



AGENDA

CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, March 08, 2022 at 7:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER Public may attend this meeting at City Hall, or by Zoom. To participate by Zoom you will need to pre-register with the City by 3PM the day of the meeting. Council meetings are recorded and live streamed at www.coburgoregon.org (NO registration required). Questions contact City Recorder, Sammy Egbert, sammy.egbert@ci.coburg.or.us or 541-682-7852.

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

- [1.](#) Arbor Day Proclamation
- [2.](#) Child Abuse Prevention Proclamation

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.*)

SPECIAL GUEST

- [3.](#) Park Tree Committee Annual Presentation by **Chair, Mary Mosier**

ORDINANCES AND RESOLUTIONS

- [4.](#) **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, 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.
- [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
- [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
- [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

COUNCIL ACTION ITEMS

- [8.](#) Budget Officer Appointment 2022-23

ADMINISTRATIVE INFORMATION REPORTS

- [9.](#) Finance Monthly Report
[10.](#) Administration Monthly Update

COUNCIL COMMENTS**UPCOMING AGENDA ITEMS**

City Charter Discussion
2022-2023 Goals & Work Plan

FUTURE MEETINGS

March 9 Heritage Committee
March 15 Park Tree Committee
March 16 Planning Commission
March 17 Code Review Ad-Hoc
March 29 Council Work Session
April 12 City Council

ADJOURNMENT

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

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



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



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

ARBOR DAY PROCLAMATION

In 1872 Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees.

That special day became known as ARBOR DAY. It was observed by the planting of more than a million trees in the State of Nebraska.

Arbor Day is now observed throughout the nation and the world.

Trees can reduce the erosion of precious top soil by wind and water, lower heating and cooling cost, moderate the temperature, clean the air, produce oxygen and create woodlands and habitats for wildlife.

Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products.

Trees, wherever they are planted, are a source of joy and spiritual renewal.

In keeping up with the spirit of Sterling Morton’s dream, I Ray Smith, Mayor of the City of Coburg, do hereby proclaim April 29, 2022, as Arbor Day in the City of Coburg, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Proclaimed this 8th day of March, 2022

Ray Smith, Mayor

Attest

Sammy Egbert, City Recorder



What the hedge looks like in 2022!





Child Abuse Prevention Month Proclamation

Every child is a precious and unique gift who deserves the security of a healthy home.

We all have a responsibility, as individuals, neighbors, community member, and citizens of Coburg to help create healthy, safe, nurturing experiences for children.

Preventing child abuse and neglect is a community value that depends on the involvement and education of citizens throughout the community.

Safe and healthy childhoods help produce confident and successful adults.

Child abuse and neglect not only directly harm children, but the trauma can also increase the likelihood of health problems, alcohol and substance abuse, continued family violence and criminal behavior.

Effective child abuse prevention programs succeed because of partnerships among social service agencies, schools, faith communities, law enforcement agencies and the business community.

We acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promoting the social and emotional well-being of children in a safe, stable, nurturing environment.

I Ray Smith, Mayor of the City of Coburg, do hereby proclaim April 2022 as “**Child Abuse Prevention Month**” and call upon all citizens, community agencies, faith groups, and businesses to increase their participation in our efforts to support children and their families in living safe and healthy lives, therefore, preventing child abuse and strengthening the communities in which we live.

Proclaimed this 8th day of March, 2022

Ray Smith, Mayor

Attest:

Sammy Egbert, City Recorder

ANNUAL REPORT COBURG CITY COUNCIL

2021

Honorable Mayor Smith and members of the Coburg City Council,

The Coburg Park & Tree Committee would like to share highlights of the past year. The committee was able to continue work parties by committee members, volunteers from the Coburg Crossings neighborhood led by Jennifer Rhea, and from other areas of our city.

Fourteen individuals volunteered ninety-four hours during 2021 to improve our parks.

Upon acceptance of the Donation Policy by Council, the city received donations of 2 trees, one for Pavilion Park and one for Norma Pheiffer Park and a bench which was placed in Norma Pheiffer Park in honor of a veteran.

Other improvements Included: two new spring toys in Norma Pheiffer, plantings of trees, shrubs, and flowers in Jacob Spores and pruning trees and shrubs in Norma Pheiffer and crabapple trees and shrubs at Pavilion. There was plenty of weeding done at Johnny Diamond, Pavilion, Norma Pheiffer and other open spaces. The committee coordinated with DariMart and the Grange to design and plant the beds at DariMart,

Designs were drawn by committee members for a Veteran's Memorial around the flag pole in Norma Pheiffer and for new tree plantings at Trail's End. The trees will be planted at Trail's End this Spring.

Currently, designs are being drawn for a grant proposal for Pavilion Park including the newly acquired land.

After citizen input regarding space for a pickle ball court, the committee decided half of the basketball court at Norma Pheiffer could be changed to include pickle ball.

Two pop up children's tables were added to the playgrounds at Norma Pheiffer and Johnny Diamond.

A representative from the East I-5 property under consideration for annexation attended one committee meeting. The committee shared concerns towards air pollution and urban heat and why investing in effective urban forestry, using permeable or reflective pavements, installing green or reflective roofs, and using smart growth practices are so important. The committee would like to see developers' policies regarding open spaces include these kinds of concepts.

A sub-committee is formulating ideas for the open space at Coburg Creek. We look forward to additional park space for citizens to enjoy. Warmer weather brings opportunities for park improvements. We welcome citizens to enjoy and help care for these wonderful spaces.

Mary Mosier, Chair, Park & Tree Committee

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: 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

Meeting Date: March 8, 2022
Staff Contact: Henry Hearley, Associate Planner
Contact: 541-682-3089, hhearley@lcog.org

REQUESTED COUNCIL ACTION:

Second Reading and adoption of Ordinance A-200-J.

Suggested Motion: *"I move 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, 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."*

CITY COUNCIL GOAL

- Livability, Health, and Vitality
- Utilities and infrastructure Capacity
- Responsible Fiscal Stewardship
- Economic Development[SE1][SE2]

BACKGROUND

Approval of the annexation and rezone applications will bring into city limits approximately 107 acres of land to be zoned Light Industrial. The property was brought into the UGB by City Council in 2018 and gave the property a Comprehensive Plan designation of Light Industrial. Staff feel they've answered all of the questions Council had and held several training work sessions on the subject applications and master planned process.

Planning Commission held a public hearing on both applications on November 17, 2021. Planning Commission passed a motion to recommend approval of both applications onto City Council. Planning Commission also recommended that the zoning be Light Industrial.

The findings are written in the affirmative and for a zoning of Light Industrial. If City Council wants to amend the proposed findings they must identify specifically what is to be changed.

PURPOSE

These applications are important to the Planning Department because the City has a pending land use application that has not been acted on yet by the approval body. By City Council rendering a final decision on the applications, the application will be officially completed at the local level. The application is important to the City because the annexed land has the ability to meet the employment lands need that was identified as regional need in past urbanization studies. The City has also invested heavily in infrastructure for planned growth on the east side of I5 of which development on the subject property was factored into.

BUDGET

No specific budget item. Land use application fees have been paid by the applicant.

RECOMMENDATION

Staff recommends that the Council approve the annexation and rezone applications by adoption of Ordinance A-200-J.

NEXT STEPS

Following a final decision by City Council staff will submit Form 2 Notice of Adoption to DLCD to inform DLCD of the final decision on the applications. At the same time staff will prepare and send notice of decision to interested parties within 5-days of a decision being rendered. Staff will also notify the Oregon Department of Revenue (DOR) of the annexation.

EXHIBITS

- A. Legal Property Description**
 - B. Final Order and Findings**
 - C. Annexation Agreement**
 - D. Zoning Map**
-

REVIEWED THROUGH:

Megan Winner, Planning
Gary Darnielle, Legal
Anne Heath, City Administrator

Sammy 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, 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.

THE CITY COUNCIL OF THE CITY OF COBURG FINDS THAT:

WHEREAS, a request to annex and rezone certain territory was submitted on September 6, 2020, and November 5, 2020, respectively. Said territory being described as follows:

Tax lot 202, 16-03-34-00, as generally depicted and more particularly described in and on file as ANX-01-20 & ZC 01-20; and

WHEREAS, the City Council is authorized by Articles XX and XXI of the Coburg Development Code; 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 herein **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 a recommendation to approve the annexation request as submitted and to rezone the annexed property to Light Industrial; and

WHEREAS, on December 14, 2021, the City Council held a public hearing on the applications and performed the first reading of the Ordinance; 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 return on February 22, 2022, to present those materials.

WHEREAS, on February 9, 2022, notice of the February 22, 2022, public hearing was placed in the Register, posted in four public places for two weeks prior to the hearing and mailed to affected 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 ____, 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.

NOW THEREFORE, 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.

ADOPTED by the **City Council** of the **City of Coburg** this _____ day of March 2022, by a vote of _____ for and _____ against.

APPROVED by the Mayor of the City of Coburg this ____ day of March 2022.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

**EXHIBIT A
ORDINANCE NO. A-200-J**

LEGAL DESCRIPTION:

BEGINNING AT A POINT ON THE NORTH LINE OF THE I. S. SWEARINGER DONATION LAND CLAIM NO. (D.L.C.) NO. 37, IN SECTION 34, TOWNSHIP 16 SOUTH, RANGE 3 WEST OF THE WILLAMETTE MERIDIAN, SAID POINT BEING WEST 1051.00 FEET AND 30.00 FEET SOUTH FROM THE NORTHEAST CORNER OF SAID DONATION LAND CLAIM NO. 37;

THENCE RUNNING PARALLEL WITH THE EAST LINE OF SAID DONATION LAND CLAIM NO. 37, **SOUTH 3106.29 FEET (Course 1)**, MORE OR LESS, TO A POINT ON THE SOUTH LINE OF TRACT 4 AS DESCRIBED IN A DEED RECORDED AUGUST 2, 1939 IN BOOK 198, PAGE 572 OF THE LANE COUNTY OREGON DEED RECORDS;

THENCE ALONG SAID SOUTH LINE, **WEST 1540.16 FEET (Course 2)**, MORE OR LESS, TO A POINT ON THE WEST LINE OF SAID DONATION LAND CLAIM NO. 37;

THENCE LEAVING SAID SOUTH LINE AND RUNNING ALONG SAID WEST LINE, **NORTH 3106.29 FEET (Course 3)**, MORE OR LESS, TO THE NORTHWEST CORNER OF SAID DONATION LAND CLAIM NO. 37;

THENCE ALONG THE NORTH LINE OF SAID DONATION LAND CLAIM NO. 37, **EAST 1540.16 FEET (Course 4)**, MORE OR LESS, TO THE POINT OF BEGINNING, ALL IN LANE COUNTY, OREGON.

DRAFT

**CITY OF COBURG CITY COUNCIL
PO BOX 8316 Coburg, OR 97408**

**FINAL ORDER & FINDINGS OF FACT
Annexation & Rezone
ANX 01-20 & ZC 01-20**

These Findings are Exhibit B to Ordinance A-200-J

Findings Adopted Date: _____
City Council Public Hearing
or Meeting Dates: December 14, 2021, January 11, 2022,
February 22, 2022
March 8, 2022

I. BASIC DATA

Property Owners: Ravin Ventures & Hardly Hackit, LLC
3555 Gateway Street, Suite 200
Springfield, OR 97477

Applicant Consultant
/Engineer: Mr. Anthony Favreau
The Favreau Group
Eugene, OR 97405

Assessors' Map Lot#: 16-03-34-00-00202

Comprehensive Plan
Designation: Light Industrial

Current Zoning: Exclusive Farm Use (EFU-40 Acre Minimum)

Noticing: Mailed notice: November 23, 2021 & February 9, 2022
Notice posted: November 30, 2021 & February 9, 2022, at
City Hall, Coburg Post Office, Norma Pfeiffer Park shelter
and Pavilion Park.
Notice posted at subject property: December 1, 2021 &
February 9, 2022
Notice published in *Register Guard*: November 27, 28,
December 4, and December 11, 2021 & February 9, 2022.

Hearing/Meeting Dates: Planning Commission November 17, 2021; City Council December 14, 2021, January 11, 2022, February 9, 2022.

Findings Prepared by: Henry Hearley, Lane Council of Governments, Contract Coburg Planner & Gary Darnielle, City Attorney, Lane Council of Governments

II. REQUEST

The applicant has requested annexation and rezone of a 107.43-acre unit of land located on Map and Tax Lot 16-03-34-00-00202. The requested annexation and rezone are being processed concurrently, at the request of the applicant. The applicant and the City have mutually agreed to enter into an annexation agreement. The annexation agreement is **Exhibit C** of the adopting ordinance. See Figure 1 below for a vicinity map of the subject property.

DRAFT

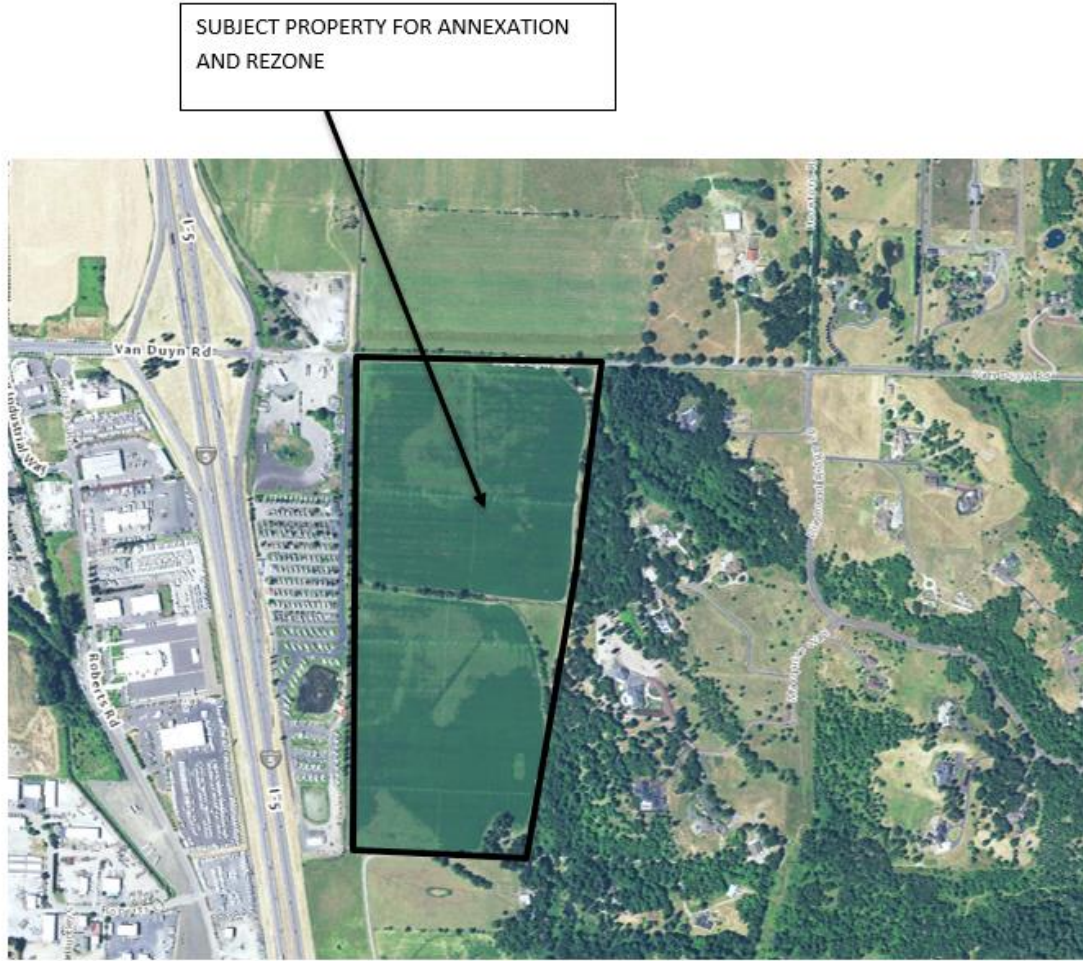


Figure 1: Subject Property

III. Summary of Previous Public/Meetings Hearings

From Planning Commission Hearing on November 17, 2021:

The Planning Commission held a public hearing on the subject applications on November 17, 2021. After receiving the staff report, public testimony and applicant presentation, Planning Commission closed the hearing and the record. Planning Commission entered deliberations and passed a motion to recommend approval of the annexation and rezone onto City Council for final action. Planning Commission also recommended the zoning to be applied be Light Industrial.

From City Council Public Hearing on December 14, 2021:

The City Council received the staff report, public testimony and applicant presentation. City Council closed the hearing and public record and performed the first reading of the ordinance. City Council adjourned until January 11, 2022, to perform the second reading of the ordinance, deliberate and make a decision on the subject applications.

From City Council on January 11, 2022:

City Council reconvened on January 11, 2022. Staff presented the suggested motions for approval. City Council had several questions of staff and a discussion ensued. City Council adjourned the meeting without performing a second reading of the ordinance or making a decision on the subject applications. City Council directed staff to perform additional research on several topics. Staff agreed to hold a work session with City Council and Planning Commission on the master planned development process on February 22, 2022, and report back as much of the additional information as possible that Council had requested.

From Planning Commission and City Council Work Session on February 22, 2022:

Staff presented a hypothetical master planned scenario in an attempt to walk city decision makers through a hypothetical master planned development. Following staff's presentation, staff answered questions of the Commission and Council. Following the work session, the Mayor convened a special meeting of the Council.

From City Council Special Meeting on February 22, 2022:

The Mayor conducted the first reading of the ordinance to approve the annexation and apply a zoning of Light Industrial to the property. The applicant presented an applicant presentation that discussed the background of the proposal, the history of how the property was to be included in the UGB and why Light Industrial zoning is preferred to Campus Industrial. The applicant introduced two experts in the field of industrial real-estate development. The two experts highlighted local examples to Campus Industrial real-estate development failures and why Light Industrial is vastly preferred to developers and in much greater demand than Campus Industrial. Following the applicant's presentation, City Council accepted oral testimony from those in favor and in opposition to the proposal. Following testimony, City Council discussed the proposal. Issues of traffic, light, air and noise pollution were brought up. There seemed to be consensus amongst Council that their issues could be addressed through the master planning process and the City decision makers have a great deal of subjectivity and latitude on various design elements relating to development on the subject property. The Mayor adjourned the meeting to March 8, 2022, at which time a second and final reading of the ordinance will be conducted. A Council decision is expected to be rendered on the proposal on March 8. At the time of writing these findings, the minutes from February 22 were not yet available.

IV. BACKGROUND

The subject property is currently within the Coburg Urban Growth Boundary (UGB) and is zoned EFU (a Lane County designation). The subject property is currently vacant and consists of grasses and farmlands and wetland features. The subject property abuts Van Duyn road along the northerly boundary. This portion of Van Duyn is outside of the UGB. The subject property was first identified as possible inclusion into the City's UGB as a result of an Urbanization Study that was first conducted in 2010 and later updated in 2014. In the Urbanization Study, the City found that the City's entire need for employment land cannot be satisfied through "efficiency measures," and that the UGB must therefore be expanded to include additional land for employment needs to the east of the Interstate 5 corridor. At the same time as the UGB was expanded to include the subject property, the City's Comprehensive Plan was also amended to add Policy 28 to Goal 9: Economy of the City, which reads "In order to meet a regional industrial need, properties with Light Industrial designation located on the east side of Interstate 5 shall not be partitioned into parcels smaller than 20 acres."

Ordinance A-199-G, approved by City Council, expanded the UGB to include the subject property and designated the subject property as Light Industrial on the Comprehensive Plan Map. Figure 2 above shows the subject property designated Light Industrial on the Comprehensive Plan Map and shows the property within the UGB.

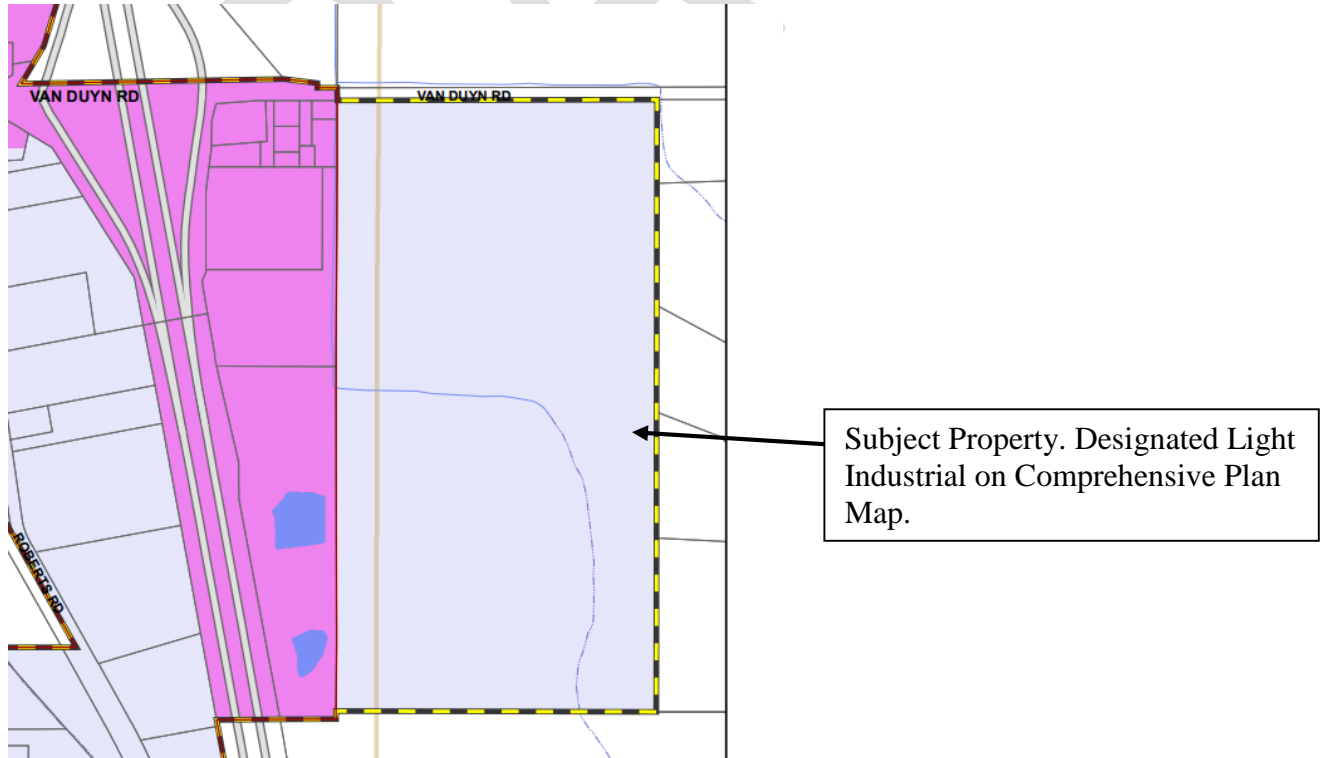


Figure 2: Coburg Comprehensive Plan Map of Subject Property

The subject property (identified as Study Area 8) was chosen to be included into the UGB to provide regional employment lands because of the proximity to Interstate 5, most of the property being viewed as potentially developable; its ability to capture a high percentage of the regional demand – not just a City demand; the subject property’s ability to accommodate large industrial users; and due to its majority of soils being Classes IV and VI, which are among the least capable agricultural soils.

City staff have held three work sessions with City Council and Planning Commission on the topic of annexations and on this application. On October 27, 2020, City staff briefed City Council and Planning Commission at joint work session on the annexation process. On February 23, 2021, staff held another work session on the subject application, and on October 12, 2021, staff held the third and final work session on the annexation agreement that is accompanying this request.

Lastly, City staff and the applicant have held several meetings with affected property owners located to the east of the subject property. Staff has sent them an introductory letter that gave them preemptive notice of the application and in-general have made themselves available to answer neighbor’s questions and/or concerns that have arisen with respect to the application. The preemptive meetings organized by the City with affected nearby property owners was above and beyond of what was required by the Coburg Development Code. The applicant has also attended a meeting with the Park and Tree Committee to discuss the open space plan. The proposal under consideration is the culmination of several years of work on behalf of citizen’s involvement committees, stakeholder groups, City staff, and previous Planning Commissioners and City Councilors.

V. Article IV. Rules for Interpretation of District Boundaries.

I. If land is annexed into the City and the intent of the City and applicant is to zone the annexed land the same as the existing Comprehensive Plan zoning designation, it automatically is zoned as such.

FINDING: As seen in subsection I, the provision states that if land is annexed into the City and the intent of the City and applicant is to zone the annexed land the same as the existing Comprehensive Plan zoning designation, it automatically is zoned as such. The applicant has requested the zoning to be applied to the subject property be Light Industrial. Applying subsection I to the proposed rezone, it would mean the property be zoned Light Industrial as the current Plan designation of the subject property is also Light Industrial. The proposal is consistent with subsection I of Article IV.

IV. ARTICLE XX. BOUNDARY CHANGES (ANNEXATION) (code sections appear in bolded italics)

A. Annexation and Withdrawal Procedures and Criteria

1. Annexation Initiation and Review. *An annexation application may be initiated by City Council resolution, or by written consents from electors and/or property owners as provided for in ARTICLE X.X.C.18. Annexation applications are reviewed under Type II procedures per ARTICLE X.C. The City Council shall approve proposed annexations by Ordinance. Other annexation proposals permitted by ORS 222 shall be processed as provided in ORS 222.*

FINDING: The proposed annexation and concurrent rezone have been initiated by written consent of the property owners of the property located on Map and Tax Lot 16-03-34-00-00202. The applicant has submitted Form 1 Petition Signature Sheet for Annexation and a Verification of Property Owners form; both forms have been signed by Lane County Department of Assessment and Taxation. 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. Criterion met.

2. Application Requirements. *In addition to the provisions specified in other articles of this Code, an annexation application shall include the following:*

a. A list of all owners, including partial holders of owner interest, within the affected territory, indicating for each owner:

(1) The affected tax lots, including the township, section and range numbers;

(2) The street or site addresses within the affected territory as shown in the Lane County Regional Land Information Database system (RLID);

(3) A list of all eligible electors registered at an address within the affected territory; and

(4) Signed petitions, as may be required.

FINDING: The applicant submitted the necessary application materials for staff to review and analysis of the requested land use actions. Criterion met.

b. Written consents on City-approved petition forms that are:

(1) Completed and signed, in accordance with ORS 222.125, by:

(i) All of the owners within the affected territory; and

(ii) Not less than 50 percent of the eligible electors, if any, registered within the affected territory; or

(2) *Completed and signed, in accordance with ORS 222.170, by:*

(i) More than half the owners of land in the territory, who also own more than half the land in the contiguous territory and of real property therein representing more than half the assessed value of all real property in the contiguous territory; or

(ii) A majority of the electors registered in the territory proposed to be annexed and a majority of the owners of more than half the land. (iii) Publicly owned rights-of-way can be added to annexations initiated by these two methods without any consents.

FINDING: The applicant has submitted completed and signed consent forms. The consent form is signed by all of the property owners of record for the subject property. The subject property contains no eligible electors. Criterion met.

h. A waiver form signed by each owner within the affected territory as allowed by ORS 222.173.

FINDING: The applicant has submitted a waiver signed by each owner within the affected territory as allowed by ORS 222.173. Criterion met.

(i) A legal description of the affected territory proposed for annexation consistent with ORS 308.225 that will include contiguous or adjacent right-of-way to ensure contiguity as required by ORS 222.111.

FINDING: The applicant submitted a legal description of the property to be annexed. Adjacent rights-of-way are not included in the requested annexation. Criterion met.

(n) A signed Annexation Agreement to resolve fiscal impacts upon the City caused by the proposed annexation. The Annexation Agreement shall address, at a minimum, connection to and extension of public facilities and services. Connection to public facilities and services shall be at the discretion of the City, unless otherwise required by ORS. Where public facilities and services are available and can be extended, the applicant shall be required to do so.

FINDING: The applicant and the City have mutually drafted an annexation agreement that addresses connection to and extension of public facilities and services. Further, the Agreement also outlines the applicant's obligation to construct frontage improvements along Van Duyn for the portion that abuts the subject property. The road improvements are necessary to facilitate initial development stages on the subject property. The road improvements are not located off-site, they are along the frontage of the subject property. Van Duyn is currently classified as a local lane county road, but with eventual industrial development to locate on the subject property will function more similar to a major collector. Lane County Transportation is facilitating an official road reclassification

of Van Duyn to Major Collector. The required improvements are consistent with a Major Collector and are necessary to facilitate early stages of development on the property and are limited to the property's frontage. The applicant is aware of their responsibility for completing the frontage improvements and agrees to complete them at their expense. The frontage improvements to be constructed by the applicant on Van Duyn include:

- Dedication of approximately 20-feet of right-of-way;
- Construction of a 56-foot-wide roadway;
- Construction of sidewalk, curb, gutter, public utilities;
- Construction of two east-bound vehicle travel lanes from the property's west boundary to the access road;
- Construction of an internal access road providing access in accordance with the adopted Interchange Access Management Plan (IAMP).

All construction plans are subject to review and approval by the City Engineer. The annexation agreement will be signed and executed between the applicant and the City following annexation. Criterion met.

3. Notice. In addition to the requirements of ARTICLE X, the following notice requirements are also required for annexations:

a. Mailed Notice. Notice of the annexation application shall be mailed to:

- (1) The applicant, property owner and active electors in the affected territory;***
- (2) Owners and occupants of properties located within 300 feet of the perimeter of the affected territory;***
- (3) Affected special districts and all other public utility providers; and***
- (4) Lane County Land Management Division, Lane County Elections, and the Lane County Board of Commissioners.***

b. Posted Notice. Notice of the public hearing at which an annexation application will be considered shall be posted in four public places in the City for two successive weeks prior to the hearing date.

FINDING: For the November Planning Commission hearing, mailed notice was sent to properties located within 300-feet of the subject property on October 8, 2021. Posted notice was placed by the applicant on the subject property and by staff at four conspicuous locations in Coburg on November 2, 2021. City staff e-mailed agency referral notice to affected governmental agencies on October 7, 2021. Notice for the Planning Commission hearing was published in the *Register Guard* on November 2 and 3, 2021. For the December City Council hearing, notice was published in the *Register*

Guard on November 27, 28 and December 4 and 11, 2021. Notice of the December City Council public hearing was mailed to property owners within 300-feet of the subject property on November 23, 2021, and posted on November 30, 2021. For the February public hearing, mailed notice was sent to properties located within 300-feet of the subject property and posted by staff at four conspicuous locations in Coburg on February 9, 2022. Notice for the February City Council hearing was published in the *Register Guard* on February 9, 2022.

4. Criteria. An annexation application may be approved only if the City Council finds that the proposal conforms to the following criteria:

a. The affected territory proposed to be annexed is within the City’s urban growth boundary, and is;

(1) Contiguous to the City limits; or

FINDING: As seen in Figure 3 below, the subject property is contiguous with the existing city limits along the entirety of the western property line. Criterion met.

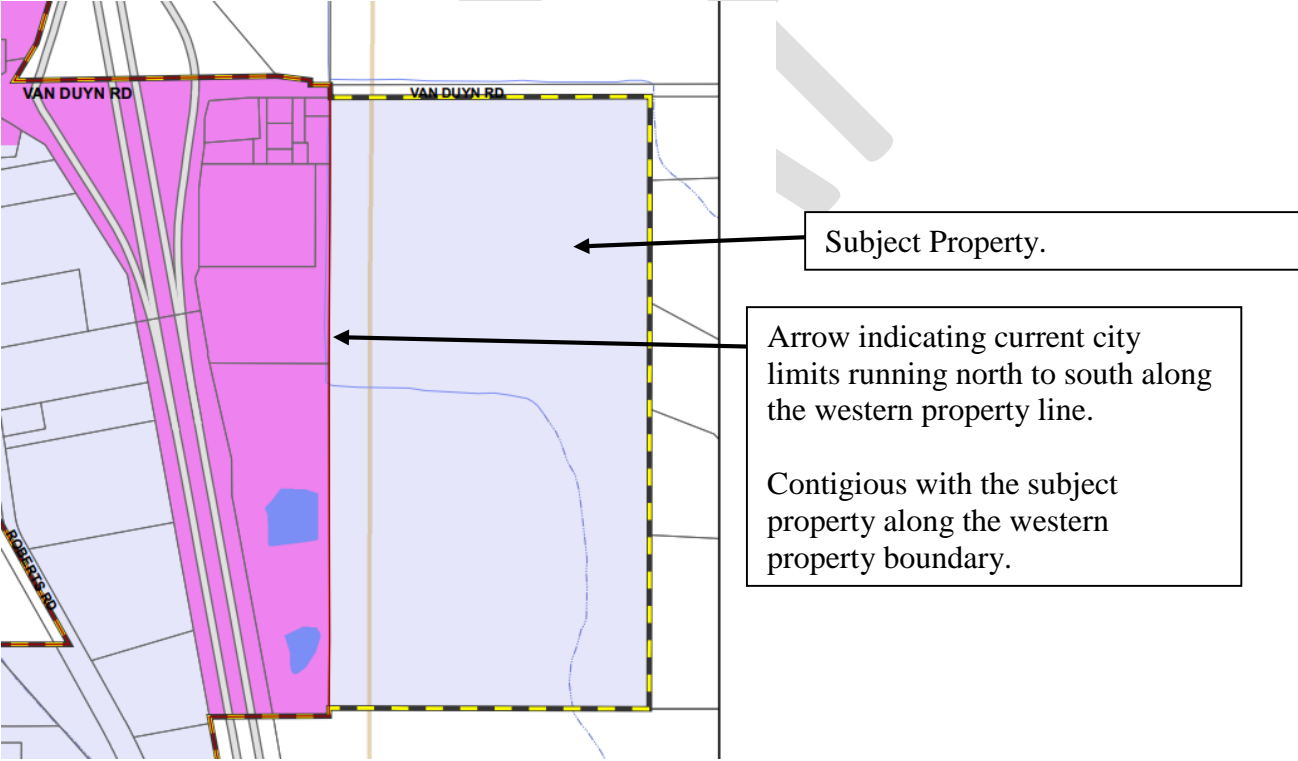


Figure 3: Contiguity of the subject property with existing city limits

b. The proposed annexation is consistent with applicable policies in the Coburg Comprehensive Plan and in any applicable refinement plans;

FINDING: Staff now turn to a discussion about the application’s consistency with the applicable policies of the Comprehensive Plan and any refinement plans. This policy was added to the Comprehensive Plan as a result of the UGB expansion that brought the subject property into the UGB. Policy 28 specifically identifies those properties with a Light Industrial plan and located on the east side of Interstate 5 shall not be partitioned into parcels smaller than 20-acres. This is because of the regional industrial need for parcels at least 20-acres in size. Criterion met.

Policy 28 of Goal 9: *“In order to meet a regional industrial need, properties with a Light Industrial designation located on the east side of Interstate 5 shall not be partitioned into parcels smaller than 20 acres.”*

Goal 1: Citizen Involvement, Coburg Objective: *“The Citizen Involvement Committee will help develop, maintain, and refine programs and procedures that promote and enhance citizen involvement in the land use planning to assure compliance with Goal 1.”*

FINDING: Goal 1 of the Comprehensive Plan is much aligned with Goal 1 of the Oregon Statewide Planning Goal, which is also citizen involvement. Commonly, in most cities, the citizen involvement committee is effectively the Planning Commission. Coburg maintains an effective, active and well-informed Planning Commission that reviews land use applications in a public forum which revolves heavily around citizen involvement. In the case of the proposed annexation and rezone, Planning Commission held a public hearing on November 17, 2021, and accepted testimony from those in favor of the proposal and those in opposition to the proposal. At the conclusion of the Planning Commission hearing, Planning Commission passed a motion to recommend approval of the annexation and application of a zoning designation of Light Industrial onto City Council for final action. The first evidentiary hearing in front of the Planning Commission in November and hearing in front of City Council were both duly noticed in accordance with the Coburg Development Code and ORS 222.120(3), which dictates that notice of the hearing shall be published once each week for two successive weeks prior to the day of the hearing, in a newspaper of generally circulation and mailed notice be sent to all property owners within 300-feet of the property. The initial first reading of the ordinance occurred December 14, 2021, but Council later redid the first reading on February 22, 2022. In addition, the City sent notice to interested parties that requested to receive notice of any hearing related to the applications. The City also held one or more informal meetings with property owners located east of the subject property to listen to their concerns and inform them of the land use process. The February 22, 2022, City Council first reading was published in the Register Guard on February 9, 2022, as well as mailed and posted. Lastly, City Council held the second reading and final approval of the proposal on March 8, 2022.

