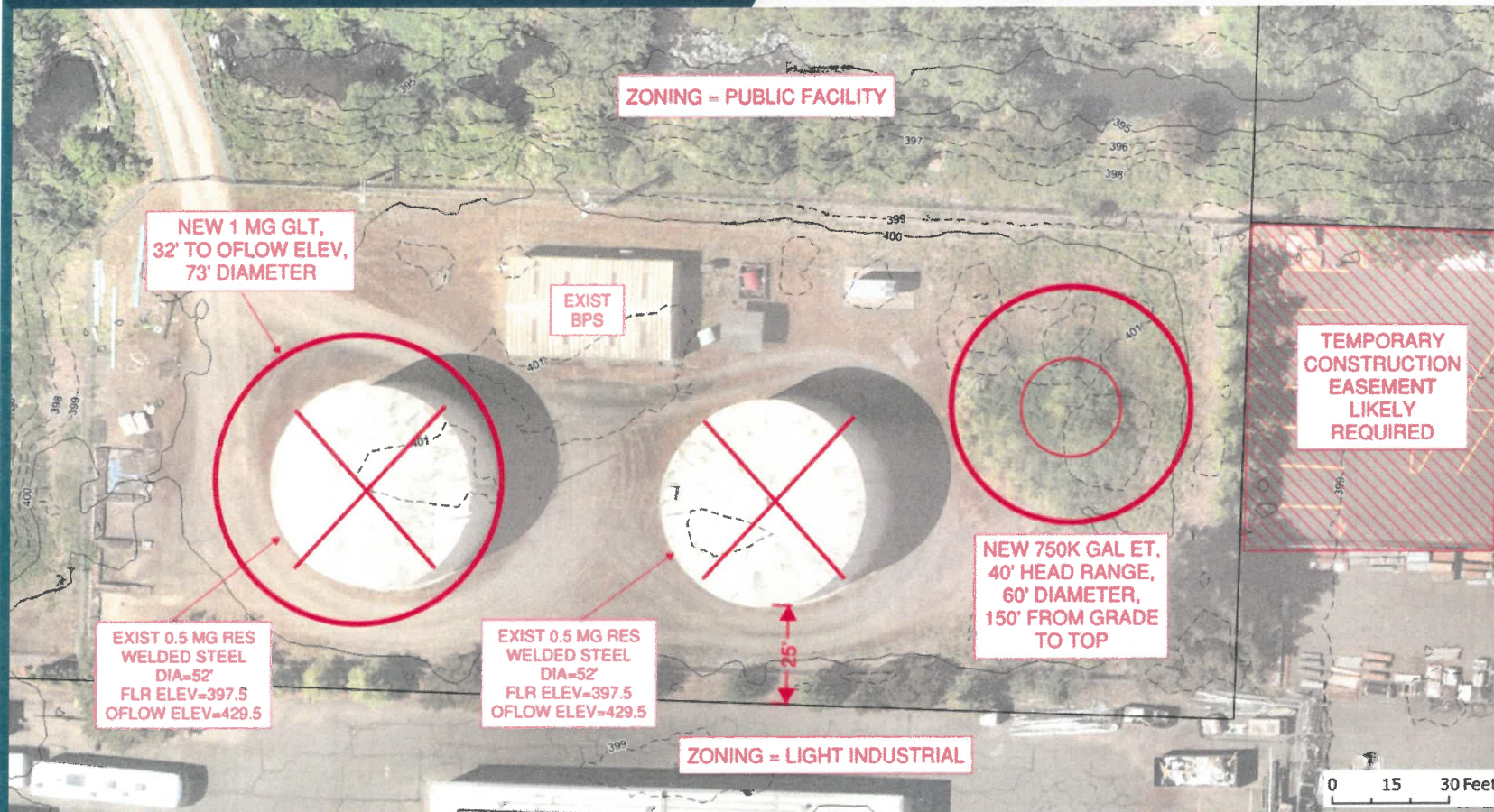
Rehabilitation Elements may include:

- Expand concrete foundation (seismic)
- Add mechanical anchorage (seismic)
- Miscellaneous stiffening and appurtenance upgrades
- Maintenance painting



Conceptual Site Layout 2

Alt 2 - Build new elevated reservoir, replace existing reservoirs



This Alternative will be necessary if:

- The cost of rehabilitation outweighs the cost of replacement (seismic)
- The site is too constrained to add an elevated reservoir, and a different site is not identified

Conceptual Costs

- Initial Project:

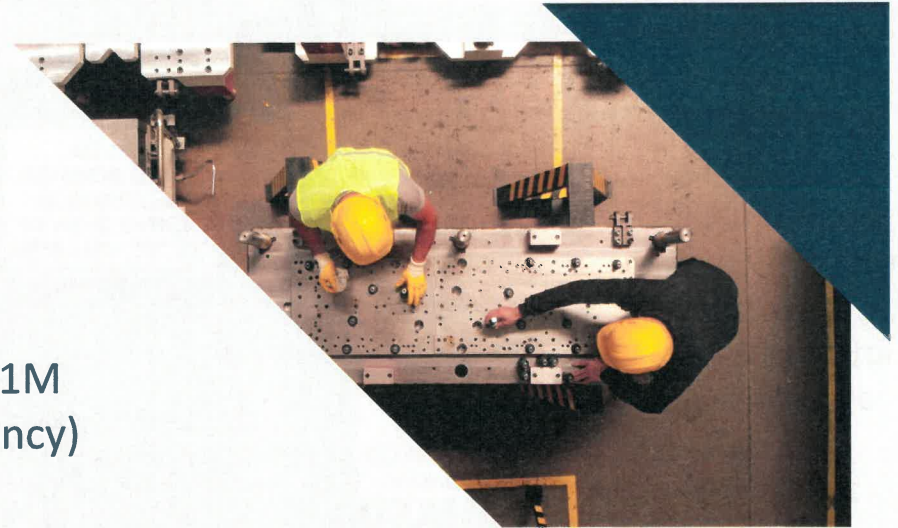
- New 750K Gallon Elevated Tank* -- \$3.5M
- Mobilization, Piping, BPS modifications -- \$1M
- Total = \$4.5M to \$5.5M (including contingency)

- Future Elements:

- Tank Rehabilitation** -- \$1.6M (including contingency)
- Tank Replacement -- \$2.1M (including contingency)

*Will depend on style of tank selected. Cost is representative of “multi-column” or “legged” tank, which will be most cost effective

**Scope is uncertain. A Seismic Analysis is needed to determine viability of rehabilitation.





Multi-Column
Elevated Tank

Spheroid Elevated Tank





Composite Elevated Tank

Next Steps

- ✓ Conduct Feasibility Study for new elevated reservoir
 - ✓ Review possible elevated reservoir construction at Sarah Lane site
 - ✓ Review possible elevated reservoir construction on a different parcel in the City, locations TBD

- ✓ Seismic Analysis of existing reservoirs

- ✓ Hydraulic Modeling

- ✓ Public Outreach Assistance





CITY OF COBURG UTILITY WORK SESSION 4/26/2022

OBSTACLES ENCOUNTERED AT CURRENT SITE

- Cost of Pipeline Serving the Site
 - Significant cost increases in the past two years
 - Discovered Wetlands along Route
 - Terrain (steep and large boulders discovered)
 - Creek Crossing and Large Timber
- Technical difficulties - Discovered a mistake in Elevation Assumption in Master Plan
- Remote Location is not Preferred by Public Works Staff
- Conditional Use Permit Required
- Neighborhood Opposition

UTILITY FEES

WHAT ARE SUSTAINABLE UTILITY FEES?