Goal 2: Land Use. Refinement Plans, Policy 3: *“The City may use Refinement Plans to refine the Comprehensive Plan and/or the zoning ordinance in order to further implement the Comprehensive Plan policies. A Refinement Plan designates specific land use, transportation, and other elements through broad local participation. Refinement Plans may be developed in a single linear process, including neighborhood workshops, Planning Commission hearing(s), and the City Council adoption hearing(s).”*

FINDING: This policy authorizes the City to use Refinement Plans to refine the Comprehensive Plan and or Zoning Ordinance to further implement the Comprehensive Plan Policies. The Coburg Urbanization Study that was first conducted in 2010 and updated in 2014 is a form of a Refinement Plan that was specifically undertaken to address a specific issue and develop policies and recommendations to address the issue of employment lands. The results of the Urbanization Study drove the need for the City to expand the UGB to address deficiencies in land availability for residential and industrial uses. Ultimately, the expansion of the UGB to include additional residential lands was abandoned, but the UGB was expanded to specifically include the subject property to address a specific deficiency in land availability for industrial uses and further address a regional need for large parcels of 20-acres or more. As a result, the Comprehensive Plan and Map were amended to add Policy 28 of Goal 9 and to include the subject property in the UGB with a Light Industrial Plan designation. Criterion met.

Goal 2: Land Use. Interpretation of Comprehensive Plan Map, Policy 7: *“Plan designations for land use categories are intended to guide zoning.”*

FINDING: This policy states the Plan designations for land use categories are intended to guide zoning. Applying a zoning designation of Light Industrial to the property would be consistent with Policy 7 of Goal 2. Criterion met.

Goal 5: Open Spaces, Scenic and Historic Areas, and Natural Resources. Natural Resources, Policy 19: *The Cities Wetland Map identifies areas of inventoried as wetlands. This map should be used to identify properties that may need a wetland permit from the Oregon Division of State Lands and the U.S. Army Corps of Engineers prior to development. The City shall consider additional code authority to enforce protection of wetlands.*

FINDING: This policy relates to the City’s inventory of wetlands. The City’s Local Wetland Inventory (LWI) Map shall be used to identify properties that may need a wetland permit from Oregon Department State of Lands (DSL) and the US Army Corps of Engineers (USACE), prior to development on the site. The subject property is known to contain wetlands. However, the City’s present LWI Map does not extend east of Interstate 5, so the subject property is not depicted on the LWI Map. As such, staff turn the Lane County GIS layer for a discussion on the wetlands present on the subject property. Based on the National Wetlands Inventory map and Lane County GIS data, the subject property contains a 0.75-acre and 0.99-acre freshwater emergent wetland classified as PEM1Cx. The two Freshwater emergent wetlands generally run through the center of the subject property north to south. Also, running through the middle

center and down the southern portion of the east property line is a 2.96-acre freshwater forested/shrub wetland (PFOC). See Figure 4 below. This discussion about wetlands is added to make City decision makers aware that subsequent development to occur on the subject property will be subject to the regulatory requirements of DSL and USACE, prior to development activities commencing. Criterion met.

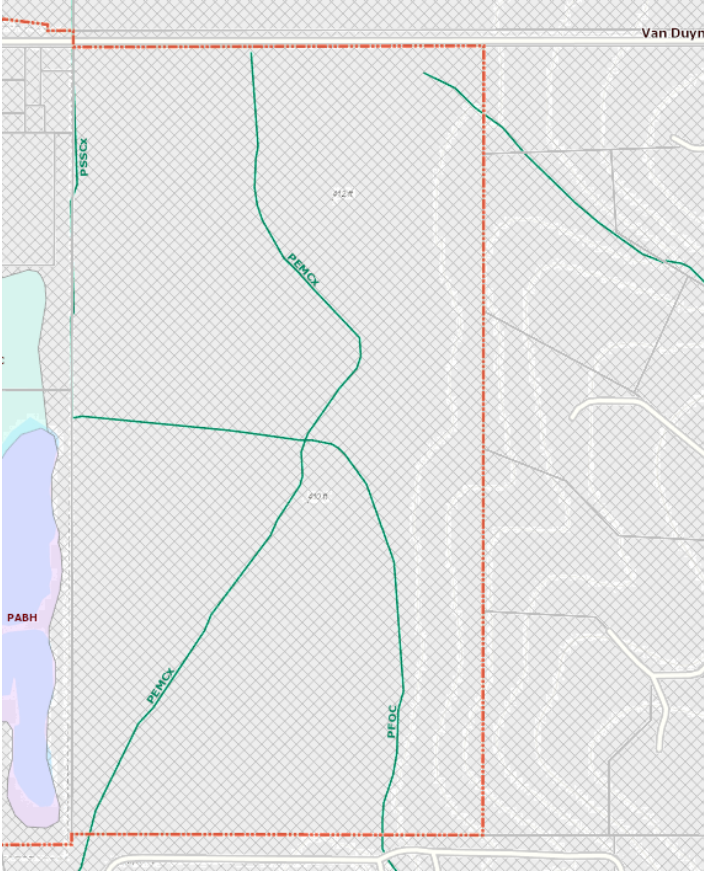


Figure 4: Known wetland features on the subject property.

Goal 6: Air, Water and Land Resource Quality:

Policy 1: *All future development shall be in accordance with the Department of Environmental Quality (DEQ) air quality maintenance plan and applicable primary and secondary standards of the Lane Regional Air Pollution Authority.*

Policy 2: *The City shall coordinate all major land use decisions with DEQ and LRAPA. The City shall consult with LRAPA prior to the approval of an industry that might affect the airshed of the Eugene-Springfield metropolitan Area.*

FINDING: Policy 1 and 2 of Goal 6 are applicable because of the proposed zoning designation to be applied to the subject property will likely contain light industrial type ANX 01-20 & ZC 01-20 Ravin Ventures and Hardly Hackit Annexation March 8, 2022 - Final Order and Findings of Fact Page 13

uses. All future development to occur on the subject property shall be in accordance with DEQ air quality maintenance and applicable and secondary standards of the Lane Regional Air Pollution Authority (LRAPA). Even before agency referral notice is sent to DEQ and LARAPA, the City will invite a local DEQ and LARAPA representative in any pre-application conference that occurs prior to the submittal of a land use application for development on the subject property. This ensures the coordination mentioned in Policy 2 begins in earnest for any development on the subject property. Criterion met.

Goal 9: Economy of the City.

General Policy 2: *Lands for the expansion within the City, of business (commercial and industrial activities), will be provided to the extent necessary to meet local employment needs, to accommodate the identified regional needs, to provide an adequate tax base, and to support future population growth.*

FINDING: Policy 2 does not so much apply to the present proposal as it may have once applied to the past UGB expansion that included the subject property in the UGB. The City expanded the UGB to meet an identified employment lands need and to address a specific regional need – that need being industrial sites of 20-acres in size or more. Criterion met.

Industrial Policy 7: *A buffer, subject to conditions of the Zoning Code, shall be required along the boundary of all industrial areas that abut a residential district or shall be used to act as a buffer between the two districts or conflicting uses. Setback requirements of the Zoning Code shall also reflect buffering needs.*

FINDING: A landscape buffer is proposed as seen in the Open Space exhibit to separate the subject property from the adjacent residential district to the east. As was brought up during the Planning Commission hearing, Industrial Policy 7 is intended to provide for a buffer between conflicting uses. As was discussed by the Planning Commission during the first evidentiary hearing, the Premier RV property (zoned Highway Commercial) located immediately to the west and abutting the subject property contains different uses than will be sited on the subject property, as such, Planning Commission found these two districts to contain conflicting uses and thus a buffer should be placed in between the two districts. The Primer RV property is a RV campground that is used for short and long-term stays and acts as a form of residence for some patrons. As such, Planning Commission found the uses sited on the Premier RV property would conflict with the future industrial uses to locate on the subject property. Thus, as allowed for in Industrial Policy 7, a buffer will be implemented. Staff believe this buffer can be thoroughly implemented and addressed by the applicant during the master plan process. Accordingly, staff have included a discussion of Industrial Policy 7 and the need for a buffer in between Premier RV and the subject property into the annexation agreement. Along similar lines of the buffer discussion between the Premier RV property and the subject property, a commenter owning property that abuts the southern property line of the subject property gave oral

testimony in front of Council that they should be afforded a similar buffer as the properties located to the east and west of the subject property. The issue of adding another buffer along the southern property line between the subject property and TL 00303 can be addressed during the master plan process for when development is proposed in the southern portion of the subject property. Policy sufficiently addressed. Criterion met.

Industrial Policy 8: Industrial uses shall be grouped together within well-designated industrial parks or subdivisions so as to promote:

- ***A pollution free environment;***
- ***The highest aesthetic standards possible;***
- ***Minimum impact on adjacent lands;***
- ***Development within the constraints of the natural environment; and***
- ***Compliance with LCDC Goals and Guidelines.***

FINDING: This Policy is one of the reasons why lands east of Interstate 5 are required to be Master Planned. A Master Planned development looks precisely at how to implement the policies of the Comp Plan, make efficient use of land, encourage energy conservation and improved air and water quality, and encourage developments that recognize the relationships between buildings and their use, open space and other site amenities. As required by the Coburg Development Code, lands east of Interstate 5 will be required to go through the Master Planned Development process of Article XIV. Criterion met.

Industrial Policy 9: Public facilities, including water, streets and fire and police protection, already exist which are capable of meeting the needs of expanded commercial and industrial development within the Urban Growth Boundary.

FINDING: As addressed in the annexation agreement, there is an existing 6-inch sanitary sewer line that crosses the freeway under the Van Duyn overpass. Currently, the pipe is serving approximately 45 Equivalent Dwelling Units (EDUs), leaving approximately 1,055 EDUs of capacity for future area properties. An EDU is used for purposes of capacity planning. Any additional capacity needed beyond the available capacity will be the responsibility of future developers.

The City's water system, east of Interstate 5, is under construction and includes an extension line that runs underneath Interstate 5. When completed, there will be a 12-inch watermain to connect to within approximately 300-feet of the southwest corner of the property. There is a 20-foot Public Utility Easement (PUE) located along the southerly and westerly edges of the property to accommodate public water. With subsequent development of the subject property, water will need to be extended and connected throughout the site.

Furthermore, and importantly, the City's water master plan was adopted in 2016. The purpose of the water master plan was to anticipate growth of the City and the City's ability to serve current and future water users. Based on the assumed growth projections of the City, the City Council committed to certain capital projects related to water. These projects included (not an exhaustive list): development of a third well water site, bore of a water line underneath Interstate 5, and construction of a new water reservoir. The projected cost of the projects is \$6.5M of which the City has been approved funding for \$5.5M. The water master plan and commencement of certain water related capital projects assumed expansion of water services to the east side of Interstate 5 to serve current and future users. The future users are part of the equation that is paying for the construction of the capital projects. Failure to develop on the subject property or to zone it a zoning designation not conducive to long-term successful development, such as Campus Industrial, puts in jeopardy the City's ability to maintain an affordable water rate of no more than \$53.54 per 7,500 gallons base rate to the City's end users.

Additionally, like the water master plan, the wastewater capital improvement plan is also important. A recent analysis completed by Public Works showed the City's current wastewater system could bill up to 1500 EDUs. The sewer plan projects the future users with the current infrastructure as well as informs City decision makers at what point the City needs to upgrade sewer facilities to address growth. Currently, the City bills approximately 808 EDUs on a monthly basis. A similar sized light industrial zone could be projected to use approximately 52 EDUs. When adding in other anticipated residential and commercial development, the City does have plenty of capacity before it needs to consider expanding the current system. The responsibility of paying capital debt for critical wastewater facilities is placed on the current users, *as well as the projected future users.*

Put simply – City Council recognizes that the financial commitment to the water master plan and wastewater capital improvement plan anticipates, plans and projects the growth of the City. Development east of Interstate 5 and on the subject property was very much part of that projection.

With respect to streets, the property has approximately 1,540 feet of frontage on Van Duyn Road and is about 3,100 feet deep. The property owner will be responsible for complying with street improvements imposed by the City and County through all applicable land development review processes at the time development is proposed. Additionally, to address some more immediate street issues, the applicant will be providing frontage improvements along the frontage of Van Duyn following annexation. The specific improvements are included in the annexation agreement and include:

- Dedication of approximately 20-feet of right-of-way along the frontage of Van Duyn;
- Construction of a 56-foot-wide roadway;

- Sidewalk, curb, gutter, public utilities, and two eastbound vehicle travel lanes from the property's west boundary to the access road; and
- Internal roadway providing access in accordance with the adopted IAMP.

Exact details of the frontage and roadway improvements are subject to final engineering design and review approval process.

Fire and police services are available to the subject property once annexed into city limits. Criterion met.

Jobs and the Economy Policy 17: The City shall diversify employment base by the following:

- Provide developable land necessary to accommodate economic growth***
- Research and develop policies that discourage big-box retail and strip commercial uses***

FINDING: As already addressed in these findings, the impetuous of the UGB expansion that brought the subject property into the UGB was an identified regional need for employments lands of 20-acres or greater that Coburg could supply. The zoning to be applied to the subject property would effectively be the limiting factor on what types of uses could locate on the subject property. Anecdotally when the property was brought into the UGB there was a desire on behalf of the City to not allow the “big-box retail” types to uses to occur on the subject property. The master planned process is a mechanism in which will allow City decision makers quite wide discretion as to what types of uses locate and how development occurs on the subject property. In the Light Industrial zone, retail and service commercial uses are limited up to 5,000 feet in gross floor area and wholesaling, warehousing, and storage are prohibited uses on properties located on the east side of Interstate 5. The act of annexation and rezone will not permit any development to commence on the property (except for the Van Duyn frontage improvements), without first going through the land review process, i.e., the master planned development, land division process and site review. Criterion met.

Other Policy 25: The City shall utilize design standards for commercial and industrial development uses.

FINDING: Policy 25 is directly implemented in the Coburg Development Code by the requirement that properties located east of Interstate 5 be master planned, pursuant to Article XIV(B)(2). Criterion met.

Goal 11: Public Facilities and Services.

Policy 1: The initial stages of all new development will include the installation at the developer's expense, of water lines and sanitary facilities in compliance with

the adopted Coburg Sewerage Facilities Plan, full streets, street trees, sidewalks and bicycle lanes or paths where required, street lights, and underground power and telephone lines.

FINDING: The requirements of public facility improvements and extensions of services are outlined in the Annexation Agreement. The extension of existing public facilities and construction of new public facilities shall be the responsibility of the developer. Criterion met.

Policy 2: ***All city facilities including, but not limited to, extension and connection of water lines, and extension and dedication of streets must be completed and approved by the City prior to occupancy of the new development.***

FINDING: The applicant is aware of their responsibility to extend and connect water lines, sewer lines and street improvements that are required once site development starts. These items will be a part of the master planned development process once development on the subject property is proposed. These elements are also included and discussed in the annexation agreement. Criterion met.

Goal 12: Transportation

Policy 2: ***Take a long-range view in approving street patterns for new development.***

2.1 All development proposals, plan amendments, or zone changes shall conform to the adopted Transportation System Plan.

2.2 Protect the function of existing and planned transportation systems as identified in the Transportation System Plan through application of appropriate land use regulations. When making a land use decision, the City shall consider the impact on the existing and planned transportation facilities.

2.3 Consider the potential to establish or maintain accessways, paths, or trails prior to the vacation of any public easement or right-of-way.

2.4 At the time of land development or land division, require the dedication of additional street right-of-way in order to obtain adequate street widths in accordance with all street plans adopted by the City.

FINDING: Policy 2 of Goal 12 calls for the City to take a long-range view in approving street patterns for new development. The long-range view of street patterns that would serve the development is established by the IAMP which was adopted by the City, County, and ODOT. The IAMP calls for access control and improvement of East Van Duyn Road which would require a new frontage road through the development to serve as access and upgrading East Van Duyn Road to include bike lanes, sidewalks, and

any needed turning lanes to serve the operational needs of the development while ensuring safe and efficient travel of the public.

With regard to conformance with the adopted TSP, the City and County co-adopted an update to Coburg's TSP in 2015 which included a reclassification of Van Duyn Road from a local to a collector. Since the City TSP is in the process of resolving an appeal remand, Lane County will be amending the Lane County TSP in early 2022 to include classification corrections consistent with the roadway functions; this will include correcting the classification Van Duyn Road to a collector, consistent with its operational function and consistency with the IAMP.

The applicant will be constructing the road improvements as specifically identified in the annexation agreement and as consistent with the IAMP and TIA. These improvements are intended to see through the future bridge/overpass replacement headed up by ODOT. Although Lane County is the road authority for the abutting portion of East Van Duyn, access and design standards of Lane Code are superseded by the IAMP which was adopted by Lane County. Lane County Transportation has reviewed the proposed frontage improvements for East Van Duyn and agrees with the proposed improvements. The improvements have been designed in a manner that takes into account the future bridge/overpass replacement and the reclassification of Van Duyn from a local road to a major collector. The road improvements and the status of Van Duyn will be further discussed in this report under a discussion of compliance with the Oregon Statewide Planning Goals. See Figure 5 below. Criterion met.



Figure 5: East Van Duyn Road

Policy 40: *The exception area immediately east of Interstate 5, when included within the urban growth boundary and city limits, shall have a process for transportation review criteria placed on the property to assure that any new*

development or redevelopment on the property that increases trip generation from the site is required to go through a plan amendment application with the city and will be required to address the requirements of Section 0060 of the TPR regarding impacts to state, county, and city transportation facilities. The property owner or applicant may be required to complete a traffic impact analysis, road dedications, and road improvements for affected County Roads, consistent with the Lane County Transportation System Plan goals and policies and with County requirements for roads in Lane Code 15.

Policy 41: The exception area immediately east of the Interstate 5 interchange shall have an established trip generation baseline upon annexation of the property. The trip generation baseline shall be for average daily trips (ADT), weekday AM peak and weekday PM peak trips, based on ITE Trip Generation Manual and inventory of uses is as shown in Exhibit 2 and is incorporated as policy by reference.

Policy 42: All new development proposals and/or redevelopment proposals in the exception area immediately east of Interstate 5 that exceed the baseline trip generation established upon annexation shall be required to apply for a city plan amendment application and meet Statewide Goal 12, Transportation Planning Rule, in particular Section 0060, and develop a transportation analysis to determine the impact on the interchange and on County Roads. The County may require a traffic impact analysis and road improvements consistent with the Lane County Transportation System Plan goals and policies and with County requirements for roads in Lane Code 15. The new site development or redevelopment shall be required to measure the following trip impacts for all three of the following:

- **Weekday PM peak hour trips between 4:00 pm and 6:00 pm**
- **Weekday AM peak hour trips between 6:00 am and 9:00 am**
- **Average Daily trips for the entire area in question.**

FINDING: The subject property is NOT an exception zone; it is zoned EFU. Nonetheless, the intent of Policy 40 and 41 are relevant to the proposed annexation and rezone due to the Transportation Planning Rule (TPR) of Oregon Statewide Planning Goal 12 (ORS 660-012-0060). For this reason, staff include a discussion of Policy 40 and 41. The TPR requires local governments to demonstrate that amendments (of which an annexation and rezone are) to adopted plans and regulations will not significantly affect existing or planned transportation facilities. The generally accepted method for establishing whether there is a significant effect, the extent of the impact, and the appropriate mitigation measures, is to prepare a Traffic Impact Analysis (TIA). In some cases, a full TIA may not be required, if an applicant can demonstrate the impact will not be significant. In cases such as this, a Significant Effects Analysis (SEA) will be prepared. This was not the case with the present proposal, so a full TIA was prepared by the applicant's traffic engineer. The TIA prepared by the applicant's traffic

engineer was scoped in coordination with ODOT, Lane County Transportation and the City Engineer. The completed TIA underwent three rounds of review and comment before being accepted by all parties. The TIA found there would be impacts to roadway facilities and mitigation measures would need to be incorporated. Specifically, the TIA found that:

- The Pearl Street at Interstate 5 Southbound Ramp will have a substantial number of trips added to the westbound left-turn movement. The subject property can be developed up to 613 PM Peak Hour trips before the intersection does not meet the mobility standard. As a result, a trip cap of 613 PM Peak Hour trips is imposed on the subject property which was proposed by the applicant and accepted by the relevant road authorities as being sufficient for the zone change to meet the TRP requirements of OAR 660-012-0060; however, future development will trigger a development-specific TIA that would involve a more detailed review of operational needs, such as intersection performance and turning lanes.
- The Pearl Street/Interstate 5 northbound ramp intersection will not need to be signalized. The IAMP improvements identified in the IAMP include the addition of the lanes to/through this intersection. The intersection with the IAMP improvements can handle all 720PM Peak Hour trips from the zone change. Therefore, there is no mitigation required for this development.

The trip cap will apply in perpetuity or until another Transportation Planning Rule Analysis (TPRA) is submitted on changes facilities, uses, etc. The trip cap will be written into the subsequent deeds of the parcels of land that are created through the land division process. The trip cap has been added to the annexation agreement.

Additionally, on the issue of traffic with respect to differing zoning designations. The applicant presented materials on February 22 to City Council highlighting that office space generally associated with Campus Industrial produces 10X more vehicle trips per square foot than Light Industrial, with office space generating 3.9 trips per 1,000 square feet compared to 0.4 trips per 1,000 square feet under Light Industrial. The applicant's presentation did not cite a reference to the figures. The discussion around transportation and Goal 12 will again be addressed under Goal 12 of the Oregon Statewide Planning Goals. Criterion met.

Goals 14: Urbanization

Policy 6: The City shall not annex lands outside its adopted Urban Growth Boundary without first expanding its Urban Growth Boundary to include the proposed annexation.

FINDING: The subject property is presently within the City's adopted UGB and has been designated as Light Industrial on the Comprehensive Plan Map. The City is not annexing land outside of its adopted UGB.

As discussed in the aforementioned applicable goals and policies of the Coburg Comprehensive Plan, the proposed annexation and rezone are consistent with the Coburg Comprehensive Plan. Criterion met.

c. The proposed annexation will result in a boundary in which key services can be provided.

FINDING: As included in the annexation agreement and discussed in these findings, the proposed annexation will result in a boundary in which key services can be provided. Criterion met.

d. Where applicable, fiscal impacts to the City have been mitigated through an Annexation Agreement or other mechanism approved by the City Council.

FINDING: The City and the applicant will enter and execute an annexation agreement following approval of the annexation. The annexation agreement outlines the obligations of the applicant with respect to the costs associated with the extension of city services and frontage improvements on East Van Duyn. The annexation agreement is included in this report at **Attachment A**. Criterion met.

5. Application of Zoning Districts

a. Upon approval of the annexation by the City Council, the underlying Comprehensive Plan designation and current zoning consistent with the Comprehensive Plan designation shall apply.

FINDING: When the subject property was brought into the UGB, City Council applied the plan designation of Light Industrial to the property. Presently, the Comprehensive Plan map designates the property as Light Industrial which generally means a City fully intends and plans for those uses to eventually located on the property. An application of a Light Industrial zoning designation to the subject property would be a straight-forward one-to-one implementation of the Light Industrial Plan designation because the zoning and Plan designation are the same. Planning Commission recommended to City Council the zoning to be applied to the subject property be Light Industrial. Planning Commission cited subsection I of Article IV and Article XX (A)(5)(a) of the Coburg Development Code, and Policy 5 of Goal 2 of the Comprehensive Plan, as the basis for their decision.

Under subsection, I of Article IV, Planning Commission and City Council found that the zoning to be applied shall be Light Industrial. Further, Policy 7 of Goal 2 under Interpretation of Comprehensive Plan Map, the policy reads “Plan *designations for land use categories are intended to guide zoning.*” Utilizing Policy 7, Planning Commission and City Council, found the Comprehensive Plan designation applied to the subject property was intended to guide the future zoning of the property when it comes into city

limits. As such, Planning Commission and City Council relied on this Policy when it decided to apply a zoning designation of Light Industrial to the subject property. The aforementioned sections of the Development Code and Comprehensive Plan goals and policies are cited by City decision makers in support of the decision to apply a zoning designation of Light Industrial to the subject property. Criterion met.

b. An applicant may submit for a zoning map and Comprehensive Plan map amendment. The Commission will not deem an application complete for a zoning map amendment until the annexation has been approved by the City Council and becomes effective, as that term is described in ARTICLE X.X.A.5, and ARTICLE X.X.A.6 that follows.

FINDING: The applicant has submitted an application for annexation and concurrent rezone, consistent with the application requirements of the Coburg Development Code. The annexation and rezone will not become effective until final action is taken by City Council, as outlined in the ordinance adopting the annexation and zone change, and as set forth in ORS Chapter 222. Criterion met.

V. ARTICLE XXI. ZONE CHANGES.

2. District Amendment Criteria Any zoning or special purpose district amendment proposal considered under a Type II procedure must be demonstrated to be in conformance with each of the following criteria:

a. The proposed amendment conforms to the Comprehensive Plan or substantial changes have occurred which render the Comprehensive Plan inapplicable to the requested change and the Plan should be amended as proposed by the proponent of the change (in which case the Plan must be amended prior to final action on the District Amendment).

FINDING: As discussed in previous staff reports and discussed in the public hearings, there are two possible zoning designations that could be applied to the subject property: Campus Industrial or Light Industrial.

Both of these zoning designations would implement the Plan designation of Light Industrial. Both plan designations provide for manufacturing, assembly, packaging, wholesaling and related activities. In the Campus Industrial zone industrial uses are permitted so long as the use does not require an air quality permit, which may effectively limit any industrial uses from locating on the subject property. The prospect of the subject property remaining vacant and undeveloped as a result of a zoning of Campus Industrial would be in detriment the funding of certain water and wastewater capital projects in which development on the east side of Interstate 5 was incorporated into to pay towards the costs of those capital improvement projects. City decision makers wholeheartedly took under advisement the concerns of the residents of Coburg, neighbors near the subject property, and residents of the Diamond Ridge Subdivision. In response to the concerns raised (commonly centered around traffic, air, light and

noise pollution) Council found the appropriate way to address the concerns is through the master planned process.

Additionally, and it cannot be understated, with the requirement for all subsequent developments to undergo the master planned process this will allow for residents and City decision makers to have a certain level of discretion and control over development to protect the perseveration of Coburg to remain a small, rural historical town that values its livability for all residents. As such, City Council accepted Planning Commission's recommendation for a zoning designation of Light Industrial. Criterion met.

b. The proposed amendment fulfills a demonstrated public need for a particular activity or use of land within the area in question.

FINDING: The driving force behind the City's past UGB expansion that brought the subject property into the UGB was a demonstrated public need for employment lands in the region and Coburg was found to be able to meet that need most readily compared to other cities in Lane County. As discussed earlier in this report, the resultant recommendation of the Urbanization Study was to expand the City's UGB to capture Study Area 8, which is the subject property. Once Study Area 8 was incorporated into the City's UGB the next logical step towards addressing the regional need for employment lands is to annex the property into city limits so development can be realized towards meeting the identified regional need. The proposed amendment to the City's zoning map to bring the subject property into the city limits fulfills a demonstrated public need. Criterion met.

c. If residential zoning is involved, the proposed residential zone or zones best satisfies the objectives of the Comprehensive Plan and does not exclude opportunities for adequate provision of low and moderate housing within the subject neighborhood area.

FINDING: Residential zoning is not proposed as part of the proposal. Criterion not applicable.

d. When an application is received to change the zone of property which includes all or part of a mobile home park, written notice by first class mail shall be sent to each existing mailing address for tenants of the mobile home park at least 20 days but not more than 40 days before the date of the first hearing on the application.

FINDING: The proposal does not involve the rezone of a property which includes all or part of a mobile home park. Criterion not applicable.

3. Land Use Applications that fall within the IAMP.

a. The City and County shall coordinate with ODOT in the review of land use applications for areas within the IAMP boundary. Land use actions within the IAMP

that may affect the performance of an interchange, such as zone changes will be consistent with the adopted IAMP. The City Planner shall include ODOT as an agency referral partner. Actions not consistent with the IAMP may only be approved by also amending the IAMP and related transportation system plans consistent with OAR 660-012-0050 and 0055. Lands bounded by IAMP can be found in ARTICLE X.

FINDING: City, Lane County and ODOT staff have been working cooperatively with the applicant since application submittal in September 2020. ODOT and Lane County were both sent a request for agency referral comment. Because the subject property falls within the IAMP area, a TIA was required of the applicant and because the zone change triggered the TPR. Both ODOT and Lane County have provided extensive comment on the applicant's TIA and after several rounds of review and comment, the TIA was accepted by all parties. The TIA was found to be consistent with the IAMP. Criterion met.

VI. CONSISTENCY WITH OREGON STATEWIDE PLANNING GOALS.

Goal 1: Citizen Involvement.

FINDING: Goal 1 of the Comprehensive Plan is much aligned with Goal 1 of the Oregon Statewide Planning Goal, which is also citizen involvement. Commonly, in most cities, the citizen involvement committee is effectively the Planning Commission. Coburg maintains an effective, active and well-informed Planning Commission that reviews land use applications in a public forum which revolves heavily around citizen involvement. In the case of the proposed annexation and rezone, Planning Commission held a public hearing on November 17, 2021, and accepted testimony from those in favor of the proposal and those in opposition to the proposal. Following the Planning Commission hearing, the Planning Commission passed a motion to recommend approval of the annexation and application of a zoning designation of Light Industrial onto City Council. All hearings were duly noticed in accordance with the Coburg Development Code and ORS 222.120(3), which dictates that notice of the hearing shall be published once each week for two successive weeks prior to the day of the hearing, in a newspaper of generally circulation.

On December 14, 2021, City Council held a second hearing on both requests and again accepted oral and written testimony of those in favor and opposed to the proposal and performed the first reading of the adopting ordinance.

City Council reconvened on January 11, 2022, to perform a second and final reading of the ordinance. However, no second reading of the ordinance was performed, and no decision was rendered. Instead, Council directed staff to provide more information on the master planned process and other related research items. However, the first reading would later be redone by City Council on February 22, 2022.

Staff returned to City Council on February 22, 2022, to conduct a work session on the master planned process in front of the City Council and Planning Commission. Following the work session, Council held a special meeting and held another public hearing on the matter. Council accepted public testimony from those in favor and opposition. A first reading of the adopting ordinance was conducted at the special meeting.

A second and final reading of the adopting ordinance was conducted on March 8, 2022. Criterion met.

Goal 2: Land Use Planning.

FINDING: Goal 2 outlines the basic procedures for Oregon's statewide planning program, stating that land use decisions must be made in accordance with comprehensive plans and the effective implementation ordinances must be adopted. The City's past UGB expansion, which brought the subject property into the City's UGB, was implemented by Ordinance A-199-G, which specifically amended the Comprehensive Plan and map to state that the subject property shall not be partitioned into parcels of less than 20-acres and the plan designation of the subject property shall be Light Industrial. As discussed during the public hearings and found in these findings, Planning Commission recommended onto City Council the annexation and rezone be approved and the Light Industrial zoning designation be applied to the property. The proposed annexation and rezone are consistent with the City's adopted Comprehensive Plan and Map. Criterion met.

Goal 3: Agriculture Lands.

Goal 4: Forest Lands.

FINDING: The subject property is presently zoned Exclusive Farm Use (EFU) by Lane County. Previously, the subject property was designed as agriculture by the Rural Comprehensive Plan. When the UGB was expanded to bring in the subject property, City Council designated the property as Light Industrial on the Comprehensive Plan Map. This action was driven by the Urbanization Study that identified a deficiency in employment lands regionally and the Coburg is in an excellent position to meet that regional need. The action of bringing the subject property into the UGB and designating it Light Industrial meant the City fully expects this land to become developed in the future, consistent with the Comprehensive Plan. Because Van Duyn is not within the UGB and is proposed to be improved, a discussion about road improvements with respect to OAR 660-012-0065 which permits transportation facilities on rural lands consistent with Goals 3,4,11 and 14 without a goal exception will be discussed under Goal 14 Urbanization. Goals 3 and 4 satisfactorily addressed.

Council would also like to address the soils found on the subject property, as it was a criterion for selection for inclusion into the UGB. Study Area 8, as identified in the Urbanization Study, is the subject property. Study Area 8 is comprised of two percent

Class III soils, 51 percent Class IV soils and 48 percent of Class VI soils. Class I soils have the highest agricultural capability and Class VI the lowest. Criterion met.

Goal 5: Natural Resources, Scenic and Historic Areas and Open Spaces.

FINDING: Goal 5 requires local governments to adopt programs that will protect natural resources; Goal 5 includes wetlands as natural resources. As discussed earlier in this report, the subject property contains two freshwater emergent wetlands (PEM1Cx) and one freshwater/shrub wetland (PFOC). When development is proposed on the subject property, the City will send referral notice to DSL and USACE for review and comment with respect to development within known wetland features. As noted earlier, the applicant will be responsible for adhering to all regulatory requirements of DSL and USACE, prior to development activities. Goal 5 satisfactorily addressed.

Goal 6: Air, Water and Land Resources Quality.

FINDING: Goal 6 states that all waste and processes discharges from future development, when combined with such discharges from existing developments shall not threaten to violate, or violate applicable state or federal environmental quality statutes, rules and standards. Similar to the finding for Goal 5, above, upon site specific development, the developer will be required to comply with state and federal water air quality standards through the Department of Environmental Quality (DEQ) and LRAPA. DEQ and LARAPA will be included on the agency referral comment list when site specific development is proposed. The local representative for DEQ has reviewed the annexation and rezone request with respect to air and water quality permitting. Goal 6 satisfactorily addressed.

Goal 7: Natural Hazards.

FINDING: Goal 7 requires local governments to inventory natural hazards. There are no known inventoried natural hazards on the subject property. Not applicable.

Goal 8: Recreational Needs.

FINDING: Goal 8 requires local governments for meeting recreational needs for now and in the future. The open space provided for by the subject property will be for private use by the employees of the businesses to locate on the property. (The requirement for open space is a function of the zoning designation and requirement of the Coburg Development Code). The open space as described in the annexation agreement, running north-to-south along the eastern boundary of the property will be placed in a conservation easement. To the extent that Goal 8 is applicable, it is sufficiently addressed.

Goal 9: Economic Development.

FINDING: Goal 9 requires local governments to contribute to a stable and healthy economy in all regions of the State. The impetus of the UGB expansion that brought the subject property into the UGB was driven by a regional demonstrated need for employment lands in the form of large-scale, light industrial lands. The proposed annexation and rezone are the next steps towards the City and region realizing those past UGB expansion efforts. The annexation will formally bring the subject property within Coburg's city limits and give it its initial city zoning designation, thus effectively making the property ready for development and able to contribute to the local and regional economy of the State. As discussed earlier in these findings, if the subject property were not annexed into city limits or a zoning designation were applied that is not conducive to development and the long-term success of the property, it would be brought into detriment the City's future ability to off-set some of the capital improvement costs that are expected to be recouped by development occurring east of Interstate 5. The City planned for, consistent with the water and sewer master plans, and anticipated for growth and development east of Interstate 5. Goal 9 satisfactorily addressed.

Goal 10: Housing.

FINDING: The proposed annexation and rezone does not pertain to residential lands; it is for employment/industrial lands. The City Council designated the subject property as Light Industrial when it was brought into the UGB. Not applicable.

Goal 11: Public Facilities.

FINDING: Goal 11 requires local governments to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. As discussed earlier in these findings, the City appropriately planned for growth and development on properties east of Interstate 5 consistent with the policies, goals and capital improvement projects as listed in the water and wastewater master plans. Goal 11 states the local governments shall not allow the establishment or extension of sewer systems outside urban growth boundaries or unincorporated community boundaries. The proposed water line to serve the subject property will be located near the southwest corner of the property, which is within the UGB. The proposed sewer line to serve the subject property is near the northwest corner, which is also within the UGB; Neither utility line (water or sewer) will serve any properties outside of the UGB. Goal 11 satisfactorily addressed.