- Generate sufficient revenues to sustain the utility system
- Charge for cost of services provided
- Recover costs equitably
- Achieve City objectives » Conservation » Revenue stability » Maintain minimum fund balances and meet other fiscal policies

City of Coburg
Utility Rate Study: Sewer Utility
Assumptions

Economic & Financial Factors	2020	2021	2022	2023	2024	2025	2026	2027
Escalation Rates								
General Cost Inflation	1.83%	1.83%	1.83%	4.00%	4.00%	4.00%	4.00%	4.00%
Construction Cost Inflation	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%
Benefits Cost Inflation	3.04%	3.04%	3.04%	4.00%	4.00%	4.00%	4.00%	4.00%
Salaries Cost Escalation	1.63%	1.63%	1.63%	4.00%	4.00%	4.00%	4.00%	4.00%
Salaries + Benefits	2.62%	2.62%	2.62%	4.00%	4.00%	4.00%	4.00%	4.00%
Customer Growth (PSU Forecast)	1.14%	1.14%	1.14%	1.14%	1.14%	1.14%	1.14%	1.14%
Urban Renewal District Revenue Growth	3.00%	3.00%	3.00%	3.00%	3.00%	2.00%	2.00%	2.00%
Tank Maintenance	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Alternate Growth Scenario	0.42%	2.82%	3.38%	3.62%	3.36%	3.44%	3.16%	2.80%
Customer Growth	0.42%	2.82%	3.74%	3.75%	3.49%	3.56%	3.27%	2.89%
SDC Rate Increases	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
[Extra]	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Elimination	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
No Escalation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Investment Interest								
	2.45%	2.45%	2.45%	2.45%	2.45%	2.45%	2.45%	2.45%
Tax Rates								
Franchise Fee	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
No Tax	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

City of Coburg

Utility Rate Study: Sewer Utility

Sewer Rate Schedule

Across-the-Board Rate Schedule Implementation		ATB	ATB	ATB	ATB	ATB	ATB	ATB	ATB	
		Existing	7/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Annual System-Wide Rate Increase			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.00%	3.00%
<u>Fixed Rates per EDU</u>										
Wastewater Rate	\$86.70	\$86.70	\$86.70	\$86.70	\$86.70	\$86.70	\$86.70	\$86.70	\$89.30	\$91.98
<u>Assisted Income Rates per EDU</u>										
<100% of the poverty level	\$56.10	\$56.10	\$56.10	\$56.10	\$56.10	\$56.10	\$56.10	\$56.10	\$57.78	\$59.52
<125% of the poverty level	\$62.22	\$62.22	\$62.22	\$62.22	\$62.22	\$62.22	\$62.22	\$62.22	\$64.09	\$66.01
<150% of the poverty level	\$68.34	\$68.34	\$68.34	\$68.34	\$68.34	\$68.34	\$68.34	\$68.34	\$70.39	\$72.50

Note: "Across-the-Board" (ATB) means that all stated rates increase by the same percentage (both the fixed and volume charges), which maintains the existing rate structure.

Sewer Utility Rate Growth Scenerios

							3%	3%	3%	3%
Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Per Utility Rate Platform	86.7	86.7	86.7	86.7	86.7	89.3	91.98	94.74	97.58	
1%	86.70	87.57	88.44	89.33	90.22	91.12	92.03	92.95	93.88	
1.50%	86.70	88.00	89.32	90.66	92.02	93.40	94.80	96.22	97.67	
2%	86.70	88.43	90.20	92.01	93.85	95.72	97.64	99.59	101.58	
3%	86.70	89.30	91.98	94.74	97.58	100.51	103.52	106.63	109.83	
3.50%	86.70	89.73	92.88	96.13	99.49	102.97	106.58	110.31	114.17	
4%	86.70	90.17	93.77	97.53	101.43	105.48	109.70	114.09	118.65	

City of Coburg
Utility Rate Study: Water Utility
Assumptions

Economic & Financial Factors	2020	2021	2022	2023	2024	2025	2026	2027
Escalation Rates								
General Cost Inflation	1.83%	1.83%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Construction Cost Inflation	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%
Benefits Cost Inflation	3.04%	3.04%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Salaries Cost Inflation	1.63%	1.63%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Salaries + Benefits	2.62%	2.62%	2.62%	4.00%	4.00%	4.00%	4.00%	4.00%
Customer Growth (PSU Forecast)	1.14%	1.14%	1.14%	1.14%	1.14%	1.14%	1.14%	1.14%
Alternate Growth Scenario	0.47%	3.30%	3.17%	3.34%	3.19%	3.11%	2.90%	2.68%
SDC Rate Increases	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Customer Growth	0.47%	3.30%	3.27%	3.45%	3.29%	3.21%	2.99%	2.76%
[Extra]	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Elimination	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
No Escalation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Investment Interest								
	2.45%	2.45%	2.45%	2.45%	2.45%	2.45%	2.45%	2.45%
Tax Rates								
Franchise Fee	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
No Tax	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

City of Coburg
Utility Rate Study: Water Utility

Water Rate Schedule

Across-the-Board Rate Schedule		ATB	ATB	ATB	ATB	ATB	ATB	ATB	ATB	ATB
Implementation	Existing	7/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028	7/1/2029
Annual System-Wide Rate Increase		0.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<u>Fixed Charge by Meter and Class (Includes 7 CCF)</u>										
5/8" - 3/4" Residential	\$53.00	\$53.00	\$55.12	\$56.77	\$58.48	\$60.23	\$62.04	\$63.90	\$65.82	\$67.79
5/8" - 3/4" Commercial	\$53.00	\$53.00	\$55.12	\$56.77	\$58.48	\$60.23	\$62.04	\$63.90	\$65.82	\$67.79
1" Commercial	\$95.00	\$95.00	\$98.80	\$101.76	\$104.82	\$107.96	\$111.20	\$114.54	\$117.97	\$121.51
1-1/2" Commercial	\$165.00	\$165.00	\$171.60	\$176.75	\$182.05	\$187.51	\$193.14	\$198.93	\$204.90	\$211.05
2" Commercial	\$250.00	\$250.00	\$260.00	\$267.80	\$275.83	\$284.11	\$292.63	\$301.41	\$310.45	\$319.77
3" Commercial	\$446.00	\$446.00	\$463.84	\$477.76	\$492.09	\$506.85	\$522.06	\$537.72	\$553.85	\$570.46
4" Commercial	\$728.00	\$728.00	\$757.12	\$779.83	\$803.23	\$827.33	\$852.15	\$877.71	\$904.04	\$931.16
6" Commercial	\$1,192.00	\$1,192.00	\$1,239.68	\$1,276.87	\$1,315.18	\$1,354.63	\$1,395.27	\$1,437.13	\$1,480.24	\$1,524.65
Outside City Limits	\$60.00	\$60.00	\$62.40	\$64.27	\$66.20	\$68.19	\$70.23	\$72.34	\$74.51	\$76.74
3/4" Residential PVE	\$120.00	\$120.00	\$124.80	\$128.54	\$132.40	\$136.37	\$140.46	\$144.68	\$149.02	\$153.49
Limited Income (<100%)	\$23.00	\$23.00	\$23.92	\$24.64	\$25.38	\$26.14	\$26.92	\$27.73	\$28.56	\$29.42
Limited Income (<125%)	\$29.00	\$29.00	\$30.16	\$31.06	\$32.00	\$32.96	\$33.95	\$34.96	\$36.01	\$37.09
Limited Income (<150%)	\$35.00	\$35.00	\$36.40	\$37.49	\$38.62	\$39.78	\$40.97	\$42.20	\$43.46	\$44.77

Water Utility Rate Growth Scenerios

		3%	3%	3%	3%	3%	3%	3%	3%
Year	2022	2023	2024	2025	2026	2027	2028	2029	2030
Per Utility Rate Platform	53	55.12	56.77	58.48	60.23	62.04	63.9	65.82	67.79
1%	53.00	53.53	54.07	54.61	55.15	55.70	56.26	56.82	57.39
1.50%	53.00	53.80	54.60	55.42	56.25	57.10	57.95	58.82	59.70
2%	53.00	54.06	55.14	56.24	57.37	58.52	59.69	60.88	62.10
3%	53.00	54.59	56.23	57.91	59.65	61.44	63.28	65.18	67.14
3.50%	53.00	54.86	56.77	58.76	60.82	62.95	65.15	67.43	69.79
4	53.00	55.12	57.32	59.62	62.00	64.48	67.06	69.74	72.53

OPTIONS

1. **Make no changes** in fees at this time and see how growth develops in 2023
2. **Make cost of goods increase** to fees of 1.5 - 4%
3. **Make recommended** adjustment of water 3% and Sewer _____ (Council would need to decide this amount)
4. **Delay decision** until water fund facts are known and make all changes at once - (approx. 6 months). Take time to educate the public on increase costs of water project.

HOW ARE OTHER UTILITIES HANDLING RATES AT THIS TIME?

EWEB	\$7.00 MORE PER MONTH FOR BOTH WATER AND ELECTRICITY
RAINBOW WATER DISTRICT	2022-2025 INCREASES 5%, 4.5%, 3% & 3%
COTTAGE GROVE	WATER - ADJUST FOR INFLATION ANNUALLY, SEWER - 12% PER YEAR FOR THREE YEARS
NORTHWEST NATURAL GAS	\$7.50 PER MONTH INCREASE (11/21) FOR RESIDENTIAL USERS
PACIFIC POWER	9.3% FOR RESIDENTIAL CUSTOMERS
SPRINGFIELD UTILITY BOARD	5% WATER INCREASE

GROWTH OPPORTUNITIES

WEICHART SUBDIVISION	RESIDENTIAL	PHASE 1	26
WEICHART SUBDIVISION	RESIDENTIAL	PHASE 2	10
PROPERTY ON WILLAMETTE	MIXED USE	RESIDENTIAL AND COMMUNITY FACILITY	
WELLS PROJECT	MIXED USE	PHASE 2	8 Res - 3 Commercial
LIGHT INDUSTRIAL	INDUSTRIAL		107 ACRES
HIGHWAY COMMERCIAL	PROPERTY ON CORNER OF PEARL AND INDUSTRIAL		
RESIDENTIAL OTHER			4 PER YEAR
HIGHWAY COMMERCIAL	COW CREEK - I-5 & VAN DUYN		

ASSUMPTIONS

1. Assumes 4% growth in cost of goods and services
2. Assumes 4% growth in Personal Services
3. Assumes some growth conservatively-Residential
4. Assumes slow conservative growth - east side, and other available commercial

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: May 10, 2022

Staff Contact: Anne Heath, City Administrator

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

The following is an overview of important activities during the month of April, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

Water Project

- Well under design
- Thomas Street Intertie – under design
- Mainline replacement – Coleman Street under design
- Reservoir Feasibility Study- In planning stage
Staff are contacting property owners to establish 3-5 properties that could be included in the feasibility study. These include properties in the I-5 vicinity on both the east and west side.
- Public Works Shop is under design

Street Projects

- **McKenzie Street Rebuild** – Under design/Summer of 2022 Construction
- **Roberts Road** – Under Design/Summer of 2022 Construction
- **Collector Streets** – Under Design/Summer of 2023 Construction
- **Funding options** – Funding Application has been submitted to OTIB. It is likely that we will not know whether this will be funded until late spring.

Utility Rates – Staff have put together a timeline and work plan recommendation for addressing a utility rate analysis. Recommendation is in the staff report under a different tab.

Cyber Security Insurance – The City staff have worked with IT to attempt to fill out the applications for Cyber Security insurance. However, the requirements are complicated and may be costly in order to put in place. The staff is considering whether purchasing a more robust security software and strengthening back up procedures might be a better option for the City. Other small cities are facing a similar challenge and we are sharing information through IT.

Speed on local roads – As we move forward with street projects, each street will need to be engineered. As this work is completed, we have also asked the engineer to consider the speed on each road as to whether it makes sense to drop it. If there is a recommendation to drop the speed from 25 miles per hour, then we will bring this information to the Council for approval. While there are some roads that will benefit from a speed reduction, roads such as collectors may need to keep the federal speed requirement.

Noxious Weed Enforcement – The City will start noxious weed enforcement beginning in the first week of June. While this is complaint based, City staff also take a drive around town to identify properties that are out of compliance. Repeat annual offenders will be receiving a letter upon the kick off this year rather than waiting for complaints to come in regarding their properties. With the dry summer in the last few years, we will also be monitoring through the summer for properties who fall out of compliance over the summer months.

Staff Training & Emergency Drill – An all staff training was held on April 28th on handling workplace stress. Additionally, all staff took part in a drill in which City Hall became unusable due to an incident and staff had to set up an alternative site to continue City business. Each department planned their tasks to be accomplished and then shared out with the room. The information identified by the staff will be added to the City’s Continuation of Operations Plan.