Goal 12: Transportation.

FINDING: As discussed at length earlier in these findings, the proposal is consistent with Goal 12 and the requirements of TPR as seen in OAR 660-012-0660. The TPR

requires local governments to demonstrate that amendments (of which an annexation and rezone are) to adopted plans and regulations will not significantly affect existing or planned transportation facilities. Based on traffic generation assumptions of the uses that would be allowed by the new zoning, there was the potential for the proposal to have a significant effect. The applicant's traffic engineer prepared a TIA to evaluate TPR compliance.

The TPR TIA underwent three rounds of review and comment before being accepted by all parties and entered into the official record for this application. The TIA found there would be impacts to roadway facilities and mitigation measures would need to be incorporated. Although the applicant's TIA included some operational assumptions and recommendations (i.e., queue lengths and turning movements), the road authorities stated that the future development-specific TIA would more appropriately evaluate and mitigate the development impacts on the transportation system (e.g. a signal warrant analysis and turn lanes). To limit traffic generation below the threshold of trips that would necessitate physical mitigation measures, the applicant proposed, and the road authorities accepted the trip cap as detailed above.

The trip cap will be set at 613 PM Peak Hour trips. The trip cap will apply in perpetuity or until another Transportation Planning Rule Analysis (TPRA) is submitted on changes facilities, uses, etc. The trip cap will be written into the subsequent deeds of the parcels of land that are created through the land division process. The trip cap has been added to the annexation agreement.

Because Van Duyn is located outside of the UGB, Council would like to address OAR 660-012-0065. This rule identifies transportation facilities, services and improvements which may be permitted on rural lands consistent with Goals 3,4, 11 and 14 without pursuing a goal exception process.

One of the listed exceptions to improvement on rural roads is found under subsection (3)(o) of OAR 660-012-0065, "*transportation facilities, services and improvements other than those listed in this rule that serve local travel needs. The travel capacity and performance standards of facilities and improvements serving local travel needs shall be limited to that necessary to support local land uses identified in the acknowledged comprehensive plan or to provide adequate emergency access.*" The proposed frontage improvements along Van Duyn are required to support local travel needs and are identified in the IAMP (a refinement plan of the Comprehensive Plan). Further as outlined in subsection (3)(c) and (d) channelization and realignment of roads is an allowed transportation improvement on rural roads that is consistent with Goal 3, 4, 11 and 14. Both channelization and realignment of Van Duyn will occur as a result of the frontage improvements. Goal 12 satisfactorily addressed.

Goal 13: Energy Conservation.

FINDING: Goal 13 directs local governments to manage lands so as to maximize the conservation of all forms of energy, based on upon sound economic principles.

The proposal is consistent with Goal 13 because it maintains the City's compact urban growth form by locating industrial uses adjacent to existing industrial uses and by locating those uses along the Interstate 5 corridor, which is a principle of planning guideline 4 of Goal 13. Goal 13 satisfactorily addressed.

Goal 14: Urbanization.

FINDING: Goal 14 directs local governments to provide for an orderly and efficient transition from rural to urban land uses, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.

The proposal is consistent with Goal 14 because the proposed annexation and rezone brings land within the city limits that are ready for urbanization and development in order to meet an identified regional employment need that Coburg can satisfy. The discussion of Van Duyn being improved with specific frontage improvements outside of the UGB has been found to be consistent with Goal 14 as discussed under Goal 12 and pursuant to OAR 660-012-0065. Goal 14 satisfactorily addressed

VII. Informational items.

- Engineering plans for the Van Duyn frontage improvements are subject to review and approval by the City Engineer before construction of the improvements commence. This requirement is also outlined in the annexation agreement.
- A trip cap of 613 PM Peak Hour trips shall be set on the subject property. The trip cap shall be placed as deed restrictions on the subsequent parcels that are created as a result of the land division process. This requirement is also outlined in the annexation agreement. The trip cap should also be addressed and added as a condition of approval during the land division process that will occur following annexation.

VIII. Conclusion.

City Council accepted Planning Commission's recommendation that the annexation and rezone request be approved and for the subject property to contain a zoning designation of Light Industrial. As outlined in these findings, the proposed annexation and rezone meet the applicable approval criteria. Being that City Council has rendered a final decision on both applications, an appeal must be made to the Land Use Board of Appeals (LUBA). Interested parties wishing to appeal this decision should consult their own independent legal advice or conduct their own research on LUBA's website for information how to file an appeal. Staff will send notice of decision to interested parties within 5 days of Council's decision. Staff will also update the status of both applications with DLCD to indicate approval and adoption status.

These Findings of Fact accepted by City Council as a basis for approval of ANX 01-20 & ZC 01-20 on this date: _____

Mr. Ray Smith, Mayor of Coburg

After Recording, Return to:
City of Coburg
PO BOX 8316
Coburg, OR 97408

Send all Notices to:
Ramon Fisher & Ravin Ventures, LLC.
37801 Upper Camp Creek Rd
Springfield, OR 97478

ANNEXATION AGREEMENT

This Annexation Agreement (“Agreement”) is made between the City of Coburg, an Oregon municipal corporation (“CITY”) and Ravin Ventures, LLC and Hardly Hackit, LLC, Tenants in Common (“RAVIN/HARDLY”).

RECITALS

- A. RAVIN/HARDLY owns the parcel of land legally described in Exhibit A and shown on the map attached as Exhibit B. The property is contiguous to the jurisdictional limits of CITY on its eastern boundary.
- B. RAVIN/HARDLY has submitted to CITY an Annexation Application (ANX 01–20), to annex approximately 107.43 acres of tax lot 202. Assessor’s Map 16–03–34-00 (“PROPERTY”).
- C. RAVIN/HARDLY wishes to annex the PROPERTY to the CITY and seeks approval from the CITY for the annexation and for a concurrent zone change (ZC 01–20). It is understood that RAVIN/HARDLY intends to develop the PROPERTY or sell one or more portions of the PROPERTY to purchaser(s) who will develop the PROPERTY, for light industrial or campus industrial purposes.
- D. The PROPERTY is currently designated in the Coburg Comprehensive Land Use Plan as Light Industrial and is zoned by Lane County as E–40 (Exclusive Farm Use–40 Acre Minimum). Per Section B.2.b. of Article XIV of the Coburg Development Code, development on Light Industrial–zoned property east of Interstate 5 and/or property within the Coburg/Interstate 5 Interchange Area Management Plan (IAMP) must have a Master Planned Development overlay designation prior to development. In addition, Section I.1.a. of Article X of the Coburg Development Code requires that a Traffic Impact Study be conducted when a land use application involves a change in zoning.
- E. Annexation of the PROPERTY requires a showing under Article XX, Section A.4. of the Coburg Development Code that:
 - a. The PROPERTY proposed to be annexed is within the CITY’s urban growth boundary, and is;

- (1) Contiguous to the CITY limits; or
 - (2) Separated from the CITY only by a public right-of-way or a stream, lake or other body of water.
- b. The proposed annexation is consistent with applicable policies in the Coburg Comprehensive Plan and in any applicable refinement plans;
 - c. The proposed annexation will result in a boundary within which key services can be provided.
 - d. Where applicable, fiscal impacts to the CITY have been mitigated through an Annexation Agreement or other mechanism approved by the City Council.
- F. The purpose of this Agreement is to memorialize RAVIN/HARDLY'S and CITY'S commitment and agreement to the allocation of financial responsibility for public facilities and services for the PROPERTY and other users of the facilities, sufficient to meet the CITY'S requirements for the provision of key urban services necessary for an affirmative CITY recommendation for the annexation request.
- G. **SANITARY SEWER:** There is a 6" sanitary sewer line that crosses the freeway under the Van Duyn overpass. Currently, the pipe is serving approximately 45 EDUs, leaving approximately 1,055 EDUs of capacity for future area properties. Any additional capacity needed beyond the available capacity will be the responsibility of the developer.

Sanitary sewers shall be installed to serve each new development and to connect developments to existing mains in accordance with the CITY'S Sanitary Sewer Master Plan as adopted or hereafter amended and updated, and the applicable construction specifications. Development permits for sewer shall not be issued until the City Engineer has approved all sanitary sewer plans in conformance with CITY standards, and approval has been granted by applicable state agencies. A 20-foot –Public Utility Easement is located along the southerly and westerly edges of the property to accommodate public sewer.

- H. **WATER:** The CITY'S water system is under construction and includes an extension under Interstate 5. The connection to the CITY'S system is anticipated to be completed in summer of 2021. When completed, there will be a 12-inch watermain to connect to within approximately 300-feet of the southwest corner of the property. A 20-foot Public Utility Easement is located along the southerly and westerly edges of the property to accommodate public water. With development of the site, water will need to be connected and extended to and through the site along the west property line north to Van Duyn.

Water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the Water System Master Plan as adopted or hereafter amended and updated, and the applicable construction specifications. Development permits for sewer and water improvements shall not be issued until the City

Engineer has approved all water plans in conformance with CITY standards, and approval has been granted by applicable state agencies.

- I. **STORMWATER:** A detailed drainage plan will be submitted as part of application for any development of the property. The plan will demonstrate compliance with the requirements of the Coburg Development Code and the applicable Master Planned Development plan.
- J. **STREETS:** The PROPERTY has approximately 1540 feet of frontage on Van Duyn Road and is about 3,100 feet deep. The property owner will be responsible for complying with street improvement requirements imposed by the CITY and County through all applicable land development review processes at the time development is proposed. Newly created public streets will be constructed to the required standards. All street improvements will comply with Section E of Article VIII of the Coburg Development Code.
- K. **PARKS:** The CITY has adopted a system development charge (SDC) for parks. When a building permit is requested for construction, the owner of the property being improved shall pay a park SDC fee commensurate with the type of building proposed based upon the City's Parks SDC Methodology Study.
- L. CITY staff has determined that the minimum level of key urban services is currently available to the subject property with regard to water, sewer, electricity, schools and fire and emergency services (with the exception that additional signage, street width, lift station and hydrants may be required as part of development improvements).
- M. In order to facilitate orderly development of the PROPERTY and ensure the full provision of key urban services that are satisfactory to the CITY and meet the CITY's conditions for an affirmative recommendation for annexation, and in exchange for the obligations of CITY set forth below, RAVIN/HARDLY shall comply with all requirements imposed on the CITY in this Agreement.
- N. The PROPERTY will be required to be Master Planned, consistent with Article XIV of the Coburg Development Code. Per Section F.4, of Article XIV, master plans shall contain a minimum of 20 percent open space. The PROPERTY is 107.43 acres (4,679,771 square feet); 20 percent of the total area of the PROPERTY is 935,954 square feet (21.48 acres). As seen on **Exhibit D**, RAVIN/HARDLY will provide an initial open space allotment of 458,338 square feet (10.52 acres). The 10.52-acre open space also acts as a natural landscape buffer between the future uses on the property and the residential areas located immediately to the east. The CITY finds the initial allotment of 10.52 acres as an open space and landscape buffer acceptable and will count towards the total required 20 percent of open space. Each subsequent parcel partitioned from the parent parcel (tax lot 202) will be required to contain 20% open space. The initial allotment of 10.52 acres of open space shall be improved by RAVIN/HARDLY with recreational walking paths and benches for employee working at the respective businesses to be located on the subject property. The recreational walking path and related open space improvements for the initial allotment of open space shall be put in place at the same time as the rights-of-way are constructed. The purpose of the open space requirement is to

provide employee respite and recreation. The remainder of the 20 percent require open space shall be fulfilled by subsequent developments that occur on the subject property.

- O. In order to equitably distribute the 10.52 acres among the entire development, the following portions of the open space area shall be allocated and credited as open space to each lot as follows:

Lot 1 = 119,578 square feet (2.745 acres)

Lot 2 = 250,760 square feet (5.757 acres)

Lot 3 = 78,000 square feet (1.790 acres)

Lot 4 = 10,000 square feet (0.230 acres)

The above area designated for each lot will be subtracted from the required 20 percent open space requirement for that lot. The 20 percent requirement is calculated by taking the gross area of the lot and multiplying it by 0.20.

- P. The subject property is located adjacent to a residential district. As such, the CITY and RAVIN/HARDLY agree the setback along the eastern property boundary that abuts the residential district shall be no less than 25-foot wide and run the entire length of the property boundary.
- Q. Per Article VII.E.4.b(3) of the Coburg Development Code, a minimum of 15 percent of the total area of the site shall be landscaped in accordance with ARTICLE VIII, Supplementary District Regulations. Water quality treatment areas may be incorporated into required landscape area. Additionally, the required landscaping percentage may be counted towards the required open space percentage requirements.
- R. The open space as seen in **Exhibit D**, shall be placed in a conservation easement. RAVIN/HARDLY will be responsible for the conservation easement until the PROPERTY sells or conservation easement is transferred to another party. RAVIN/HARDLY shall prepare the legal description and record the conservation easement described in **Exhibit C**, in accordance with ORS 92.
- S. As seen on pages 1, 22-23 and 26 of the Traffic Impact Study, dated October 12, 2021, and completed by Sandow Engineering on behalf of RAVIN/HARDLY, the PROPERTY can be developed to add up to 613 PM Peak Hour trips before the Pearl Street at Interstate 5 Southbound ramps intersections do not meet mobility standards. At 614-720 PM Peak Hour trips, the intersection will require mitigation. As such, the CITY imposes a trip cap of 613 for the entire PROPERTY. The trip cap shall remain in perpetuity, or until another Transportation Planning Rule Analysis (TPRA) is submitted based on changes of facilities, uses, etc. The trip cap shall be recorded on all subsequent deeds for properties that are created from the PROPERTY, in the form a deed restriction. RAVIN/HARDLY shall notify all potential purchasers of the PROPERTY that a trip cap of 613 PM Peak Hour trips exists on the PROPERTY and the trip cap will be placed on the deed as a deed restriction. The aforementioned pages of the Traffic Impact Study are incorporated into this agreement as **Exhibit F**.

T. Through the public hearings process for the requested annexation and rezone, Planning Commission and City Council found that Industrial Policy 7 of the Coburg Comprehensive Plan directly applies to the annexation request. Specifically, the annexation and subsequent industrial development will create conflicting uses with the adjacent properties located at Map and Tax Lot 16-03-33-40-00100 and 16-03-33-40-00200. The aforementioned property is Premier RV, which contains short-term and long-term RV lodging, which Planning Commission and City Council interpreted to be a residential-type use in nature. Industrial Policy 7 reads “a buffer, subject to conditions of the Zoning Code, shall be required along the boundary of all industrial areas that abut a residential district or shall be used to act as a buffer between the two districts or conflicting uses. Setback requirements of the Zoning Code shall also reflect buffering needs.” Planning Commission and City Council found the annexation and subsequent industrial development to occur on the PROPERTY would create conflicting uses with the adjacent property immediately to the west. As such, a landscape buffer of 25-feet in minimum width and 6-feet in height shall be placed between the PROPERTY to be annexed and the two Premier RV properties. The buffer may be placed within the required setbacks. The buffer shall be implemented and shown on the tentative Master Plan for the PROPERTY following annexation. The 6-foot-high requirement may be met by planting and maintaining a row of hedges, trees, or other landscape vegetative features that achieve a 6-foot minimum height and adequate screening.

Now, therefore, based on the foregoing Recitals, which are specifically made a part of this Agreement, the parties agree as follows:

AGREEMENT

1. Obligations of RAVIN/HARDLY. Consistent with the above recitals and subject to the issuance of development and public improvement plan approvals, RAVIN/HARDLY agrees to perform the obligations set forth in this section.

1.1 RAVIN/HARDLY will commence “development activities” (as that term is defined below in this paragraph) within five (5) years of the execution of this Agreement. CITY will extend this five (5) year deadline for such reasonable period of time as may be requested in writing by RAVIN/HARDLY if the written extension request identifies one or more factors that adversely impacted the ability of RAVIN/HARDLY to commence development activities prior to the ability of RAVIN/HARDLY to meet that deadline (including but not limited to changes in the economy or in the commercial/industrial real estate market) and demonstrates the ongoing commitment of RAVIN/HARDLY to develop the property within a commercially reasonable period of time. For purposes of this Agreement, “development activities” means one or more activities consistent with the development of property in the Light Industrial Zone described in Sections E.1 and 2of Article VII of the Coburg Development Code and may include activities such as sitework or infrastructure development activities, or marketing of the PROPERTY for sale or lease for Light Industrial or Campus Industrial purposes.

- 1.2 RAVIN/HARDLY shall notify potential purchasers of the PROPERTY that on-site public sanitary sewer and water conveyance systems shall be the responsibility of the developer of the PROPERTY and that those systems shall be designed to adequately serve any future development and to comply with the public sewer connection requirements of Section F.5. of Article VIII of the Coburg Development Code.
- 1.3 In conjunction with any future development, any existing wells shall be abandoned per applicable standards of the State of Oregon Administrative Rules, Chapter 690, Division 220, Rules 5 through 140 (OAR 690-220-0005 through 690-220-0140). Develop on-site and off-site water system as may be necessary to adequately serve any future development and that complies with applicable CITY and County requirements, including but not limited to the City's Master Water Plan and Section F.6. of Article VIII of the Coburg Development Code. All water service will be provided to the annexed area consistent with and in accordance with applicable CITY and County requirements, including but not limited to Section F.6. of Article VIII of the Coburg Development Code.
- 1.4 RAVIN/HARDLY shall notify potential purchasers of the PROPERTY that the developer of the PROPERTY shall develop on-site and off-site stormwater management facilities and dedicate drainage easements as may be necessary to adequately manage and treat stormwater runoff from the development site and develop the site in accordance with stormwater quality measures that comply with applicable CITY and County storm drainage requirements, including but not limited to those set forth in the Coburg Development Code, including those above.
- 1.4 RAVIN/HARDLY shall notify potential purchasers of the PROPERTY that dedication of right-of-ways as may be determined necessary during development review and approval processes and improvements to full CITY standards must be made to all new or impacted street right-of-ways at a level as needed to support the approved development.
- 1.5 RAVIN/HARDLY shall notify potential purchasers of the PROPERTY that the developer of the PROPERTY shall be required to pay a park SDC fee commensurate with the type of building proposed based on the CITY's Parks SDC Methodology Study.
- 1.6 RAVIN/HARDLY shall notify potential purchasers of the PROPERTY that prior to development of the PROPERTY, the developer shall present the CITY with an application for a Master Planned Development plan for the PROPERTY. Within one year of the approval of the application, the developer shall present the CITY with a Master Planned Development plan for the PROPERTY.
- 1.7 RAVIN/HARDLY shall, at the time of development of the first parcel, dedicate approximately 20-feet of right-of-way along the frontage of Van Duyn of Map and Tax Lot 16-03-34-00-00202 and construct a total of a 56-foot (including the existing roadway width) wide roadway, as generally illustrated in the attached

conceptual drawing (**Exhibit E**). At a minimum, frontage improvements shall include: sidewalk, curb and gutter, public utilities, two eastbound vehicle travel lanes from the property's west boundary to the access road, and an internal roadway providing access in accordance with the adopted IMAP. Exact details of the roadway and improvements are subject to final engineering design and review approval process.

2. Obligations of CITY. Consistent with the above Recitals, CITY agrees to:

- 2.1 Recommend and support annexation of the PROPERTY to the City of Coburg. If development activities (as defined above in Section 1.1) have not been commenced at the PROPERTY by the deadline described above in Section 1.1 (as such deadline may be extended pursuant to Section 1.1 above) CITY may consider withdrawal of the PROPERTY under the procedures of ORS 222.460.
- 2.2 Use good faith in the timely review and decision making of the applications to the amendments to the Comprehensive Plan Diagram and Zoning Map, and to the timely review and decision making of the Master Planned Developments Plan for the PROPERTY. CITY will support any appeal of a decision by the CITY on these applications but will not assume financial responsibility to provide legal counsel on appeal.
- 2.3 The CITY will provide sewer and water service to the PROPERTY. Sewer and water lines may extend outside the Coburg Urban Growth Boundary within the subsurface right-of-way of Van Duyn Road but, consistent with OAR 660-011-060(3) and -065(2), these lines shall not be used to serve any property outside of the corporate limits of Coburg.

3. Covenants Running With the Land. It is the intention of the parties that the covenants herein are necessary for the development of light industrial use on PROPERTY and as such shall run with the PROPERTY and shall be binding upon the heirs, executors, assigns, administrators, and successors of the parties hereto, and shall be construed to be a benefit and burden upon the Property. This Agreement shall be recorded upon its execution in the Land County Deeds and Records. In connection with the sale of all or a portion of the PROPERTY, this Agreement may be assigned by RAVIN/HARDLY to the purchaser and shall benefit any assigns or successors in interest to RAVIN/HARDLY. Without limiting the generality of the foregoing, if either or both of Ravin Ventures, LLC and/or Hardly Hackit, LLC (or any of their respective successors in interest) transfers an ownership interest in the PROPERTY (whether voluntarily or by operation of law), the transferee will automatically be bound by the obligations of RAVIN/HARDLY under this Agreement and the transferor will have no further obligation under this Agreement. Execution of this Agreement is a precondition to the support of the City of Coburg for annexation of the property described in Exhibit A for the City of Coburg. Accordingly, the CITY retains all rights for enforcement of this Agreement.

4. Mutual Cooperation. City and RAVIN/HARDLY shall endeavor to mutually cooperate with each other in implementing the various matters contained herein. For so long as Ravin Ventures, LLC and Hardly Hackit, LLC both own interests in the PROPERTY, they shall each be jointly and severally bound by the obligations of RAVIN/HARDLY under this Agreement; as provided

above in Section 3, if either or both of Ravin Ventures, LLC and/or Hardly Hackit, LLC (or any of their respective successors in interest) transfers an ownership interest in the PROPERTY (whether voluntarily or by operation of law), the transferee will automatically be bound by the obligations of RAVIN/HARDLY under this Agreement (jointly and severally with all other owners of the PROPERTY, if there is more than one owner) and the transferor will have no further obligation under this Agreement.

5. Waiver of Right of Remonstrance. RAVIN/HARDLY agrees to sign any and all waivers, petitions, consents and all other documents necessary to obtain the public facilities and services described herein as benefiting the Property, under any Local Improvement Act or proceeding of the State of Oregon, Lane County or the City of Coburg and to waive all rights to remonstrate against these improvements. RAVIN/HARDLY does not waive the right to protest the amount or manner of spreading the assessment thereof, if the assessment appears to RAVIN/HARDLY to be inequitable or operate unfairly upon the PROPERTY, or its right to comment upon any proposed local improvement district, or any related matters orally or in writing.

7. Modification of Agreement. This Agreement may only be modified by writing signed by both parties (or, if RAVIN/HARDLY has transferred an ownership interest in the PROPERTY, by the then-current owners of the PROPERTY).

8. Land Use. Nothing in this Agreement shall be construed as waiving any requirements of the Coburg Development Code or Coburg Municipal Code which may be applicable to the use and development of this Property. Nothing herein shall be construed as CITY providing or agreeing to provide approval of any building, land use, or other development application submitted by RAVIN/HARDLY.

9. Invalidity. If any provision of this Agreement shall be deemed unenforceable or invalid, such enforceability or invalidity shall not affect the enforceability or validity of any other provision of this Agreement. The validity, meaning, enforceability, and effect of the Agreement and the rights and liabilities of the parties hereto shall be determined in accordance with the laws of the State of Oregon.

DATED this ____ day of _____, 2022.

IN WITNESS WHEREOF, Raven Ventures, LLC, Hardly Hacket, LLC RAVIN/HARDLY and CITY have executed this Agreement as of the date first herein above written.

City of Coburg

By: _____
Ray Smith, Mayor

Ravin Ventures, LLC

By: _____ Title: _____

Hardly Hackit, LLC

By: _____ Title: _____

STATE OF OREGON
 County of Lane

This record was acknowledged before me on _____, 2022, by

Ray Smith as Mayor of City of Coburg.

 Notary Public for Oregon
 Commission Expires _____

STATE OF OREGON
 County of Lane

This record was acknowledged before me on _____, 2022, by

_____ as _____ of Ravin Ventures LLC.

 Notary Public for Oregon
 Commission Expires _____

STATE OF OREGON
 County of Lane

This record was acknowledged before me on _____, 2022, by

_____ as _____ of Hardly Hackit, LLC.

 Notary Public for Oregon
 Commission Expires _____

**EXHIBIT A
LEGAL DESCRIPTION**

BEGINNING AT A POINT ON THE NORTH LINE OF THE I. S. SWEARINGER DONATION LAND CLAIM NO. (D.L.C.) NO. 37, IN SECTION 34, TOWNSHIP 16 SOUTH, RANGE 3 WEST OF THE WILLAMETTE MERIDIAN, SAID POINT BEING WEST 1051.00 FEET AND 30.00 FEET SOUTH FROM THE NORTHEAST CORNER OF SAID DONATION LAND CLAIM NO. 37;

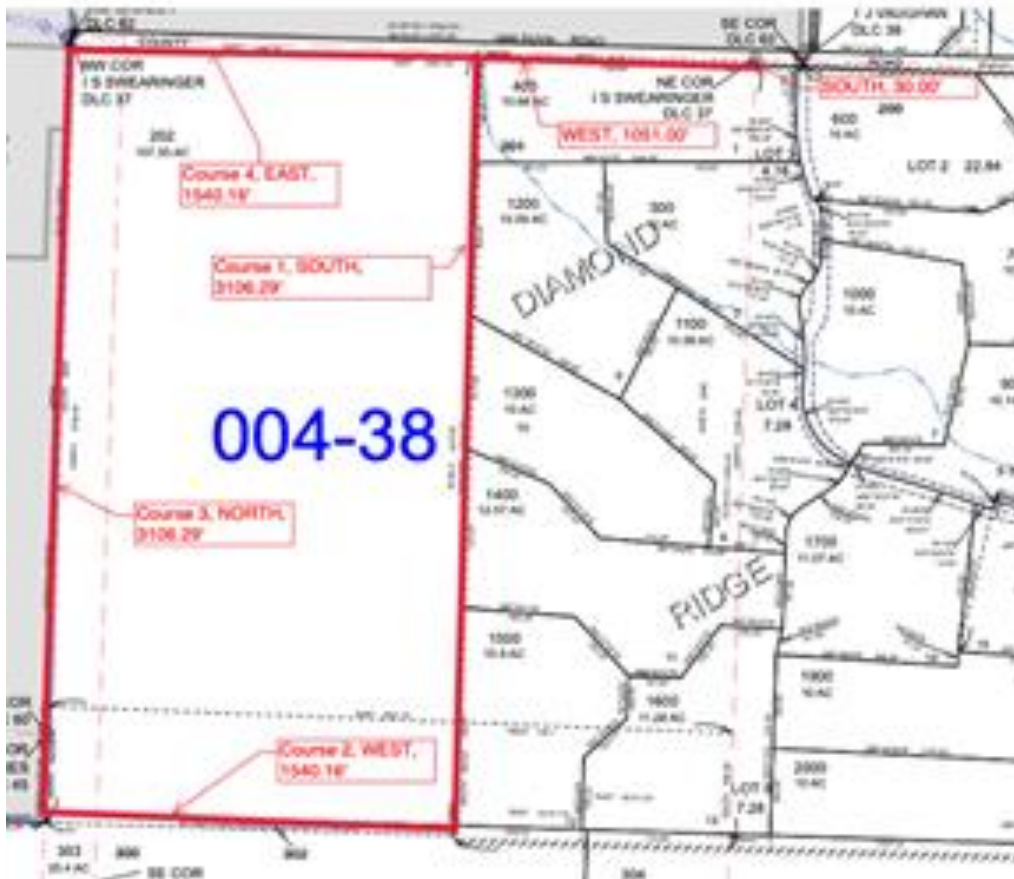
THENCE RUNNING PARALLEL WITH THE EAST LINE OF SAID DONATION LAND CLAIM NO. 37, SOUTH 3106.29 FEET(Course 1), MORE OR LESS, TO A POINT ON THE SOUTH LINE OF TRACT 4 AS DESCRIBED IN A DEED RECORDED AUGUST 2, 1939 IN BOOK 198, PAGE 572 OF THE LANE COUNTY OREGON DEED RECORDS;

THENCE ALONG SAID SOUTH LINE, WEST 1540.16 FEET (Course 2), MORE OR LESS, TO A POINT ON THE WEST LINE OF SAID DONATION LAND CLAIM NO. 37;

THENCE LEAVING SAID SOUTH LINE AND RUNNING ALONG SAID WEST LINE, NORTH 3106.29 FEET (Course 3), MORE OR LESS, TO THE NORTHWEST CORNER OF SAID DONATION LAND CLAIM NO. 37;

THENCE ALONG THE NORTH LINE OF SAID DONATION LAND CLAIM NO. 37, EAST 1540.16 FEET (Course 4), MORE OR LESS, TO THE POINT OF BEGINNING, ALL IN LANE COUNTY, OREGON.

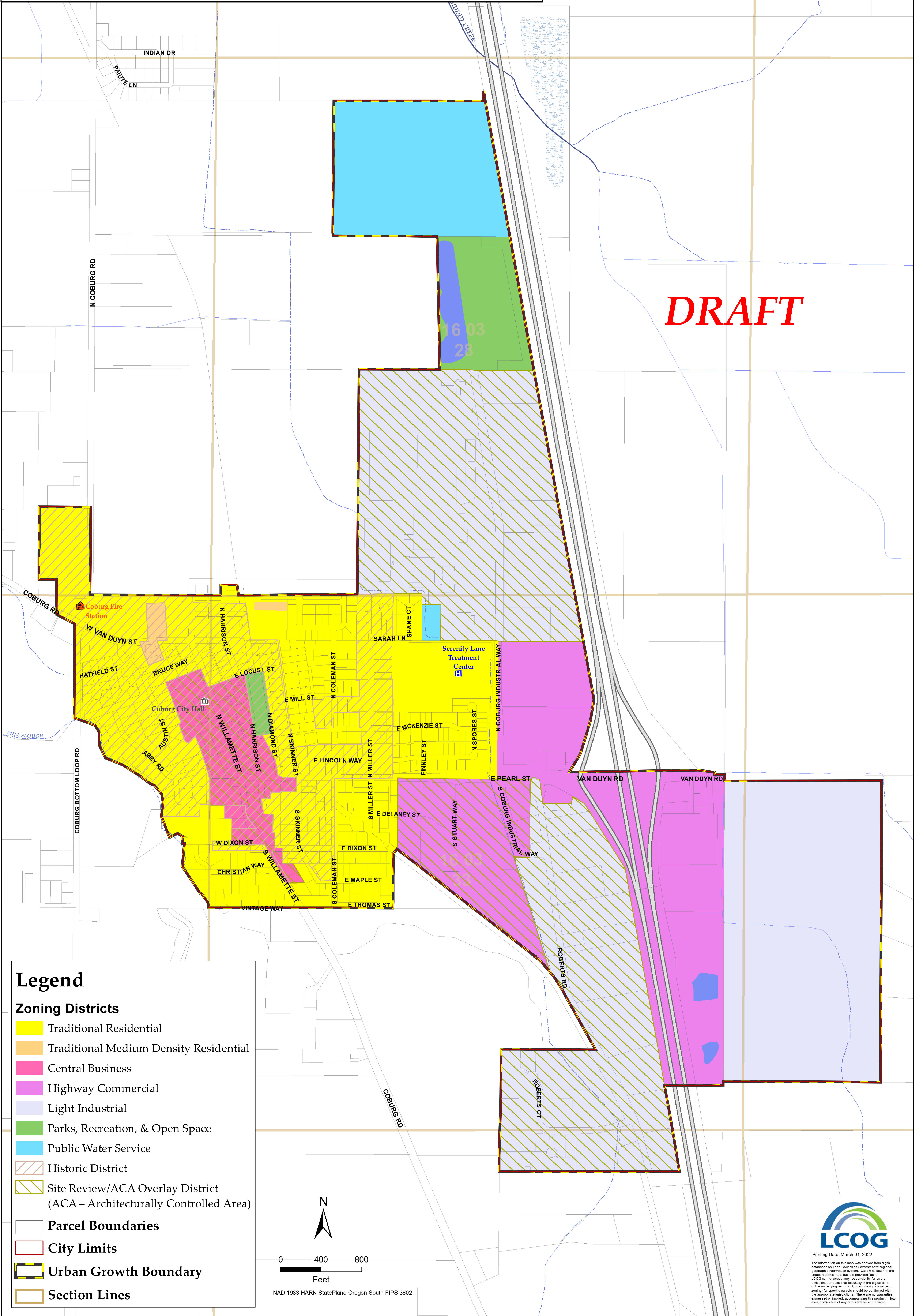
EXHIBIT B
Tax Lot 202, Assessor's Map 16-03-34-00





Coburg Zoning Districts

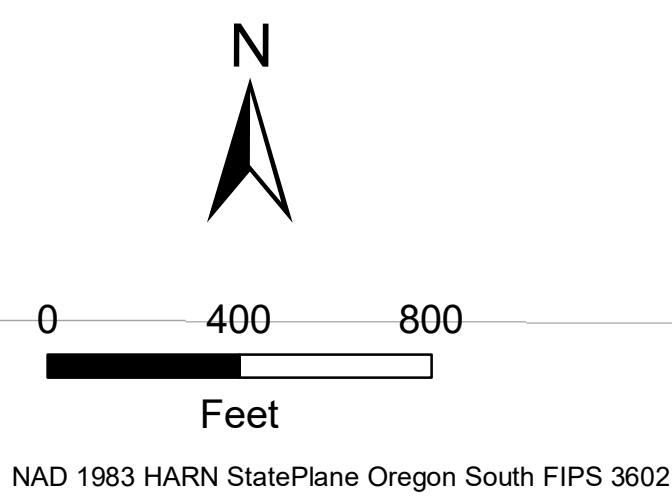
DRAFT



Legend

Zoning Districts

- Traditional Residential
- Traditional Medium Density Residential
- Central Business
- Highway Commercial
- Light Industrial
- Parks, Recreation, & Open Space
- Public Water Service
- Historic District
- Site Review/ACA Overlay District
(ACA = Architecturally Controlled Area)
- Parcel Boundaries
- City Limits
- Urban Growth Boundary
- Section Lines





COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution 2022-06: Authorizing Grant Funding Application to the State Historic Preservation Office (SHPO) for the Oregon Main Street Revitalization Grant

Meeting Date: March 8, 2022
 Staff Contact: Tracey Pugh
 Contact: tracey.pugh@ci.coburg.or.us
 541-682-7858

REQUESTED COUNCIL ACTION

Approval of Resolution 2022-06, a resolution authorizing the application to the State Historic Preservation Office (SHPO) for the Oregon Main Street Revitalization Grant for rehabilitation to the IOOF building.

Suggested motion:

I move 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.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal #1: Livability, Health, and Vitality
 City Council Goal #4: Responsible Fiscal Stewardship
 City Council Goal #6: Economic Development

BACKGROUND

The State Historic Preservation Office (SHPO) offers matching grants that support downtown revitalization efforts in communities participating in the Oregon Main Street Network. The purpose of the program is to acquire, rehabilitate, and construct buildings on properties in designated downtown areas statewide and facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base. Grant funds may be awarded for amounts up to \$200,000. Matching funds of at least 30% of the award is required. Match can be in the form of cash, in-kind donations, and/or volunteer time. Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program. This is a reimbursement grant, so a portion of the work must be completed and a report submitted before the funds are reimbursed. 10% of grant funds will be withheld until all grant related work is complete.

The City of Coburg has leased the IOOF building to optimize use of this community asset. The IOOF building is a contributing property to the National Historic District. Rehabilitation work would include improvements to the Mill Street entryway and restroom to meet the standards issued under the Americans with Disabilities Act (ADA) and Secretary of the Interior's Standards for Rehabilitation of Historic Properties. Rehabilitation work would also include electrical re-wiring on the first floor, plumbing upgrades, kitchen remodel, and replacement of the roof. Promoting inclusive access to this community space and ensuring everyone's safety will contribute to the future success of the project and property.