New Faces at City Hall – The City welcomes Jeremiah Rupe to the Police Department. Jeremiah will replace David Gregory as the Police Department Technician. David and his family are relocating to another state. Welcome also to Public Works Worker Dax Wilson who joins us as a temporary seasonal worker through August.

Upcoming Meetings

Heritage Committee	5/11
Park Tree Committee	5/17
Planning Commission	5/18
Budget Committee	5/24
URA Budget Committee	5/31
City Budget Committee	5/31
City Council	5/10
URA & City Council Meeting	6/14

DEPARTMENTS AND OPERATIONS

City Recorder

- March 9th to April 14th managed seven Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed 2 lien searches.
- Collected past due assessment on utility accounts.

- Released recorded lien and SDC finance agreement on a property that paid off balance.
- Statement of Economic Interests (SEI) are COMPLETE! The City has 16 people who are required to complete the SEI. I confirmed with Oregon Government Ethics Commission and all were submitted by the deadline date 4/15.
- Prepared and published the legal budget notices for City and Urban Renewal Agency.
- Budget Committee Recruitment is open. The two members who terms expire have been notified and encouraged to re-apply. Application will be accepted through May 20, 2022. Budget Committee will review applications and interview at May 31, 2022. Council will consider Budget Committee recommendation at the June 14, 2022 meeting.
- Recording the Annexation documents and building the City retention files. Working on getting the FINAL zoning map.
- Prepared and posted Internal recruitment for Police Department Technician. This recruitment closed. The retention file is complete.

Administration - Front Desk

- Prepared the Budget Binders
- Promote Child Abuse Awareness throughout the month of April to support the Council Proclamation.
- IOOF Rentals - 3 in April and 4 scheduled for May
- Special Events. We have seen a huge increase in Special Event application and Park Rentals this year. Estimated administrative staff time is 12 hours per permit.

2022 Park Facility Rental & Special Events			
5/7/2022	Norma Pfeiffer	Park Rental	B-day Party
5/14/2022	Norma Pfeiffer	Special Event	Rally in the Valley Omnium - Circles around park (200 Participants plus families)
5/19/2022	Behind City Hall	Special Event	Circus
5/21/2022	Pavilion Park	Special Event	Mohawk Valley Metric
5/22/2022	Norma Pfeiffer	Park Rental	Grandson B-day
6/3/2022	Norma Pfeiffer	Park Rental	Work BBQ
6/4/2022	Norma Pfeiffer	Park Rental	B-day Party
6/18/2022	Norma Pfeiffer	Park Rental	END OF SCHOOL CELEBRATION
6/18/2022	None		Coburg Colossal Clutter Clear Out
6/19/2022	Norma Pfeiffer	Park Rental	Church Picnic

6/23/2022	Pavilion Park	Special Event	Client Appreciation Party(Fidelity National)
6/25/2022	Norma Pfeiffer	Park Rental	89th B-Day Party
7/5,12,19,26	Norma Pfeiffer	Special Event	Twilight Criterium (Race around park) 4-9PM
7/9/2022	Norma Pfeiffer	Park Rental	Coburg Food Pantry (Informational to residents)
7/17/2022	Norma Pfeiffer	Park Rental	Church Picnic
7/22, 23 & 24	Norma/ Pavilion	Special Event	Coburg Days
7/30/2022	Norma/ Pavilion ?	Special Event	1972 Sheldon Class Reunion
7/21&28 8/4,11,18,25	Pavilion	Special Event	Concerts in the Park
7/21&28 8/4,11,18,25	Pavilion	Special Event	Farmers Market
8/6/2022	Pavilion	Special Event	Coburg Car Classic
8/13/2022	Norma Pfeiffer	Park Rental	Family Reunion
8/20/2022	None	Special Event	Wedding - Block Party Ord. says N/C
8/21/2022	Norma Pfeiffer	Park Rental	Church Picnic
8/27 & 28	Pavilion	Special Event	Jammin in the Park 2022 (Sat 10-9 Sun 10-4:30
9/10&11	Norma/ Pavilion	Special Event	Antique & Vintage Fair
12/3/2022		Special Event	Christmas in Coburg

Utility Billing

- April | March Utility bills month end covering 3/12 to 4/11
 - Billed Water \$55,000 | Sewer \$69,785 | TUF \$12,355
 - Payments Received \$137,251
 - Past dues charged 82
 - 2 Active payment plans
 - 6 change in service

Finance

- See Finance Report under separate tab.

Planning – Prepared by Megan Winner

- ANX 01-20 & ZC 01-20: Annexation and rezone approved at April 12th regular City Council meeting. Notices to interested parties, Secretary of State, Dept. of Revenue and public utilities complete;
- SUB 02-20: Construction continues. Application received for building permits for first three homes;
- Development Code update including the Central Business District form-based code project with Urban Collaborative LLC. is underway. Pre-final draft of the regulating plan was sent out with feedback due of April 28. First public hearing for Development Code update scheduled for Planning Commission meeting on May 18th;
- Five Structural/Plumbing/Mechanical/Electrical Permits issued in March;
- Construction on the Bike Hub is complete. Signage and finishing touches remain. Grand opening celebration with Lane County, LCOG, GEARS and other partner organizations scheduled for May as a Bike Month event;
- Planning Commission received presentation on the Building Program from Faye Stewart, Cottage Grove Public Works Director, and set goals at April meeting;
- Heritage Committee canceled Historic Art Contest due to no registrations. Next round of Preservation Plaque recipients is being planned.

Main Streets and Economic Development – Prepared by Tracey Pugh

- Completed and mailed May/June Our Town newsletter
- Attended 2022 Oregon Heritage Conference
- Participating in UWLC Emergency Preparedness Trainings for Rural Community organizations
- Coordinated/attended monthly Coburg Main Street committee meeting
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Finalizing Main Street Bylaws to submit with 1023 IRS Form
- Assisting new Coburg Antique Fair Director with Special Event Application
- Working with designer on Coburg Business Map/Directory
- Redesigning Chamber website for Main Street
- Working with designer to create logo for Coburg Main Street
- Working with Rexus, Johnson Brothers, and downtown businesses to put out flower baskets in mid-May
- Participate in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - Tree Removal**
 - Two trees were removed in Norma Pfeiffer Park
 - **Projects**
 - Walk through for the Roberts Rd repaving project
- Water Utility**
 - **New Service**
 - Bruce Street
 - **Projects**
 - Finalizing the Thomas Street project and getting ready to be bid out in May
 - **Leaks**
 - Found a major leak on a fire service at Freightliner on Roberts Rd, customer had it repaired that day
- **Sewer Utility**
 - **Collections**
 - **New Service Install**
 - 1
 - **Inspections**
 - 5
 - **Callouts**
 - 6
 - **Tanks Pumped**
 - 2
 - **Plant Repairs & Major Maintenance**
 - We replaced a sampler that was given to us through a program from WEF(Water Environment Federation).
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party planted trees (2 Red Maples) at Norma Pfeiffer Park and worked on brainstorming ideas for Coburg Creek Park in the new subdivision. Also working on plans for a Pickle Ball Court.
 - Dealt with a bee swarm at Pavilion Park
 - **Park Maintenance**
 - Installed new cameras at the restrooms at Norma Pfeiffer Park
- **Misc.**
 - **Locates 13**
 - **Work Orders 58**

Crews repaired the urinal at City Hall upstairs. This has caused many issues in the past as it has overflowed several times.

Crews have also started their summer work schedule of 4-10 work days.

Municipal Court - Prepared by Mandy Balcom

- **April 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for April 5, 2022 Court Date: 27
 - **April 2022 Receipts Including Collections,**
 - **Total Fines:** \$16,825.42 (total monies taken in for the month, nothing deducted), *compared to \$ 19,044.12 in April of 2021*
 - **Net Fines:** \$ 10,356.00 (City share only, NOT including collections), *compared to \$12,404.00 in April of 2021*
 - **April 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 6,469.42 *compared to \$6,640.12 in April of 2021*
 - **Turned over to collection:** \$ 0 *compared to \$14,670.00 in April of 2021*

Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.

Other Information:

- **Upcoming Court Date: May 3, 2022**
- **Jury Trial May 24, 2022**
- **Court Administrator attended the OACA Court Conference April 23-26, 2022**

Police Department – Prepared by Chief Larry Larson

- Officers investigated criminal mischief at Norma Pfeiffer Park
- Officers investigated a hit and run at the Truck N' Travel
- Officer investigated an illegally parked vehicle, subsequently arrested the driver on 5 warrants
- The department collected 126lbs of food, \$300 cash and \$5,000lbs of paper during the Coburg Community Shred Day
- Officers arrested several males for failing to register as a sex offender: most of them had previous warrants for failing to register as a sex offender
- Officers assisted the Sheriff's Office locate an intoxicated driver
- Officer tagged several improperly parked vehicles on Roberts Road
- Officers worked City Ordinance violations
- Officers completed truck inspector training for the ODOT

- Officers worked bailiff duties at Coburg Municipal Court
- Officers investigated a motor vehicle crash near Harry's Berry's; determined to be medical
- Officers responded to several alarm calls
- Officers investigated a theft 1 and elder abuse
- Officers worked ODOT distracted driving month
- Officers investigated a stolen vehicle which was recovered the next day
- Officers investigated a non-injury motor vehicle crash
- Officers investigated a controlled substance DUII
- Officers received training on work-related stress and emergency management
- Officers investigated several DHS referrals regarding possible child abuse
- Officers work bailiff duties at Harrisburg Municipal Court
- Officers investigated a domestic violence dispute which resulted in an arrest
- Officers investigated criminal mischief to a parked vehicle
- Officers arrested a subject on several felony warrants
- Officers responded to several animals at large calls
- Officers completed several vehicle vin inspections
- Officers investigated suspicious circumstance at the Truck N' Travel regarding potential coercion

CITY EVENTS

- City events
- World Games
- ODOT Grants
- Sex Offender sweep

ATTACHED

At the 2021 City Council retreat the City Council discussed ways to better connect with City Committees and the Planning Commission. Council decided it would be helpful to stay updated monthly on what each committee is working on. They requested that staff provide the minutes from all public meetings in the monthly City Council packets.

A.	4/13/2022	Heritage Committee
B.	4/19/2022	Park Tree Committee
C.	4/20/2022	Planning Commission
D.	4/27/2022	Finance Audit Committee



MINUTES

Heritage Committee

April 13, 2022 – 6:00 P.M.

City Hall and via Zoom

City Hall

91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Marissa Doyle, Chair; Shannon Sardell (6:09), Vice Chair; Michelle Shattuck, Stephan Sheehan.

STAFF PRESENT: Megan Winner.

1. Call the Meeting to Order

Ms. Doyle called the meeting of the Heritage Committee to order at 6:06 p.m.

2. Roll Call

Ms. Winner called roll. Shannon Sardell was absent. A quorum was present.

3. Minutes for Approval | February 9th & March 9th, 2022

Ms. Sardell arrived at 6:09 p.m.

Ms. Shattuck noted that her last name was misspelled in the motion that was made in the February 9, 2022, minutes.

MOTION: Ms. Sardell moved, seconded by Ms. Shattuck, to approve the February 9, 2022, Heritage Committee meeting minutes as amended and the March 9, 2022, Heritage Committee meeting minutes as presented. The motion passed unanimously, 4:0.

4. Committee Business

- Nominations for Preservation Plaques
 - H.J. Cox House
 - Pollard House
 - Healy House

Ms. Winner said that they had the Committee had already decided to award the George Deffenbacher House, which was owned by the Steele family. They still had to choose two other recipients. They had narrowed the decision down to the H.J. Cox House, the Pollard House, and the Healy House.

Mr. Sheehan was hesitant to vote because he owned the Healy House.

Ms. Sardell nominated the Pollard House and the Healy House. Those were both older than the H.J. Cox House. She liked that the Healy House had a different design to it than what had been awarded in the past.

VOTE: The Committee voted unanimously to award plaques to the Deffenbacher House, the Pollard House, and the Healy House – 4:0.

Ms. Sardell wanted them to double check the property names before sending the information to the company that would make the plaques. Ms. Shattuck volunteered to reach out to the company since she did it for the previous plaques.

Mr. Sheehan wondered if the Pollard House name should be the Diamond House. He stated that Pollard had done bad things in his past and they should think about giving out an award in his name. Ms. Sardell mentioned that in all the records it is called the Pollard House. If they wanted to change it, it would be a lot of work. That type of change had to be approved on a federal level. Mr. Sheehan wanted to make sure that they did not get into trouble with the community. Ms. Sardell was unsure why it was called the Pollard House since it was property owned by Diamond. Ms. Winner said that there was already a Diamond House. Mr. Sheehan said that the Pollard House was the house that Johnny Diamond originally built and lived in. Ms. Sardell wanted to look at the national register before moving forward more. She was interested in the Committee talking more about changing the name and moving forward

- Cancel Art Contest

Ms. Winner announced that they had received zero submissions. They had advertised more after the deadline and still received no submissions.

Ms. Doyle asked if they had an idea on why no one responded. Ms. Winner said that they had advertised the contest around the city, so she did not think it was related to outreach. She thought people might have been overwhelmed by everything else going on in the world.

Ms. Sardell said that next year they should start advertising the art contest sooner. She noted that it might be beneficial to reach out to the local schools.

- Additional Certified Local Government Grant (CLG) Funds
 - Bike Hub Signage

Ms. Winner said that they still had funds available that had to be spent by the end of August. Staff had been talking about adding signage to the new bike hub to show paths in the area. She was interested in adding historic information to the signage as well. Potentially a map of the historic district.

Mr. Sheehan thought that was a great idea. The rest of the Committee concurred.