BUDGET

If funds are awarded, grant's revenues and expenditures will be included in 2023 fiscal year budget.

PUBLIC INVOLVEMENT

Consulted and working with Coburg Main Street IOOF Building sub-committee

NEXT STEPS

Completion and submittal of grant application by March 15, 2022

ATTACHMENTS

- A. Resolution 2021-06: A resolution authorizing grant funding application to State Historic Preservation Office for the Oregon Main Street Revitalization Grant
- B. Oregon Main Street Revitalization Grant 2022 Guidelines

REVIEWED BY:

Anne Heath, City Administrator

RESOLUTION 2022-06

A Resolution Authorizing Grant Funding Application to the State Historic Preservation Office (SHPO) for the Oregon Main Street Revitalization Grant Program

WHEREAS, the State Historic Preservation Office is accepting applications for the Oregon Main Street Revitalization Grant Program; and

WHEREAS, the City of Coburg desires to participate in this grant program to the greatest extent possible as a means of beginning rehabilitation work on the leased IOOF building; and

WHEREAS, City Council has identified Livability, Health, and Vitality; Responsible Fiscal Stewardship; and Economic Development as a goal for 2022; and

WHEREAS, grant funds will promote inclusive access, safety, and preservation to the IOOF building, a historic resource and community space; and

WHEREAS, the City of Coburg will provide adequate resources for the management of this rehabilitation project should the grant funds be awarded;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg

1. The City Council demonstrates its support for the submittal of a grant application to the State Historic Preservation Office's for the Oregon Main Street Revitalization Grant.
2. The City Council authorizes the City Administrator to sign the application.
3. This Resolution shall be effective following its adoption by the Coburg City Council.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ___ for and ___ against, this 8th day of March 2022.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

OREGON MAIN STREET REVITALIZATION GRANT

2022 GUIDELINES

STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

The Oregon Main Revitalization Street Grant supports downtown revitalization efforts in communities participating in the Oregon Main Street Network.

The purpose of the program is to:

- Acquire, rehabilitate, and construct buildings on properties in designated downtown areas statewide; and
- Facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.

This grant is awarded annually until the Oregon Main Street Revitalization Grant Fund is expended. Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program.

FINANCIAL INFORMATION: Grant funds may be awarded for amounts up to \$200,000. Matching funds of at least 30% of the award is required. Match can be in the form of cash, in-kind donations, and/or volunteer time. The match requirement may include necessary project “soft” costs for professional services (i.e. architectural or engineering studies directly related to the project/property). Project costs that occur outside of the grant period do not qualify as match. This is a reimbursement grant, so a portion of the work must be completed and a report submitted before the funds are reimbursed to the grantee. 10% of grant funds will be withheld until all grant related work is complete.

GRANT TIMELINE:

Application Deadline: March 15, 2022 (11:59 p.m.)

Notification: May 12, 2022

Project Completion and Final Reporting Deadline: April 30, 2025

Project Impact Reports: At final report and one year.

APPLICANT, PROPERTY, AND PROJECT ELIGIBILITY:

- Applicants
 - Must be organizations that participate in the Oregon Main Street Network. To find out if your organization is in the network visit www.oregonheritage.org. Oregon Main Street Network is the entity administered by the State Historic Preservation Officer designated under ORS 358.565 to provide assistance, training, and technical services to communities in Oregon desiring to strengthen, preserve, and revitalize their historic downtown commercial districts as defined in ORS 390.262(1)(b). Awards will be made to the applicant Main Street organization for disbursements to locally designated grant beneficiaries if the applicant is not the beneficiary of the grant.
 - Must demonstrate the past or prospective capacity to work with project leaders in designated local communities or downtown Main Street districts.



- Must have the ability to receive and expend grant funds and manage all fiscal responsibilities.
- Property
 - Must be within a designated Main Street district boundary and in the primary focus area of the local downtown or neighborhood revitalization effort. A map defining the primary focus area must be submitted by the Oregon Main Street Network member organization to, and approved by, Oregon Main Street prior to submitting a grant application.
 - If applicant is not the owner, a signed agreement between the OMS Network member organization and the property owner is required with the application. A letter of support from the property owners of neighboring buildings and businesses will make a stronger application.
- Projects
 - Rehabilitation/Restoration of properties. This can include, but is not limited to:
 - Façade improvements (front, rear, side)
 - Upper floor interior rehab
 - Structural repairs/improvements
 - Code compliance
 - First floor interior rehab
 - Energy efficiency (window repair, insulation, awnings, etc.)
 - Single specific phase of a large rehab. The project must have a specific defined focus and clearly identifiable scope of work including start/end dates and milestones for completion.
 - Compatible new construction including building additions and new buildings with first floor commercial space and upper floor(s) commercial or residential space. Razing of an existing structure to allow for new construction will not be considered an eligible use of funds or as match.
 - Rehabilitation/Restoration of multiple properties committed to a mutually agreed upon improvement. This may include, but is not limited to:
 - Improvements to the facades (front or rear) of a highly visible group or block of buildings
 - Installation of an elevator and common hallway linking several buildings
 - Handicapped accessibility improvements serving multiple buildings/storefronts like a common ramp or lift
 - Fire sprinkling of multiple properties with a central master control room
 - Energy efficiency/sustainability upgrades like green roofs for multiple buildings, geo-thermal well fields, etc.
 - Upper floor rehabilitation of a number of spaces for residential uses.
- Acquisition of properties within the designated district if a development plan is in place that meets the grant criteria.
- Projects using the Federal Rehabilitation Tax Credit program may not claim grant funds for the federal rehabilitation tax credits.
- Properties under Oregon's Special Assessment of Historic Properties program may qualify.
- All work must be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties; see <https://www.nps.gov/tps/standards.htm>.



PRESERVATION REQUIREMENTS: The application must convey that all work will be consistent with the Secretary of the Interior’s Standards for Rehabilitation of Historic Properties. If the building is not historic, the Standards for compatible additions within a historic district apply.

<http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.



APPLICATION PROCESS

GRANT ANNOUNCEMENT: The grant application will be announced through various media outlets. Grant application information and online system instructions can be found at <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#nine>.

REGISTRATION FOR THE ONLINE APPLICATION SYSTEM: To access the application, register at oprdgrants.org. If you already have an account, then request through Kuri.Gill@oregon.gov or 503-986-0685 to add this grant option to your account. See online registration and application instructions <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#nine> for detailed directions to use the online grant system. Video tutorials are also available. <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#one>

The application must be complete and submitted online by the grant application deadline.

APPLICATION QUESTIONS: The following items will be required on the online application. Be sure to use the OPRD GrantsOnline instructions as you enter the information.

- Contact Information
 - Applicant – Enter the organization
 - Project Contact – This is the Main Street organization representative we contact to discuss details of the project and grant. If you are submitting the application, but you will not be the project contact, the project contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
 - Address
 - Reimbursement Contact – This is the person who we contact to handle the financial side, an organization may have a person managing the books who is not the project contact. The reimbursement contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
- Project Information
 - Project title – make a clear, short project title
 - Brief Project Description – please keep this brief and specific. State what the project is, not why it is important.
 - Project start date
 - Project end date
 - Site name – if the building has a name, or enter NA
 - Site city/town/area
 - Site county
 - Site description - provide a short description of the building(s) and the setting of the project.
 - Site acreage – enter NA, there is no need to provide this information
 - Latitude & Longitude – use the mapping tool in the application
- Financial Information
 - Requested amount
 - Match amount
 - Total amount



- Budget grouped by category
 - Contractor/Consultant – if the contractor is providing materials & equipment, travel, etc. in their agreement you do not need to break out those categories in the finances section.
 - Staff time
 - Volunteer time
 - Materials & equipment
 - Printing, publication, & design
 - Travel
 - Other (specify)
- Budget must include both expenses and income sources of funding.
- Supplemental
 - General Information –
 - In which Oregon Main Street tier is the organization enrolled? Performing, Transforming, Exploring, Associate (formerly Affiliate)
<https://www.oregon.gov/oprd/OH/Pages/OMS.aspx>
 - In which of the following is true? Check all that apply.
 - The project in a Certified Local Government community.
<https://www.oregon.gov/oprd/OH/Pages/CLG.aspx>
 - The project in a local or National Register Historic District.
<http://heritagedata.prd.state.or.us/historic/>
 - The property listed in the National Register of Historic Places or contributing to a National Register Historic District.
<http://heritagedata.prd.state.or.us/historic/>
 - The project also using the Federal Historic Preservation Tax Credit.
<http://heritagedata.prd.state.or.us/historic/>
 - The project using the Oregon Special Assessment of Historic Property program. <http://heritagedata.prd.state.or.us/historic/>
 - Is the project located in urban or rural area? Select one of the two options.
 - Rural - Entirely outside the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of cities with population of 30,000 or more?
<http://www.oregonmetro.gov/urban-growth-boundary> or contact the city for boundary information.
 - Urban - Entirely within the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of cities with population of 30,000 or more?
 - Community Need & Project Value –
 - Describe the community need for economic development – Describe the need for economic development, consider employment, business success, livability, housing, wages, etc.
 - Describe the value of this Project for Community Revitalization – Describe how this project will enhance community revitalization. Include projected business, employment and quality of life improvements both through the project completion and following completion.
 - Poverty Measure Need & Project Value –



- Provide information for the following measures. Use information from US Census Bureau. <https://www.census.gov/topics/income-poverty/poverty/data/data-tools.html> or <https://censusreporter.org/>
 - Percentage of families below federal poverty rate in the city, town or urban neighborhood where the designated downtown district is located.
 - Percentage of individuals below federal poverty rate in the city, town, or urban neighborhood where the designated downtown district is located.
 - Area median income in the city, town or urban neighborhood where the designated downtown district is located.
 - Percentage of renters in the city, town or urban neighborhood where the designated downtown district is located.
- Will the project address any of the poverty measures discussed in the community need for revitalization? If so, how?
- Other Vitality Measures Need & Project Value - Respond to all needs below that this project will address. Awarded projects don't necessarily have to address all needs. Please DO NOT respond to a need for which your project doesn't DIRECTLY apply. If a need doesn't apply enter N/A.
 - New jobs and/or job retention.
 - Explain the need and provide evidence for it. Consider job rates, type of desired jobs, disparity in downtown versus other areas of town, etc.
 - Project value - Will this project create new jobs or retain current jobs? If so, how many and how? Consider both during the project and after it is completed.
 - New or retention of a viable business in your downtown district.
 - Explain the need and provide evidence for it. Consider business type, open hours, market analysis, etc.
 - Project value - Will the project create or retain a viable business in your downtown district? How will it achieve this?
 - Rehabilitation of properties.
 - Explain the need for rehabilitation of properties. Include the ratio of buildings in good repair to those in disrepair on the block of the project.
 - Project value - Will the project increase the ratio of rehabilitated properties on the block? How?
 - Pedestrian traffic.
 - Explain the need and provide evidence for it. Possible evidence of need is tracking pedestrian activity at various times of day and various days of week and sharing goals for traffic.
 - Project value - Will the project improve pedestrian traffic? In what way? Possible evidence of need is tracking pedestrian activity at various times of day and various days of week.
 - Use upper floor spaces.
 - Explain the need and provide evidence for it.



- Project value - Will the project address the need of upper floor building use? How?
- Housing.
 - Consider community housing needs and rates, housing type (low-income, multi-family, density), number of units available, customers for downtown businesses, etc.)
 - Project value - Will the project address the need for housing? How?
- Lodging.
 - Explain the need and provide evidence for it. Consider number of units available tourism studies, demand, nearby attractions, etc.
 - Project value - Will the project address the need for lodging? How?
- Increased rent rate on the block of the project.
 - Explain the rent rate and why it should be increased.
 - Project value - Will the project increase rent on the block? How? By what amount?
- Increased property value for the properties on the block of the project.
 - Share property values and explain the need.
 - Project value - Will the project increase property values on the block? How? By what amount?
- Need to be welcoming to all.
 - Explain the current downtown population and the need to serve that population and the population in the rest of the community. Consider longevity of business owners, affordability, demographics, minority and women owned businesses, etc.
<https://opp360.enterprisecommunity.org/opportunity360/measure>
 - Will the project make your downtown welcoming to all? How? Who will be included?
- Downtown Plan or Goals Need and Impact & Public Engagement
 - Describe the needs and goals addressed in your downtown plan.
 - Describe community engagement in the development of your organization's downtown goals.
 - Relate this project and its potential impact to your downtown plan or specific goals for your organization. Be sure to discuss why this project is a priority based on your plan or goals.
 - Explain how the impacts of the project will be measured.
 - Describe any public engagement in the selection of the proposed project.
- Property need and project value
 - Need for the Project on the Property
 - Describe need in terms of the condition of the property.
 - Describe the historical significance of the property.
 - Describe the value of the property to the community.



- Value of Project on the Property – Describe how the project will address the needs of the property.
 - Project Summary
 - Project Timeline - List major benchmarks or tasks and approximate dates they will be completed.
 - Project Detail –
 - Describe the work that will be completed.
 - Select all areas on the building impacted by the project.
 - Roof – repair, replace, not applicable
 - Structure – repair, replace, stabilize, not applicable
 - Façade – repair, replace, restore, not applicable
 - Windows/doors – repair or replace, not applicable
 - Siding – repoint, repair, or replace, not applicable
 - Other
 - Will original materials be removed? If yes, what materials and what are the replacement materials?
 - How the work will be completed? Describe methods to be used, who will do it and their qualifications, i.e. general contractor, sub-contractors, architects, skilled volunteers, etc.
 - Explain how the work will follow the Secretary of the Interior’s Standards for Rehabilitation.
<http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.
 - Ability to Complete the Project –
 - Describe your organization’s history and past successes related to this project.
 - Describe any partnerships on this project, volunteer or community support for this project, and any other evidence of your ability to complete the project.
 - Explain your capacity to work with project leaders in designated local communities or downtown areas.
 - Use of Grant Funds – Specifically explain what parts of the project the grant will fund.
 - Budget Narrative
 - Amount of private investment in this project – provide the amount
 - Explain the source of private investment in this project – provide all sources of the investment
 - Explain matching sources of funds - grant status, in-kind investments, estimates, etc.
 - Provide any other details and explanation for budget numbers.
- Attachments
 - Map of approved downtown area with project location indicated
 - Current photograph of property
 - view with surrounding buildings
 - view with individual property
 - Historic photograph of property, if available
 - Letter of Main Street Designation
 - If not owned by applicant, attach the agreement between the owner and the applicant (agreement is required at time of application)



- Proof of board decision to apply for the project (required at time of application, minutes, resolution or other documentation qualifies)
- Letters of support from neighboring properties, businesses, etc.
- Work plans, drawings, specifications
- Resumes of key staff, volunteers, and contractors
- Detailed budget
- Work Estimates
- Submission
 - Double check your application
 - Be sure to click submit, you will receive confirmation of the submission



GRANT AWARD PROCESS

GRANT REVIEW AND SELECTION: Following the grant deadline the application will be reviewed by staff to make sure it is complete. You will be contacted if the application needs any technical revision. Once applications pass the technical review, a committee will review and score them using the following criteria and priorities.

CRITERIA:

- The community's level of need for main street revitalization and economic development.
- Anticipated results of how the project will enhance community revitalization.
- How well the project impacts the plan for downtown vitality.
- Level of community engagement in the development of the plan for downtown vitality and in the project selection.
- Level of support from the community for the project, as demonstrated by the level of Main Street participation and other evidence (e.g., how the community was engaged in establishing priorities for overall downtown revitalization and how the project meets these priorities).
- The capability of the applicant to complete the project.
- Level of local investment based on the strength of the matching share.
- The work plan is well developed and described and the corresponding cost estimates are reasonable and supported.
- Level of capacity to work with project leaders in designated local communities or downtown areas including, but not limited to local officials, business and property owners, or other partners.
- Project location in the state.
- Consistency with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

PRIORITIES:

- Projects in the Performing, Transforming, or Exploring tiers of the Oregon Main Street Network.
- Commercial buildings within designated Oregon Main Street Network communities that are also in Certified Local Government communities or local or National Register historic districts.
- Areas with the greatest need for designated Main Street area revitalization and economic development. These may include:
 - Area median income
 - % renters
 - % families below federal poverty rate
 - % individuals below federal poverty rate
 - Building vacancy rates
 - Business rates
 - Housing rates
- A minimum of 50% of the funds go to rural areas.
 - Outside acknowledged Portland Metro Urban Growth boundary
 - Outside acknowledged urban growth boundary of cities with a population of 30,000 or more
- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.



- Projects that achieve goals of the downtown plan.
- Projects located in traditionally underserved communities, including rural areas and communities that demonstrate significant financial barriers to redevelop or rehabilitate downtown areas.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.

GRANT AWARD: The grant award will be made by the State Historic Preservation Officer. Applicants will be notified by email following the award decision.



GRANT AGREEMENT AND MANAGEMENT

GRANT AGREEMENT: Shortly after you are notified that you have been awarded a grant, you will receive a Grant Agreement. By signing the Grant Agreement, you attest acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Agreement. This manual is considered to be part of your Grant Agreement. Some of the items in the Agreement include:

1. An approved Project Budget with line items specifying project expenses covered by grant funds and specific project expenses covered by the applicant match.
2. Grant starting date and grant completion & final report date.
3. Special conditions for the project.
4. Specific language for the acknowledgement of public funds provided by the State of Oregon.
5. Requirements for submitting reports and reimbursement requests.
6. Requirements for impact reports, inspections and audits.

AMENDMENTS TO THE AGREEMENT:

You may not, without prior written approval from us, make changes that would substantively alter the scope of work stipulated in the Agreement, or make any changes that authorized the award of the grant. The contract was executed under the assumption that the work would be completed as agreed. If an issue arises that you think may require an amendment, contact us immediately.

Submit scope, budget, or timeline change requests through the OPRD Online grants system as a progress report for approval.

GRANT MANAGEMENT:

Because the Grant Agreement involves the use of public funds from the State of Oregon, you are expected to follow certain requirements for their use. These requirements will affect consultant or contractor selection, public notices, work plans, progress reports and billings, project photographs, final reports and billings, and recordkeeping.

Consultants/Contractors

Evidence of competition for direct negotiated professional services of under \$10,000 is not mandatory.

Services and materials that cost \$10,000 to \$75,000 must show evidence of competition, including soliciting proposals from at least three potential contractors. We must approve your selection prior to the consultant or contractor being hired. Please check the references of any contractor you review. To obtain approval please send the following to the Grants Coordinator:

- How contractor was solicited;
- Summary of experience and qualifications; and
- Why contractor was selected (references, quality, previous work, time frame, cost, etc.)

Work Plans

Work plans must be approved by the State Historic Preservation Office before work begins. For approval submit the following to the Grants Coordinator:

If no changes have been made to the plan...

- An email indicating that the plan remains as proposed in the application



If the plan is different than the one proposed in the application, submit the following information through the online grant system as a progress report...

- Before photographs
- Plan drawings
- Work description including materials, tools and processes to be used
- Timeline

Staff Time

Documentation of staff time for grant funded work and for matching source work is required. Documentation must include the person, the tasks, hours, and rate for each employee.

Volunteer Time

Documentation of volunteer time for matching source work is required. Volunteer work may not be reimbursed by the grant. The volunteer rate is Oregon minimum wage. If a volunteer is using professional skills, the professional rate must be used. A document from that volunteer indicating the rate is required for each submission. Documentation must include the person, the tasks, hours, and rate for each employee.

Public Notice Requirement

It is in your best interest to spread the news about the grant award and the project progress. Upon grant award, at key project points and upon completion you should do the following.

- Send a news release to local media
- Inform your members and interested parties
- Post on social media
- Inform your public officials (local, state and federal)
- Have celebratory and/or informational events (construction tour, ribbon cutting, etc.)

During the life of the project, place a sign in a prominent and readable location on your site, stating: "This project has been funded in part by the State Historic Preservation Office Oregon Main Street Revitalization Grant, Oregon Parks and Recreation Department." A simple temporary sign is acceptable; call the grant coordinator for suggestions. Include a photograph of the sign in place with your final report. Publicity about this project should also include this funding credit.

You may be asked to contribute to the Oregon Heritage Exchange blog following project completion.

Photographs

Before, during, and after photographs are required for the interim and final reports that request reimbursement. Photos are required in a digital format (300dpi or higher, jpeg or tiff).



GRANT REPORTING AND REIMBURSEMENT

GRANT REPORTING:

Interim reports: Grant reports are required quarterly. You will be sent emails reminding you to submit reports. Reports are submitted through [OPRD GrantsOnline](#). Reports must include the current status of the project and summary of work completed (number of items addressed, area of work completed, method of completion, description to prove work was completed), a timeline for completion, and any issues or challenges. Submit supporting attachments like photographs, professional review, inspection results, etc. Oregon Heritage staff will review and approve reports. A site visit may be required for approval. You will be notified if a site visit must be scheduled.

Interim Reports and Reimbursement request for the prior fiscal year (July 1 – June 30) expenses are required.

Deadlines:

- July 10, 2022
- July 10, 2023
- July 10, 2024
- Final report by April 30, 2025

Final report: A final report is required within 45 days of completing the project or by the final deadline on your grant agreement, whichever is first. Reports are submitted through [OPRD GrantsOnline](#). Reports must include a summary of work completed (including quantities, quality and scale of work) and any changes to the original plan. Submit additional documentation including:

- Photographs before, during and after the project is complete (300 dpi or higher),
- Contractor specifications and invoice, inspection report, and other evidence of work completed.
- Project Impact Form (Appendix A). If the project included more than one property, complete one form for each property. Submitted through an [online survey](#).
- Grant Evaluation Form (Appendix B) Submitted through an [online survey](#).

Oregon Heritage staff will review and approve reports. A site visit may be required for approval. You will be notified if a site visit must be scheduled.

See OPRD Grants Online Reporting & Reimbursement Instructions

<https://www.oregon.gov/oprd/OH/Documents/OPRDOnlineGrantReimbursementReportingInstructions.pdf> for a detailed guided to completing your report online. Video tutorials are also available. <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#one>

Project Impact Reports: Your organization will be required to submit at project completion and one year later. These results will help your organization and Oregon Heritage track the value of the project and the grant on community revitalization. This will be the same [Project Impact Form](#) (Appendix A) used for the final grant report.

Oregon Heritage staff will send reminders to submit the Project Impact Report.



GRANT REIMBURSEMENT: Grant funds are dispersed on a reimbursable basis. A project report and a reimbursement request are required to receive a reimbursement.

The reimbursement request must include all expense information (including match funded work and grant funded work) for the period the request covers. Submit the following attachments.

- Copies of invoices or receipts for expenses over \$500
- Itemized list of expenses under \$500
- Volunteer time tracking
- Staff time tracking
- Evidence of in-kind donation value
- See OPRD Grants Online Reporting & Reimbursement Instructions <https://www.oregon.gov/oprd/OH/Documents/OPRDOOnlineGrantReimbursementReportingInstructions.pdf> for a detailed guided to completing your report online.
- **DO NOT** submit canceled checks as proof of payment. Only proof of expense is required.

Up to 20% of grant funds may be provided in advance for awards under \$20,000. The grantee will be required demonstrate matching funds and a clear plan and timeline to fund the entire project to receive an advance. Contact the Grants Coordinator if this is needed.

Interim reimbursements may be requested as work is completed. Match requirements should be met with each request.

Full reimbursement is allowed when work is complete and the match requirements are met. OPRD may withhold up to 10% of the award amount until that time.

Interim Reports and Reimbursement request for the prior fiscal year (July 1 – June 30) expenses are required.

Deadlines:

- July 10, 2022
- July 10, 2023
- July 10, 2024
- Final report by April 30, 2025

AUDITS: A field or desk audit may be made after completion of the project to verify your expenditures. The auditor will contact you several days in advance to arrange a convenient time if a field audit is necessary. To expedite this audit, all supporting documents should be readily available.

RECORD KEEPING: Keep records of your grant management for five years. For details about accounting procedures see Appendix C.



APPENDIX A

Oregon Main Street Revitalization Grant - Project Impact Report

This impact report is due twice, with the final grant report at project completion and one year later. Please submit impacts of the grant funded projects on each property. Complete a separate form for each property supported by the grant. Use the [online form](#) to enter the following information.

Organization:

Grant #:

Project property address:

Describe three ways this project impacted the downtown. For each of the three impacts, select the appropriate category.

Impact categories

- Vacancy rate/building condition
- Business development
- Pedestrian friendliness
- Spurring other changes
- Increase organization capacity
- Increase housing
- Increase lodging
- Other

Then describe the impact, provide details like number and type of impact, people impacted, goals addressed, etc.

Summary Comment: Pretend you are talking a to a legislator about the value of this grant program and you want them to know how it impacted your community. What would you want to tell them? Provide details about how this project impacted community need and improved the vitality of downtown. Please add new comments each reporting year.

Thanks! And before you closed this...write it up and share it. Newsletter, city council public comment, county commission public comment, news release, social media post.



APPENDIX B

Oregon Heritage Grant Evaluation and Impact Form

Thank you for completing this form (please use the [online form](#)). This is valuable information we use to improve our programs and document their value. Don't worry if your project did not address some of the questions, we are attempting to track the performance of our grants overall. If you want to include additional detail, please use the comment boxes.

| | Extremely | Good | Fair | Poor | Not At All |
|---|-----------|------|------|------|------------|
| How manageable was the grant application? | | | | | |
| Comments: | | | | | |
| How manageable was the grant reporting? | | | | | |
| Comments: | | | | | |
| How manageable was the reimbursement process? | | | | | |
| Comments: | | | | | |
| How timely was the grant application, review, and award process? | | | | | |
| Comments: | | | | | |
| How timely was the grant report approval? | | | | | |
| Comments: | | | | | |
| How timely was the reimbursement process? | | | | | |
| Comments: | | | | | |
| How important was our staff expertise in the success of your project? | | | | | |
| Comments: | | | | | |
| How responsive was our staff in assisting you? | | | | | |
| Comments: | | | | | |

Project Impact Form

| | | |
|---|----|-----|
| In three sentences or less, what was the impact of the grant funds? | | |
| | No | Yes |



| | | |
|---|--|--|
| Did the grant directly affect your ability to complete the project? If yes, how? | | |
| Comments: | | |
| Did the project increase your organization's capacity to carry out its mission (volunteer training, board development, facility improvement, matching funds, staff hire, ability to continue work)? If yes, list the ways capacity was increased. | | |
| Comments: | | |
| Did the project result in new partnerships or strengthen existing partnerships (partner was engaged in at least 20% of the project)? If yes, provide details on partners engaged. | | |
| Comments: | | |
| Did the project include any paid staff time? If yes, provide number of hours and whether the hours were funded by the grant or match to the grant. | | |
| Comments: | | |
| Did the project fund an Oregon independent contractor, consultant, and/or business? If yes, provide number of companies and amount of dollars paid for the total project including grant funds. | | |
| Comments: | | |
| Did your organization promote the project? Provide type (newspaper, Facebook, tourism site, City Council, etc) and number. | | |
| Comments: | | |
| Did the project generate media? Provide type (newspaper, Facebook, tourism site, etc) and number. | | |
| Comments: | | |



| | | |
|---|--|--|
| <p>Did the project research, document or preserve previously untold stories? What story and how?</p> | | |
| <p>Comments:</p> | | |
| <p>Did the project document historical site(s), artifacts, histories, oral histories, etc.? If yes, provide the type and a measurable number.</p> | | |
| <p>Comments:</p> | | |
| <p>Did the project preserve buildings, artifacts, histories, etc. If yes provide the type and a measurable number. If you have a collection include the new ratio of preserved objects to prior to the project.</p> | | |
| <p>Comments:</p> | | |
| <p>Did the project engage your intended or primary audience? If yes, note your intended audience, the level of engagement and how it was measured.</p> | | |
| <p>Comments:</p> | | |
| <p>Did the project engage schools directly? This can include K-12 along with colleges and universities. If yes, how and what number of students and teachers.</p> | | |
| <p>Comments:</p> | | |
| <p>Did the project increase tourist draw to your organization or community? If yes, in what ways (new venue, exhibit, program, etc.)? Explain how this was measured and the level of increase.</p> | | |
| <p>Comments:</p> | | |



APPENDIX C

RECOMMENDED ACCOUNTING PROCEDURES

In any program where reimbursement is requested for a portion of project costs, or matching share is claimed, adequate records are essential. There should be definite supporting evidence for EACH item of cost claimed, estimates are not sufficient. While these may not be required for reporting purposes, they are recommended for your record keeping in case of audit. The procedures below may not apply in every case, so look through them and identify and use those that are relevant to your project.

Contact Kuri Gill at Kuri.Gill@oregon.gov, or phone 503-986-0685 if you have questions.

To promote a better understanding of the records required and to avoid the possibility of having costs disallowed at the time of audit, the following accounting procedures are suggested:

- Establish a separate account for each agreement project.
- Maintain the account so that it includes the project name, and lists payment for salaries and wages, contracts, equipment, materials and supplies, and other items that conform to categories listed on the grant reimbursement request.
- Each entry in the account must be cross-referenced to a voucher, payroll invoice or other supporting document. Each payment must be supported by a cancelled check or warrant, available in the grantee's records in the event of an audit. DO NOT SUBMIT CANCELED CHECKS.

The following paragraphs provide you information about the specific budget categories:

Professional Contractor or Consultant

Proper contractor or consultant selection procedures must be followed and proper documentation maintained for audit, or contract costs are subject to disallowal.

Payments made by the grantee should be supported by a statement or invoice from the consultant. The consultant hours do not need to be broken down if contracted in a lump sum, since the consultant agreement should state a total contracted amount.

Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services.

Employees

When a staff member is involved in a grant project, payrolls should be signed by an authorized person and wages paid should be supported by time and task tracking records for each employee. Records (daily, weekly, or monthly) must show total daily hours for each project and description of work performed. Fringe benefit rates should be developed using actual costs, and individual components should be identified. Documentation should show how rate or cost was derived. This amount must be traceable through the grantee's records.

Travel

State guidelines require that all mileage rates do not exceed the maximum state rate, which is generally the same as the standard Internal Revenue Service rate. The reimbursement request must show the



name of the individual, time of departure and return, dates, mileage (odometer readings or locations), meals claimed, and purpose. A copy of lodging receipts for overnight travel must be maintained. Contact Kuri Gill at Kuri.Gill@oregon.gov or (503)986-0685 for current rates.

Materials and Equipment

Value and Use of Owned Equipment

Equipment value (for owned equipment) should be supported by time records and by a schedule of hourly rates developed from actual historical costs, or in the event no previous cost data exists, from reasonable estimates of such factors as useful life, annual hours or use, insurance premiums, etc. These estimated rates must be adjusted each year based on the previous year's actual costs.

Equipment Rental (Outside)

Payments made by the grantee for equipment rented for specific project area are generally allowable under state regulations. Payments made by the grantee must be supported by a statement or invoice from the vendor that indicates the time period the equipment was rented.

Materials and Supplies

Supplies and materials charged to the project must be supported by supplier's invoices or receipts. The original or a photocopy of the cancelled checks must be available for a field audit. **DO NOT SUBMIT CANCELLED CHECKS IN YOUR REIMBURSEMENT REQUEST.**

Printing, Publication Design, etc.

If you make, design, or print a publication as part of your project, include those costs here. The costs can only be paid if a statement recognizing the grant contribution is included.

Value of Contributed Goods and Services

Valuation of In Kind Contributions from Third Parties

The value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included on the Payment Request Form only if documented. Documentation can be a sheet with work done and hours worked, recorded, and signed by the project manager and the volunteer.

a. Valuation of volunteer service

- Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteered services may be counted as matching share if they are a necessary part of the project.
- Rates for volunteer services may not exceed minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.

In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then submitted with the reimbursement request.

b. Donated Materials Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.



c. Donated Equipment Invoices, where applicable, must be marked “donated” and signed, and submitted with the reimbursement request.



APPENDIX D

Oregon Revised Statute

ORS 390.067 Note Sec. 34. Oregon Main Street Revitalization Grant Program. (1) For the biennium beginning July 1, 2015, at the request of the State Parks and Recreation Department, the State Treasurer may issue lottery bonds pursuant to ORS 286A.560 to 286A.585 in an amount that does not exceed \$2.5 million in net proceeds for the purposes described in subsection (2) of this section, plus an additional amount estimated by the State Treasurer to be necessary to pay bond-related costs.

(2) Net proceeds of lottery bonds issued under this section in an amount sufficient to provide \$2.5 million in net proceeds and interest earnings must be transferred to the department for deposit into the Oregon Main Street Revitalization Grant Program Fund established under section 2, chapter 831, Oregon Laws 2015 [390.264], to provide grants pursuant to section 1, chapter 831, Oregon Laws 2015 [390.262].

(3) The Legislative Assembly finds that the use of proceeds of lottery bonds issued pursuant to this section will create jobs, further economic development and enhance the economic vitality of Oregon downtowns and local communities by supporting projects that revitalize historic downtown commercial districts, redevelop and reuse existing buildings, facilitate small business relocation and expansion initiatives and provide assistance, training and technical services. [2015 c.812 §34]

390.262 Oregon Main Street Revitalization Grant Program; duties of State Parks and Recreation Department; project proposals; conditions; rules.

(1) As used in this section and ORS 390.264:

(a) "Area median income" means the median income for the metropolitan statistical area in which the proposed grant project is located, as determined by the Housing and Community Services Department, adjusted for household size.

(b) "Oregon Main Street Network" means the entity administered by the State Historic Preservation Officer designated under ORS 358.565 to provide assistance, training and technical services to communities in Oregon desiring to strengthen, preserve and revitalize their historic downtown commercial districts.

(c) "Rural area" means an area located entirely outside the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of cities with populations of 30,000 or more.

(2) There is established in the State Parks and Recreation Department the Oregon Main Street Revitalization Grant Program for the purpose of providing grants on an annual, competitive basis from the Oregon Main Street Revitalization Grant Program Fund established under ORS 390.264 to be used for the following purposes:



(a) To acquire, rehabilitate and construct buildings on properties in designated downtown areas statewide; and

(b) To facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable businesses or creating a stronger tax base.

(3)(a) For the purpose of making grants under the program, the department shall adopt a formula that:

(A) Provides for grant funds to be made available statewide while concentrating funds and resources in those areas of the state with the greatest need for main street revitalization and economic development; and

(B) Provides that a minimum of 50 percent of available grant funds will be reserved for projects in rural areas.

(b) In awarding grants under the program, the department shall give priority to grant proposals for projects that are located in traditionally underserved communities, including rural areas and communities that demonstrate significant financial barriers to efforts to redevelop or rehabilitate downtown areas.

(4) The department shall develop criteria to determine the eligibility of grant applicants and proposed projects. The criteria must require that applicants be organizations that participate in the Oregon Main Street Network and demonstrate the past or prospective capacity to work with project leaders in designated local communities or downtown areas.

(5) Project proposals submitted by grant applicants may include evidence of demonstrated need for main street revitalization and economic development by providing information about the economic character of the project, including but not limited to:

(a) The proportion of households at or below the federal poverty rate in the targeted project location and the surrounding community;

(b) The area median income in the proposed project location and surrounding community;

(c) The percentage of renters in the proposed project location and surrounding community; and

(d) The percentage of persons in the proposed project location and surrounding community with weekly wages that are less than or equal to the most recent federal poverty guidelines for a family of three that are applicable to Oregon residents and that are published annually in the Federal Register by the United States Department of Health and Human Services.

(6) The State Parks and Recreation Department shall:

(a) Provide technical assistance and project overview and monitoring for successful grant recipients; and



(b) Provide regular updates to other state agencies, including but not limited to the Oregon Business Development Department and the Department of Transportation, that have an interest in the implementation and administration of the program.

(7) Each grant awarded under this section shall require, as a condition of receiving funding, matching funds in an amount to be determined by the State Parks and Recreation Department.

(8) All amounts awarded as grants must be used by recipients, for the approved purposes set forth in successful grant applications, within three years of receipt of the funds. Any funds not expended within that time period must be returned to the department for deposit in the Oregon Main Street Revitalization Grant Program Fund.