Ms. Winner wondered if she should reach out to the individual who put together the historic home walking tour and see if they could put something together for the bike hub.

Ms. Winner said that the CLG funds could also be used to send Committee members to historic conferences. The Oregon Historic Conference would happen April 27 – 29, 2022. She could register anyone who was interested without charge. The whole conference would be online.

5. Goal Setting FY 2023

While going over the Committee's FY 2022 goals Ms. Winner found that there were a few that were still relevant.

Ms. Sardell wanted them to try and get funding for more plaques through the CLG grant. She hoped that they would get more self-nominations.

Ms. Sardell asked where they were on the historic objects goal. Ms. Doyle said that they had put those efforts on hold because of the pandemic. Ms. Winner said that they could start looking into the goal again soon. Ms. Sardell said it should be one of their top priorities. Mr. Sheehan suggested show casing the objects at local businesses so they could be enjoyed by the community. Ms. Sardell would investigate the possibility of a grant covering a display case. Ms. Doyle said that they should find all the objects, catalog them, and then figure out a way to display the objects.

Ms. Winner shared that City leadership wanted the Heritage Committee to set up a joint work session with the Park & Tree Committee to start planning what they wanted to do with the recently purchased Morneau property. Ideally that would occur in June or July.

Ms. Sardell said they should investigate creating and implementing a historic district code. Ms. Doyle had talked at the Ad-Hoc Code Committee meetings about adding historic code, but she could push it more. Ms. Sardell said that they could spend a whole meeting going through the code. Ms. Winner mentioned that it might be a project they would seek professional help to complete.

6. Future Meetings | Dates to Remember

- Next Heritage Committee Meeting: May 11, 2022

7. Adjournment

Ms. Doyle adjourned the meeting at 7:16 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by Heritage Committee on this ___ day of May 2022.

Marissa Doyle, Chair

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT



MINUTES

Coburg Parks | Tree Committee

City Hall, 91136 N. Willamette

April 19, 2022 – 6:00 p.m.

COMMITTEE MEMBERS PRESENT: Mary Mosier, Chair; Tom Beatty, Vice Chair; Coleen Marshall, Karen Coury, Lonna Meston.

COMMITTEE MEMBERS ABSENT: Claire Smith, Joe Morneau.

GUESTS: Emily Forsha, Travel Lane County.

STAFF PRESENT: Brian Harmon.

1. Call to Order

Chair Mosier opened the Park & Tree Committee meeting at 6:00 p.m.

2. Roll Call

Mr. Harmon called roll. A quorum was present.

3. Agenda Review

Chair Mosier said that an agenda item about tree removal at Booth Kelly Park.

4. City Updates/City Administrator Report

5. Approve Minutes from March 15th

Mr. Beatty noted that on page 3, the minutes said, "Mr. Harmon said they had to figure out how the tree would be paid for. Mr. Beatty stated that the Grange would pay for it." He did not remember saying that the Grange would pay for the tree. Mr. Harmon also did not remember that being said. He thought that Mr. Morneau might have talked about how the Grange had money the John Bosley Tree which had not yet been given. Remove the statement from the minutes.

Ms. Coury wanted more information on the ash trees that the minutes referenced being planted. Mr. Harmon said that those trees would not be planted in a park. They were part of an environmental project. He said that instead of "East side" the minutes should say "East ditch muddy creek".

Ms. Marshall noticed some grammatical errors. On the first page the minutes said, "Chair Moser said that she would add Terry's item to the agenda and put have it as their first Committee Business item". The word "put" should be deleted. Also on the first page, Teri Kohley's name was misspelled a few times.

Chair Mosier wanted it clarified in the minutes under the Report to City Council agenda item that the report was included in "their packets". "Their" being each City Council member.

MOTION: Ms. Marshall moved, seconded by Ms. Coury, to approve the March 15, 2022, Park & Tree Committee meeting minutes as amended. The motion passed – 5:0.

6. Committee Business

- Heritage Plaque Donation

Emily Forsha, with Travel Lane County, was there to talk to the Committee about the World Athletics Championship Oregon22. She said that it was the first time the event would be held in the United States. They were working with the Museum of World Athletics on creating a legacy program called the Oregon22 Heritage Trail. They wanted to place plaques commemorating 22 track and field athletes who medaled in the sport who were connected to Oregon all around the State. They had one plaque they wanted to place in Coburg for Annette Peters. Ms. Forsha had a draft of the plaque with her if the Committee wanted to look at it. She had gone with Mr. Harmon to look at a placement in Pavilion Park near the bike hub.

- Arbor Day Plan

Mr. Harmon said that he had taken some time off over the last few weeks because of a personal situation. As a result, he had not been able to contact the school to get the kids to help plant trees. Instead, they would plant the two red oaks themselves next week at Norma Pfeiffer Park. Mr. Harmon said that in 2023 they would reach out to the charter school.

Chair Mosier asked if there were trees in Norma Pfeiffer that had to be taken out. Mr. Beatty said that they could plant the red oaks without having to take out the white furs. He mentioned that the white furs were showing their age and should be removed. Ms. Marshall noted that before Mr. Harmon had joined staff the white furs had been marked for removal. Mr. Harmon said that on April 28, 2022, at 9:00 a.m. they would start work on removing the white furs.

Mr. Beatty wondered if there was anything that could be done with the trunks of the white furs. He did not like to waste the wood. He thought it would be nice if they could get benches made from the wood.

- Pickle Ball Court Plan Update

Mr. Harmon reminded the Committee that they had been talking about converting half of the basketball court into a pickle ball court. He went to check the size of the court and found that they would need the whole concrete area for one pickle ball court. Mr. Harmon suggested they keep the two basketball hoops and add a net to the middle of the court. To make the court

useable they would need to resurface the concrete. The City and the Committee both had capital funds available that they could use. He did not yet know how much it would cost.

From what he had heard, it seemed to Mr. Harmon that more people would use the pickle ball court than currently used the basketball court.

Mr. Harmon said that the capital funds could also be used to remove six inches of the lawn in Johnny Diamond Park and reseed the area. There had been issues with standing water in that park. He stated that it was possible to fund the park reseeding and the pickle ball court. Staff wanted at least one of the projects to get done that year.

Chair Mosier inquired into if the new concrete would still be useable as a basketball court. Mr. Harmon replied that the concrete would be useable for basketball, pickle ball, and tennis.

Mr. Harmon said that a decision did not need to be made that night. He would figure out the costs of each project and bring those with him to the next meeting.

Chair Mosier asked if they could add a pickle ball court at Coburg Creek. Mr. Harmon thought that was a great idea and something they should look into.

Mr. Beatty wanted to know if redoing the concrete would also benefit the basketball court. Mr. Harmon replied that it was a win for both basketball and pickle ball.

- Upcoming Work Party Date & Location

Ms. Marshall noted that the last work party at Jacob Spores Park went well. They pulled weeds and put new mulch chips around the trees. She estimated that they worked for two hours. They still had to plant the flowers.

Ms. Marshall said that there was an area at Norma Pfeiffer Park that needed a lot of work.

Chair Mosier stated they would meet at 9:00 a.m. on May 16, 2022, at Norma Pfeiffer Park.

- Coburg Creek Subdivision Park Sub Committee

Ms. Marshall noted that they still did not have the dimensions for the park area of the subdivision. Chair Mosier wanted Mr. Harmon to talk to the developers about not parking vehicles in the area where the park would be because it can damage the soil. Mr. Harmon understood and would let them know. He would also come back to the Committee with dimensions for the park.

- Tree Removal at Booth Kelly Park

Chair Mosier asked if there were any updates on removing the wood from the trees that were cut down at Booth Kelly Park. Mr. Harmon replied that there were no updates. He said they would try and remove most of the wood at some point. It was hard to get back in that area, but they would do their best.

Mr. Harmon shared that the frames for the historical signs were being made. They should be mounted in the next couple weeks.

7. Adjournment

Chair Mosier adjourned the meeting at 6:57 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by Park & Tree Committee on this __ day of May 2022.

ATTEST:

Sammy L. Egbert, City Recorder

Mary Mosier, Chair

DRAFT



MINUTES
Planning Commission
Hybrid Meeting In-Person & via Zoom
 April 20, 2022
 Coburg City Hall
 91136 N Willamette Street Coburg, Oregon 97408

COMMISSIONERS PRESENT: William Wood, Vice Chair; John Marshall, Seth Clark, Alan Wells, Marissa Doyle, and Nancy Bell, Council Liaison.

COMMISSIONERS ABSENT: Chair Paul Thompson and Commissioner Jonathon Derby.

STAFF PRESENT: Megan Winner, Resource Assistant; Nancy Bell, Council Liaison

1. Call Meeting to Order

Vice Chair Wood called the meeting to order at 7:06 p.m.

2. Roll Call

Ms. Winner called roll. A quorum was present.

3. Agenda Review

Ms. Winner presented the minutes from the December 15, 2021 & February 22, 2022, meetings for approval.

4. Minutes Approval

MOTION: Commissioner Marshall moved, seconded by Commissioner Clark, to approve the December 15, 2021 & February 22, 2022 Planning Commission meeting minutes as presented. The motion passed unanimously. Vote: 5-0.

5. Special Guest

- Faye Stewart, Cottage Grove Public Works & Development Director
 Mr. Stewart presented the Council with his extensive experience, including details of the creation of the current city partnered building program. He spent twenty years as a partner of a general contracting business, specializing in excavation and construction. From 2005-2017 he served as East Lane County's Commissioner. His area of improvement was to create a building program located in Cottage Grove, creating a local walk-in office, a personal appeal for contractors. In 2018 Mr. Stewart began his

present role with the City of Coburg. His long-awaited plan was approved that same year. Creswell began collaborations with Coburg. The State Building Codes Commissions required the following positions to be filled:

- Jason Bush, Certified Building Official and Inspector for level 8 construction. Mr. Bush has over twenty-five years of experience.
- Ryan Bennett, Specialty Electrical Inspector. Mr. Bennett has over twenty years of experience.
- Melanie Klemmer, Permit Specialist and Residential Building Inspector
- New payment laws based on fees was established. Mr. Stewart spoke of the partnership between the cities of Veneta, Creswell, Cottage Grove and Coburg. He explained how percentage fees for each city were compiled.

Mr. Stewart stressed the importance of processing permit applications within five days. Larger commerce projects, although taking longer to process would still receive the best possible service. In addition to a local walk-in office, callers can speak to an in-person operator. A very detailed monthly service report is supplied to the cities.

Commissioner Marshall inquired as to what the state surcharges were for. Mr. Stewart answered that State uses a percentage of the revenue from the permit fees to run the Building Codes Division, which provides electronic programs like Accella, an electronic app for permit information. It provides continued education training credits and supports Blue Beam, an electronic app for submitting and reviewing plans online.

Commissioner Marshall next asked if increased staffing would be necessary, due to increased building construction. Mr. Stewart stated that none were needed at this time, but that he had already worked it into the budget in case that should happen.

6. Goal Setting for Fiscal Year 2023

Commissioner Marshall stressed the necessity of having the Traffic Impact Study presentation conducted.

Ms. Winner, Resource Assistant, stated that it was still planned for presentation.

Ms. Bell and Mr. Clark spoke of staff communications. They noted that while communications had been going well, they would continue that goal with a focus on regular updates to the council.

- **MOTION: Commissioner Marshall moved, seconded by Commissioner Doyle to retain the goals for FY2023. The motion passed unanimously. Vote: 5-0.**

7. Planning Commission Orientation Update

Ms. Winner announced that she had been creating an all-electronic documents flash drive for each of the commissioners. This would provide a modern, easy to use, easy to carry, organized access to information.

8. City Update

- City Administration Report / *Information Only*
No new items
- Summary of March 17, 2022, Ad-Hoc Code Review Committee & Planning Commission Joint Work Session / *Information Only*

Vice Chair Wood inquired if there were any questions or comments. None were presented.

9. Adjournment

Vice Chair Wood adjourned the meeting at 7:55 p.m.

(Minutes recorded by Trenay Ryan)

APPROVED by the Planning Commission of the City of Coburg on this

DRAFT

Paul Thompson, Commission Chair

ATTEST:

Sammy L. Egbert, City Recorder



MINUTES

Finance Audit Committee

April 27, 2022, 5:30 p.m.

Hybrid Meeting In Person & via Zoom

Coburg City Hall

91136 N Willamette St.

MEMBERS PRESENT: Cathy Engebretson, Chair; Terry Dawson, and Colleen Marshall.

STAFF: Tim Gaines, City Finance Director; Ann Heath, City Administrator.

GUEST: Steve Tuchscherer, President and Auditor of Umpqua Valley Financial

1. Call Meeting to Order

Chair Engebretson called the meeting of the Finance & Audit Committee to order at 5:36 p.m.

2. Approval of Minutes from January 26, 2022, Meeting

Chair Engebretson addressed two areas from the previous minutes that needed to be amended.

- On page two, paragraph one, under section four of *Review and Discuss FY 2019-2020 Audit*, Ms. Engebretson concluded that the final sentence reading, *Mr. Gaines told everyone that he had not reviewed this audit when it was done*; should be struck from the minutes.
- On page two, paragraph four of *Review and Discuss FY 2019-2020 Audit*, the final sentence reading, *The City had a good relationship with the auditor, and she thought they could overlook the mistake*. Ms. Engebretson felt it needed further clarification and should read, *The City had a good relationship with the auditor and she thought they should overlook the issue, given that the risk posed by the issue was next to nothing*.