(9) The department shall adopt rules to implement the program and the provisions of this section. The department may consult with the Oregon Business Development Department and the Department of Transportation in adopting the rules. [2015 c.831 §1]

Note: 390.262 and 390.264 were enacted into law by the Legislative Assembly but were not added to or made a part of ORS chapter 390 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

390.264 Oregon Main Street Revitalization Grant Program Fund.

(1) The Oregon Main Street Revitalization Grant Program Fund is established in the State Treasury, separate and distinct from the General Fund. Interest earned by the Oregon Main Street Revitalization Grant Program Fund shall be credited to the fund.

(2) Moneys in the fund consist of:

- (a) Amounts donated to the fund;
- (b) Amounts appropriated or otherwise transferred to the fund by the Legislative Assembly;
- (c) Amounts deposited in the fund;
- (d) Investment earnings received on moneys in the fund;
- (e) Unused grant moneys returned pursuant to ORS 390.262 (8); and
- (f) Other amounts deposited in the fund from any source.



APPENDIX E

Oregon Administrative Rule

736-056-0000

Purpose

(1) The purpose of this division is to establish the procedures and criteria that the State Parks and Recreation Department will use when awarding Oregon Main Street Revitalization Grant Funds as provided in ORS 390.262 and 390.264.

(2) Oregon Main Street Revitalization Grant Program Fund grant awards are to be used for the following purposes:

(a) To acquire, rehabilitate and construct buildings on properties in designated downtown areas statewide; and

(b) To facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable business or creating a stronger tax base.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0010

Definitions

The definitions provided in ORS 390.005 and 390.262 apply to this division, unless the context requires otherwise. In addition, the following definitions apply:

(1) "Department" means the Oregon Parks and Recreation Department (OPRD) as provided in ORS 390.005(2).

(2) "Designated downtown area" means the defined primary focus area for the local downtown or neighborhood revitalization effort submitted by the local Oregon Main Street Network member to and approved by Oregon Main Street.

(3) "Designated Local Communities" means the city, town, or urban neighborhood district that has a group, organization, or local government entity that has submitted an application and has been approved by Oregon Main Street to participate in the Oregon Main Street Network.

(4) "Grant" means an award from the Oregon Main Street Revitalization Grant Program.



(5) “Grantee” means the grant recipient who is legally capable of executing and which has executed a grant agreement for project awarded an Oregon Main Street Revitalization Grant.

(6) “Grant Review Committee” means the committee that reviews grant applications and makes funding recommendations to the Department.

(7) “Oregon Main Street Network” means the entity administered by the State Historic Preservation Officer designated under ORS 358.565 to provide assistance, training and technical services to communities in Oregon desiring to strengthen, preserve, and revitalize their historic downtown commercial districts as defined in ORS 390.262(1)(b).

(8) “Project completion” means satisfaction of all requirements of a grant agreement as determined after review or inspection by OPRD.

(9) “Rural area” means an area located entirely outside the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of cities with population of 30,000 or more as defined in ORS 390.262(1)(c).

(10) “Surrounding community” is the city, town, or urban neighborhood district where the proposed project in the designated downtown area is located.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0020

Eligible Applicants

In order to be eligible for a Main Street Revitalization Grant, applicants must:

- (1) Be a designated organization that participates at any level in the Oregon Main Street Network;
- (2) Demonstrate past or prospective capacity to work with stakeholders such as local officials, business owners, building owners, and other partners in designated local communities or designated downtown areas; and
- (3) Have the ability to receive and expend the grant funds and manage all fiscal responsibilities.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0030



Application Procedure/Process

(1) The Department shall announce through a variety of media the availability of, procedures for, deadlines, and other information for applying for Oregon Main Street Revitalization Grants.

(2) To apply for Oregon Main Street Revitalization Grants, applicants must submit their applications in a format prescribed by the Department by the specified deadline.

(3) Applications must demonstrate the following:

(a) The applicant is an eligible applicant as provided in OAR 736-056-0020.

(b) The proposed project is within a designated downtown area.

(c) The applicant is capable of carrying out the proposed project.

(d) The proposed project would facilitate community revitalization.

(e) The community need for revitalization and economic development:

(A) Community is in a traditionally underserved area, rural area, or has significant financial barriers to improve downtown areas.

(B) Economic factors may include percentage of renters and wage and income rates in the proposed project location and surrounding community.

(f) The proposed project would be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

(g) There are sources of additional funding sufficient to complete the project.

(h) Evidence that the property owner understands and agrees with the proposed project.

(4) The Department will request that applicants include measures to demonstrate the effectiveness of the Oregon Main Street Revitalization Grant. These may include business creation or expansion, job creation or retention, vacancy rates, business mix, housing, or creation of a stronger tax base.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0040

Evaluation of Applications



- (1) Eligible applications received by the announced deadlines shall be evaluated by the Department.
- (2) The Department shall include review criteria in grant guidelines, manual, or application for each new grant cycle.
- (3) The Department will establish a Grant Review Committee to review grant applications and provide recommendations for funding to the Department. The Department shall invite the Oregon Department of Transportation and Business Oregon to provide representatives to serve on a review committee. The committee may include representatives of the Department of Land Conservation and Development, Main Street organizations, historic preservation specialists or other appropriate experts.
- (4) The Grant Review Committee shall score the applications based on the evaluation criteria and then rank applications in order of priority based on a formula considering:
- (a) The community's need for main street revitalization and economic development which may include but is not limited to wage and income rates.
 - (b) The anticipated results of the proposed project in revitalizing the community which may include but is not limited to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.
 - (c) The community's level of support of the project as evidenced by the applicant's level of participation in Oregon Main Street or other evidence.
 - (d) The applicant's capability to work with stakeholders such as local officials, business owners, building owners, or other partners in designated local communities or designated downtown areas.
 - (e) The applicant's capability of carrying out the proposed project.
 - (f) The level of investment demonstrated through matching funds and source of funds.
 - (g) The location of the project within the state (a minimum of 50 percent of available grant funds are reserved for projects in rural areas).
 - (h) Compliance with any other criteria contained in the grant announcement, handbook, or application.

Stat. Auth.: ORS 390.124(1), 390.262(9)
 Stats. Implemented: ORS 390.262, 390.264
 Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0050

Award of Grants



- (1) The State Historic Preservation Officer described in ORS 358.565 shall award the grants.
- (2) The department will establish maximum and minimum grant award limitations. These will be published in grant guidelines, manual, or application for each new grant cycle.
- (3) All awards will be subject to binding agreements between the Department and Grantee.
- (4) Grant agreements shall specify the terms and conditions of the grant award, generally including:
- (a) The total project costs, the match or share to be provided, and the amount of the grant;
 - (b) A statement of work to be accomplished;
 - (c) The products to be delivered;
 - (d) A timeline that details when the grant-assisted project may begin, a schedule for accomplishing work, and deadlines for delivering products and completing the project;
 - (e) The process to complete reimbursement requests;
 - (f) The measures of project impact at project completion and at one year following project completion; and
 - (g) The requirement that Grantee comply with applicable local, state, and federal law and obtain all necessary permits.
- (5) The State Historic Preservation Officer may award grant funds to acquire, rehabilitate, or construct buildings, or any combination thereof, to a Grantee. The Grantee is not required to have an ownership interest in the subject property.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0060

Disbursement of Grant Funds

The Department will distribute grant funds to Grantees on a reimbursable basis after submission of billings on approved schedules specified in grant agreements. When requested by the Department, Grantees shall supply additional information to substantiate billings. The Department may disburse grant funds in advance if Grantees can demonstrate a compelling need.



Stat. Auth.: ORS 390.124(1), 390.262(9)
 Stats. Implemented: ORS 390.262, 390.264
 Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0070

Suspension or Termination of Agreement and Recovery of Grant Funds

(1) Notice of suspension or termination of grant agreement shall be sent by registered letter to grantee at address listed in the agreement. The notice shall include recourse (if any) for Grantee to remedy project deficiencies.

(2) If Grantees have received funds in advance but are unable to complete approved projects to the Department's satisfaction or within the three-year timeframe, the Department shall require the Grantees to return all unexpended grant funds.

(3) Grantees shall maintain records adequate for audit purposes for a period of not less than five years after project completion and shall reimburse the Department for any costs disqualified through audit findings.

Stat. Auth.: ORS 390.124(1), 390.262(9)
 Stats. Implemented: ORS 390.262, 390.264
 Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0080

Grant Impact

(1) The Department will establish measures to demonstrate the effectiveness of the Oregon Main Street Revitalization Grant; these may include business creation or retention, job creation or retention, vacancy rates, business mix, and housing.

(2) The Department will include the required measures in the grant guidelines, manual, or application for each new grant cycle.

(3) Grantees will submit this information with the grant application, with the grant completion report, and subsequent to project completion as specified in the grant agreement. For five years following project completion, Department staff may request additional information regarding the project's impact.

Stat. Auth.: ORS 390.124(1), 390.262(9)
 Stats. Implemented: ORS 390.262, 390.264
 Hist.: PRD 5-2016, f. & cert. ef. 9-21-16





COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution 2022-07: 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 to the City Administrator to Sign the Application

Meeting Date: March 8th, 2022

Staff Contact: Brian Harmon, Public Works Director

Contact: 541-682-7857 or brian.harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approval of Resolution 2022-07, a resolution authorizing the application for a Local Government Grant from the Oregon Parks and Recreation Department for the development of the Pavilion Park Plaza.

Suggested motion:

I move to approve Resolution 2022-07, a resolution authorizing the application for a Local Government Grant from the Oregon Parks and Recreation Department for an amount up to \$750,000.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal #1: Livability, Health, and Vitality

City Council Goal #5: Strategic Planning

City Council Goal #6: Economic Development

BACKGROUND

The Local Government Grant Program (LGGP) is a voter approved, State lottery funded grant program administered by the Oregon Parks and Recreation Department. Typically, the program awards over \$5 million annually to qualified projects, and has awarded over \$60 million in grant funding since the program began in 1999.

Eligible applicants include Local government agencies that are obligated by state law to provide public recreation facilities. Eligibility is limited to public outdoor park and recreation areas and facilities. These areas and facilities must be open and accessible to the public-at-large.

For cities and districts with a population under 5,000, at least 20% match is required.

As stated by Jane Jacobs in *The Death and Life of Great American Cities*, “You can't rely on bringing people downtown, you have to put them there.” The Pavilion Park Plaza project will provide outdoor seating in close proximity to local businesses and our main street using a strategic place making approach. The additional space for outdoor activities will spur business and give visitors more public space to enjoy in the heart of community. Coburg needs a place where people can comfortably and confidently gather safely to support our businesses, enjoy our parks, and spend time together, strengthening the fabric of our community. The Pavilion Park Plaza will drive community enhancement and economic development. Amenities will include seating and dining areas, tree and shrub planting, additional pathways, retaining walls, water feature, and a sensory garden. Additions will also enhance activities such as concerts in the park, a park mural, and festivals and events.

The full development of Pavilion Park is made possible by the property exchange with the Shepard Family Trust that was approved by City Council in January 2022 with Resolution 2022-03. The Shepard Family agreed to donate the difference of value of the two parcels of \$40,000 to the City of Coburg, allowing the full development and preservation of the parkland. The Shepard Family request for a dedication within the park for their daughter Laura, will be honored.

BUDGET

If funds are awarded, grant revenues and expenditures will be included in 2023 fiscal year budget.

PUBLIC INVOLVEMENT

The Park | Tree Committee has been involved in the initial design process for the plaza. If funded, the project will go through further public involvement processes to gather feedback from community members.

NEXT STEPS

Completion and submittal of grant application

ATTACHMENTS

- A. Resolution 2022-07: A resolution authorizing grant funding application to the Oregon Park & Recreation Department
- B. Local Government Grant Program (LGGP) Info sheet

REVIEWED BY:

Anne Heath, City Administrator

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 to the City Administrator to Sign the Application

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Coburg desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, City Council, Park | Tree Committee, and Staff have identified improvements at Pavilion Park as a high priority need in Coburg; and

WHEREAS, Amenities will include seating and dining areas, tree and shrub planting, additional pathways, retaining walls, water feature, and a sensory garden. Additions will also enhance activities such as concerts in the park, a park mural, and festivals and events; and

WHEREAS, the City of Coburg has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Coburg will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg as follows:

1. The City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for the development of a Plaza at Pavilion Park.
2. The City Council authorizes the City Administrator to sign the application.
3. This Resolution shall be effective following its adoption by the Coburg City Council.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of X for and X against, this 8th day of March 2022.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

Quick Facts

Item 6.

| | |
|--|--|
| Program Title: | Local Government Grant Program (LGGP) |
| Program Website: | OPRDGrants.org or http://www.oregon.gov/oprd/GRANTS/Pages/local.aspx |
| Program Purpose: | To award grant fund assistance for outdoor park and recreation areas and facilities, acquisition of property for park purposes, bicycle and pedestrian recreation and transportation trails, bicycle recreation opportunities, and non-motorized water-based recreation. |
| Eligible Projects: | Property Acquisition, Development, Rehabilitation and Planning |
| Eligible Applicants: | Cities, Counties, Metropolitan Service Districts, Park and Recreation Dist., and Port Districts |
| Funding Source: | Oregon Lottery Funds for Natural Resources |
| Funding Available: | Approximately \$6 million annually |
| Funding Type: | Reimbursement Grants |
| Small Grants: | \$75,000 maximum award. Application only. No presentation required. |
| Large Grants: | \$750,000 maximum award. (\$1 million for property acquisitions). Application plus presentation to LGGP Advisory Committee required. |
| Matching Requirements: | 50% match required for: <ul style="list-style-type: none">• Cities and districts with a population over 25,000• Counties with a population over 50,000 40% match required for: <ul style="list-style-type: none">• Cities and districts with a population between 5,000 and 25,000• Counties with a population between 30,000 and 50,000 20% match required for: <ul style="list-style-type: none">• Cities and districts with a population under 5,000• Counties with a population under 30,000 |
| Planning Projects: | \$40,000 maximum award. Application only. No presentation required. |
| Eligible Planning Grant Applicants: | <ul style="list-style-type: none">• Cities, Park, Recreation and Port Districts with populations less than 10,000, and• Counties with populations less than 50,000 |
| Planning Grant Matching Requirements: | 20% match required for: <ul style="list-style-type: none">• Cities or districts with a population less than 5,000• Counties with a population less than 30,000 40% match required for: <ul style="list-style-type: none">• Cities and districts with a population between 5,000 and 10,000• Counties with a population between 30,000 and 50,000 |

Annual Grant Cycle

| | |
|----------------------------|--|
| January | Applications Available online |
| January / February | Application Workshop and Webinar |
| April | Applications Due (April – May, depending on type of application) |
| June | Presentations to LGGP Advisory Committee |
| August / September | OPRD Commission review |
| September / October | Project Agreements and Notice to Proceed Letters processed |



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution 2022-08 Authorizing Grant Funding Application to the Oregon State Homeland Security Grant Program through The Oregon Military Department Office of Emergency

Meeting Date: March 8, 2022
 Staff Contact: Jim Bell
 Contact: Coburgjimbell@outlook.com

REQUESTED COUNCIL ACTION

Approval of Resolution 2022-08, a resolution authorizing the application to the Oregon Military Department Office of Emergency Management State Homeland Security Grant

Suggested motion:

I move to approve resolution 2022-08, a resolution authorizing a funding application to the Oregon Military Department Office of Emergency Management State Homeland Security Grant in an amount not to exceed \$150,000.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal: Improve Infrastructure

HISTORICAL

Emergency preparation of the City of Coburg and its residents is a priority. Over the last few years the City has participated in local and regional planning for emergencies such as natural disasters, chemical spills, and or domestic terrorism. Department Directors are continually reviewing the City of Coburg Emergency Operations Plan. In addition, Coburg has participated in the Lane County Hazard Mitigation process. City Staff including Police and Public Works, have worked with the Coburg Fire District t to identify community needs in order to better respond to an emergency event collaboratively. This includes quarterly meetings which began in fiscal year 2022. Through these discussions a list of priority needs has been identified as follows:

- Communications equipment such as hand-held radios and a base station for City Hall

- Emergency fuel storage facility for Public Works, Police and Fire
 - Emergency Preparedness trainings and events for staff, Council, Community Action Team, and general public.
 - Public Information outreach for preparing residents for emergency.
-

BUDGET

This grant is for the purchase and installation of an Emergency Fuel storage island. The cost will not exceed \$150,000 with the City providing a 10% match. This would be included in the 2023 fiscal year budget.

PUBLIC INVOLVEMENT

None at this time.

NEXT STEPS

- Completion and submittal of grant and loan applications
-

ATTACHMENTS

- A. Resolution 2022-08
 - B. Location of Fuel Station at Sewer Plant
 - C. Sample drawing of a fuel station
-

REVIEWED BY:

Anne Heath, City Administrator

ATTACHMENT
RESOLUTION 2022-08

**AUTHORIZING GRANT FUNDING APPLICATION TO THE OREGON STATE
HOMELAND SECURITY GRANT PROGRAM THROUGH THE OREGON MILITARY
DEPARTMENT OFFICE OF EMERGENCY MANAGEMENT**

WHEREAS, the Oregon Military Department Office of Emergency Management is accepting applications for the Homeland Security Grant; and

WHEREAS, the City of Coburg desires to participate in this grant program to the greatest extent possible as a means of providing for emergency equipment, planning for community mobilization and training, and public outreach; and

WHEREAS, City Council and Staff have identified emergency planning as a priority; and

WHEREAS, grant funds will allow for purchasing of equipment and installation for emergency fuel storage; and

WHEREAS, the City of Coburg has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Coburg will continue to provide ongoing funds to support sustainable emergency management programs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg

1. The City Council demonstrates its support for the submittal of a grant application to the Oregon Military Department Office of Emergency Management Homeland Security Grant not to exceed \$150,000.
2. The City Council Authorizes the City Administrator and/or the Mayor to sign the application.
3. This Resolution shall be effective following its adoption by the Coburg City Council

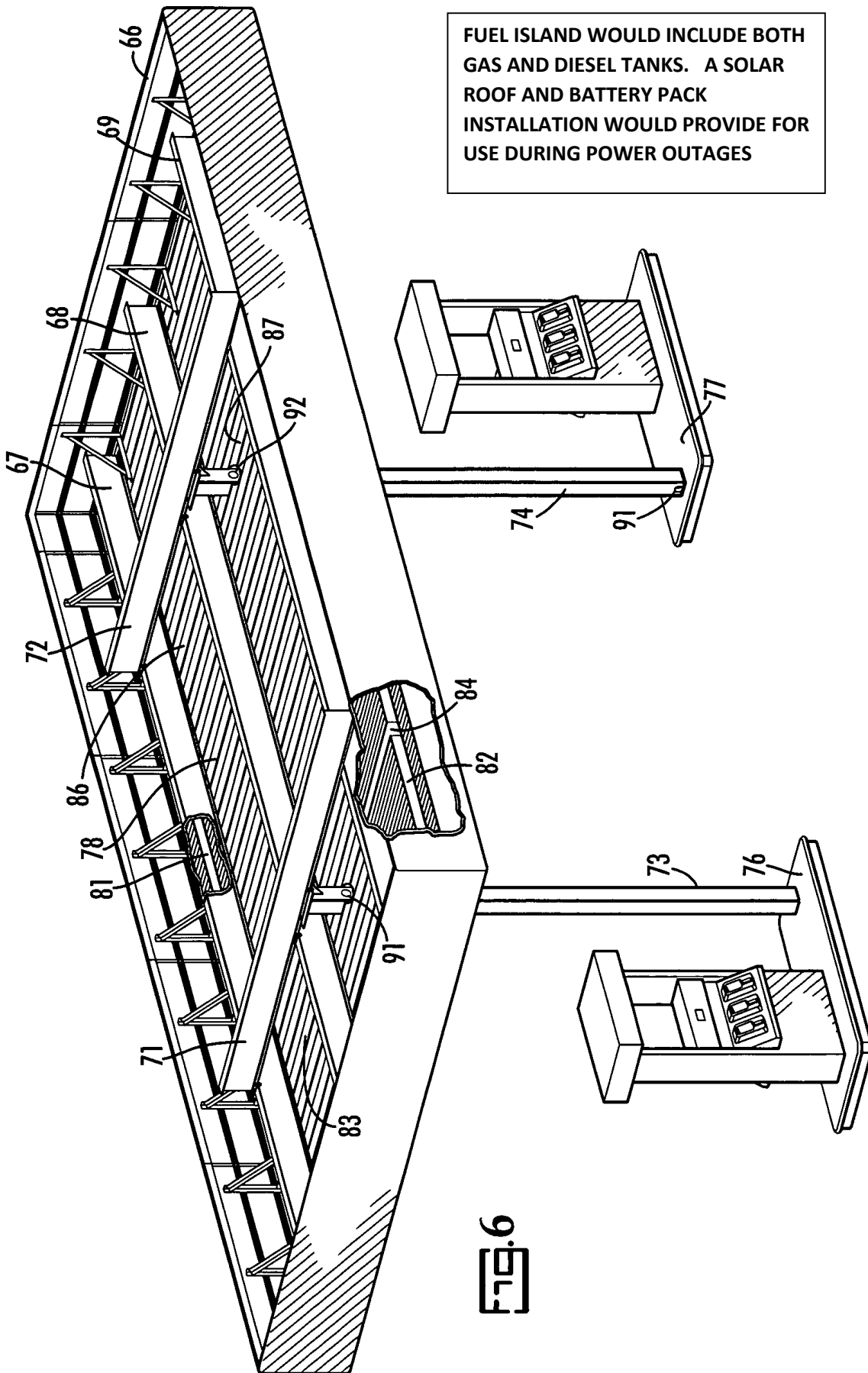
Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of _ for and _ against, this 8th day of January, 2022.

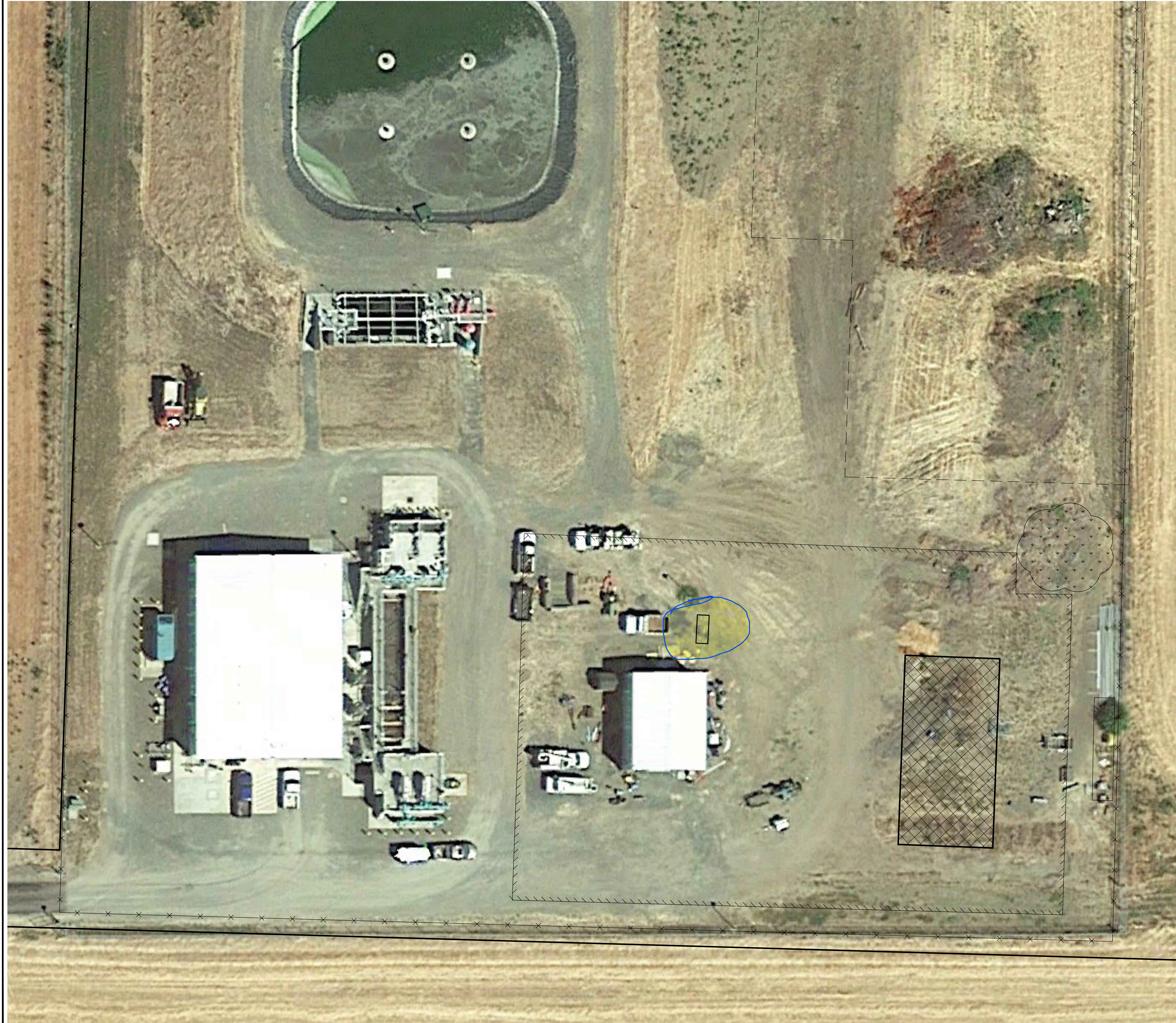
Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

FUEL ISLAND WOULD INCLUDE BOTH GAS AND DIESEL TANKS. A SOLAR ROOF AND BATTERY PACK INSTALLATION WOULD PROVIDE FOR USE DURING POWER OUTAGES

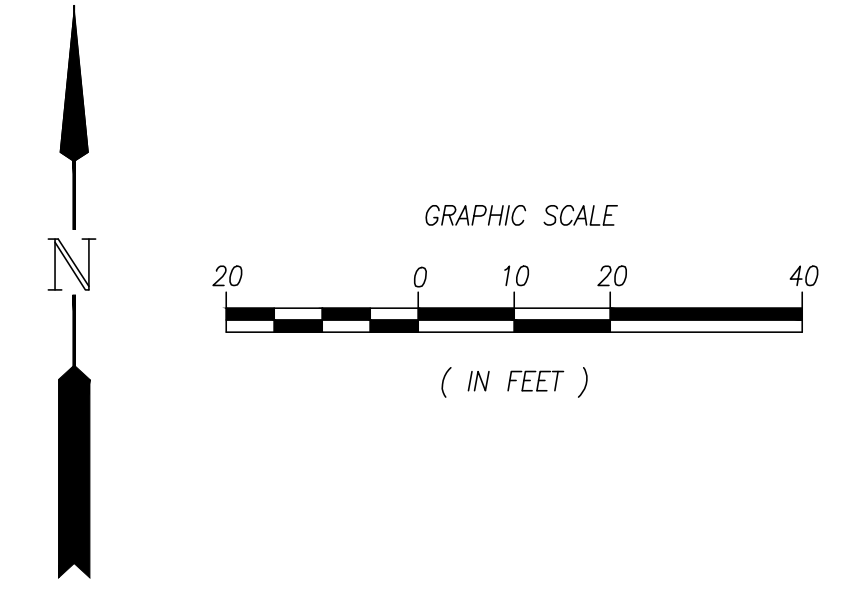




LEGEND

| | |
|--|------------------------------|
| | PROPERTY LINE |
| | PROPOSED EDGE OF ASPHALT |
| | FENCE LINE |
| | EASEMENT |
| | PROPOSED CONCRETE CRIBS |
| | PROPOSED BUILDING |
| | PROPOSED FUEL STATION |
| | PROPOSED STORMWATER FACILITY |

- SITE PLAN DETAILS**
- PAVED AREA: +/- 30,830 SQ. FT.
 - PAVEMENT STRUCTURE: 4" OF AC OVER 10" OF CRUSHED ROCK
 - BUILDING FOOTPRINT: 3,200 SQ. FT. (INCLUDES COVERED DRIVE THROUGH)
 - ADA PARKING STALL AND ACCESSIBLE ROUTE/RAMP
 - RAIN GARDEN FOR STORMWATER MITIGATION
 - 550 GALLON ABOVE GROUND STORAGE TANK FOR FUEL TERMINAL



project title:

OPS BUILDING PROPOSED SITE LAYOUT FOR CITY OF COBURG
 91611 N. COBURG ROAD
 COBURG, OREGON 97408

revisions:

date: FEB. 25, 2021
 drawn by: JLL
 designer: JLL
 project no: 20-004J

SITE PLAN

sheet: **C01**

**COBURG CITY COUNCIL
ACTION/ISSUE ITEM**



TOPIC: Appointment of Budget Officer for Fiscal Year 2022-23

Meeting Date: March 8, 2022
Staff Contact: Anne Heath, City Administration
Contact: 541-682-7871, anne.heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Appoint a Budget Officer for Fiscal Year 2023 process.

Suggestion Motion: "I move to designate Tim Gaines as the City of Coburg Budget Officer for fiscal year 2023 process."

CITY COUNCIL GOAL

Responsible Fiscal Stewardship

BACKGROUND

According to ORS 294.331, each municipality shall designate one person to serve as budget officer. The Budget Officer shall prepare or supervise the preparation of the budget document. Further, the budget officer shall act under the direction of the executive officer. This Statute has been codified since 1963.

Tim Gaines is the City Finance Director and therefore you will be appointed as Budget Officer.

BUDGET / FINANCIAL IMPACT

There is no financial impact of designating a budget officer. However, it is clear that the budget officer maintains the primary responsibility for preparing the core tools, analysis, insight, and recommendations required for the City to adopt a sound, balanced budget.

RECOMMENDATION

Staff recommendation is that Finance Director Tim Gaines be appointed Budget Officer.

NEXT STEPS

- Plan and schedule the budget process
 - Budget Committee will meet, discuss and approve the fiscal year 2023 budget and move for adoption by City Council.
-

ATTACHMENTS

N/A

REVIEWED THROUGH:

Sammy Egbert, City Recorder

CITY OF COBURG
GENERAL FUND BUDGET PERFORMANCE ANALYSIS
January 31, 2022

| | | CURRENT BUDGET YEAR 2021-2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|--------------|--------------------------------------|-----------|-----------|-----------|-----------|----------|---------|----------|----------|---------|---------|---------|----------|---------|---------|---------|----------|-----------|------------------------|--------------|-----------|-----------|-------------------------|----------|---------|---------|---------|---------|------------------------------|--|
| Account # | Account Name | HISTORICAL ACTUALS | | | | | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Budget | 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 | 717,743 | 350,292 | 264,386 | 117,274 | 264,386 | 264,386 | 264,386 | 264,386 | 3,090,649 | 3,172,634 | 81,985.35 | 97% | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | 750,000 | Beginning Fund Balance | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | | | | | | | | | 3,922,634 | | | | | | | | | | | | |
| ADMINISTRATION | | 305,091 | 339,253 | 412,997 | 448,344 | 450,154 | 47,722 | 37,928 | 58,129 | 42,346 | 42,028 | 42,988 | 44,334 | 46,800 | 46,800 | 46,800 | 46,800 | 46,800 | 549,478 | 561,604 | 12,126 | 98% | | | | | | | | | |
| PLANNING | | 49,664 | 60,154 | 87,192 | 79,098 | 39,402 | 3,724 | 4,734 | 5,388 | 4,172 | 4,917 | 4,393 | 3,770 | 4,911 | 4,911 | 4,911 | 4,911 | 4,911 | 55,656 | 58,937 | 3,281 | 94% | | | | | | | | | |
| POLICE | | 284,948 | 354,383 | 390,597 | 401,572 | 469,242 | 40,990 | 40,410 | 58,692 | 43,684 | 45,082 | 44,404 | 44,955 | 48,761 | 48,761 | 48,761 | 48,761 | 48,761 | 562,023 | 585,135 | 23,112 | 96% | | | | | | | | | |
| COURT | | 86,201 | 95,160 | 97,451 | 104,352 | 105,729 | 8,943 | 9,955 | 12,027 | 8,728 | 8,728 | 9,215 | 9,228 | 9,764 | 9,764 | 9,764 | 9,764 | 9,764 | 115,645 | 117,171 | 1,526 | 99% | | | | | | | | | |
| ECONOMIC DEVELOPMENT | | 49,664 | 60,154 | 87,192 | 79,098 | 39,402 | 0 | 862 | 3,097 | 2,189 | 2,414 | 2,342 | 2,603 | 2,198 | 2,198 | 2,198 | 2,198 | 2,198 | 24,493 | 26,370 | 1,877 | 93% | | | | | | | | | |
| PUBLIC WORKS | | 298,864 | 273,993 | 330,627 | 397,303 | 404,159 | 34,945 | 36,413 | 52,469 | 41,649 | 38,465 | 37,595 | 40,433 | 42,904 | 42,904 | 42,904 | 42,904 | 42,904 | 496,488 | 514,847 | 18,359 | 96% | | | | | | | | | |
| TOTAL PERSONAL SERVICES | | 1,024,768 | 1,183,097 | 1,406,056 | 1,509,767 | 1,508,088 | 136,324 | 130,301 | 189,801 | 142,768 | 141,634 | 140,938 | 145,323 | 155,339 | 155,339 | 155,339 | 155,339 | 155,339 | 1,803,783 | 1,864,064 | 60,281 | 97% | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | 1,803,783 | proof | | | | | | | | | | | |
| MATERIALS AND SERVICES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADMINISTRATION | | 226,043 | 248,187 | 220,817 | 219,341 | 252,167 | 74,479 | 12,698 | 27,675 | 11,001 | 24,002 | 9,668 | 14,530 | 21,525 | 21,525 | 21,525 | 21,525 | 21,525 | 281,680 | 258,300 | -23,380 | 109% | | | | | | | | | |
| FACILITIES | | 97,833 | 170,524 | 82,624 | 153,795 | 99,485 | 3,928 | 9,543 | 1,522 | 24,516 | 10,311 | 12,572 | 9,387 | 12,342 | 12,342 | 12,342 | 12,342 | 12,342 | 133,488 | 148,100 | 14,612 | 90% | | | | | | | | | |
| 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 | 23,274 | 23,274 | 23,274 | 23,274 | 23,274 | 295,312 | 279,290 | -16,022 | 106% | | | | | | | | | |
| 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 | 18,849 | 18,849 | 18,849 | 18,849 | 18,849 | 163,075 | 226,190 | 63,115 | 72% | | | | | | | | | |
| COURT | | 19,796 | 28,606 | 27,291 | 38,908 | 42,050 | 3,280 | 2,011 | 711 | 2,421 | 1,196 | 2,471 | 2,008 | 3,671 | 3,671 | 3,671 | 3,671 | 3,671 | 32,453 | 44,050 | 11,597 | 74% | | | | | | | | | |
| 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 | 5,892 | 5,892 | 5,892 | 5,892 | 5,892 | 63,549 | 70,700 | 7,151 | 90% | | | | | | | | | |
| 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 | 8,956 | 8,956 | 8,956 | 8,956 | 8,956 | 64,768 | 107,469 | 42,701 | 60% | | | | | | | | | |
| TOTAL MATERIALS AND SERVICES | | 728,292 | 914,081 | 809,763 | 1,187,581 | 833,482 | 118,720 | 40,724 | 42,614 | 81,297 | 88,103 | 119,819 | 70,509 | 94,508 | 94,508 | 94,508 | 94,508 | 94,508 | 1,034,326 | 1,134,099 | 99,773 | 91% | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | 1,034,326 | 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 | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL EXPENSES | | 1,822,661 | 2,097,178 | 2,265,819 | 2,747,348 | 2,391,570 | 255,044 | 171,025 | 232,415 | 224,065 | 229,737 | 260,756 | 215,832 | 249,847 | 249,847 | 249,847 | 249,847 | 249,847 | 2,838,109 | 2,998,163 | 160,054 | 95% | | | | | | | | | |
| TOTAL REVENUE/(LOSS) | | 97,831 | 225,094 | 499,057 | 586,250 | -92,385 | -184,953 | 114,450 | -114,393 | -114,245 | 488,006 | 89,536 | 48,554 | -132,573 | 14,539 | 14,539 | 14,539 | 14,539 | 252,540 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | 252,540 | Net Income/Loss | | | | | | | | | | | |
| CASH IN BANK BEGINNING | | | | | | | | | | | | | | | | | | 910,837 | 676,407 | 718,071 | 984,318 | 523,759 | 1,007,531 | 1,097,369 | 997,466 | 864,893 | 879,432 | 893,971 | 908,510 | | |
| Revenue/(Loss) | | | | | | | | | | | | | | | | | | -184,953 | 114,450 | -114,393 | -114,245 | 488,006 | 89,536 | 48,554 | -132,573 | 14,539 | 14,539 | 14,539 | 14,539 | | |
| Balance Sheet Adjustments | | | | | | | | | | | | | | | | | | -49,477 | -72,786 | 380,640 | -346,314 | -4,234 | 303 | -148,458 | | | | | | | |
| CASH IN BANK ENDING | | | | | | | | | | | | | | | | | | 676,407 | 718,071 | 984,318 | 523,759 | 1,007,531 | 1,097,369 | 997,466 | 864,893 | 879,432 | 893,971 | 908,510 | 923,050 | Projected Ending Cash | |
| | | | | | | | | | | | | | | | | | | | | | | | 250,000 | Contingency | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | 159,936 | Restricted for Park SDC | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | 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 828,197
Park Reserve 169,269
Total Cash on Hand 997,466

CITY OF COBURG

January 31, 2022

Fiscal Year 2022

CASH ON HAND PER FUND

Bank Accounts

| Funds | KEY BANK - GEN | SP GEN. | SP SDC | For | SP SAVINGS | For | SUMMIT BANK | POLICE EVID. | TOTAL |
|---------------|------------------|------------------|------------------|------------|----------------|--------------------|-------------|----------------|------------------|
| GEN 001 | 178,554 | 497,774 | | | 151,868 | | | | 828,197 |
| PD Drug Educ. | | | | | | | | | - |
| Park Cap | 124,291 | | 44,978 | Park SDC | | | | | 169,269 |
| STREET 003 | 129,826 | 361,402 | 409,936 | Street SDC | | | | | 901,164 |
| WATER 004 | 520,426 | 994,685 | 48,697 | Water SDC | | | | | 1,563,808 |
| SEWER 005 | 548,785 | | 906,543 | Sewer SDC | 27,345 | Membrane Replace | | | 1,482,673 |
| SEWER DEBT | 88,513 | | | | 121,833 | Sewer Debt Reserve | - | Sewer Debt Res | 210,346 |
| EVIDENCE | | - | | | | | | 100 | 100 |
| TOTAL | 1,590,395 | 1,853,861 | 1,410,155 | | 301,047 | | - | 100 | 5,155,558 |

CIP SDCs

| | |
|------------------------|----------------|
| Cash Balance 1/31/2022 | \$5,155,558 |
| Cash Balance 1/31/2021 | \$4,250,795 |
| <i>Difference</i> | 904,763 |

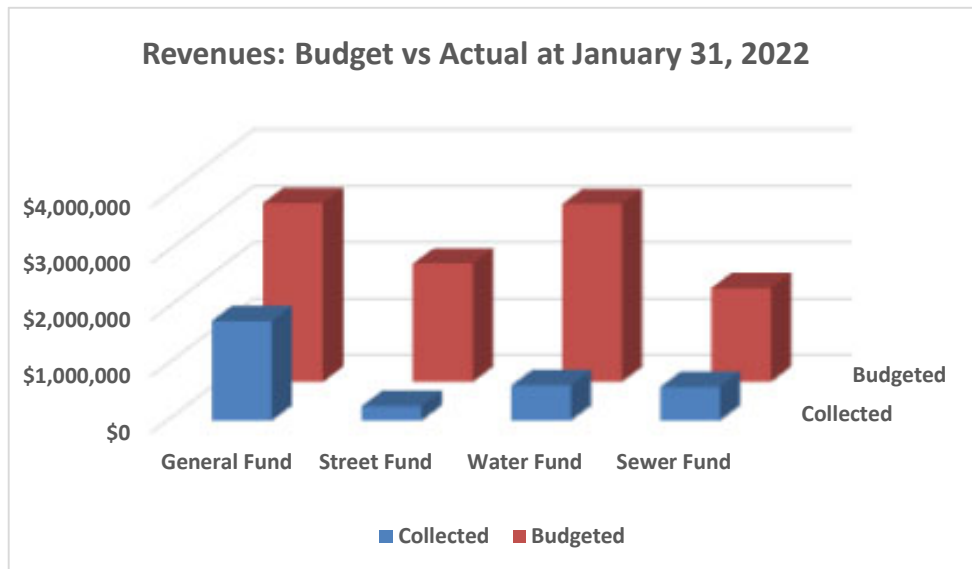
| REVENUE GENERATION BY FUND | |
|----------------------------|---|
| GENERAL FUND | Interest, taxes, State Shared Revenue, Cigarette Taxes, Liquor taxes, Land Use Fees, SDC Admin Fees, Franchise Fees Tourism, Fines & Bails, Planning , Park user fees Capital and SDC, Park Donations and Grants, Building 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 January 2022

| Fund | Collected | Budgeted | Difference | Percentage |
|------------------------|--------------------|---------------------|--------------------|------------|
| General Fund | \$1,768,842 | \$3,172,634 | \$1,403,792 | 56% |
| Street Fund | \$257,525 | \$2,098,569 | \$1,841,044 | 12% |
| Water Fund | \$625,343 | \$3,155,768 | \$2,530,425 | 20% |
| Sewer Fund | \$599,327 | \$1,664,700 | \$1,065,373 | 36% |
| TOTAL ALL FUNDS | \$3,251,037 | \$10,091,671 | \$6,840,634 | 32% |



Important Notes:

Overall revenues should be 58% 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 January were \$13,350.

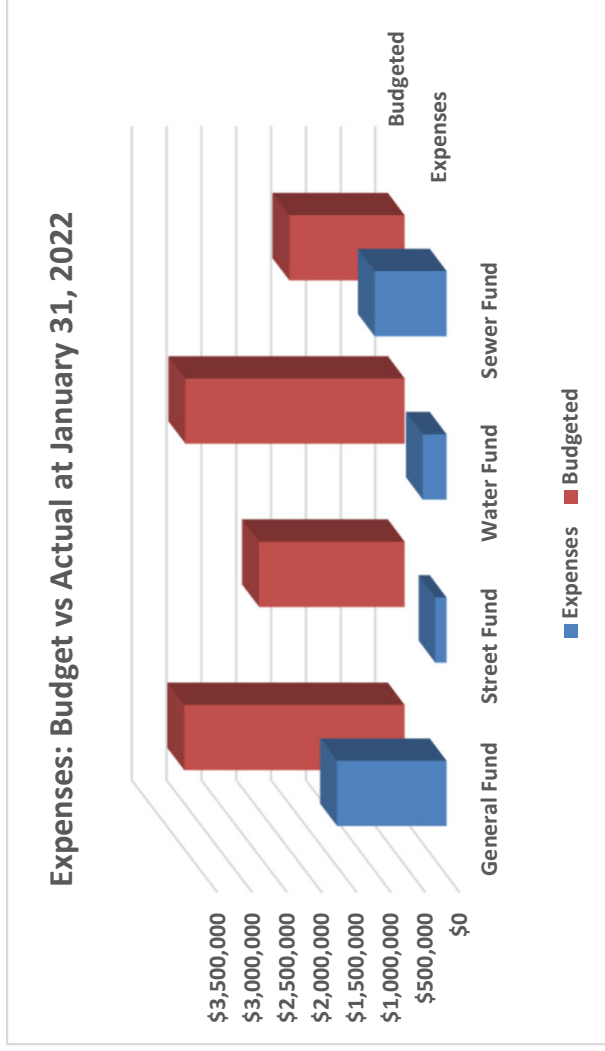
Grant Funds and Debt Reimbursement (Water Project) have not been received yet. City Fuel Taxes received through the month of January were \$103,092, 67% of budget. State Fuel Taxes received through the month of January were \$55,358, 56% of budget.

Transportation Utility Fee (TUF) has collected \$50,220 through January.

Total Property tax receipts to date were \$819,498, 95% of Budget.

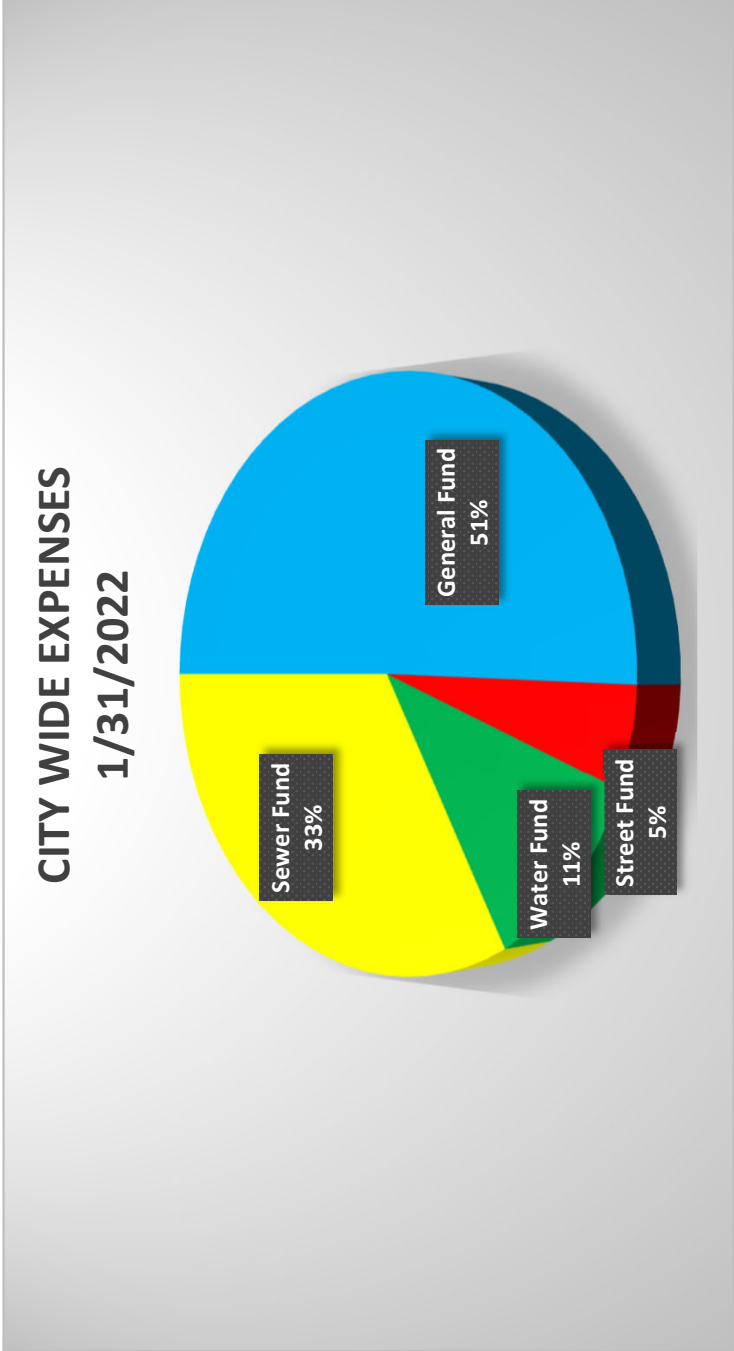
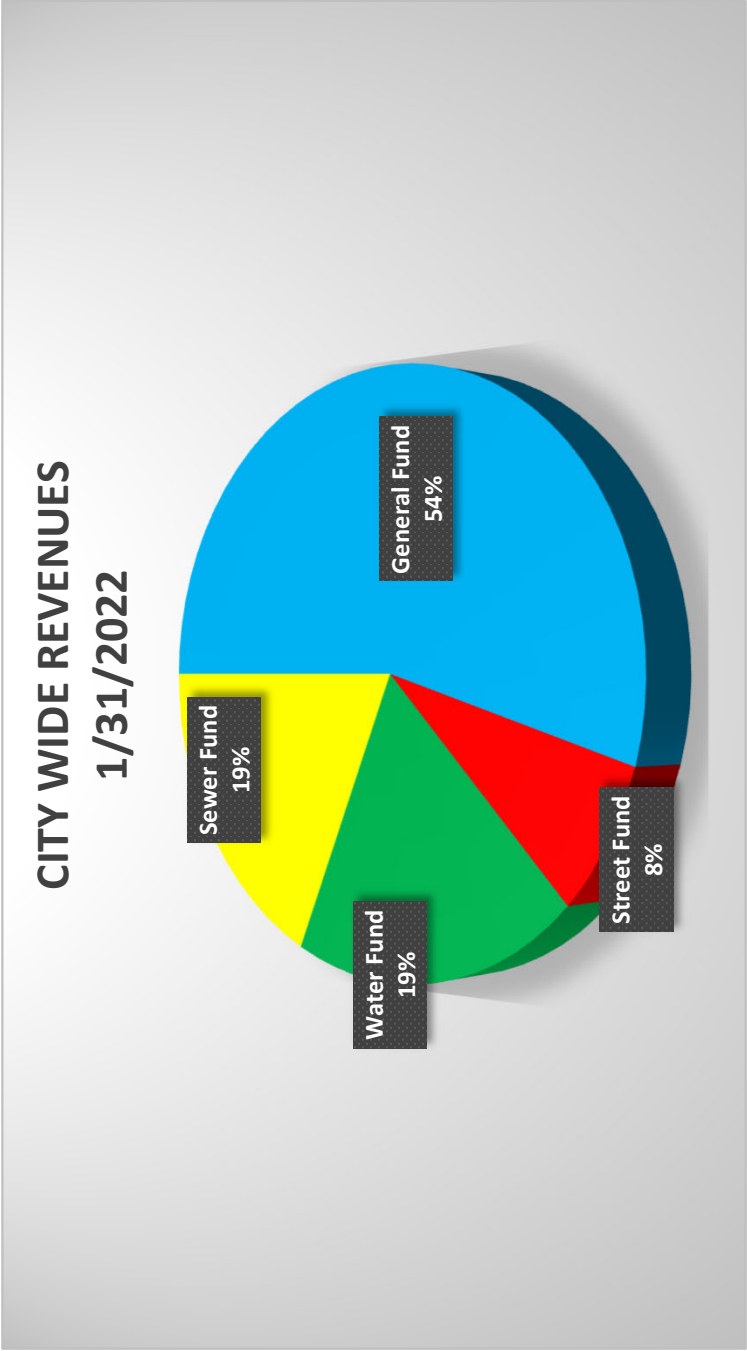
**CITY OF COBURG
EXPENSES INCURRED COMPARED TO BUDGET
Fiscal Year To Date As Of January 2022**

| Fund | Expenses | Budgeted | Difference | Percentage |
|------------------------|--------------------|---------------------|--------------------|------------|
| General Fund | \$1,591,158 | \$3,172,634 | \$1,581,476 | 50% |
| Street Fund | \$163,633 | \$2,098,569 | \$1,934,936 | 8% |
| Water Fund | \$347,408 | \$3,155,768 | \$2,808,360 | 11% |
| Sewer Fund | \$1,047,377 | \$1,664,700 | \$617,323 | 63% |
| TOTAL ALL FUNDS | \$3,149,576 | \$10,091,671 | \$6,942,095 | 31% |



Important Notes

Overall expenses should be 58% 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.



| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available Item 9. |
|----------------|--------------------------|---------------|---------------|--------------|--------------|-------------------|--------------|------------------------|
| | Fund Revenue Sub Totals: | 3,922,634.00 | 117,273.98 | 1,768,842.02 | 2,153,791.98 | 0.00 | 2,153,791.98 | 54.91 |
| | Fund Expense Sub Totals: | 3,922,634.00 | 215,832.00 | 1,591,158.05 | 2,331,475.95 | 0.00 | 2,331,475.95 | 59.44 |
| | Fund 001 Sub Totals: | 0.00 | 98,558.02 | -177,683.97 | 177,683.97 | 0.00 | | |

General Fund

| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available <i>Item 9.</i> |
|----------------|--------------------------|---------------|---------------|------------|--------------|-------------------|--------------|-------------------------------|
| | Fund Revenue Sub Totals: | 2,980,763.00 | 39,728.99 | 257,524.80 | 2,723,238.20 | 0.00 | 2,723,238.20 | 91.36 |
| | Fund Expense Sub Totals: | 2,980,763.00 | 25,886.32 | 163,633.39 | 2,817,129.61 | 0.00 | 2,817,129.61 | 94.51 |
| | Fund 003 Sub Totals: | 0.00 | -13,842.67 | -93,891.41 | 93,891.41 | 0.00 | | |

Street Fund

| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available Item 9. |
|----------------|--------------------------|---------------|---------------|-------------|--------------|-------------------|--------------|------------------------|
| | Fund Revenue Sub Totals: | 4,464,970.00 | -3,434,430.26 | 625,342.98 | 3,839,627.02 | 0.00 | 3,839,627.02 | 85.99 |
| | Fund Expense Sub Totals: | 4,464,970.00 | 51,177.28 | 347,407.54 | 4,117,562.46 | 0.00 | 4,117,562.46 | 92.22 |
| | Fund 004 Sub Totals: | 0.00 | 3,485,607.54 | -277,935.44 | 277,935.44 | 0.00 | | |

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 | 74,627.51 | 599,326.97 | 3,255,816.03 | 0.00 | 3,255,816.03 | 84.45 |
| | Fund Expense Sub Totals: | 3,855,143.00 | 347,696.59 | 1,047,377.30 | 2,807,765.70 | 0.00 | 2,807,765.70 | 72.83 |
| | Fund 005 Sub Totals: | 0.00 | 273,069.08 | 448,050.33 | -448,050.33 | 0.00 | | |

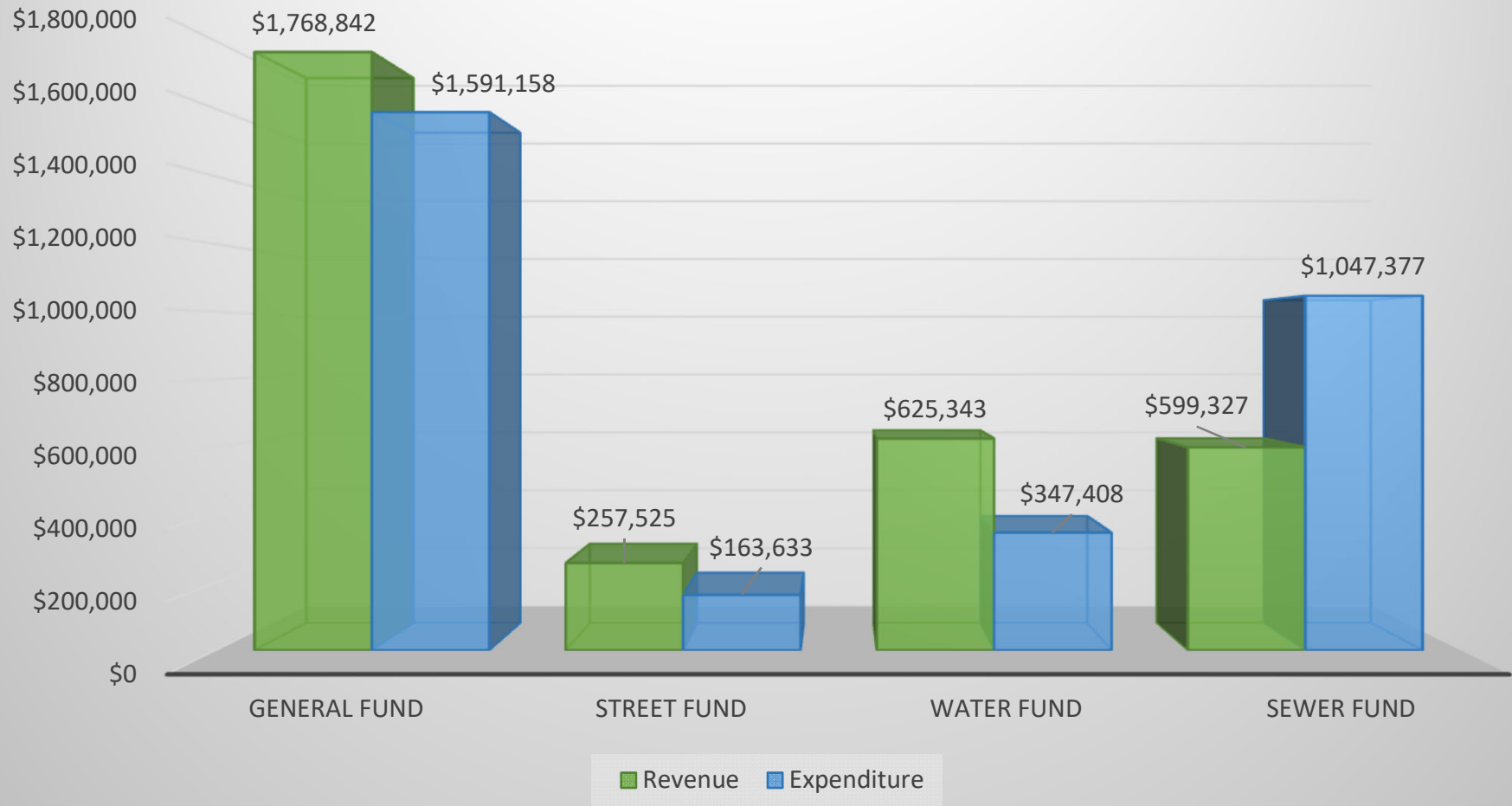
Item 9.

Sewer Fund

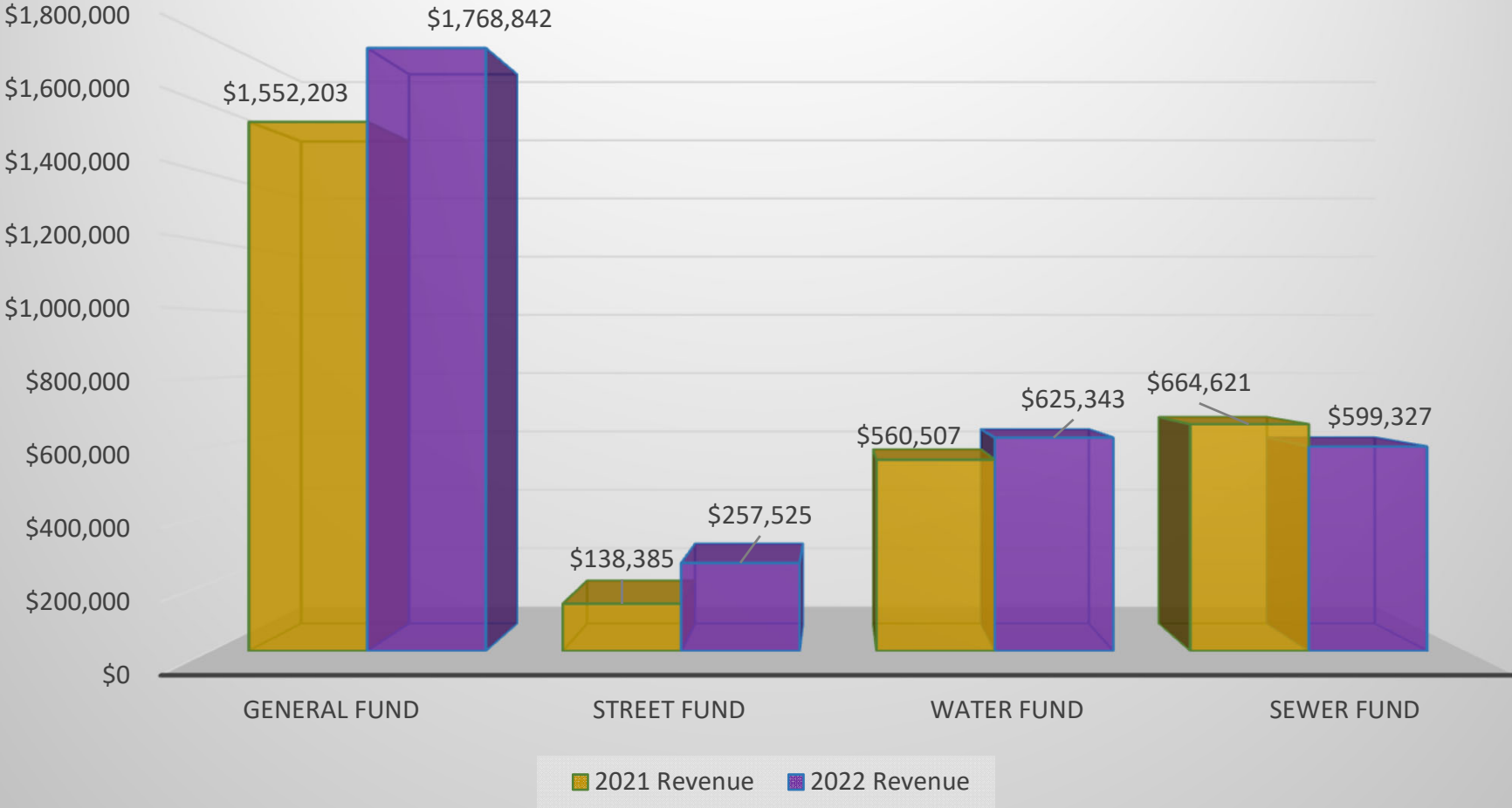
| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available |
|----------------|-----------------|---------------|---------------|--------------|---------------|-------------------|---------------|-------------|
| | | | | | | | | Item 9. |
| | Revenue Totals: | 15,223,510.00 | -3,202,799.78 | 3,251,036.77 | 11,972,473.23 | 0.00 | 11,972,473.23 | 78.64 |
| | Expense Totals: | 15,223,510.00 | 640,592.19 | 3,149,576.28 | 12,073,933.72 | 0.00 | 12,073,933.72 | 79.31 |
| | Report Totals: | 0.00 | 3,843,391.97 | -101,460.49 | 101,460.49 | 0.00 | | |

Total All Funds

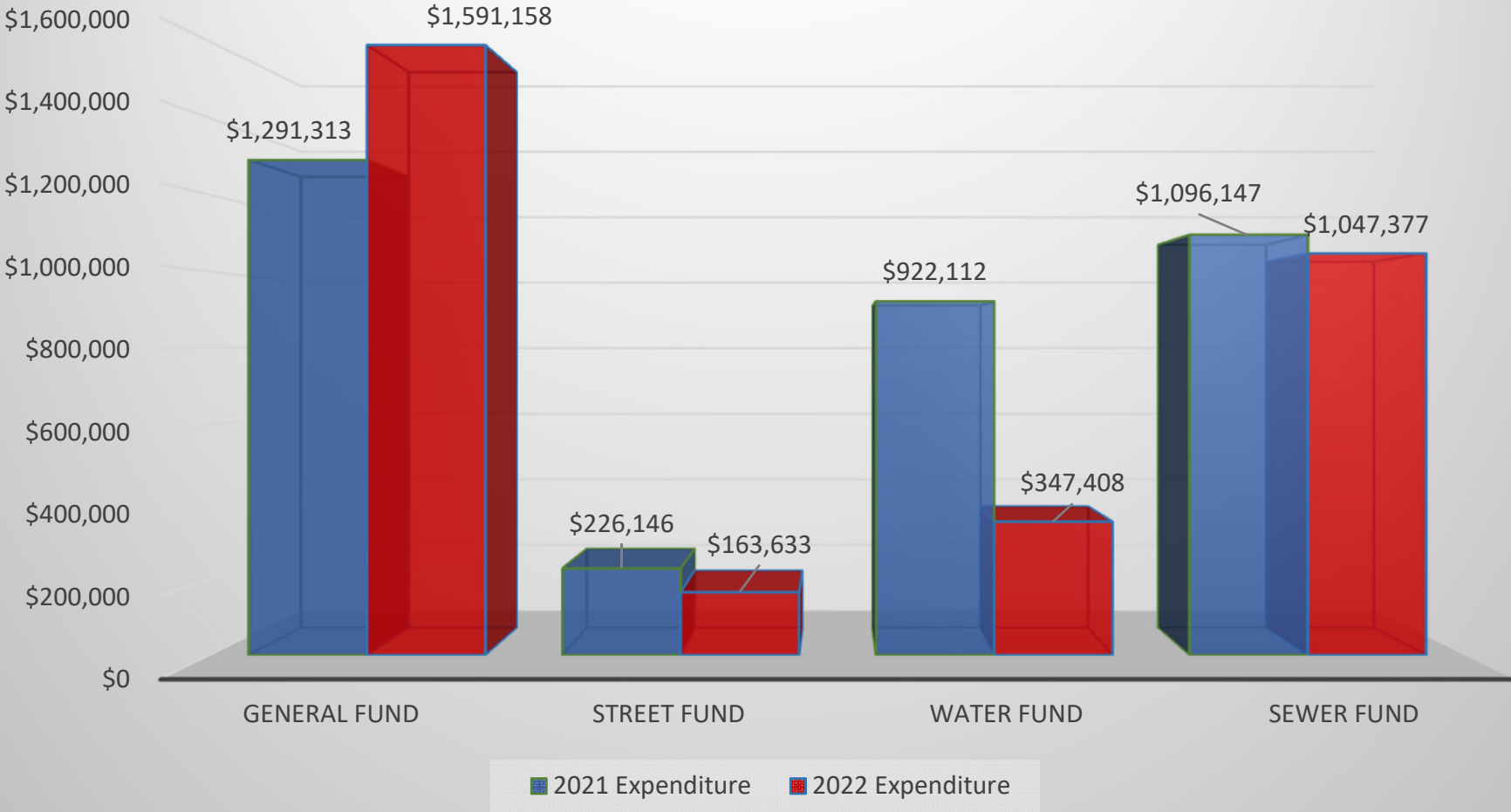
Revenue to Expenses Comparison January 2022



Revenues Comparison January 2021 to January 2022



Expenses Comparison January 2021 to January 2022





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

Public Sector Statement
January 31, 2022
page 1 of 5

82 T 908 00000 R EM T1

CITY OF COBURG
GENERAL ACCOUNT
PO BOX 8316
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
GENERAL ACCOUNT

| | |
|-------------------------------|-----------------------|
| Beginning balance 12-31-21 | \$1,824,464.72 |
| 80 Additions | +436,206.53 |
| 103 Subtractions | -618,994.95 |
| Net fees and charges | -510.40 |
| Ending balance 1-31-22 | \$1,641,165.90 |

Additions

| Deposits Date | Serial # | Source | |
|---------------|----------|--|------------|
| 1-4 | | Key Capture Deposit | \$6,490.76 |
| 1-4 | | Merchant Svcs Merch Dep 8008238126 | 1,842.57 |
| 1-4 | | Merchant Svcs Merch Dep 8008238142 | 77.00 |
| 1-5 | | Direct Deposit, City of Coburg Consumer | 27,590.51 |
| 1-5 | | Direct Deposit, City of Coburg Cons Coll | 3,370.00 |
| 1-5 | | Merchant Svcs Merch Dep 8008238126 | 898.06 |
| 1-5 | | Merchant Svcs Merch Dep 8008238142 | 300.00 |
| 1-5 | | Direct Deposit, Pcs OR Trust Pcs OR Tr | 38.50 |
| 1-6 | | Key Capture Deposit | 4,384.25 |
| 1-6 | | Key Capture Deposit | 4,186.06 |
| 1-6 | | Key Capture Deposit | 1,921.32 |
| 1-6 | | Merchant Svcs Merch Dep 8008238126 | 1,803.22 |
| 1-6 | | Merchant Svcs Merch Dep 8008238142 | 365.00 |
| 1-6 | | Key Capture Deposit | 200.00 |
| 1-6 | | Key Capture Deposit | 79.00 |
| 1-7 | | Merchant Svcs Merch Dep 8008238126 | 923.12 |
| 1-7 | | Merchant Svcs Merch Dep 8008238142 | 315.00 |
| 1-10 | | Direct Deposit, Merchant S 8030298668 | 1,250.55 |
| 1-10 | | Merchant Svcs Merch Dep 8008238126 | 502.40 |
| 1-10 | | Merchant Svcs Merch Dep 8008238142 | 100.00 |
| 1-11 | | Merchant Svcs Merch Dep 8008238126 | 313.70 |
| 1-11 | | Merchant Svcs Merch Dep 8008238142 | 150.00 |
| 1-12 | | Deposit Branch 0067 Oregon | 3,709.18 |
| 1-12 | | Deposit Branch 0067 Oregon | 605.49 |

Additions
 (con't)

| <i>Deposits</i> | <i>Date</i> | <i>Serial #</i> | <i>Source</i> | |
|-----------------|-------------|-----------------|--|-----------|
| | 1-12 | | Deposit Branch 0067 Oregon | 605.10 |
| | 1-12 | | Merchant Svcs Merch Dep 8008238126 | 563.70 |
| | 1-12 | | Deposit Branch 0067 Oregon | 540.00 |
| | 1-12 | | Deposit Branch 0067 Oregon | 447.17 |
| | 1-12 | | Merchant Svcs Merch Dep 8008238142 | 440.00 |
| | 1-12 | | Deposit Branch 0067 Oregon | 392.00 |
| | 1-12 | | Deposit Branch 0067 Oregon | 90.70 |
| | 1-12 | | Deposit Branch 0067 Oregon | 60.00 |
| | 1-12 | | Deposit Branch 0067 Oregon | 50.00 |
| | 1-13 | | Merchant Svcs Merch Dep 8008238126 | 810.33 |
| | 1-13 | | Merchant Svcs Merch Dep 8008238142 | 560.00 |
| | 1-13 | | Direct Deposit, Pcs OR Trust Pcs OR Tr | 144.90 |
| | 1-14 | | Key Capture Deposit | 11,349.69 |
| | 1-14 | | Key Capture Deposit | 5,419.17 |
| | 1-14 | | Merchant Svcs Merch Dep 8008238126 | 976.71 |
| | 1-14 | | Direct Deposit, Merchant S 8030298668 | 86.25 |
| | 1-18 | | Merchant Svcs Merch Dep 8008238126 | 483.44 |
| | 1-18 | | Direct Deposit, Merchant S 8030298668 | 377.19 |
| | 1-19 | | Key Capture Deposit | 4,874.57 |
| | 1-19 | | Key Capture Deposit | 4,045.12 |
| | 1-19 | | Key Capture Deposit | 732.74 |
| | 1-19 | | Merchant Svcs Merch Dep 8008238126 | 594.80 |
| | 1-19 | | Merchant Svcs Merch Dep 8008238142 | 430.00 |
| | 1-19 | | Direct Deposit, Merchant S 8030298668 | 310.45 |
| | 1-20 | | Merchant Svcs Merch Dep 8008238126 | 2,205.06 |
| | 1-20 | | Deposit Branch 0067 Oregon | 1,856.01 |
| | 1-20 | | Deposit Branch 0067 Oregon | 892.20 |
| | 1-20 | | Merchant Svcs Merch Dep 8008238142 | 530.00 |
| | 1-20 | | Direct Deposit, Pcs OR Trust Pcs OR Tr | 61.35 |
| | 1-21 | | Key Capture Deposit | 8,971.98 |
| | 1-21 | | Merchant Svcs Merch Dep 8008238126 | 2,004.18 |
| | 1-21 | | Merchant Svcs Merch Dep 8008238142 | 1,476.00 |
| | 1-21 | | Deposit Branch 0065 Oregon | 275.00 |
| | 1-21 | | Key Capture Deposit | 165.00 |
| | 1-24 | | Merchant Svcs Merch Dep 8008238126 | 530.40 |
| | 1-25 | | Key Capture Deposit | 24,433.51 |
| | 1-25 | | Key Capture Deposit | 5,529.15 |
| | 1-25 | | Merchant Svcs Merch Dep 8008238142 | 810.00 |
| | 1-25 | | Merchant Svcs Merch Dep 8008238126 | 153.74 |
| | 1-26 | | Key Capture Deposit | 10,709.13 |
| | 1-26 | | Key Capture Deposit | 4,431.04 |
| | 1-26 | | Key Capture Deposit | 1,070.00 |
| | 1-26 | | Key Capture Deposit | 124.20 |
| | 1-27 | | Merchant Svcs Merch Dep 8008238126 | 692.63 |
| | 1-27 | | Merchant Svcs Merch Dep 8008238142 | 315.00 |
| | 1-28 | | Key Capture Deposit | 7,702.93 |
| | 1-28 | | Direct Deposit, Pcs OR Trust Pcs OR Tr | 1,575.37 |
| | 1-28 | | Merchant Svcs Merch Dep 8008238126 | 1,033.79 |
| | 1-28 | | Direct Deposit, Merchant S 8030298668 | 502.48 |
| | 1-31 | | Direct Deposit, Oregon St Treas Lgip ACH | 250.00 |

Item 9.



Additions
 (con't)

| Deposits Date | Serial # | Source | |
|---------------|----------|---------------------------------------|---------------------|
| 1-31 | | Key Capture Deposit | 6,815.75 |
| 1-31 | | Merchant Svcs Merch Dep 8008238126 | 3,108.42 |
| 1-31 | | Key Capture Deposit | 1,170.24 |
| 1-31 | | Deposit Branch 0067 Oregon | 869.00 |
| 1-31 | | Merchant Svcs Merch Dep 8008238142 | 307.00 |
| 1-31 | | Direct Deposit, Merchant S 8030298668 | 86.25 |
| | | Total additions | \$436,206.53 |

Subtractions

Paper Checks

* check missing from sequence

| Check | Date | Amount | Check | Date | Amount | Check | Date | Amount |
|--------|------|------------|--------|------|-----------|--------------------------|------|---------------------|
| 87192 | 1-10 | \$1,840.00 | 87276 | 1-11 | 309.43 | *87307 | 1-26 | 1,292.44 |
| *87200 | 1-10 | 1,840.00 | 87277 | 1-6 | 1,677.35 | 87308 | 1-18 | 1,568.57 |
| *87202 | 1-10 | 125.00 | 87278 | 1-12 | 319.91 | 87309 | 1-25 | 315.55 |
| *87204 | 1-10 | 125.00 | 87279 | 1-10 | 33,587.53 | 87310 | 1-20 | 902.25 |
| *87231 | 1-25 | 39,326.00 | 87280 | 1-11 | 261.94 | 87311 | 1-21 | 1,559.25 |
| *87251 | 1-10 | 520.18 | 87281 | 1-10 | 60.00 | 87312 | 1-24 | 230.00 |
| 87252 | 1-5 | 354.00 | 87282 | 1-14 | 262.73 | 87313 | 1-18 | 28.58 |
| 87253 | 1-19 | 55.66 | 87283 | 1-10 | 1,517.11 | 87314 | 1-18 | 1,185.00 |
| *87255 | 1-7 | 84.88 | 87284 | 1-12 | 24.18 | 87315 | 1-28 | 207.14 |
| 87256 | 1-6 | 411.00 | 87285 | 1-13 | 608.72 | 87316 | 1-21 | 1,517.18 |
| 87257 | 1-7 | 451.42 | 87286 | 1-10 | 310.20 | *87318 | 1-26 | 140.30 |
| 87258 | 1-6 | 160.59 | 87287 | 1-11 | 1,938.82 | 87319 | 1-28 | 350.00 |
| 87259 | 1-6 | 835.00 | 87288 | 1-12 | 3,624.00 | 87320 | 1-26 | 266.00 |
| *87261 | 1-5 | 35.63 | 87289 | 1-11 | 366.43 | *87322 | 1-25 | 498.94 |
| 87262 | 1-10 | 138.75 | 87290 | 1-7 | 35.00 | 87323 | 1-31 | 262.73 |
| 87263 | 1-13 | 286.36 | 87291 | 1-7 | 473.23 | *87325 | 1-25 | 6,170.98 |
| 87264 | 1-6 | 79.02 | 87292 | 1-14 | 437.45 | *87327 | 1-24 | 410.00 |
| 87265 | 1-12 | 1,256.00 | 87293 | 1-14 | 18.00 | *87329 | 1-25 | 1,397.00 |
| 87266 | 1-5 | 5,016.00 | *87295 | 1-11 | 1,813.77 | 87330 | 1-27 | 499.99 |
| 87267 | 1-5 | 490.75 | 87296 | 1-7 | 14.00 | 87331 | 1-27 | 500.00 |
| 87268 | 1-5 | 1,424.24 | 87297 | 1-7 | 1,311.00 | 87332 | 1-31 | 150.00 |
| 87269 | 1-7 | 420.00 | 87298 | 1-14 | 4,300.00 | 87333 | 1-25 | 303,997.00 |
| 87270 | 1-5 | 642.22 | 87299 | 1-11 | 4,908.96 | 87334 | 1-26 | 1,644.91 |
| 87271 | 1-11 | 61.20 | 87300 | 1-11 | 689.06 | 87335 | 1-31 | 620.70 |
| 87272 | 1-7 | 1,380.00 | 87301 | 1-11 | 750.66 | 87336 | 1-26 | 363.00 |
| 87273 | 1-11 | 150.00 | *87304 | 1-25 | 94.50 | 87337 | 1-27 | 678.55 |
| 87274 | 1-4 | 6,032.01 | 87305 | 1-24 | 16,454.50 | 87338 | 1-28 | 288.92 |
| 87275 | 1-19 | 415.82 | | | | | | |
| | | | | | | Paper Checks Paid | | \$467,170.19 |

| Withdrawals Date | Serial # | Location | |
|------------------|----------|--|------------|
| 1-3 | | Merchant Svcs Merch Fee 8008238126 | \$1,318.62 |
| 1-3 | | Direct Withdrawal, Merchant S 8030298668 | 724.71 |
| 1-3 | | Merchant Svcs Merch Fee 8008238142 | 243.73 |
| 1-4 | | Direct Withdrawal, City of Coburg Dir Dep | 33,034.56 |
| 1-5 | | Direct Withdrawal, Invoice PA0001Ttbilling | 306.10 |
| 1-6 | | Direct Withdrawal, Cis Trust 5037633834 | 25,949.23 |
| 1-10 | | Direct Withdrawal, Asi Asi Fees | 96.99 |

Subtractions
 (con't)

| <i>Withdrawals</i> | <i>Date</i> | <i>Serial #</i> | <i>Location</i> | | |
|--------------------|-------------|-----------------|---|--|---------------------|
| | 1-12 | | Direct Withdrawal, Employer Contrb Pers Cntrb | | 15,820.23 |
| | 1-12 | | Direct Withdrawal, Irs Usat taxpymt | | 10,692.04 |
| | 1-12 | | Direct Withdrawal, Employer Contrb Pers Cntrb | | 4,983.85 |
| | 1-12 | | Direct Withdrawal, KeyBank Auto Pymt | | 3,840.34 |
| | 1-12 | | Direct Withdrawal, OR Revenue Dept Taxpayment | | 2,983.48 |
| | 1-12 | | Direct Withdrawal, Employer Contrb Pers Cntrb | | 12.92 |
| | 1-13 | | Debit Adjustment | | 10.00 |
| | 1-18 | | Direct Withdrawal, City of Coburg Dir Dep | | 31,646.46 |
| | 1-19 | | Direct Withdrawal, Invoice PA00021Hbiling | | 115.90 |
| | 1-26 | | Direct Withdrawal, Irs Usat taxpymt | | 10,412.08 |
| | 1-26 | | Direct Withdrawal, Valic Eremit Prm | | 4,712.07 |
| | 1-26 | | Direct Withdrawal, OR Revenue Dept Taxpayment | | 2,928.56 |
| | 1-31 | | Direct Withdrawal, OR Revenue Dept Taxpayment | | 1,820.97 |
| | 1-31 | | Direct Withdrawal, OR Revenue Dept Taxpayment | | 246.41 |
| | | | Total subtractions | | \$618,994.95 |

Fees and charges

| <i>Date</i> | <i>Dec Analysis Service Chg</i> | <i>Quantity</i> | <i>Unit Charge</i> | |
|-------------|---------------------------------|-----------------|--------------------|------------------|
| 1-10-22 | | 1 | 510.40 | -\$510.40 |
| | | | | -\$510.40 |

Fees and charges assessed this period

See your Account Analysis statement for details.

Accounts Payable

Checks by Date - Summary by Check Date

User: Tim Gaines
 Printed: 2/22/2022 10:16 AM



| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|----------------------|-----------|--|------------|--------------|
| 87278 | 911Sup | 911 Supply Inc | 01/05/2022 | 319.91 |
| 87279 | BRA344 | Branch Engineering | 01/05/2022 | 33,587.53 |
| 87280 | CAR476 | Carquest Auto Parts | 01/05/2022 | |
| 87281 | CMH | Cascade Mobile Health | 01/05/2022 | 261.94 |
| 87282 | CINTA | Cintas Corporation | 01/05/2022 | 60.00 |
| 87283 | CTX | Copytronix | 01/05/2022 | 262.73 |
| 87284 | EME131 | Emerald People's Utility | 01/05/2022 | 1,517.11 |
| 87285 | FERG | Ferguson Waterworks | 01/05/2022 | 24.18 |
| 87286 | HDFow | HD Fowler Company | 01/05/2022 | 608.72 |
| 87287 | HDEPOT | Home Depot Credit Services | 01/05/2022 | 310.20 |
| 87288 | 15G | I-5 Glass | 01/05/2022 | 1,938.82 |
| 87289 | IRO100 | Iron Mountain | 01/05/2022 | 3,624.00 |
| 87290 | JCPS | Junction City Point S LLC | 01/05/2022 | 366.43 |
| 87291 | Lanfin | Lane County Finance Department | 01/05/2022 | 35.00 |
| 87292 | NOR146 | NW Natural | 01/05/2022 | 473.23 |
| 87293 | ONE193 | One Call Concepts, Inc. | 01/05/2022 | 437.45 |
| 87294 | OCCMA | Oregon City/County Mgmg Assoc | 01/05/2022 | 18.00 |
| 87295 | OreRev | Oregon Dept. of Revenue | 01/05/2022 | 205.91 |
| 87296 | Rexius | Rexius | 01/05/2022 | 1,813.77 |
| 87297 | RoyFlu | Royal Flush Environmental | 01/05/2022 | 14.00 |
| 87298 | RyaT | Ryan Thomas Construction, LLC | 01/05/2022 | 1,311.00 |
| 87299 | SKIP | Skip Tracer & Lads | 01/05/2022 | 4,300.00 |
| 87300 | TYLE | Tyler Technologies | 01/05/2022 | 4,908.96 |
| 87301 | Verizon | Verizon Wireless | 01/05/2022 | 689.06 |
| 87302 | OSGP | Voya-Oregon Savings Growth Plan | 01/05/2022 | 750.66 |
| Total for 1/5/2022: | | | | 58,038.61 |
| 87304 | CAR476 | Carquest Auto Parts | 01/12/2022 | 94.50 |
| 87305 | CityCott | City of Cottage Grove | 01/12/2022 | 16,454.50 |
| 87306 | DOCU | DocuTRAK Imaging, Inc. | 01/12/2022 | |
| 87307 | FERG | Ferguson Waterworks | 01/12/2022 | 32.00 |
| 87308 | HDFow | HD Fowler Company | 01/12/2022 | 1,292.44 |
| 87309 | HUNTER | Hunter Communications | 01/12/2022 | 1,568.57 |
| 87310 | LAN129 | Lane Council of Governments | 01/12/2022 | 315.55 |
| 87311 | MidState | Mid-State Industrial Service inc | 01/12/2022 | 902.25 |
| 87312 | OrAssoc | Oregon Association of Clean Water Agenci | 01/12/2022 | 1,559.25 |
| 87313 | PARA | Paramount Supply Company | 01/12/2022 | 230.00 |
| 87314 | RoyFlu | Royal Flush Environmental | 01/12/2022 | 28.58 |
| 87315 | SSW | Sierra Springs | 01/12/2022 | 1,185.00 |
| 87316 | WeiWel | Welt & Welt, Inc | 01/12/2022 | 207.14 |
| Total for 1/12/2022: | | | | 25,386.96 |
| 87317 | ORWRD | Oregon Water Resources Department | 01/13/2022 | 780.00 |
| Total for 1/13/2022: | | | | 780.00 |

| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|---------------------------|-----------|---------------------------------------|------------|--------------|
| 87318 | 911Sup | 911 Supply Inc | 01/20/2022 | 140.30 |
| 87319 | AmCon | American Concrete Cutting | 01/20/2022 | 350.00 |
| 87320 | ANA165 | Analytical Laboratory Group | 01/20/2022 | 266.00 |
| 87322 | CenLin | CenturyLink | 01/20/2022 | 498.94 |
| 87323 | CINTA | Cintas Corporation | 01/20/2022 | 262.73 |
| 87324 | CTX | Copytronix | 01/20/2022 | 49.64 |
| 87325 | EME131 | Emerald People's Utility | 01/20/2022 | 6,170.98 |
| 87326 | FERG | Ferguson Waterworks | 01/20/2022 | 176.87 |
| 87327 | HSA | Harden Psychological Associates, P.C. | 01/20/2022 | 410.00 |
| 87328 | GH | George Hill | 01/20/2022 | 17.46 |
| 87329 | JLOND | London & Paris, LLP | 01/20/2022 | 1,397.00 |
| 87330 | MDA | MD Architect Design | 01/20/2022 | 499.99 |
| 87331 | NMSL | NMS Labs | 01/20/2022 | 500.00 |
| 87332 | ORE127 | Oregon Association Chiefs of Police | 01/20/2022 | 150.00 |
| 87333 | OreDeq | Oregon DEQ Business office | 01/20/2022 | 303,997.00 |
| 87334 | PAC150 | Pacific Power | 01/20/2022 | 1,644.91 |
| 87335 | RVBD | Riverbend Materials | 01/20/2022 | 620.70 |
| 87336 | TYLE | Tyler Technologies | 01/20/2022 | 363.00 |
| 87337 | USA426 | USA Blue Book | 01/20/2022 | 678.55 |
| 87338 | Valvln | Valvoline Instant Oil Change | 01/20/2022 | 288.92 |
| 87339 | OSGP | Voya-Oregon Savings Growth Plan | 01/20/2022 | 200.00 |
| Total for 1/20/2022: | | | | 318,682.99 |
| 87340 | BRA344 | Branch Engineering | 01/26/2022 | 11,051.27 |
| 87341 | PhWill | Phillip Williams | 01/26/2022 | 712.50 |
| 87342 | WelWel | Welt & Welt, Inc | 01/26/2022 | 591.42 |
| 87343 | Valvln | Valvoline Instant Oil Change | 01/26/2022 | 73.07 |
| 87344 | TANG | Tangent | 01/26/2022 | 427.98 |
| 87345 | ORWRD | Oregon Water Resources Department | 01/26/2022 | 3,313.84 |
| 87346 | RN | Rob Neidig | 01/26/2022 | 900.00 |
| 87347 | LAN129 | Lane Council of Governments | 01/26/2022 | 4,690.54 |
| 87348 | KESG | Keith's Sporting Goods, Inc | 01/26/2022 | 938.00 |
| 87349 | FCSG | FCS Group | 01/26/2022 | 277.50 |
| 87350 | CasEng | Cascade Engraving & Awards | 01/26/2022 | 66.25 |
| 87351 | CAR476 | Carquest Auto Parts | 01/26/2022 | 140.60 |
| Total for 1/26/2022: | | | | 23,182.97 |
| Report Total (72 checks): | | | | 426,071.53 |



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

R T M L X T 9 0 8 0 0 0 0 0 R E M T 1

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 12-31-21 | \$100.00 |
| Ending balance 1-31-22 | \$100.00 |

Fees and charges See your Account Analysis statement for details.



Account Statement - Transaction Summary

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

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

| Oregon LGIP | |
|------------------------|-----------------------|
| Opening Balance | 2,074,450.41 |
| Purchases | 29,410.91 |
| Redemptions | (250,000.10) |
| <hr/> | |
| Closing Balance | \$1,853,861.22 |
| Dividends | 795.32 |

| Asset Summary | | |
|--------------------|-----------------------|-----------------------|
| | January 31, 2022 | December 31, 2021 |
| Oregon LGIP | 1,853,861.22 | 2,074,450.41 |
| <hr/> | | |
| Total | \$1,853,861.22 | \$2,074,450.41 |



Account Statement

For the Month Ending **January 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 | | | | | 2,074,450.41 |
| 01/03/22 | 01/03/22 | LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - December 2021 | 1.00 | (0.10) | 2,074,450.31 |
| 01/13/22 | 01/13/22 | Lane County - Tax Seg for December 01-31-2022 | 1.00 | 13,439.57 | 2,087,889.88 |
| 01/19/22 | 01/19/22 | ODOT - ODOT PYMNT | 1.00 | 15,176.02 | 2,103,065.90 |
| 01/31/22 | 01/31/22 | Redemption - ACH Redemption | 1.00 | (250,000.00) | 1,853,065.90 |
| 01/31/22 | 02/01/22 | Accrual Income Div Reinvestment - Distributions | 1.00 | 795.32 | 1,853,861.22 |
| Closing Balance | | | | | 1,853,861.22 |

| | Month of January | Fiscal YTD July-January | | |
|------------------------|---------------------|-------------------------|-----------------------------------|--------------|
| Opening Balance | 2,074,450.41 | 1,686,282.71 | Closing Balance | 1,853,861.22 |
| Purchases | 29,410.91 | 1,429,931.53 | Average Monthly Balance | 2,081,012.75 |
| Redemptions | (250,000.10) | (1,262,353.02) | Monthly Distribution Yield | 0.45% |
| Closing Balance | 1,853,861.22 | 1,853,861.22 | | |
| Dividends | 795.32 | 5,406.77 | | |



Account Statement - Transaction Summary

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

COBURG CITY OF - COBURG CITY OF / SDC - 3711

| Oregon LGIP | |
|------------------------|-----------------------|
| Opening Balance | 1,409,616.02 |
| Purchases | 538.73 |
| Redemptions | 0.00 |
| <hr/> | |
| Closing Balance | \$1,410,154.75 |
| Dividends | 538.73 |

| Asset Summary | | |
|--------------------|-----------------------|-----------------------|
| | January 31, 2022 | December 31, 2021 |
| Oregon LGIP | 1,410,154.75 | 1,409,616.02 |
| Total | \$1,410,154.75 | \$1,409,616.02 |



Account Statement

For the Month Ending **January 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 | | | | | 1,409,616.02 |
| 01/31/22 | 02/01/22 | Accrual Income Div Reinvestment - Distributions | 1.00 | 538.73 | 1,410,154.75 |
| Closing Balance | | | | | 1,410,154.75 |

| | Month of January | Fiscal YTD July-January | | |
|------------------------|---------------------|-------------------------|-----------------------------------|--------------|
| Opening Balance | 1,409,616.02 | 1,405,968.14 | Closing Balance | 1,410,154.75 |
| Purchases | 538.73 | 4,186.61 | Average Monthly Balance | 1,409,633.40 |
| Redemptions | 0.00 | 0.00 | Monthly Distribution Yield | 0.45% |
| Closing Balance | 1,410,154.75 | 1,410,154.75 | | |
| Dividends | 538.73 | 4,186.61 | | |



Account Statement - Transaction Summary

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

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

| Oregon LGIP | |
|------------------------|---------------------|
| Opening Balance | 300,931.91 |
| Purchases | 115.01 |
| Redemptions | 0.00 |
| <hr/> | |
| Closing Balance | \$301,046.92 |
| Dividends | 115.01 |

| Asset Summary | | |
|--------------------|---------------------|---------------------|
| | January 31, 2022 | December 31, 2021 |
| Oregon LGIP | 301,046.92 | 300,931.91 |
| Total | \$301,046.92 | \$300,931.91 |



Account Statement

For the Month Ending **January 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 | | | | | 300,931.91 |
| 01/31/22 | 02/01/22 | Accrual Income Div Reinvestment - Distributions | 1.00 | 115.01 | 301,046.92 |
| Closing Balance | | | | | 301,046.92 |

| | Month of January | Fiscal YTD July-January | | |
|------------------------|-------------------|-------------------------|-----------------------------------|------------|
| Opening Balance | 300,931.91 | 170,426.12 | Closing Balance | 301,046.92 |
| Purchases | 115.01 | 313,108.80 | Average Monthly Balance | 300,935.62 |
| Redemptions | 0.00 | (182,488.00) | Monthly Distribution Yield | 0.45% |
| Closing Balance | 301,046.92 | 301,046.92 | | |
| Dividends | 115.01 | 756.63 | | |



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: FINANCE DEPARTMENT MONTHLY REPORT

Meeting Date: March 8, 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 January 2022

- January is the 7th month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 58% of budget with each.
 - **Whole City Revenue** received \$3,251,037 or 32% of budgeted. Compared to \$2,915,716 last year at January month end.
 - **Whole City Expenses** are \$3,149,576 which is 31% of budgeted. Compared to \$3,535,718 last year at January month end.
- There is a 1% difference between Revenues received and Expenditures.
- As of February 28, 2022, tax receipts were \$ 819,498, which is 98% of the 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 are at approximately 69%. We increased our Water User Fees budget from \$810,912 in FY 2020-

2021 to \$875,000 in FY 2021-2022, which is approximately an 8% increase. In January of 2021, we had collected \$519,198 in Water User Fees. This year we have collected \$604,428.

- Sewer Fees are not reaching budgeted revenues. Currently Sewer User Fees are at approximately 53%. The main reason for this shortfall is that we budgeted for a new subdivision that has been delayed. We increased our Sewer User Fees budget from \$808,161 in FY 2020-2021 to \$925,000 in FY 2021-2022, which is approximately a 14% increase. In January of 2021, we had collected \$499,047 in Sewer User Fees. This year we have collected \$489,135. Once the Coburg Creek subdivision is complete, we will see an increase in both Water User Fees and Sewer User Fees.
 - As we are seven months into the year, it is very early to provide analysis for the full year. However, the important revenues we track are our utility fees and County Taxes. We are happy to report that both of these are exceeding 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 – January 2022
 - F. Checks written list for January 2022
 - G. LGIP Statements – January 2022
-

REVIEWED BY:

Anne Heath, City Administrator

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: March 8, 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 February, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

Document Attachments to the City Administrator's report

Per City Council request, information provided to the City Council outside of the regular City Council packet should be attached to the City Administrators report. Therefore, there are attachments to this report that the City Council received during the month of February.

Water Project

- Well under design
- I-5 Bore hookup to west-side water infrastructure under construction
- Mainline replacement – Coleman Street completed.
- Water Team Meeting – Scheduled for March 4, 2022
- 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** – City Staff is working with possible funders to decide which is the best fit for the City. Funding applications would be filed in order to begin some construction work in the late summer, 2022.
- **Coleman Street** – Street reconstruction to subdivision in process

Park Project

- Designer is preparing a final draft design to be reviewed by Park|Tree Committee in February. The goal is to have a preliminary design prepared to submit with a park grant on April 1, 2021.

Land Swap – City has signed agreement and forwarded to the other party for signature. A lot line adjustment application is in process and will be submitted through Coburg Planning and then on to the County.

Residential UGB – The City has provided the developer information on applying for an adjustment to the UGB for a goal 12 exception. This would allow for a road to be built to the north of the subdivision and out to Willamette street access in order to provide for an alternative and additional access to the subdivision.

City Hall Repairs, Paint and Façade Design – All final repairs and paint are completed. The Façade design is in the works.

Planning Fees – The City staff are in the process of reviewing our planning use fees in light of the increase in the cost of materials and services. This includes the fees that we pay to the City of Cottage Grove for our inspections. It is anticipated that the staff will recommend a 3-4% increase in building permit fees beginning July 1. Faye Stewart, Building Official who represents Coburg through our contract with Cottage Grove will address the Council at their May meeting to talk about how the building program is operating.

Harrisburg Police Contract - The City staff are in the process of providing Harrisburg updated costs for maintaining the police contract. This includes the increase in Police salaries in Coburg which will be a substantial increase in the hourly fee we charge Harrisburg. The City of Coburg must recover the costs of operating within Harrisburg. The contract with Harrisburg ends on June 30, 2022 and will need to be renewed prior to that point to continue police services in Harrisburg.

City Lawsuit – The City continues to be participant in a lawsuit that went to trial in the week of March 1. Brian Harmon and Sammy Egbert were both called to testify in this trial. This is a result of a fall in the County right-of-way on Pearl street in the summer of 2017. As of the writing of this report, the trial was continuing. The City is being represented by our legal through CIS.

Council Goals and Work Plan – Council will receive a packet of Goals and Priorities for the Departments of the City on March 4th. A Council Work Session is planned for March 29th at 6:00 p.m. to discuss the work plan goals for 2022. Staff directors will be present at this work session to answer questions. Dinner will be provided.

Budget Calendar – The Budget Calendar has been set and is attached to this report.

Upcoming Meetings

| | |
|---------------------|------|
| Heritage Committee | 3/9 |
| Park Tree Committee | 3/15 |
| Planning Commission | 3/16 |

| | |
|---------------------------|------|
| Code Review | 3/17 |
| City Council Work Session | 3/29 |
| City Council | 4/12 |

DEPARTMENTS AND OPERATIONS

City Recorder | Utility Billing | Office Administration - Prepared by Sammy Egbert

City Recorder

- February 8th to March 8th the City held six **Public Meetings**. All Public meetings are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Quasi-Judicial public hearing on February 22, 2022. Prepared legal notices and facilitated hybrid meeting to meet all public meeting legal requirements.
- Recruitment for Budget Committee, and Finance Audit Committee. These vacancies continue to be posted in Our Town, on Facebook, and at Dari Mart.
- Completed 4 lien searches for properties in the City limits that are selling or refinancing loans.
- Preparing for City Council Work Session scheduled and packet material for March 29, 2022.
- Finished pulling documents for CIS representative and appeared in Circuit Court on March 24th, 2022.
- Assisted Chief Larson with the process and staff report to surplus vehicles.
- Participated in regional election training with Lane County Elections and 12 other City Records from Lane and Douglas County. General elections will be November 8, 2022, Coburg will have Mayor and three Councilors on the ballot. I am preparing the election packets and they will be available the end of May. First day to file is June 1, 2022.

Utility Billing

- January | February Utility month end covering 1/10 to 2/11.
 - Billed Water \$55,000 | Sewer \$69,700 | TUF \$12,500
 - Payments Received \$147,000
 - 73 past dues charged
 - 2 Active payment plans
 - 2 Change in services

Working in Springbrook to identify an issue with the meter reads on the commercial accounts. Billings are going out correct but require manual adjustments.

Administration front Office

- Ordered some new Historical photos for the front office and City Council Chambers. Check out the new photos on our Booth Kelly Mill wall in front office. Also, former Mayor Jim Broughton riding his penny-farthing bike that he donated to the City in the Council Chambers.

Finance

- See Finance Report under separate tab.

Planning – Prepared by Megan Winner

- ANX 01-20 & ZC 01-20: Joint work session with Planning Commission and City Council and special meeting held on February 22nd. Second reading of ordinance scheduled for March 8th regular meeting;
- SUB 02-20: Driveway approaches are the next construction stage;
- Central Business District form-based code project with Urban Collaborative LLC. is underway. Second draft of the regulating plan will be reviewed by the Code Review Ad Hoc Committee on March 17th;
- Two Structural/Plumbing/Mechanical/Electrical Permits issued in February;
- Serenity Lane constructing a meditation yurt as approved during the master plan process;
- Construction on the Bike Hub is nearing completion. Signage and finishing touches remain. Grand opening celebration with Lane County, LCOG, GEARs and other partner organizations scheduled for spring;
- Planning Commission training on traffic analyses scheduled for March meeting;
- Heritage Committee planning Historic Art Contest to celebrate Preservation Month in May. The selected theme for this year is Historic Homes and Gardens. Call for entries has been released with a deadline to register by April 1;

Main Streets and Economic Development – Prepared by Tracey Pugh

- Compiling articles and working on Our Town newsletter for March/April 2022
- Coordinated and attended monthly Coburg Main Street committee meeting
- Established Executive Committee for Main Street nonprofit organization
- Working on Main Street grant for IOOF building
- Met with Connector-Innovator of Coburg United Methodist Church
- Attended Oregon Main Street Board Institute
- Attended RAIN's Entrepreneur Meet Up in Coburg
- Working on Concerts in the Park and Farmers Market for July/August
- Participate in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - **ROW**
 - Started mowing the Right of Ways
 - Added round rock to new sidewalk on Van Duyn

- **Potholes**

- Repairs several potholes around the City

Water Utility

- **Repairs**

- **Leaks**

- Repaired a 6" AC line on N Coleman
 - Repaired a 2" mainline at PVE

- **Maintenance**

- Started exercising valves on Skinner

- **Projects**

- New 8" water main has been completed and switched over from old 6" AC on N Coleman. This is part of the developers deal for the new subdivision Coburg Creek. This project included new services to the meters, new boxes, and one new fire hydrant.
 - During the tie-in phase we were able to prepare for the future project coming up N Coleman by adding a 12"x12x8"x8" cross and valves. This was funded by the Water Replacement Project.
 - One new water service at Pavilion Park

- **Sewer Utility**

- **Collections**

- **New Service Install**

- 1

- **Inspections**

- 5

- **Callouts**

- 3

- **Tank Pumping**

- 5

- **Plant Repairs & Major Maintenance**

- We had a filamentous outbreak at the treatment plant. We were able to get this under control by wasting more of the Mixed Liquor and using a homemade screen to scrap foam off the top of the aeration basin (this is where the majority of the filamentous bacteria lives). This really hasn't caused to much of an issue because we caught it early.

- **Parks Dept**

- **Parks and Tree Committee**

- Working on a Plaza Concept with landscaping design engineers at Pavilion Park Project.

- Focused work on annual report to City Council
 - **Park Maintenance**
 - Working on finishing the Bike Hub
- **Misc.**
 - **Locates** 20
 - **Work Orders** 58

Municipal Court

- **February 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for February 15, 2022 Court Date: 39
 - **February 2022 Receipts Including Collections,**
 - **Total Fines:** \$15,542.20 (total monies taken in for the month, nothing deducted), *compared to \$ 13,817.24 in February of 2021*
 - **Net Fines:** \$ 14,946.00 (City share only, NOT including collections), *compared to \$10,607.00 in February of 2021*
 - **February 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 596.20 *compared to \$3,210.24 in February of 2021*
 - **Turned over to collection:** \$ 8,090.00 *compared to \$2,022.95 in February 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: March 1, 2022 Regular Court Session**

Police Department

- Officers investigated a gunshot wound to the head; determined to be a suicide
- Officers completed their LEDS certification
- Officers completed several truck inspections
- Officers took a hit and run report at Chiefs
- Officers completed firearms qualifications on handgun, shotgun and patrol rifle
- Officers arrested a suspect who drove a vehicle through the park causing extensive damage
- Officers worked bailiff duties at Harrisburg Municipal Court
- Officers received training on new legislative updates

- Officers investigated four DHS referrals regarding possible child abuse
- Officers used CHETT fund to buy fuel for a homeless couple
- Officers investigated a motor vehicle crash on Coburg Road at McKenzie View
- Officers issued a citation in lieu of custody to a male who was misdemeanor suspended
- Officer took a report for found property found at the Truck N Travel
- Officers arrested a subject on two outstanding warrants
- Officers completed truck inspector training for the ODOT
- Officers work bailiff duties at Coburg Municipal Court
- Officers investigated a motor vehicle crash at Pearl and Industrial Way
- Officers investigated fake money at a local business
- Officers investigated a DHS referral regarding a mother driving intoxicated with children in the vehicle
- Officers gave a homeless man a ride to Greyhound so he could be reunited with family in Reno

Upcoming Events:

- Officers will be attending the range for firearms qualification
- Officers will attend training for defensive tactics/de-escalation
- Officers will be working the ODOT speed grant on 3/22

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. 1/26/2022 | Finance Audit Committee |
| B. 2/8/2022 | Urban Renewal Agency |
| C. 2/9/2022 | Heritage Committee |
| D. 2/15/2022 | Park Tree Committee |



Finance & Audit Committee

January 26, 2022, 5:30 p.m.

Coburg City Hall

91136 N Willamette St.

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

STAFF: Tim Gaines, City Finance Director; Council Lehmann, City Council Liaison.

1. Call Meeting to Order

Chair Engebretson called the meeting of the Finance & Audit Committee to order at 5:33 p.m. Everyone present introduced themselves.

2. Approval of Minutes from October 27, 2021, Meeting

Chair Engebretson had a question. On the second page there was a mix-up saying that they were talking about hiring an auditor, when that conversation was about hiring a finance contractor. Also, at the end of that section, it said that Mr. Gaines would summarize what happened with the last audit at a future meeting. She clarified that the audit in question was the FY2019-2020.

MOTION: Ms. Marshall moved, seconded by Mr. Dawson, to approve the October 27, 2021, Finance & Audit Committee meeting minutes as amended. The motion passed unanimously.

3. Finance Reporting City of Coburg – November 2021

Mr. Gaines said that they would no longer be working with their old finance contractor. They would need to start a process to find a new one soon. Chair Engebretson was sad to see that Kathy was leaving since she had done a great job in the past.

Mr. Gaines noted that they were five months into the fiscal year and if everything had stayed even throughout the year, which they had not, they would be at 42% of revenues and expenditures. So far, they had brought in \$2.3 million (last year at this point they had \$1.8 million). He said that there was a 2% difference between revenues and expenditures. They had spent \$2.1 million which was 21% of the budget (last year at this point they had spent \$2.3 million).

Chair Engebretson noted that the document said that the first debt service payment was made December 1, 2021. She assumed that was related to the newer loans that the City had taken out with better interest loans. Mr. Gaines told her she was correct.

Mr. Gaines said that they had not received the Water Project Reimbursement yet, but they should get it soon. He was excited that they were able to add the Public Works Shop to the water project. It would be a huge benefit for the public works department.

4. Review and Discuss FY 2019-2020 Audit (if available)

Mr. Gaines reminded everyone that for FY 2019-2020 they did not do a supplemental budget, but instead did a reallocation. For some reason, that reallocation was not included in the audit. He pointed to the documents on the audit and how most of the numbers were above where they should have been. The State had flagged them for going over budget. If the audit had been done currently those numbers would have been lower. Mr. Gaines told everyone that he had not reviewed this audit when it was done.

Ms. Marshall noticed that in Anne's letter she was critical of the auditor. However, it seemed like the issue was due to some communication issues with the City.

Chair Engebretson shared that this mistake did not put them at any risk. She understood why City Council had been so alarmed when they received the letter from the State. Since it was a clerical issue, everything was worked out once the auditor sent the State the correct numbers.

Councilor Lehmann remembered voting no on accepting the audit because the auditor did not convey confidence that it was done correctly. Around the same time Councilor Nancy Bell had voiced interest in finding a new auditor. Chair Engebretson understood that concern but did not think they had to look for another auditor. The City had a good relationship with the auditor and she thought they could overlook the mistake. Mr. Dawson agreed.

Mr. Gaines said that they would need to do a request for proposal (RFP) since it they were required to do one. However, the same auditor could go through that process and be selected. He wanted to make it clear that the RFP was not being done because of the FY 2019-2020 audit.

5. Review City Audit Report FY 2020-2021

Mr. Gaines said that there had been an error. The Street Tree revenue had been put into intergovernmental expenditures instead of charge for services. That was the only error he found. He said that under debt services there was \$579,856 that the result of the loan for city hall. That amount had to be recognized but was not a cause for concern in the budget. Farther down under other financing sources there was a listing for \$579,856 that cancelled it out.

Chair Engebretson asked how difficult it would be to add the percentage variance next to the dollar amount variance. She said it would help them see more easily if the amount was too

high. Mr. Gaines replied that they might need to include that in the RFP, but he could always edit the document just for the Finance & Audit Committee. Chair Engebretson thought it would be helpful for everyone to see. Mr. Gaines said he would look into that.

Councilor Lehmann asked if it was correct that under Fund Balance, the variance of \$170,702 was an overreach of the budgeted amount. Mr. Gaines responded that that was correct. He pointed out that the number being over was a positive outcome. They had wanted to be conservative with their budgeting.

Councilor Lehmann pointed out that, under the water fund timeline from 2015 to 2021 the employer propionate shares of the net pension liability went from -\$117,000 to \$1.389 million. He wanted to know what caused that increase. Mr. Gaines replied that he did not work on that section so he would need to talk to the auditor. He would get back to the Committee afterwards.

Ms. Marshall also had some concern with the employer covered payroll since the numbers did not change much until 2021 (when the number went down). Mr. Gaines responded that those numbers might have fluctuated because of people retiring.

Councilor Lehmann wanted to know if the City Council voted to approve the annexation of Light Industrial and the person who was in escrow with Bigfoot Beverages. He wanted to know if they had any estimates for those twenty acres concerning water fund. Mr. Gaines was unsure since he had not heard about Bigfoot Beverages before that was said at City Council. Councilor Lehmann imagined that the City Council would want an answer before they voted.

Mr. Gaines wanted at least two of the three Finance & Audit Committee meetings to join him and Anne for the RFP interviews. Ms. Marshall volunteered.

6. Next Steps for Committee

Ms. Marshall noted that they still had a vacant seat. She asked if they had any applications come in. Mr. Gaines replied that they had not. Ms. Marshall asked if they could get someone from the Budget Committee. Mr. Dawson mentioned that the Budget Committee had vacancies as well.

Chair Engebretson would scan the questions to ask the auditor and send them to Mr. Gaines to send out to the Committee.

Councilor Lehmann thought it would be helpful when looking at budgets to have a breakdown of the largest increases and decreases.

7. Meeting Adjourn

Chair Engebretson adjourned the meeting at 7:04 p.m.

(Minutes recorded by Lydia Dysart)



MINUTES

Urban Renewal Agency Meeting

February 8, 2022 6:45 P.M.

Coburg City Hall

91136 N Willamette Street

Via Virtual Conference

DIRECTORS PRESENT: Ray Smith, ; Patty McConnell, , Marcus Alexander, John Fox, John Lehmann, and Nancy Bell.

DIRECTORS ABSENT: Kyle Blain

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

RECORDED BY: Marlene Hockema, Lane Council of Governments (LCOG).

CALL TO ORDER

Director Smith called the meeting to order at 6:47 p.m.

ROLL CALL

Ms. Egbert called roll and a quorum was present.

CITIZEN TESTIMONY

None.

DIRECTORS ACTION ITEMS

1. Audit Presentation – Steve Tuchscher

Steve Tuchscher, Umpqua Valley Financial, reported that conducting audits remotely had been a challenge but he was happy to report that the audit went well and he could confirm that it was without misstatement.

MOTION: Director Fox moved, Director Alexander seconded, a motion to accept the Annual Financial Report, as reported, for the Fiscal Year Ending June 30, 2021. Motion passed unanimously.

2. Financial Report for Urban Renewal Agency

Tim Gaines, Financial Director, summarized the financial update for the fiscal period ending December 31, 2021 by pointing out the balance was \$14,000 less, than the same period last year, as tax payments are running behind.

3. Minutes June 8, 2021 Approval

MOTION: Director Fox moved, Director McConnell seconded, a motion to accept the minutes for the June 8, 2021 meeting. Motion passed unanimously 6-0.

DIRECTORS COMMENTS

None.

ADJOURNMENT

Mayor Smith adjourned the meeting at 6:58 P.M.

APPROVED by the City of Coburg Urban Renewal Agency on this xx day of xx 2022.

Ray Smith, Director

ATTEST:

Sammy L. Egbert, City Recorder



Coburg Heritage Committee

February 9, 2022 – 6:00 p.m.
Virtual Meeting – City Hall
91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Marissa Doyle, chair; Michelle Shattuck, vice chair;
-Shannon Sardell.

COMMITTEE MEMBERS ABSENT: ~~Stephan Sheehan, Mark Alexander, City Councilor.~~

STAFF PRESENT: ~~_____ Megan Winner, Economic Development Coordinator
Planning.~~

GUESTS PRESENT: Tracey Pugh, Jacob Steele, Tamra Steele.

1. Call The Meeting to Order

Ms. Doyle opened the Heritage Committee meeting at 6:00 p.m.

2. Roll Call

Ms. Winner called roll. Stephen Sheehan was absent. A quorum was present.

3. Committee Business | Main Street Grant

Tracey Pugh shared that she had met with Mayor Smith and Ms. Doyle to talk about the Independent Order of Odd Fellows (IOOF) building. They wanted to add an ADA ramp, ADA bathroom, (), a new roof, fix the side door, and replace the windows. She wanted to come to the Heritage Committee to answer any potential questions and take any other suggestions.

Ms. Winner asked if Ms. Pugh could give more information on the grant. Ms. Pugh replied that the grant awarded up to \$200,000 with a 30% match. The focus of the grant was on rehabilitating building for community benefit and economic stability. She noted that IOOF had already promised to give them \$25,000 - \$30,000 to replace the roof. As part of the grant, the City would need to get three proposals for each project. Ms. Pugh explained that this was done to make sure they were getting a good deal on the work. The grant was due March 16, 2022.

Ms. Winner asked for the deadline on feedback. Ms. Pugh responded that she would need feedback within the next two weeks. She mentioned that a letter of support from the Committee would be helpful.

Ms. Sardell wanted to know if there were any specific historic preservation requirements for the grant. She thought it was great that they wanted to re-do the windows but wanted to make sure it was not a requirement. She asked if the changes they wanted to make had to be included in the grant. Ms. Pugh told her that the windows were not mandatory and that the workshop just said that the changes made had to be within guidelines. Mayor Smith had mentioned in the past that he wanted the windows to be restored to their original style.

Ms. Winner told everyone that she was available at City Hall to give tours of the IOOF building if any Committee members were interested.

4. Approval of Minutes – January 12th, 2022

MOTION: Ms. Sardell moved, seconded by Ms. Shattuck, to approve the January 12, 2022, Heritage Committee meeting minutes as presented. The motion passed unanimously 3-0.

5. Special Guest

Ms. Winner introduced Jason and Tamra Steele who wanted to put their historic home forward for consideration to be awarded one of the Heritage Committee plaques. She pulled up pictures of the home that they had provided.

Mr. Steele said that they had been in the house for nine years, but he grew out in Coburg. The building had been remodeled since they moved in. They were proud to be owners of a historic home and did their best to keep it nice. The original staircase and pocket door were still in the home.

Ms. Shattuck asked when the home was originally built. Mr. Steele said that it was built in 1890.

Ms. Sardell wanted to know if the building was in the historic district. Ms. Steele replied that it was. Mr. Steele added that they were in the historic home pamphlet.

MOTION: Ms. Sardell moved, seconded by Ms. Shattuack, to nominate the Diefenbaker for the 2022 Heritage Committee plaque awards. The motion passed unanimously 3-0

Ms. Winner stated that the plaque presentation would most likely take place in May 2022 during Preservation Month.

Ms. Winner asked how they heard that the Heritage Committee was taking nominations. Mr. Steele replied that they regularly read the Coburg Newsletter and saw it mentioned in there.

6. Committee Business | 2022 CLG Projects Planning

- Timeline for Art Contest & Historic Preservation Plaques
- Art Contest Promotion: Newsletter, Social Media, Etc.

Ms. Doyle saw the website that was set up for the art contest and thought it looked good. Ms. Winner said that everything was the same from the 2018 contest.

Ms. Winner asked when the Committee wanted to launch the promotion. The website and posters were ready to go up. Ms. Sardell thought they should put everything up as soon as they could. Ms. Shattuck and Ms. Sardel volunteered to help distribute posters. Ms. Winner would print out posters and put them out at City Hall for them to pick up.

Ms. Doyle said that they should post in the business ad section and on social media. She emphasized that the social media posts should be shareable. Ms. Doyle said that colleges and galleries would be great locations to put up the posters.

Ms. Shattuck knew that they were going to post the winning art around town at local businesses. She inquired into if they had reached out and gotten approval from any businesses. Ms. Winner responded that she had not done that yet. Ms. Shattuck volunteered to help. Ms. Winner would create a list of locations for them to divide between them.

Ms. Sardell stated that they needed to keep encouraging the community to nominate buildings to receive a plaque. If necessary, the Committee could come up with nominations themselves. She recommended everyone bring one or two potential buildings at their next meeting.

7. Future Meetings | Dates to Remember

- Next Heritage Committee Meeting: March 9, 2022

Ms. Winner had hope that they would be able to meet in person at their March meeting.

8. City Updates

- City Administration Report

9. Adjournment

Ms. Doyle adjourned the meeting at 6:38 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Heritage Committee on this _____ day of March 2022.

Marissa Doyle, Chair

ATTEST:

Sammy L. Egbert, City Recorder

EGBERT Sammy

From: HEATH Anne
Sent: Friday, February 11, 2022 1:50 PM
To: EGBERT Sammy; HARMON Brian; LARSON Larry; GAINES Tim; BALCOM Mandy; COBURG Mayor; CouncilorBell; CouncilorAlexander; CouncilorBlain; CouncilorFox; CouncilorMcConnell
Subject: Fw: My apology to staff

Councilor Lehman has requested that I send this to the City Council and staff.

Anne Heath

From: HEATH Anne <anne.heath@ci.coburg.or.us>
Sent: Friday, February 11, 2022 12:30 PM
To: JOHN LEHMANN <jclehmann@msn.com>
Subject: Re: My apology to staff

John,

Thank you for this. I totally understand as I'm dealing with a head injury right now and am very uncomfortable with some of the side effects I'm experiencing. I will forward as you have requested.

Anne

From: JOHN LEHMANN <jclehmann@msn.com>
Sent: Friday, February 11, 2022 5:57 AM
To: HEATH Anne <anne.heath@ci.coburg.or.us>
Cc: COBURG Mayor <mayor@ci.coburg.or.us>
Subject: My apology to staff

Hello Anne,

I wish to express my sincere apology to staff for a comment I made at the February 8 City Council meeting.

In the meeting the Council was discussing the proposed Resolution 2022-05 authorizing the adoption of a Health Reimbursement Arrangement (HRA) plan. We were informed that several staff members had experienced issues with the current benefit provided by Pacificsource and the staff wanted to change services to a HRA Verbal account that offered other benefits that Pacificsource did not, including the funds being portable.

In the discussion I raised the question of whether we had reached out to Pacificsource to inform them of our staff concerns on the services and issues we had, and if we had received any response or feedback from them. I believe I am a better decision-maker when I have direct information from both parties or both sides of an issue.

During my questioning I made a comment that conveyed the impression that I did not believe or trust what the staff was saying. That was not my intent and I regret and apologize for that comment and that implication.

I do trust our staff. I respect our staff. I believe our staff does an outstanding service for our community. During my time on the Council I have been an advocate for improving staff compensation, working conditions, and better working environment including funding, equipment, and facilities.

Recently I was hospitalized with a medical event that affected my speech and word recall. At times I struggle with articulating the words and speech that I am intending and have said things that were inarticulate and unintentional. I apologize that I said something that conveyed that I was not trusting our staff or believing their input on this issue. Item 10.

Please forward my apology via this my email to staff and the other Council members and include this email in the next Council packet. I plan to express my apology in person, publicly at our next City Council meeting.

Thank you,
John Lehmann

Sent from my iPad
*****WARNING: This email has been sent from OUTSIDE the City of Coburg. Please proceed with caution*****

Coburg Industrial North

Light Industrial Zone

Coburg, Oregon

February, 2022

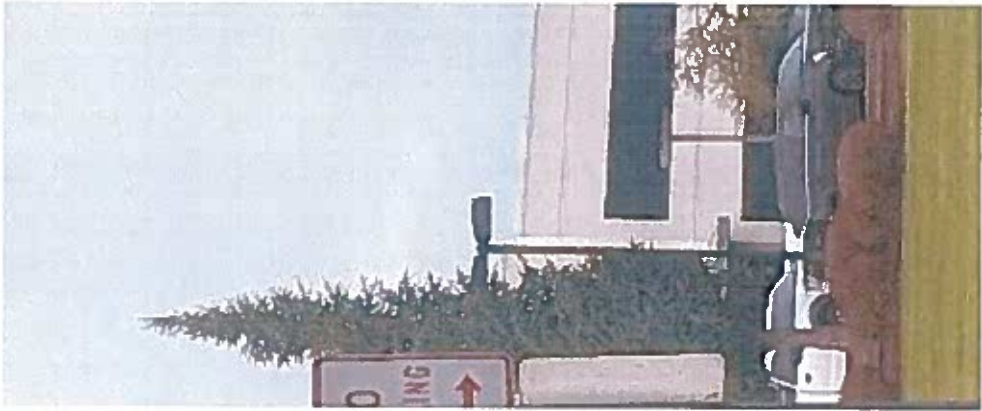


USE OF OPEN SPACE REQUIREMENTS



USE OF OPEN SPACE WITH STORM WATER MANAGEMENT





LIGHTING



COBURG INDUSTRIAL NORTH - LIGHT INDUSTRIAL PROPERTIES

| Billing Customer | Business Name | Annual Water Fees | Annual Sewer Fees | EDU | TUF |
|------------------|---|---------------------|--------------------|-----------|--------------------|
| 6251-000 | Pape' Kenworth | \$4,883.88 | \$8,323.20 | 8 | \$8,463.72 |
| 6251-001 | Pape' Kenworth (only 5 months worth of data) | \$7,266.16 | \$1,040.40 | 1 | \$0.00 |
| 6654-000 | Penske Truck Leasing | \$6,815.96 | \$8,323.20 | 8 | \$4,575.48 |
| 6553-001 | Caaps, LLC | \$1,572.00 | \$2,080.80 | 2 | \$616.92 |
| 5856-000 | Triad Machinery Inc. | \$2,578.56 | \$3,121.20 | 3 | \$1,054.68 |
| 5858-000 | TEC Equipment | \$4,129.62 | \$1,040.40 | 1 | \$1,868.28 |
| 6371-000 | Hamilton Construction | \$8,913.85 | \$1,040.40 | 1 | \$459.24 |
| 6299-004 | Coburg North | \$6,664.85 | \$5,202.00 | 5 | \$664.56 |
| 6831-000 | Richards Remodeling (only 9 months worth of data) | \$5,345.52 | \$1,040.40 | 2 | \$189.96 |
| 6384-000 | Carry-On Trailer, Inc. | \$3,404.30 | \$2,080.80 | 2 | \$651.36 |
| 6424-000 | Pacific Headwear Inc. | \$5,112.89 | \$4,161.60 | 4 | \$1,393.44 |
| 6367-000 | Apel Extrusions Inc. | \$11,786.53 | \$7,282.80 | 7 | \$2,745.72 |
| 6426-000 | Rears Manufacturing | \$13,930.07 | \$4,161.60 | 4 | \$1,727.28 |
| 5859-000 | Marathon Coach | \$12,087.44 | \$1,040.40 | 1 | \$3,257.52 |
| 6299-003 | Coburg North | \$24,672.10 | \$0.00 | 0 | \$0.00 |
| 6299-005 | Coburg North | \$6,441.28 | \$0.00 | 0 | \$0.00 |
| 6365-000 | Coach Glass | \$7,552.37 | \$2,080.80 | 2 | \$7,869.12 |
| 6559-000 | Tactics | \$1,788.00 | \$1,040.40 | 1 | \$633.12 |
| | | \$134,945.38 | \$53,060.40 | 52 | \$36,170.40 |

| PROPERTY TAXES - BY LOT | ADDRESS | PROPERTY TAX REVENUE |
|--------------------------------|---------------------------------|----------------------|
| 16-03-28-00-90022 | Pacific Headwear | \$473.33 |
| | Augusta Sportswear | \$3,265.83 |
| | | \$111.55 |
| 16-03-28-0090020 | Association of Owners Coburg N. | |
| | 11coburg LLC | \$9,307.57 |
| 16-03-28-00-90024 | Allied Recreation Group | \$350.66 |
| | 4710 LLC | \$5,589.58 |
| 16-03-28-00-90023 | ATW Oregon LLC | \$321.99 |
| | | \$3,793.23 |
| 16-03-28-00-90027 | APEL Extrusions Inc | \$54,766.01 |
| | | \$52,361.75 |
| 16-03-28-00-90021 | LOJO Properties LLC | \$110.27 |
| | | \$19,237.04 |
| 16-03-28-00-90026 | REARS MFG Co | \$231.35 |
| | | \$16,616.88 |
| | | \$63.86 |
| | | \$28,630.69 |
| 16-03-28-00-90025 | HCO Coburg LLC | \$3,871.78 |
| 16-03-28-00-90025 | HCO Coburg LLC | |
| 16-03-28-00-90028 | Richards Remodeling LLC | \$2,075.26 |
| 16-03-28-00-80000 | Association of Owners N. Condo | |
| 16-03-28-00-80000 | Association of Owners N. Condo | |
| 16-03-28-00-80000 | Association of Owners N. Condo | |
| 16-03-28-00-80002 | Lee Security LLC | \$4,464.25 |
| 16-03-28-00-80001 | Lee Security LLC | \$3,148.62 |
| 16-03-28-00-00612 | Chairman Way LLC | \$5,256.43 |
| 16-03-28-00-00611 | Chairman Way LLC | \$6,011.18 |
| 16-03-28-00-00610 | Chairman Way LLC | \$7,045.72 |
| 16-03-28-00-00609 | Chairman Way LLC | \$6,052.45 |
| | Marathon Coach INC | \$398.13 |
| | Marathon Coach INC | \$1,360.28 |
| 16-03-28-00-00608 | D Thompson Properties LLC | \$4,637.33 |
| 16-03-28-00-00616 | TRIAD Machinery Inc | \$303.08 |
| 16-03-28-00-00607 | TRIAD Machinery Inc | \$91,251.00 |
| 16-03-28-00-00604 | Georgia 01 LLC | \$583.61 |
| | | \$17,048.52 |
| 16-03-28-00-00606 | Georgia 01 LLC | \$4,459.35 |
| TOTAL PROPERTY TAX 2022 | | \$273,806.41 |

COBURG CITY COUNCIL WEEKLY REPORT

TOPIC: City Administration

Report Date: Friday, February 4, 2022
 Staff Contact: Anne Heath, City Administrator
 Contact: 541-682-7871, anne.heath@ci.coburg.or.us

Over the last few months we have heard much regarding the annexation agreement. I know that you are overwhelmed with a lot of information, and have many questions. The staff is doing our best to provide you with information as requested.

I am aware that this is a lengthy report and may be more information that you personally need. But, I feel strongly that I can't provide you information without providing history on that information. I'm apologize that it is lengthy.

As the City Administrator I must take a much broader view of growth potential to the City. Some examples of what I look at are:

- Guiding documents of the City
- Impact on utilities and utility infrastructure
- Staffing capacity
- Property Tax Collections
- SDC Revenues – Future Capital Project Funding
- Funding for utility debt payments
- Funding for utility operations
- Impact on Utility Rates
- Impact on general purpose dollars

My big picture view tells me that a decision as important as the annexation, or a decision to not annex can have a domino effect with unforeseen complications. The domino effect might take a while to manifest. However, one decision can affect many past and future decisions, and could have a lasting effect on the City for many years to come.

In this report, I hope to bring to your attention a few “bigger picture” topics and give you good information to think about when considering a decision on the annexation. I want to make it clear to the City Council that I am not advocating for your voting one way or another. I am, as the City Administrator, putting on my larger vision for the City goggles based upon my knowledge of the fiscal impacts of this decision. I feel very strongly that the Council needs to consider the growth impacts. However, in this instance, I strongly encourage you to think about the fiscal impacts of limiting growth within our **current Urban Growth Boundary**.

CURRENT LIGHT INDUSTRIAL AREA

The City has a great example of a similar sized Industrial zone on Coburg Industrial North in comparison to the land to be annexed. We have many very productive and successful businesses such as Rears Manufacturing, Hamilton Construction, Carry-On Trailer, and Pape.

I have seen several comments that we have room in the light industrial zone for development so we don't need more. This is an inaccurate statement. Personally, I have reached out to the owners of these properties on several occasions in the past year to see if there is available space. We often get inquiries from the state economic department regarding available sites in Coburg. I can tell you that there is not a lot of available space. We get a least one inquiry a week, and currently we are just sending them along to the developer of the area on the east of I-5. The land across from McDonalds and the Truck & Travel **is not** Industrial land, and thus can't be developed under the current industrial code. It is zoned as Highway Commercial and a much different set of development code requirements apply.

When considering the approximate 106 acres of developed acreage on Coburg Industrial North, the following is true regarding utilities and property tax: (see attached worksheet to see individual user information)

- There are 18 utility accounts on Coburg Industrial North that represent many businesses. One utility account may account for several businesses in their billing.
- Annual Water Revenue from these utility accounts is approximately \$135,000. Annual Sewer Revenue from these users is approximately \$55,000.
- The billed EDUs (Equivalent Dwelling Units) from these accounts is 52.
- Annual Transportation Utility Fees to be collected from these users will be \$36,170.
- Property Tax Collected from the lots within this area is approximately \$274,000, and represents 33% of the City's annual collected tax revenues.

The reason this information is important to the staff is we can look use it as a comparison for projecting impacts on the current infrastructure, future revenues and utility operations.

WATER MASTER PLAN

The Water Master Plan was updated, amended and adopted in July of 2016. The purpose of this plan was to anticipate the growth of the City and the ability to serve current and future water customers. Based on the assumed growth of the City, the City Council committed to the capital projects in Phase I and Phase II of the Water Master Plan. This includes the development of a 3rd well site, the I-5 bore, replacement of transmission lines, update to the Wells 1 and 2, and construction of a reservoir. The projected cost of this project is \$6,500,000 of which the City has been approved for funding of \$5,500,000. This plan assumes the expansion of water services to the east-side of the freeway to the current commercial properties such as Premier RV, and also assumes a growth of users both residential on the west side as well as commercial on the east-side. These future users are part of the math for paying

for the current capital infrastructure project. One element that is important to note is that we have a debt forgiveness clause in our contract in the amount of \$780,000 for a portion of the borrowed funds. This would reduce our loan amount to \$4,750,000. However, this is based on the ability of the City to maintain an affordable water rate of no more than \$53.54 per 7500 gallons base rate to our users. Our current base rate is \$53.00 for 5236 gallons. If we have to raise our fees above the threshold established in our contract, we give up the ability to achieve debt forgiveness. So, it becomes very important to recognize that the financial commitment to the Water Master Plan anticipates, plans and projects the growth of the City. The east-side urban growth boundary was very much part of that projection.

WASTEWATER CAPITAL IMPROVEMENT PLAN

The sewer plan projects the future of users with the current infrastructure as well as informs as to what point we would need to upgrade our sewer facilities to address growth. According to the Waste Water Capital Improvement Plan adopted in June of 2013, the current system has the equivalent of 1047 EDU (equivalent dwelling unit) which can be supported by the current infrastructure. In 2021 the staff asked engineers to look at this plan and tell us how our plant is operating. Their analysis showed that the City is doing better than expected with the impacts on the plant, and that we could expect for billable EDUs to be upwards of 1500. This is good news as it tells us that all of the projected growth for commercial and residential in Coburg can be covered by the current sewer infrastructure with limited upgrades to portions of the system over next five-year period. Staff recommends that the analysis conducted be used to update the Waste Water Plan so that our guiding document has the latest information available.

Currently the City bills approximately 808 EDUs on a monthly basis. A similar sized light industrial zone could be projected to use approximately 52 EDUs, while the projected growth for residential over the next five years would be somewhere around 55 units. When adding in other commercial growth that could take place, the City still has plenty of capacity before we need to think about expanding our system. However, that also puts the responsibility of paying the capital debt on the current users, as well as the projected users. It becomes very important to anticipate and project new users so that sewer fees meet the needs of running the department as well as paying the debt. The growth anticipated on the east-side is part of that projection.

WHY ARE THESE TO PLANS IMPORTANT?

Master Plans are essential for a City to plan for growth and updates to critical infrastructure. Many studies and analysis go into these studies to project population, industry, transportation, and growth. Without planned growth, then development becomes unplanned and in some instances unsupported by City infrastructure. The City has committed to these plans by adopting and updating both the Water Master Plan and the Wastewater Capital Improvement Plan. We have funded and built the Sewer Infrastructure as well as committed to a funded Water Project. Projecting users is extremely important piece of these documents in order to

address whether or not utility fees can cover the operating, personal services and debt of the utility fund. If they can't, then fees need to be raised.

I know that the pressure to raise or not raise fees is a top concern for myself, the Mayor, and City Council.

GENERAL OPERATIONS OF THE CITY AS WELL AS THE UTILITY DEPARTMENTS

The general operations of the utility funds depend on the budgeted revenues and expenses. When projecting revenues over a five-year period, staff must consider growth as projected, while considering all of the other economic factors. If budgeted fees are not covering the cost of operations and debt, then the domino effect can occur and the City then begins the painful exercise of either raising fees or cutting budgets. This is something we have been able to avoid over the last 6 years. The further domino effect is that the utilities then struggle to pay their share of the administration of the City and thus the general fund begins to take a hit. This affects the budgets of the administration, park, police, planning and municipal court. There is a history of this in the not so distant past. It has been the commitment of the staff and Council over the last five years to ensure that it doesn't happen again.

The budgeted property tax receipts are also based upon projected growth. This is how we budget five years out, and these are the funds that support the General Fund and all of the departments other than utilities. This includes budgeting for the personal services budget which is the largest expense of the City.

The current projected growth of the City includes the development of residential as well as industrial properties east of I-5 both **within the current urban growth boundary**.

The option to not annex, or to select a zone that will not develop for many years becomes a very slippery slope for the Council to consider, and a much wider vision of all of the pieces must be considered including the lack of projected growth within our Urban Growth Boundary which would surely put pressure on all departments of the City.

Currently, the City is operating on a healthy basis. Our utilities allow for and anticipate some growth. **It doesn't have to be growth beyond our current Urban Growth Boundary**, but it does need to be consistent with the capital infrastructure plans that the City has committed to. This includes the expansion to the other side of the freeway.

HISTORY

You have heard a lot about the history of the formation of the Urban Growth Boundary and the work that has led up to the annexation. With all of the information that has been presented, I can understand how the Council might want to just focus on current decision at hand. However, I would challenge that the growth has been planned for and anticipated through master planned and guiding documents of the City. Outside of the land use decisions, the City

has made other decisions that were greatly influenced by the anticipated, and later approved Urban Growth Boundary including:

- Water Master Plan Update – Adopted July, 2016
- Wastewater Capital Improvement Plan – Adopted, June, 2013
- Comprehensive Plan Update
- Coburg/Interstate 5 Interchange Area Management Plan – Adopted April, 2009
- Urban Growth Boundary Amendment – Adopted – 2017

IS IT ALL ABOUT MONEY?????

I have heard from public comment that the City is just seeking more money. I don't believe this is totally true. However, I do think that future revenues were absolutely part of the decisions behind the Urban Growth Boundary. Revenues that would support this small City that is providing big city services. Quality services that exceed most other small Cities of our size in the state. These anticipated revenues included property tax, utility and system development revenues.

The City must consider fiduciary responsibilities at all times. We can't make decisions that ignore the planned growth that is reflected in our adopted master plans, and not consider the financial impact of those decisions. The City must balance fiscal responsibility, with a commitment to continue the critical services as well as the livability of our community. The financial aspect of growth has been anticipated in every decision that has been made. **So when considering that fiduciary responsibility is not a choice of the City staff or the City Council, it is about the money.**

Turning away from planning decisions by previous councils can be done, but some serious financial consequences may also occur and **I would not be serving you as a City Administrator if I did not point this out to you.**

Another aspect to consider is the fact that a rise in utility billing fees is not going to affect the residents outside the City limits. It will affect the citizens and businesses in our community greatly. In addition, a flat growth or loss of anticipated property tax revenue as well as utility fees will greatly impact the services that this City provides for our residents, it will not impact those outside the City limits at all as we don't provide them services, the County does. The County also receives their tax dollars.

CONSIDERING REGIONAL NEED

A question that has been asked several times is why the City of Coburg considered the regional need when deciding on the acreage that would be brought in to the Urban Growth Boundary. Oregon Land Conservation and Development Department Rule 660-0090-0015 (copy attached) states that:

“Cities and counties must review and, as necessary, amend their comprehensive plans to provide economic opportunities analyses containing the information described in sections (1)

to (4) of this rule. This analysis will compare the demand for land for industrial and other employment uses to the existing supply of such land”.

Further in paragraph (1) of this document it states that:

“Review of National, State, Regional, County and Local Trends. The economic opportunities analysis must identify the major categories of industrial or other employment uses that could reasonably be expected to locate or expand in the planning area based on information about the national, state, regional, county or local trends”.

Per rule 660-0090-0015, an opportunities analysis was completed at the time of the Urban Growth Boundary expansion and the regional needs were considered when the property and acreage was chosen.

PUBLIC PARTICIPATION

Thus far, with the exception of a few comments, all of the public comment has been submitted from residents on the east side of the freeway who do not contribute to the tax base in Coburg. Nor do they contribute to utility revenues. They enjoy the beauty, the small town feel, and all of the elements of living in small town rural, without contributing to the costs of maintaining the Coburg community.

I personally advocated for the residents on the east side of the freeway to have a voice and to meet with the developer. Their input very much influenced the design of the buffer zone as well as design of transportation in and out of the property to be annexed. However, their voice must be balanced with consideration of what is best for the community of Coburg within the City Limits, and our taxpaying public. These are the citizens that are paying the property tax, utility bills, transportation fees, and utilizing the services the City provides.

A few weeks ago I provided the council with a record of the public participation and information that has been generated regarding the annexation of industrial lands. In addition, there will be a mini newsletter disbursed in the utility bills prior to the February 22, work session and special City Council meeting. In addition, it will be shared on social media as well as sent to the interested party list.

WHAT DOES OUR CURRENT LIGHT INDUSTRIAL ZONE LOOK LIKE?

Attached you will find a power point which includes a view of the current light industrial lands on Coburg Industrial North, along with some photos of open space, storm water management, and lighting. There will be more discussion about what is allowed in the industrial zone through a master planned development process at the February 22, work session.

MORE INFORMATION TO COME

The next information that I hope to provide the City Council is a financial forecast for both the Water and Sewer Departments both with an addition of users on the east-side and without that projection included. This is an annual analysis that we present to the City Council prior to budget. I'm working with Doug Gabbard from FCS to provide you a bit more information this year and hopefully prior to the February 22, work session.

ANNEXATION PROCESS SCHEDULE

The City Council and the Planning Commission will hold a joint **work session on February 22, 2022**, at 6:00 p.m. to receive more information on the process of a Master Plan Development. Development of the subject property will require this process for each parcel.

Following the work session on **February 22, 2022, at 7:30 p.m.**, the Council will hold a **special meeting** regarding the Annexation and Zoning designation application. At this meeting the Council will have the 1st reading of **Ordinance A-200-J and hold the quasi-judicial public hearing that will include:**

- Staff Report
- Applicants Comments
- Written Testimony received entered into record
- Testimony in favor or opposition for the record
- Applicant rebuttal testimony

The second reading of the ordinance and decision will take place at the regular meeting of the City Council on March 8, 2022 at 7:00 p.m.

Reminder to Councilors – Do not reply all with questions or comments regarding this newsletter. Do feel free to contact me with any questions or concerns you many have.

Anne Direct Phone – 541-682-7871
Anne.heath@ci.coburg.or.us

Oregon Land Conservation and Development Department

Rule 660-009-0015

Economic Opportunities Analysis

Cities and counties must review and, as necessary, amend their comprehensive plans to provide economic opportunities analyses containing the information described in sections (1) to (4) of this rule. This analysis will compare the demand for land for industrial and other employment uses to the existing supply of such land.

- (1) **Review of National, State, Regional, County and Local Trends.** The economic opportunities analysis must identify the major categories of industrial or other employment uses that could reasonably be expected to locate or expand in the planning area based on information about national, state, regional, county or local trends. This review of trends is the principal basis for estimating future industrial and other employment uses as described in section (4) of this rule. A use or category of use could reasonably be expected to expand or locate in the planning area if the area possesses the appropriate locational factors for the use or category of use. Cities and counties are strongly encouraged to analyze trends and establish employment projections in a geographic area larger than the planning area and to determine the percentage of employment growth reasonably expected to be captured for the planning area based on the assessment of community economic development potential pursuant to section (4) of this rule.
- (2) **Identification of Required Site Types.** The economic opportunities analysis must identify the number of sites by type reasonably expected to be needed to accommodate the expected employment growth based on the site characteristics typical of expected uses. Cities and counties are encouraged to examine existing firms in the planning area to identify the types of sites that may be needed for expansion. Industrial or other employment uses with compatible site characteristics may be grouped together into common site categories.
- (3) **Inventory of Industrial and Other Employment Lands.** Comprehensive plans for all areas within urban growth boundaries must include an inventory of vacant and developed lands within the planning area designated for industrial or other employment use.
 - (a) For sites inventoried under this section, plans must provide the following information:
 - (A) The description, including site characteristics, of vacant or developed sites within each plan or zoning district;
 - (B) A description of any development constraints or infrastructure needs that affect the buildable area of sites in the inventory; and
 - (C) For cities and counties within a Metropolitan Planning Organization, the inventory must also include the approximate total acreage and percentage of sites within each plan or zoning district that comprise the short-term supply of land.
 - (b) When comparing current land supply to the projected demand, cities and counties may inventory contiguous lots or parcels together that are within a discrete plan or zoning

district.

- (c) Cities and counties that adopt objectives or policies providing for prime industrial land pursuant to OAR 660-009-0020 (Industrial and Other Employment Development Policies)(6) and 660-009-0025 (Designation of Lands for Industrial and Other Employment Uses)(8) must identify and inventory any vacant or developed prime industrial land according to section (3)(a) of this rule.
- (4) Assessment of Community Economic Development Potential.** The economic opportunities analysis must estimate the types and amounts of industrial and other employment uses likely to occur in the planning area. The estimate must be based on information generated in response to sections (1) to (3) of this rule and must consider the planning area's economic advantages and disadvantages. Relevant economic advantages and disadvantages to be considered may include but are not limited to:
- (a) Location, size and buying power of markets;
 - (b) Availability of transportation facilities for access and freight mobility;
 - (c) Public facilities and public services;
 - (d) Labor market factors;
 - (e) Access to suppliers and utilities;
 - (f) Necessary support services;
 - (g) Limits on development due to federal and state environmental protection laws; and
 - (h) Educational and technical training programs.
- (5) Cities and counties are strongly encouraged to assess community economic development potential through a visioning or some other public input based process in conjunction with state agencies. Cities and counties are strongly encouraged to use the assessment of community economic development potential to form the community economic development objectives pursuant to OAR 660-009-0020 (Industrial and Other Employment Development Policies)(1)(a).**

Location:https://oregon.public.law/statutes/ors_164.215.

Original Source: § 164.215 — *Burglary in the second degree*, https://www.oregonlegislature.gov/bills_laws/ors/ors164.html (last accessed Jun. 26, 2021).

CITY OF COBURG BUDGET CALENDAR

FISCAL YEAR 2022-23

| TASK | RESPONSIBLE | DATE |
|---|------------------|------------------------------------|
| Appoint Budget Officer and Budget Committee | City Council | Tuesday, March 8, 2022 |
| Proposed Budget Available | Budget Officer | Tuesday, May 10, 2022 |
| 1st Budget Committee Training/Business | Budget Officer | Tuesday, May 24, 2022 - 6:00 p.m. |
| 2nd Budget Committee Meeting | Budget Committee | Tuesday, May 31, 2022 - 6:15 p.m. |
| URA 1st Budget Meeting | Budget Committee | Tuesday, May 31, 2022 - 6:00 p.m. |
| URA Budget Hearing | URA Directors | Tuesday, June 14, 2022 - 6:45 p.m. |
| Budget Hearing Adoption of Budget Adopt Budget Make Appropriations Impose Tax Accept State Revenue | City Council | Tuesday, June 14, 2022 - 7:00 p.m. |
| Final Budget Documents Available | Budget Officer | Thursday, July 1, 2022 |
| Submit Tax Certification to County Assessor | Budget Officer | Thursday, July 15, 2022 |
| Submit Budget Documents to County Clerk Budget Message Appropriations Public Certificates Tax Certificates | Budget Officer | Thursday, September 30, 2022 |