MOTION: *Mr. Dawson moved, seconded by Ms. Marshall to accept the Finance & Audit Committee Meeting Minutes for January 26, 2022, as amended. The motion passed unanimously.*

3. Auditor RFP - Committee Recommendation to City Council

Mr. Gaines began by noting that only one proposal had been received and that had been from the current city auditor. The Committee discussed the reason for so few proposals having been submitted. Reasons given were that most financial firms were understaffed, many auditors were not interested in working with small entities, especially with the auditing requirements continuing to grow each year.

Auditor Steve Tuchscherer from Umpqua Valley Financial, addressed The Committee via Zoom.

Topic: Municipal Auditing Services Proposal

Mr. Tuchscherer began by noting that a lot of preliminary work was required. He said it was about completing the audit in a timely manner while documenting everything. He further detailed risk assessments, adjustments of the work according to what bridged the documents, inherent risks and insertions. Mr. Tuchscherer went on to state that each year auditing requirements have become more

complex, yet still need to be completed in a timely manner and within the allotted financial budget. Mr. Tuchscherer concluded by stating that besides the firm having been shorthanded, more documentation of risks had been needed.

Chair Engebretson inquired if there was anything else the staff could have done to help.

Mr. Tuchscherer answered that a lot originated from planning and risk assessments. The Audit letter mentioned the need for GASB (Governmental Accounting Strategies Board). Mr. Tuchscherer said the real challenge was to keep up with government auditing standards. He stated that besides having been understaffed, he had suffered a family loss, admitting this had affected his work. He concluded by stating that he had not been proud of that particular audit and that it was important to him to not have to report differences.

Mr. Dawson stated that The Committee appreciated Mr. Tuchscherer's integrity.

Ms. Heath asked what Coburg could do better to be a financially responsible community.

Mr. Tuchscherer answered that budgetary wise, The City of Coburg did not have much to worry about. He recommended The Committee keep adjustments and balances separate from the budget accounting system and that a scheduling system be set up to reconcile balances, which would make things much easier for the auditor. He concluded by pointing out that Ms. Heath had a good set of awareness of internal controls, and separation of duties, allowing her to monitor what happens within Mr. Gaines' department, which most cities do not have.

Upon exiting the teleconference with Mr. Tuchscherer, Chair Engebretson stated she would like the the previous month's minutes amended to state that *an RFP is required through bylaws to be performed every five years and that is why it was presently being addressed*. She then opened the floor to county members for discussion.

Ms. Marshall asked if the proposed costs were in line with past budgets.

Mr. Dawson said it was stair stepping. If it took three times as long to achieve the same result, then the fee should adjust in some manner as well. He noted that it looked to be only a three percent increase over the previous year's budget fee.

Ms. Heath pointed out that different levels of audits, priced accordingly, existed and changed from year to year. She said that the City of Coburg was currently in a single audit level. She noted that auditors lose revenue the first year, due to having to learn new books, however the following years become easier. She concluded that despite any difficulties that may have risen from over the previous year, Mr. Tushcherer had been very good to work with. City Staff liked and worked well with him.

Chair Engebretson stated that she leaned towards recommending Mr. Tuchscherer because through The Committee's experience with him he proved himself to be quite knowledgeable and highly professional. She said the budget makes sense because the RFP in the proposal is for a particular audit structure for which the council commits to annually for the next five years.

Mr. Dawson was in agreement with Ms. Engebretson. He wanted it known that their decision was based on Mr. Tushcherer's overall track record, demeanor and response to questions posed to him and not because only one proposal had been received.

MOTION: *Mr. Dawson moved, seconded by Ms. Marshall to recommend the RFP proposal submitted, be embraced and approved to continue moving forward with Umpqua Valley Financial. The motion passed unanimously.*

Chair Engebretson asked if there were any further questions or comments. There were none presented.

Ms. Heath suggested The Committee take a few minutes that evening to discuss the continuation of the previous set Committee goals and or the addition of new ones, that would then be presented to the Budget Committee.

Chair Engebretson noted that they still did not have a full Committee and inquired if it was acceptable for them to recruit and or advertise online for a finance person.

Ms. Heath replied that an application for a finance person had been received, and in regard to advertising she would discuss the matter further with Ms. Egbert. In the meantime, the Council could type up an advertisement that would be placed on the City's Facebook page by Ms. Egbert.

Ms. Heath exited the meeting at 6:37 p.m.

The Committee engaged in discussion regarding The Committee's goals.

Ms. Engebretson suggested retaining the first goal; *To participate in trainings on Oregon land use, including public meetings law, ethics law, and other timely and relevant topics.*

Mr. Dawson said that the current explicit language used in goal two, should only imply what was wished to be accomplished, due to continual changes. He suggested amending the language and setting attainable goals.

Ms. Marshall asked how attainable goals would be measured.

Chair Engebretson, impressed the importance of each member, continuing to self-educate. She noted that self-education would be relied upon by an honor system, until or if a new system were installed.

Mr. Dawson reminded all, of the need to recognize that educating themselves on each and every one of the many matters that come before The Committee was their primary goal and task.

The Committee agreed to retain goal number one and to remove goal number two, then would be presented at a later date to The Council, as the new annual goal chosen by The Committee.

4. Finance Reporting City of Coburg February - 2022

Mr. Gaines began his financial presentation pointing out that the year to date ran from July through February of 2022. He was pleased to announce that as of February 28, 2022, tax receipts were \$819,498, which was ninety-eight percent of the budget for current taxes received. He noted that they were in the eighth month and revenue was good, tax receipts had been exceeded and expenditures were less. Mr. Gaines stated that since he had been there, sewer and water exceeded budget. This year water would exceed budget, however while sewer would come in higher than the previous year, it still would not hit budget. This was due to having previously budgeted too high on an assumption.

Ms. Engebretson requested clarification of the February 28, 2022 City Wide Revenues and Expenses. She wondered if that was year to date or just for that month. Mr. Gaines explained that it was year to date, from July through February of 2022, although it was somewhat difficult to explain because some numbers would still roll in through March for the previous month. This would cause a change in the final numbers but would provide an idea of where the finances were at.

Ms. Marshall inquired as to why Administrative Fees listed in the Balance Sheets, under the Financial Statements on page 304, had such a large increase. Mr. Gaines, stated that Councilman Lehmann had explained that during 2015 - 2021 the employee proportionate shares went from \$117 thousand to \$1.389 million. Mr. Gaines believed that it had included engineering costs as well, since administrative fees cover a large array of employees.

Chair Engebretson stated that it was a future liability estimate.

Mr. Gaines noted that retired employees continue to receive pay. He believed that it had to do with how many retirees were on staff during the year.

The Committee decided to conclude the meeting and to revisit the remaining topics on the agenda at another time.

5. Adjournment

Chair Engebretson adjourned the meeting at 7:06 p.m.

(Minutes recorded by Trenay Ryan)

APPROVED by the **Finance Audit Committee** on this ____ day of _____ 2022.

Cathy Engebretson, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder