



CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, January 12, 2021 at 7:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER During the COVID-19 global pandemic, the City of Coburg will be hosting their meeting via webinar. To watch the live stream of the meeting, go to coburgoregon.org (NO registration required). To participate in the public comment portions of the meeting, contact City Recorder to register at sammy.egbert@ci.coburg.or.us or call 541-682-7852.

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

Council President

AGENDA REVIEW

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

RESPONSE(S) BY CITY COUNCIL

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

1. Minutes November 17, 2020 City Council
2. Minutes November 17, 2020 City Council Work Session
3. Minutes December 8, 2020 City Council
4. Park Tree Committee Appointment for 2021 Calendar Year

SPECIAL GUEST

ORDINANCES AND RESOLUTIONS

5. RESOLUTION **2021-01** A RESOLUTION APPLYING A CONSTRUCTION COST INFLATION FACTOR TO EXISTING SYSTEM DEVELOPMENT CHARGES
6. RESOLUTION **2021-03** A RESOLUTION AMENDING THE SALARY SCALE AND APPROVING RETRO-PAY FOR SUPERVISORY STAFF OF THE CITY

COUNCIL ACTION ITEMS

7. Intergovernmental Agreement with City of Harrisburg to Provide Law Enforcement Services
8. Zoning Code Review Ad-Hoc Committee Appointments

ADMINISTRATIVE INFORMATION REPORTS

9. City Administration Report
10. Financial Written Update
11. Citizen Inquiry Quarterly Report

COUNCIL COMMENTS**UPCOMING AGENDA ITEMS**

Auditor Report through June 2020

Annexation Application

Wastewater Rate Update

FUTURE MEETINGS

Heritage Committee - January 13

City Hall Closed Martin Luther King Jr Day - January 18

Park Tree Committee - January 19

Planning Commission - January 20

State of City - January 26

Finance Audit - January 28

City Council Retreat - February 6

Urban Renewal Agency - February 9

City Council - February 9

ADJOURNMENT

If anyone needs disability accommodation in order to participate, please notify the City Recorder at the City of Coburg at 541-682-7852, sammy.eqbert@ci.coburg.or.us.

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



Coburg City Council
November 17, 2020
Coburg City Hall & Council Work Session
Meeting held via webinar
91136 North Willamette St., Coburg, Oregon

Councilors Present: Ray Smith, Mayor; Nancy Bell, Mark Alexander, John Lehmann, Patricia McConnell, John Fox.

Councilor Absent: Kyle Blain

Staff Present: Anne Heath, City Administrator; Sammy Egbert, City Recorder; Megan Winner, Economic Development Assistant; Tim Gaines, Finance Director; Brian Harmon, Public Works Director.

1. Call the City Council Meeting to Order

Mayor Smith called the City Council meeting to order at 6:00 p.m.

2. Pledge of Allegiance

Ms. Egbert played the Pledge of Allegiance.

3. Roll Call

Ms. Egbert called roll and there was a quorum.

4. Mayor Comments

Mayor Smith shared that this meeting was originally supposed to only have one item on its agenda to make time for the work session afterwards. However, they added another item, but the meeting would stay short. He thought it might be good to have similar meetings in the future, when possible, so they could make time for work sessions.

5. Agenda Review

There were no changes to the agenda.

6. Citizen Testimony

Mayor Smith said that they received one piece of written public comment which all Councilors had read.

7. Response(s) By City Council

There were no responses.

8. Special Guest

Mayor Smith introduced Robert Killen from the Lane Small Business Development Center (LSBDC).

Mr. Killen said that he was there that night to talk about how they could fix the issue of businesses not being able to find help when they needed it. There were many businesses in the County that were not aware that supports were even available. LSBDC had a database that had all entities that supported businesses in Lane County. Coburg could use this database to help businesses that called them with questions.

Mr. Killen asked the City to be their partner in this project and utilize the tool when people called. He asked for a statement of support from the City. Mr. Killen stated that if they were able to agree across the County then they could make a change and help businesses.

Mayor Smith asked for a link to the database to be sent out to all Councilors. Councilor McConnell had already looked at the database and said that it had a lot of information on it. She was happy to support them.

Mayor Smith agreed with the project and would write a letter for LSBDC and encourage the City to use it. He said that it was hard to find information when there was so much to filter through.

Ms. Heath asked if there was a deadline for the statement. Mr. Killen said that there would be a partner summit on December 10, 2020 and he hoped to have all written statements before that. He wanted someone from the City to be there too if possible.

9. City Administrator's Report

Ms. Heath wanted the community to know that just because the agenda was short did not mean nothing was happening. Staff was currently very busy getting everything done that Council had approved. They signed the papers for their bond purchase that day, they would sign the papers for the Stallings Lane purchase that week, and the 1-5 bore was underway.

Councilor Lehmann noted that the handicap spot at Johnny Diamond Park was too steep. He asked how high it was. Mr. Harmon replied that the spot was not supposed to be not greater than 2% in height, but it ended up being between 2.4% and 3.7%. Councilor Lehmann asked if the whole thing had to be redone. Mr. Harmon said that I did. Ms. Heath added that they wrote to the contractor who did it but had not heard back yet. Councilor Fox asked if they would have to pay an additional cost. Ms. Heath responded that there should not be, but you never knew.

Councilor Lehmann asked what issues the two wells that would be recommissioned had. Mr. Harmon replied that one had high nitrates and the other was abandoned. Neither of the wells

met setback requirements. Councilor Alexander inquired if they had to do anything to those wells if they were done with them. Mr. Harmon told him that it would cost them about \$10,000 per well to fill and do some clean up.

Mayor Smith asked for Ms. Heath to summarize their updated COVID-19 response. Ms. Heath had signed an administrative order enacted the Governor's and OSHA's restrictions. Their top priority was to keep their staff safe. Most staff would be working from home, but there were always essential staff members present at City Hall. The City had extended the Governor's freeze from December 2, 2020 to December 31, 2020. She said that they should be safe and have staff working from home until then. They were not expecting to furlough anyone.

Councilor Alexander asked if they were still on schedule with their projects. Ms. Heath replied that they were on schedule, but it was starting to slow down. They were doing their best to keep the projects going.

Councilor McConnell inquired into if this information was getting out to the community. Ms. Heath responded that they posted the new regulations on social media that day.

Councilor Alexander wanted to know if the parks would be closed. Ms. Heath replied that the parks would remain open, but the bathrooms would be closed. They could not keep up the maintenance of cleaning them as much as needed with the regulations.

Ms. Heath stated that there would be no more public meetings in City Hall until at least December 31, 2020.

10. Council Action Items

a. Kennedy Jenks Wastewater Engineering Professional Services Contract

Mr. Harmon mentioned that they talked about updating their facilities plan to inform people on its capacity at their last meeting. They worked with Kennedy and Jenks for the information but needed to have a contract with them moving forward. He shared that the contract would not cost more than \$10,000. It would also enact ordinance 91c which explained how the information would be shared with City Council.

MOTION: Councilor Bell moved, seconded by Councilor Lehmann, to that City Council approve the contract with Kennedy and Jenks to provide wastewater engineering professional services to the City of Coburg and to enact sections 7a and 7b from ordinance 91c allowing for special solicitation methods and exemption from competitive awards. The motion passed unanimously.

b. Planning Commission Appointment

Ms. Winner stated that Planning Commissioners Jon Derby, William Wood, and John Marshall terms have expired. All Commissioners are interested in serving another term. If appointed their new term would last until October 2022.

MOTION: Councilor Fox moved, seconded by Councilor Bell, to reappoint Jon Derby, William Wood, and John Marshall to the Planning Commission. The motion passed unanimously.

11. Future Meetings | Dates to Remember

City Council – December 8, 2020
Heritage Committee – December 9, 2020
Park Tree Committee – December 15, 2020
Planning Commission – December 18, 2020

12. Adjournment

Mayor Smith adjourned the regular meeting at 6:33 p.m.

13. Adjournment

Mayor Smith adjourned the work session at 8:01 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Mayor and Council of the City of Coburg this 12th day of January, 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



Coburg City Council Work Session
 November 17, 2020
 Coburg City Hall
 Meeting held via webinar
 91136 North Willamette St., Coburg, Oregon

Councilors Present: Ray Smith, Mayor; Nancy Bell, Mark Alexander, John Lehmann, Patricia McConnell, John Fox.

Councilor Absent: Kyle Blain

Staff Present: Anne Heath, City Administrator; Sammy Egbert, City Recorder; Megan Winner, Economic Development Assistant; Tim Gaines, Finance Director; Brian Harmon, Public Works Director.

Call the City Council Work Session Meeting to Order

Mayor Smith opened the City Council Work Session at 6:34 p.m.

Zoe Anton had presented early numbers for the buildout scenarios to City Council in September. Today she would go over the final numbers and comments from the community.

First, Ms. Anton gave some information on the Coburg demographics from the 2018 US Census. The 2020 population estimate was 1,295. The median age of residents was 41.5, median housing value was \$288,400, median gross rent was \$869/month, and median income was \$55,208. She then talked about the population projections based off the 2019 PSU projection. The population in Coburg in 2044 was expected to be 1,678 (an increase of 383). To account for these additional residents the town would have to build an additional 142 units.

Ms. Anton went through the community vision statement that was adopted in July 2017. It talked a lot about maintaining parks and green spaces, having attractive ranges of housing options, and preserving buildings.

There was a total of eight settings for buildout. Settings 1, 2, 3, and 4 were residential or central business. Settings 5, 6, 7, and 8 were highway commercial and industrial. Ms. Anton shared that they got 208 responses to the survey, which accounted for 16% of the population. She shared that this was a great turn out for a city of Coburg's side. The highest scoring development scenarios were Setting 3, Scenario 2 and Setting 4, Scenario 2.

Setting 1 Scenario 1 averaged a score of 2.16. Comments on the scenario were worried it would not be affordable, that the lots would be too small, and that it would add traffic. Comments praised that there were some larger lots, they fit with the historic small-town feel, some of the houses matched existing development, and there would be minimal traffic impact.

Setting 1 Scenario 2 averaged a score of -4.54. Comments on the scenario did not like the townhomes and thought the area was too dense, that there would be too many people in the area, that it would mean losing their historic small town feel, and that it would add traffic. Comments praised that the townhomes were affordable and that it would add business and commercial space.

Setting 2 Scenario 1 would be commercial for box/convenience store build. There would be 56 commercial parking space and 150 district parking spaces. The scenario provided a low-density development alternative. The setting was dominated by surface parking and contains a commercial structure to the rear of the setting. The scenario produced minimal economic benefit in the developable area. It averaged a score of -4.54. Comments on the scenario did not like the lack of historic character, the added traffic, the big-box retail look, and the excessive amount of pavement/parking. Comments praised the added new businesses, a grocery store, and downtown retail which would reduce driving.

Setting 2 Scenario 2 would be mixed-use for food market, retail, and apartments above. There would be 36 residential units (12 single-family townhomes and 24 multi-family apartments). There would be 2 parking spaces per unit (72 total), 28 commercial parking spaces, and 80 district parking spaces. The scenario provided a higher density development alternative. Mixed-use development provided for residential units above and ground floor retail space along the city's main street. The scenario maximized benefit derived from a mixed-use structure that fronts the street, providing amenities to the downtown area with ample parking provided in back and to the side. Townhomes frame a treelined street with a small-town green along North Willamette Street. It averaged a score of 1.70. Comments did not like the urban feel of the scenario, the added traffic, or the townhomes. Comments praised the downtown retail, supporting local businesses, the mixed-use development, and more housing.

Setting 3 Scenario 1 averaged a score of -2.66. Comments thought it was a waste of space, had too much pavement, and no historic character. Comments praised more downtown parking and supporting downtown businesses and events.

Setting 3 Scenario 2 averaged a score of 2.42. Comments thought there was not enough parking, that there was no demand for more dining or commercial space, and that it added traffic. Comments praised the added mixed-use housing, focused of development downtown and around parks, maintained the small-town feel, the added amenities, and services, and spurred economic activity downtown.

Setting 4 Scenario 1 averaged a score of -2.62. Comments did not like the added traffic, it not adding to the historic character of the town, commercial development outside downtown, that there was no demand for the offices, and a potential conflict with surrounding residents. Comments praised the access to a main road, the office spaces, and new businesses.

Setting 4 Scenario 2 averaged a score of 2.42. Comments did not like the added traffic, how big/tall the building was, and it not being consistent with surrounding development. Comments praised the mixed-use, new businesses and economic activity, opportunity for affordable housing, and rear parking.

Setting 5 Scenario 1 averaged a score of -2.37. Comments did not want fast food, that it removed space for truckers, that it did not add to the historic character of the city, and extra storage space was not needed. Some comments praised the new dining options and the extra storage.

Setting 5 Scenario 2 averaged a score of 0.39. Some comments did not think there was a demand for commercial/office space, the noise from manufacturing, and how it did not add to the City's historic character. Some comments praised the manufacturing space, the appropriate use for the site, and the extra jobs and economic opportunities.

Setting 6 Scenario 1 averaged a score of -0.94. Some comments did not like that it did not add to the historic character and removed farmland/greenspace. Some comments praised the extra lodging and spurred economic activity/tourism.

Setting 6 Scenario 2 averaged a score of 1.16. Some comments thought it was too close to the freeway for residential development and would attract out-of-towners. Some comments praised the added businesses, new amenities for the community, and that it encouraged biking and walking.

Setting 7 Scenario 1 averaged a score of -1.16. Some comments did not like supporting fast-food, how it took away from local businesses, and the unnecessary added truck stops. Some comments praised the appropriate use for this site, additional food and lodging for truckers/travelers, and kept 1-5 travelers outside of downtown.

Setting 7 Scenario 2 averaged a score of 1.92. Some comments thought the buildings were too big, that the area was not walkable, that they did not need or want hotels, and concerns around crime. Some comments praised the need for lodging, keeping traffic on the east side of 1-5, the added tax base and support of local economy, and the greenspace.

Setting 8 Scenario 1 averaged a score of -1.64. Some comments thought that there was no demand for this much industrial, it was too close to residents, it was an unsightly development, and meant they lost farmland. Some comments praised the extra jobs, focus on industrial growth outside of downtown, and appropriate use of the site.

Setting 8 Scenario 2 averaged a score of -1.08. Some comments thought there were too many buildings that were too big, that it was too close to residences, and the area was very dense. Some comments praised the access to the area from 1-5, the new jobs it would provide, and having industrial on the east side of the freeway.

Councilor Fox stated that since the community voted based off of the photos provided, they had to make sure any projects that came from this looked the same. Mayor Smith agreed. Ms. Anton said that this was one reason they put images on top of actual photos of Coburg. All the scenarios shown were within zoning and could be built just like shown. Mayor Smith stated that the City needed to learn what they did not want for Coburg and make zoning code changes to reflect that. Ms. Anton said that they could use the comments left by the community to help form the code changes. Many people were worried about Coburg's identity and wanted to see more mixed-use housing.

Councilor Alexander asked if they would have access to the buildout scenario information. Ms. Anton replied that all this information would be in a final report that the City had. They also had access to the raw data.

Ms. Anton gave some recommendations for next steps the City could take. She said that they should continue to engage residents as new developments occurred, consider simplifying the zoning code. They might want to consider developing a form-based code for the Central Business District and any other neighborhoods or main streets where next developments may occur. Ms. Anton also recommended they prioritize walkability and greenspaces in public area. She stated that there was no current need for Coburg to consider expanding the Urban Growth Boundary to achieve the development required for the projected population growth.

Councilor Fox asked for an explanation of form-based code. Ms. Anton replied that what was usually used was Euclidean code focused on uses of plots of land. This made sure that industrial zones were not right next to residential zones. A form-base code zoned by the way the buildings were formed instead of the use. That would allow for businesses to take up buildings that looked like houses. This could help their city look more uniform and historic to what they wanted to see. Ms. Anton added that this type of code was usually implemented in older towns.

Councilor McConnell wanted to know how quickly they could move to get new code written. Ms. Anton told her that Coburg's code had a lot of good things going for it. Mayor Smith thought that getting a new code done in six months seemed fast. He wanted to make sure that they got thorough feedback from the community and staff.

Ms. Brandy was curious about the walkability of Coburg with these changes. They already had a lot of traffic and wanted to know how they could reduce it. Ms. Anton voiced that she had not seen the traffic count for the main roads. She understood that the issue was on a County road. She recommended they reach out to Lane County for help. They could help the City fundraise some money to increase walkability. They could narrow the streets, which would make drivers

slow down, add more cross walks, and widen the sidewalks. Mayor Smith mentioned that the issue was that the traffic was not created in Coburg. He was working with the County to fix the issue. Councilor Alexander inquired into if they should hear back from the County before making their zoning changes. Ms. Anton said that they should not wait for someone else to do it. They should go to the County with issues and changes as they needed. She was happy to hear that they were being proactive about it.

Mayor Smith said that they had an issue with legacy housing in Coburg. When people get older and want to downsize there are no homes in Coburg that fit what they needed. He wanted this to be addressed in the future since it would bring younger families to the area.

Mayor Smith was glad to see the response to the parking lot next to Pavilion Park. Those comments would help them figure out what Coburg did not want. He noted that the community wanted to keep public green spaces open. Mayor Smith wanted to look at public hearings and see what they could do moving forward. Councilor McConnell did not want to see this issue taking up unnecessary time. She wanted them to have a timeline for it and stick to it. Councilor Fox thought having a draft within six months would be good. They could always push the time frame back if needed.

Councilor Lehmann asked if they could do anything in the meantime to keep building that went against the changes, they would implement from being built. Mayor Smith stated that they had to stick to whatever was in the zoning code, even if they did not agree with it. They could not just say no or put up a block.

Councilor Lehmann inquired into how much of the existing code would need to be changed to reach their goals. Mayor Smith felt that there were a lot of small points that they needed to change and if they decided to do a form-based code they would need to change more. Mr. Darnielle advised them to be careful with form-based zoning changes. They could end up creating huge learning curves for developers that they did not want in Coburg.

Councilor Lehmann knew that physical structures were a big issue but felt like the type of business was most of the issue. Mayor Smith thought that was on the right track. He mentioned the Sisters had a limit on the amount of national chains allowed in the City. Ms. Anton noted that big chains could conform to what they specified in the zoning code. She did not think type of business was an issue, but the look. Councilor McConnell stated that she wanted local businesses in Coburg and even if larger corporations conformed, they still might not want them.

Ms. Heath said that they could do small code changes soon and do bigger ones in the future. They could put out the most important stuff first and then they do not have to spend years making changes. Councilor Lehmann thought that they all seemed on the same page and just needed to flush out the details. Mayor Smith agreed and added that they needed to get the right people on the job. Ms. Anton recommended focusing on their central district and adding the minimum amount to their code while getting their desired outcomes.

Mayor Smith asked what types of people should be in the Committee. Councilor McConnell said that it should be a Planning Commissioner, a City Councilor, some staff, community members, and the Mayor. Ms. Anton recommended having one resident and one business owner.

Mayor Smith asked if any Councilors were interested in the Committee. Councilor McConnell and Councilor Fox both volunteered. Mayor Smith asked if there was any staff present who wanted to be on the Committee. Ms. Winner volunteered. Ms. Heath said that Henry Hearley could unofficially give advice if needed. Mayor Smith said that he would reach out to some business owners in town. Ms. Egbert recommended they talk to Seth Clark on the Planning Commission since he was a business owner. Ms. Winner recommended Marissa Doyle because she was on the Planning Commission, the Heritage Committee, and was an architect.

Ms. Heath said that they would work on getting all the remaining members of the Committee and come back to City Council for approval in December.

1. Adjournment

Mayor Smith adjourned the work session at 8:01 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Mayor and Council of the City of Coburg this 12th day of January, 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



Coburg City Council
 December 8, 2020
 Coburg City Hall – Virtual Meeting
 91136 North Willamette St., Coburg, Oregon

Councilors Present: Ray Smith, Mayor; Nancy Bell, Mark Alexander, John Lehmann, Patricia McConnell, John Fox.

Councilors Absent: Kyle Blain

Staff Present: Anne Heath, City Administrator; Sammy Egbert, City Recorder; Megan Winner, Economic Development Assistant; Tim Gaines, Finance Director; Brian Harmon, Public Works Director; Larry Larson, Chief of Police; Erin Brown, Utility Billing Specialist; Gary Darnielle, Attorney.

1. Call Meeting to Order

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

2. Pledge of Allegiance

Ms. Egbert played a video of the Pledge and Allegiance.

3. Roll Call

Ms. Egbert called roll and a quorum was present.

4. Mayor Comments

Mayor Smith said that they would talk about the City's COVID-19 response during the City Administrator's Report. He was proud of their staff for all their work and for making sure projects continued to move forward.

5. Agenda Review

Ms. Egbert noted that they received another written testimonial from Thomas Bartlett.

6. Citizen Testimony

a. Claire O'Connell and Thomas Bartlett Written Testimony

Mayor Smith said that one testimonial addressed the 15-mph speed limit on streets, which they were still working on. The other testimonial talked about having 24/7 police coverage. He said that Chief Larson might be able to talk about that later.

7. Response(s) by City Council

Councilor Lehmann was interested to see the number of hours the current officers covered since for 24/7 coverage they would need 168 hours.

Councilor Alexander joined the meeting.

8. Consent Agenda

a. Ratify Administrative Order 2020-15 COVID Policy until 12/31/2020

- b. Ratify Administrative Order 2020-16 COVID-19 Notification Policy**
- c. Minutes September 22, 2020 City Council**
- d. Minutes October 13, 2020 City Council**
- e. Minutes October 27, 2020 City Council & Planning Joint Work Session**

Mayor Smith had a change he wanted made to the September 22, 2020 City Council minutes. On page three when talking about the traffic he wanted it to say, “traffic on County Roads affecting the City of Coburg” instead of “Main Street”. He did not want there to be any confusion with the Main Street Project.

Councilor Bell asked if they ever sent their statement to Robert Killan about his organization. Ms. Heath said that they did, and they also helped build part of the website. If Councilors wanted to, they could attend the summit Mr. Killan mentioned on December 10, 2020 from 10:30 a.m. – 12:00 p.m.

MOTION: Councilor Fox moved, seconded by Councilor Lehmann, to approve the consent agenda as amended. The motion passed unanimously.

9. City Administrator’s Report

Ms. Heath stated that the Governor had new guidelines and there were also new OSHA requirements. They were meeting all requirements except for a few because of staff training. Staff was very busy, but City Hall was mostly empty. Everyone inside was following guidelines and they were staggering who was allowed inside. Many people were coming in to grab work and then going back home. She said that there were a few cases close to the staff, so they were taking extra precautions.

Councilor Lehmann asked if they were still doing staff meeting virtually. Ms. Heath said that they were doing virtual staff meetings, but they were not as frequent. Teams could meet in person if they wanted or they could meet online.

Mayor Smith asked if the Committees and Commissions had come up with their goals for the year. Ms. Heath told him that they were all working on them. Councilor Fox asked if they would appoint liaisons to the Committees. Mayor Smith had decided to delay that discussion until the City Council retreat.

Councilor Lehmann noticed that the municipal court collections were down significantly. He assumed that was because the court was closed and wanted to know how those cases would move forward. Ms. Heath responded that it was a result of delayed revenue, but those court cases would happen at some point. She knew there were jurisdictions that were starting an online court. They would see how the next month went before potentially moving forward on that.

Councilor Alexander asked what changes occurred in their budget, if any. Ms. Heath said that they would talk more about that later, but their revenue was up. Councilor Lehmann asked if their gas tax was being implemented. He knew that there was an issue with the collection aspect of the tax. Ms. Heath replied that it was collecting and there had not been any issues. Councilor Alexander asked if anyone had used their help of the City funds for COVID-19 relief. Ms. Heath stated that they had a business loan available which was rolled into the community. They then received a reimbursement which they put back into the Community Lending Works for small coburg business grants. There was also some outreach for the utility assistance funds, but not much. Utility assistance was no longer available, but they had low-income funds.

10. Ordinances and Resolutions

- a. Resolution 2020-20 a Resolution Providing a Procedure for Water Billing Leak Adjustments**

Ms. Egbert said that this resolution would create a procedure for water leak billing adjustments They tried to create a proposal that would work for everyone. Before this, individuals had to go to the City Council

with their problem and get approval. Now they just had to go to the City administration. Ms. Egbert recommended an amendment which would add “to qualify for an adjustment leaks must be immediately reported to the City and repaired. Then the utility bill may be adjusted after proof that the leak had been repaired”.

Councilor Alexander asked how they would make up for the money lost. Ms. Egbert responded that there would be a decrease in their funding. The resolution would split the cost to fix the water leak between the City and the individual. She mentioned that they did not get many of these reports, with only two in the last two years totaling \$700. Councilor Lehmann noted that the City did not lose any notable number of resources or money.

Councilor Fox was in favor of this resolution because he knew that these water leaks came out of nowhere. Mayor Smith agreed and thought that splitting it 50% gave some ownership to the resident.

Mr. Harmon mentioned that they did not sell water to make money, but to conserve. Incorporating leak forgiveness would create good will from the residents. He said that little leaks added up over time and that they should help where they could.

MOTION: Councilor Alexander moved, seconded by Councilor Fox, to adopt Resolution 2020-20, a resolution providing a procedure for water billing leak adjustments, as amended. The motion passed unanimously.

b. Resolution 2020-22 a Resolution Creating a Zoning Review Ad-Hoc Committee

Ms. Egbert said that this was a resolution from City Council to staff to create an Ad-Hoc Committee to address the Coburg build-out scenario. The Committee would be made up of two City Councilors, two Planning Commissioners, two citizens at-large, and one business owner. She stated that the Planning Commission had decided that Marissa Doyle and Paul Thompson would serve on the Committee. City Council had decided that Patricia McConnell and John Fox would serve on the Committee. Ms. Egbert said that they still needed to do outreach to find citizens and business owners to join. The Committee would start meeting at the beginning of 2021 and City Council would approve the Ad-Hoc members at the January meeting. Ms. Egbert said that this resolution would start the process of reaching out to citizens.

Mayor Smith wanted to amend the resolution under section 5. It currently read that “the function of the committee was to discuss, gather information, and make a recommendation on zoning code changes in response to citizen input on the Coburg build-out scenario report”. He wanted to include “and other input” so the Committee could talk about issues outside of the build-out scenarios. Councilor Lehmann was confused by how the Committee would be talking about community input without the community present. Ms. Heath told him that their focus would be on the comments from the build-out scenario. The Committee could do outreach for additional community input.

MOTION: Councilor Bell moved, seconded by Councilor Alexander, to adopt Resolution 2020-22, a resolution to create a zoning review Ad-Hoc Committee, as amended. The motion passed unanimously.

c. Resolution 2020-23 a Resolution of the City Council of the City of Coburg Oregon Accepting the Results of the November 3, 2020 General Election

Ms. Egbert said that the Mayor and three City Councilors had been on the ballot for the November 3, 2020 General Election. Mayor Smith, Councilor Bell, Councilor Fox, and Councilor Blain were all reelected. She mentioned that Councilor Blain was reelected via write-in and he had accepted the nomination.

Ms. Egbert said that the Oath of Office would take place in January. The Mayor was reelected for two years; each Councilor, four years.

MOTION: Councilor Lehmann moved, seconded by Councilor McConnell, to adopt Resolution 2020-23, a resolution of the City Council of the City of Coburg Oregon accepting the results of the November 3, 2020 General Election, as presented. The motion passed unanimously.

11. Council Action Items

a. Heritage Committee Appointment – Stephen Sheehan

Ms. Winner said that there were currently two vacancies on the Heritage Committee. They would be voting that night to fill one of those spots with applicant Stephan Sheehan. Mr. Sheehan lived in Eugene but had bought the Primrose Building in Coburg. The Heritage Committee had approved his application with the stipulation that he would not take part in conversations around the renovations of his building. If approved he would serve on the Heritage Committee until March 2023.

MOTION: Councilor McConnell moved, seconded by Councilor Lehmann, to recommend the Mayor Smith appoint Stephan Sheehan to the Heritage Committee, an unfilled two-year term that would expire March 2023. The motion passed unanimously.

Mayor Smith appointed Stephan Sheehan to the Heritage Committee, also known as the Historical Landmark Advisory Commission, his term would expire March 2023.

12. Administrative Information Reports

a. Financial Quarterly Presentation

Mr. Gaines said that there were no surprises for that financial quarter, and it was similar to the previous year. He mentioned that their revenue would not be at 25% because of the late tax season. All their funds were within budget.

Councilor Lehmann asked if he projected any concerns for the next six months. Mr. Gaines responded that they were not expecting anything, but with COVID-19 it was hard to say. He stated that the next two months would be the most critical. They should stay conservative with their budget when possible. Councilor Lehmann mentioned that they had asked staff to take pay freezes or expenditure freezes. He asked if that was still necessary. Mr. Gaines told him that he was going to talk to Ms. Heath, and they hoped to lift the freezes.

Councilor Lehmann inquired into when TUF (Transportation Utility Fee) funds would be back on the agenda. Mayor Smith replied that they would talk about TUF funds at their retreat in February. He asked Councilors to contact him with anything they wanted to talk about there. They would also have Committee and Commission goals to go over.

Mr. Gaines first wanted to talk about the City debt refinancing. He noted that because of COVID-19 interest rates had gone down, which made refinancing better. Originally, they were going to refinance all the debt with a full faith in credit bond sale through DA Davidson. Mr. Gaines said that DEQ held three of their loans. They had been able to save \$2,160,000 in the life of those loans. The overall true interest cost was 2.84% on two USDA loans and two IFA loans and the Summit Bank loan for City Hall. With the DEQ they took all three and combined them into one. They did not extend the length of the loans so they would be due in 2026. All requirements for reserve funds were eliminated as a result. Mr. Gaines mentioned that information on the refinance would be included in the utility billing as a mini newsletter.

Councilor Lehmann asked if they were still going to build a new public works building. Ms. Heath responded that it was still on their list, but they wanted to get through COVID-19 first.

Councilor Lehmann wanted to know what was happening around the new wells. Ms. Heath said that the whole project was budgeted and moving forward. It was going into an engineering design phase and development might not begin until the summer. Mr. Harmon added that the plan was to have it all done sometime in the next fiscal year.

Mr. Gaines shared the revenue comparisons for the City of Coburg from November 30, 2019 and November 30, 2020. He emphasized that these numbers were not final. Overall, they exceeded revenue in most places. Mr. Gaines mentioned that the gas tax almost doubled.

Councilor Fox asked what caused the decrease in franchise fees. Mr. Gaines responded that it was most likely timing and due to COVID-19 conflicts.

b. Police Policy Process

Chief Larson thought it would be good to talk about police policy. He had sent out the policies that were being brought up a lot around the Country. He was unsure what people would want to talk about, so he opened the room to questions.

Councilor Alexander asked if the officers were outfitted well to follow policies. Chief Larson replied that training was their biggest issue. They trained on multiple interactive learning objectives (MILO) that day on when they should use force and when they should not. He contacted Crisis Assistance Helping Out On The Streets (CAHOOTS) and on January 9, 2021 they would be presenting on de-escalation. Chief Larson said that they received body cameras that year, which had helped a lot with use of force cases. They were currently working on updating their cars. They were \$2,000 short and the cars would just need to be repainted after purchase.

Councilor Lehmann wanted to hear more about the body cameras that they received. Chief Larson said that part of the cost of using them was public records requests and redactions. Since the City was hooked up to the Cloud now, it was less of a storage issue. Councilor Lehmann asked if each reserve officer would have a body camera on them when working. Chief Larson said that they would not. Each full-time officer and two extras for reserve officers. Councilor Lehmann asked when officers were supposed to have their body cameras on. Chief Larson replied that the officer was supposed to turn them on if they were doing anything that could potentially be reviewed, so there was some officer discretion.

Councilor McConnell asked if there was any way to get an organization like CAHOOTS in their City, or if they could get CAHOOTS to drive out to them. Chief Larson responded that they had talked to CAHOOTS about covering the Coburg area before, but they had limited funds which made it impossible. Councilor McConnell asked if they had any officers encounter COVID-19. Their officers had been good about following procedures.

Chief Larson talked about the three vehicle thefts that occurred the previous Sunday. He mentioned that prior to that they had a few other similar incidents. They had some information, with the help of other local jurisdictions, and were pursuing the issue.

Councilor Lehmann brought up the question of what was needed to get a 24/7 police operation in Coburg and how their contract with Harrisburg was going. Chief Larson said that he would talk to the Harrisburg City Administrator later that week. He noted that usually no one worked on Sunday, but they were looking to make that change. Originally it was looked at as a waste of resources. They got a new officer

on November 1, 2020 who usually worked nights They needed 4.3 officers to cover the City 24/7. Chief Larson said that most of his work was administrative, so they currently only had 3.5 officers.

Councilor Alexander asked if there was a proper amount of overtime in the police budget. Chief Larson replied that they did not, and only had \$5,000 for overtime. If they had any overtime, then they had to flux their hours later.

Councilor Lehmann brought up the written comment about the 15-mph speed limit and if anyone had taken up the request to use the radar gun. Chief Larson told him that people sign up at the beginning of COVID-19 for that, but it had to be canceled. They would have the class when possible. Councilor McConnell wanted to take part in the class. Mayor Smith asked if the speed tracker had been helpful. Chief Larson replied that they were still learning how to use it.

13. Council Comments

Councilor Lehmann wanted to know about the software expenditure of \$17,493 and where they were with that software. Ms. Heath said that was an annual bill. Councilor Lehmann thought that they approved additional financial software. Ms. Heath told him that they had but would need to do a request for proposal (RFP). The cost would be reflected in next year's budget.

Councilor Bell asked where the Whitaker development was at. Ms. Heath said that the developed decided to only develop part of the land so there would be 24 homes. They would be presenting to the Planning Commission that month.

14. Upcoming Agenda Items

Newly Elected Oath of Office
Council President Appointment
Fee Schedule Annual Update

15. Future Meetings

Heritage Committee – December 9, 2020
Planning Commission – December 15, 2020
City Hall Closed Christmas – December 25, 2020
City Hall Closed New Years Day – January 1, 2021
State of the City – January 12, 2021

16. Adjournment

Mayor Smith adjourned the meeting at 8:50 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Mayor and Council of the City of Coburg this 12th day of January, 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Park Tree Committee Appointments – New and Annual

Meeting Date: January 12, 2021

Staff Contact: Sammy Egbert, City Recorder

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

REQUESTED COUNCIL ACTION:

Consider the appointment of the voting members to the Parks|Tree Citizen Advisory Committee.

Suggested Motion: *"I move to recommend that Mayor Smith appoint Karen Coury, Tom Beatty, Coleen Marshall, Lonna Meston, Joe Morneau, Mary Mosier and Claire Smith as the seven voting member of the Park Tree Citizen advisory Committee for the calendar year 2021."*

CITY COUNCIL GOAL

General Operations

BACKGROUND

The Committee Bylaws require that in January Council meeting of each year, the City Council appoints voting members to the Parks/Tree Citizen Advisory Committee to serve on the committee for the upcoming calendar year. All terms expire on December 31th of each year.

The City Administrator has appointed Brian Harmon as the non-voting staff representative for the Committee.

It is recommended that following citizens be appointed as Voting Members for calendar year 2021:

- Karen Coury
- Tom Beatty
- Coleen Marshall
- Lonna Meston
- Joe Morneau
- Mary Mosier
- Claire Smith

PURPOSE

Appoint the citizens as listed to the Parks|Tree Citizen Advisory Committee for Calendar year 2021. This action is required by the committee bylaws.

BUDGET

N/A

RECOMMENDATION

Appoint citizens as listed to the Parks|Tree Citizen Advisory Committee for Calendar year 2021.

NEXT STEPS

The Committee will elect a Chair and Vice Chair at the January meeting.

Utilize the Parks and Open Space Master Plan as a guide to accomplish the goals as set for with in the plan.

Committee makes recommendations to City Council on matters pertaining to Parks, Trails, Street Trees and related facilities.

ATTACHMENTS

None

REVIEWED THROUGH:

Anne Heath, City Administrator

Sammy Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution 2021-01 SDC Annual Inflation Factor

Meeting Date: January 12, 2021

Staff Contact: Megan Winner, Planning Technician & Economic Development Assistant

Contact: 541-682-7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approve Resolution 2021-01 applying an annual construction cost inflation factor to existing system development charges.

Suggested Motion: "I move to approve Resolution 2021-01, a resolution applying an annual construction cost inflation factor to existing system development charges."

CITY COUNCIL GOAL(S)

Fiscal Stewardship

BACKGROUND

The City of Coburg approved Resolution 2006-08 directing the City to inflate Systems Development Charges annually, utilizing a standard construction cost inflator. Resolution 2021-01 is a resolution that if adopted, sets the construction cost index for the City of Coburg at a 1.7% increase as of January 1, 2021. Branch Engineering has researched the inflation factor providing the planning department with the percentage increase within the 20 city region average construction cost as has been used in the past to calculate the annual increase.

RECOMMENDATION AND ALTERNATIVES

Recommendation is to approve Resolution 2021-01, approving the annual inflation factor to be applied to City of Coburg existing inflation development charges.

BUDGET / FINANCIAL IMPACT

None at this time.

PUBLIC INVOLVEMENT

None.

NEXT STEPS

Upon approval of Resolution 2021-01, the City Administrator will finalize the System Development Charge forms for use by staff.

The City Administrator recently contracted with FCS to develop a new system development form which reflects updated national business codes and expanded use categories for land use. The new form also provides SDC fees for both residential and commercial on the same form. Prior to the form being designed, the City was utilizing two separate forms with outdated national codes and use categories.

ATTACHMENTS

- A. Draft Resolution 2021-01
 - B. System Development Charges FAQs
-

REVIEWED THROUGH:

Anne Heath, City Administrator

ATTACHMENT A

RESOLUTION 2021-01

A RESOLUTION APPLYING A CONSTRUCTION COST INFLATION FACTOR TO EXISTING SYSTEM DEVELOPMENT CHARGES.

WHEREAS, City of Coburg Resolution 2006-08 directs the City to inflate Systems Development Charges annually, pursuant to a standard construction cost inflator, and

WHEREAS, City of Coburg has chosen the November Engineering News Record 2020 City Average Construction Cost Index for this purpose, and

WHEREAS, City of Coburg last inflated its System Development Charge rates using the November 2019 cost index of 1.8%, and

WHEREAS, The November Engineering News Record 2020-City Average Construction Cost Index increase was 1.7%, and

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

Effective upon passage of this Resolution, the City's Systems Development Charges will increase to the following levels:

	Existing Level	New Level
Park SDC		
Residence	\$ 5861	\$ 5,961
Employee	\$ 878	\$ 893
Water SDC	\$ 5922	\$ 6023
Trans SDC	\$ 6633	\$ 6,746
Wastewater SDC	\$ 6734	\$ 6,848

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ____ for and ____ against, this 12th day of January, 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

ATTACHMENT B



Systems Development Charges FAQs

If you are applying for a building permit for development, system development charges (SDCs) may apply to your project. SDCs are one-time fees based on the proposed new use or increase in use of a property. They apply to both new construction and residential projects which increase impact to city infrastructure.

Note: Depending on the project, SDCs may increase a project's budget substantially. It is important to determine the impact of SDC fees as early as possible in the process. To do this, the City needs to know the proposed water meter size(s), septic system(s), type of use, and estimated number of employees in some cases.

There are four approved SDC charges; water, sewer, transportation, and parks. There is no storm water SDC at this time.

SDCs may be charged when:

- There is a change of use or occupancy
- Increased number of water meters (based on number of fixtures)
- Accessory Dwelling Units (ADU) are added
- Increasing the size of a water meter (based on number of fixtures)
- For special projects such as micro-housing

To calculate an estimate, the City needs to know the following: proposed water meter size(s), septic system(s), type(s) of use and square footage.

Alternate Rate and Fee Calculation

Transportation

If you want us to use trip generation rates other than those used in the City's transportation SDC Ordinance and Methodology, you must submit data certified by a professional traffic engineer and attach it to the application.

Parks

If you want us to use an alternate number of persons per dwelling unit than those used in the City's Parks SDC Methodology Study, you must submit analyzed and certified documentation by

a suitable and competent professional. Alternative SDC rate calculations must be based on analysis of occupancy of classes of structures, not on the intended occupancy of a particular new development.

Optional Credit for Providing Qualified Public Improvements

Transportation

If you want to reduce the amount of your Transportation SDC, you may make improvements to specific transportation facilities that exceed the minimum standard and which are part of the City's Capital Improvement Program for Transportation.

Parks

To reduce the amount of your Parks SDC, you may donate property or improvements to certain qualified park facilities that exceed the minimum standard and which are part of the City's Capital Improvement Program for Parks.

Timing and Method of Payment

The City will give you a calculation sheet for SDCs with your Building Permit. **Note:** Your SDC's will be reassessed on January 1st if your permit has not been issued.

When and how to pay for the SDCs.

- Pay by cash, check, money order or credit card at the time the City issues a building permit.
- Water SDCs are due when water services are purchased. Pay by check, money order or credit card.
- Request a payment plan of fee payment for bi-annual payments which require a payment agreement with the Finance Department. Interest shall accrue at 4% during the payment period.
- If payments are delinquent, the City records a lien on the benefited property. The lien remains in effect until the SDCs are paid in full. The City has the option of moving to collections.

If You Need Help:

If you need help with or have questions about your Systems Development Charge (SDC) please call the Planning Department at 541-682-7858 or planning@ci.coburg.or.us

Q&A

Q: How are SDCs calculated?

A: *Transportation:* the rate for each mode of transportation is based on the following: 1) amount of money the City needs to collect over the next 20 years to increase the City's transportation system to accommodate growth-related trips. 2) The projected City growth in the next 20 years. The SDC rate is multiplied by the number of trips your proposed land use generates based on nationally compiled statistics.

Parks: The rate is based on the type of building. Demolition credits may apply. Commercial SDCs only apply to new construction, not tenant improvements or change of use.

Water: the rate is based on the size of meter installed. Meter size is determined by the number of plumbing fixtures installed at the property. Fire lines are exempt from SDC fees.

Sewer: Rates are for either the class and number of residential units or related to the size of a commercial project. Sanitary rates are calculated from equivalent dwelling units (EDUs). Commercial EDUs are estimated from the number and type of plumbing fixture. A table of EDU equivalencies is available upon request from Utility Billing at 541-682-7850.

Stormwater: **There is no Stormwater SDC at this time.** However, these are usually based on the square feet of impervious area in the project and the number of trips the new property is expected to generate.

Q: How often do SDC rates change?

A: The charges are adjusted annually for inflation January 1st.

Q: Are there ways to reduce the SDC?

A: Transportation and Parks each offer an optional alternate rate and fee calculation.

Q: Are SDC credits available?

A: Credits for providing qualified public improvements are available. You must complete the correct credit form and attach it to the SDC form. Discretionary credits are only approved by City Council.

Transportation: Allows credits if you participate in constructing street improvements that exceed the minimum design standard.

Parks: Allows credits if you convey qualified property or facilities that exceed the minimum standard. The Coburg Loop Path is a Parks project.

Sewer: Gives credits for any EDUs purchased with prior use of the property or payment of the local improvement district assessment for wastewater (December 2014). Credits follow a property and are not transferable.

Water: Credit is applied towards the SDC fee of a new metered service. Credits are not transferable.

Q: Can I give or sell my SDC credits?

A: No.

Q: Are SDC exemptions or waivers available?

A: No. Not beyond what is legally allowed in the SDC Ordinance and Methodologies.

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: Resolution 2021-03, A Resolution Amending the Salary Scale and Approving Retro-Pay for Supervisory Staff of the City

Meeting Date: January 12, 2021

Staff Contact: Tim Gaines, Finance Director

Contact: 541-682-7870, Tim.Gaines@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Adopt Resolution 2021-03, A Resolution Amending the 2020-21 Salary Scale and Approving Retro Pay for the Supervisory Staff of the city.

Suggested Motion:

"I move to adopt resolution 2021-03, A Resolution Amending the 2020-21 Salary Scale and Approving the retro-pay of the supervisory staff of the City."

CITY COUNCIL GOAL

Responsible Fiscal Stewardship

BACKGROUND

During the 2021 budget season there was a concern regarding the effects of the Covid-19 emergency. As we did not know if the City would see a decline in revenues and thus have to make budget cuts, the supervisory staff declined the 2% COLA and step increases so that hourly staff would receive theirs. The Council accepted this with the direction that if the City revenues came in as expected, then they would consider the restoration of the supervisor COLA and step increases. It was agreed that the Finance Department would come back after the first of the year with a recommendation on this topic.

BUDGETED REVENUES

As of December 31, 2020, the revenue line items that most support the personnel costs of the City are all exceeding budget expectations by 5-10%. This includes the Property Tax Receipts, and Water, Sewer and Street utility receipts. It is expected that they will continue with this trend for the fiscal year of 2021.

The Cost of providing a retro pay for a 2% COLA for all supervisors and City Administrator will be approximately \$4,500. The cost of providing a retro pay increase to those employees who would have earned it by December 31, 2020 will be approximately \$2500.00. The overall

budget increase for providing for the COLA and the step increase for all eligible Supervisors at their anniversary will be approximately \$20,000. This includes an increase of 2% for the City Administrator who also declined an increase and did not receive one per her contract approved in November. This requires that the Council specifically approve this increase separate from the other supervisors as the contract language reads:

ADJUSTMENTS. Upon each anniversary of employment, the City Council shall review Employee's performance annually to determine annual merit salary increases. Employee shall also receive any cost of living adjustments (COLA) received by the administrative management employees of the City during the period of this Agreement.

The City Administrator's anniversary of employment is January 9.

These costs would result in a supplemental budget adjustment in the spring with a contingency adjustment required. The General Fund has \$250,000 budgeted in contingency.

There has been a concern raised that this is the second year that we have made an adjustment in January. While this is true, the two incidents are coincidental but largely unrelated.

In the 2020 budget year the Council requested that a higher COLA be paid out than was included in the budget. At that time the City budgeted a COLA that was average to other Cities, but was not the highest COLA paid out in any one City. The Council elected to go with a higher COLA and therefore requested that this be brought to them in January to consider.

In 2021, there was true concern as to how Covid-19 would affect the City. The Supervisors wanted to ensure that if Covid-19 put stress on the budget due to lower revenues, then the COLA and step increases of the hourly employees they manage would not be put at risk. Therefore, they elected as a team to not budget for COLA's and step increases for themselves. The Council agreed to this, but also agreed that they revisit this in January and would make a decision on re-establishing the COLA and Step Increase.

Making changes in January to personnel costs is not usual and should not be anticipated in future years.

RECOMMENDATION

Staff presents the following options to the City Council.

1. Approve Resolution 2021-03 as written
2. Approve Resolution with amendments to reflect Council's intentions for the retro-pay to staff and adjustments to Salary Scale.
3. Do not approve and the budget and salaries will remain as they are for supervisors for the remainder of fiscal year 2021.
4. Do not approve and direct staff to bring this report back at a later date.

5. The Council may elect to not include the City Administrator in Step Increase portion and to discuss it at a later date or at the next contract period.

Staff recommends that the COLA and the merit increase be approved for all eligible supervisory staff and the City Administrator.

NEXT STEPS

If option one is selected, then the Finance will move forward to provide retro pay to the City Supervisors including the City Administrator. In addition, supervisors who have not already passed their anniversary of employment will receive any scheduled one-step pay increases at the time of their anniversary.

ATTACHMENTS

Draft Resolution 2021-03
Draft Amended 2021 Salary Scale

REVIEWED THROUGH:

Anne Health, City Administrator
Sammy Egbert, City Recorder

RESOLUTION 2021-03

A RESOLUTION AMENDING THE SALARY SCALE AND APPROVING RETRO-PAY FOR SUPERVISORY STAFF OF THE CITY.

WHEREAS, the City of Coburg has adopted a salary and classification schedule in the June, 2020 for the 2021 Fiscal Year; and

WHEREAS, The Salary Scale did not reflect a 2% COLA Increase for supervisory positions due to concerns over the Covid-19 emergency and therefore is being amended to reflect a 2% increase in positions; and

WHEREAS, The City Council gave direction to revisit the reinstatement of the COLA and merit increases after the first half of the year based upon City successfully collecting revenues per budget; and

WHEREAS, The Council is also approving the 2% merit increase to the City Administrator per her contract agreement upon her anniversary; and

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

The amended Salary Schedule attached is hereby adopted as the Official Salary Schedule of the City of Coburg for Fiscal Year 2020-21.

The Council hereby reinstates the 2% COLA Increase to the Supervisory staff.

The Council hereby reinstates the 1-step merit increase (2%) to eligible Supervisory staff on the anniversary of their employment date.

The Council hereby grants a merit increase of 2% to the City Administrator per the contract requirement.

Adopted by the **City Council** of the **City of Coburg**, Oregon by vote of __ for and __ against this 12th day of January, 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

AMENDED
Salary and Classification Schedule

FY2020-21 with 2.0% C FOR ALL STAFF

Class	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Management															
City Administrator															
Negotiated Contract															
M5	Finance Director	31.52	32.15	32.80	33.45	34.12	34.80	35.50	36.21	36.93	37.67	38.43	39.19	39.96	40.76
		65,468	66,879	68,217	69,581	70,973	72,392	73,840	75,317	76,823	78,359	79,927	81,525	83,156	84,819
	Police Chief	35.50	36.21	36.93	37.67	38.43	39.19	39.96	40.76	41.59	42.43	43.27	44.14	45.02	45.92
		73,840	75,317	76,823	78,359	79,927	81,525	83,156	84,819	86,515	88,245	90,010	91,811	93,647	95,520
M3	Assistant City Administrator	31.52	32.15	32.80	33.45	34.12	34.80	35.50	36.21	36.93	37.67	38.43	39.19	39.96	40.76
		65,565	66,877	68,214	69,579	70,970	72,389	73,837	75,314	76,820	78,357	79,924	81,522	83,153	84,816
	Public Works Director	30.51	31.12	31.74	32.37	33.02	33.68	34.36	35.04	35.74	36.46	37.19	37.93	38.69	39.46
		63,453	64,723	66,017	67,337	68,684	70,058	71,459	72,888	74,346	75,833	77,349	78,896	80,474	82,084
M2	Court Administrator	23.17	23.64	24.11	24.59	25.08	25.59	26.10	26.62	27.15	27.70	28.25	28.81	29.39	29.98
		48,203	49,167	50,150	51,153	52,176	53,220	54,284	55,370	56,477	57,607	58,759	59,934	61,133	62,355
	City Recorder	25.08	25.58	26.09	26.62	27.15	27.69	28.25	28.81	29.39	29.97	30.57	31.19	31.81	32.45
		52,170	53,213	54,277	55,363	56,470	57,599	58,751	59,926	61,125	62,348	63,594	64,866	66,164	67,487
Non-Exempt	8 Planner/Development	24.85	25.35	25.86	26.37	26.90	27.44	27.99	28.55	29.12	29.70	30.29	30.90	31.52	32.15
		51,691	52,725	53,780	54,855	55,952	57,071	58,213	59,377	60,564	61,776	63,011	64,272	65,557	66,868
12 Police Officer 2		29.42	30.01	30.61	31.22	31.85	32.48	33.13	33.79	34.47	35.16	35.86	36.58	37.31	38.06
		61,194	62,417	63,664	64,939	66,238	67,563	68,914	70,292	71,698	73,132	74,595	76,087	77,608	79,160
11 Police Officer 1		22.74	23.19	23.66	24.13	24.61	25.11	25.61	26.12	26.64	27.18	27.72	28.27	28.84	29.42
		47,299	48,245	49,210	50,194	51,198	52,222	53,267	54,332	55,419	56,527	57,657	58,811	59,987	61,187
10 Public Works Operation III		21.85	22.29	22.73	23.19	23.65	24.12	24.61	25.10	25.60	26.11	26.64	27.17	27.71	28.27
		47,299	48,245	49,210	50,194	51,198	52,222	53,267	54,332	55,419	56,527	57,657	58,811	59,987	61,187
9 Utility Billing Clerk		18.39	18.76	19.14	19.52	19.91	20.31	20.71	21.13	21.55	21.98	22.42	22.87	23.33	23.79
		38,251	39,021	39,801	40,597	41,409	42,237	43,082	43,944	44,823	45,719	46,633	47,566	48,517	49,488
9 Administrative Assistant III		18.39	18.76	19.14	19.52	19.91	20.31	20.71	21.13	21.55	21.98	22.42	22.87	23.33	23.79
		38,251	39,021	39,801	40,597	41,409	42,237	43,082	43,944	44,823	45,719	46,633	47,566	48,517	49,488
8 Police Clerk		19.51	19.90	20.30	20.70	21.12	21.54	21.97	22.41	22.86	23.32	23.78	24.26	24.74	25.24
		40,581	41,392	42,220	43,065	43,926	44,804	45,701	46,615	47,547	48,498	49,468	50,457	51,466	52,496
7 Accountant		18.76	19.14	19.52	19.91	20.31	20.71	21.13	21.55	21.98	22.42	22.87	23.33	23.79	24.27
		39,021	39,801	40,597	41,409	42,237	43,082	43,944	44,823	45,719	46,633	47,566	48,517	49,488	50,478
6 Public Works Operator 2		17.73	18.08	18.45	18.82	19.19	19.58	19.97	20.37	20.77	21.19	21.61	22.05	22.49	22.94
		36,878	37,616	38,368	39,136	39,918	40,717	41,531	42,362	43,209	44,073	44,955	45,854	46,771	47,706
5 Planning Tech		16.39	16.72	17.05	17.39	17.74	18.10	18.46	18.83	19.20	19.59	19.98	20.38	20.79	21.20
		34,091	34,773	35,468	36,178	36,901	37,639	38,392	39,160	39,943	40,742	41,557	42,388	43,236	44,101
4 Public Works Operator 1		15.83	16.15	16.47	16.80	17.13	17.48	17.83	18.18	18.55	18.92	19.30	19.68	20.08	20.48
		32,926	33,585	34,257	34,942	35,641	36,353	37,080	37,822	38,579	39,350	40,137	40,940	41,759	42,594
4 Administrative Assistant II		15.83	16.15	16.47	16.80	17.13	17.48	17.83	18.18	18.55	18.92	19.30	19.68	20.08	20.48
		32,926	33,585	34,257	34,942	35,641	36,353	37,080	37,822	38,579	39,350	40,137	40,940	41,759	42,594
3 Administrative Assistant I		14.92	15.22	15.52	15.83	16.15	16.47	16.80	17.14	17.48	17.83	18.19	18.55	18.92	19.30
		31,034	31,654	32,287	32,933	33,592	34,264	34,949	35,648	36,361	37,088	37,830	38,586	39,358	40,145
3 Public Works Worker		14.92	15.22	15.52	15.83	16.15	16.47	16.80	17.14	17.48	17.83	18.19	18.55	18.92	19.30
		31,034	31,654	32,287	32,933	33,592	34,264	34,949	35,648	36,361	37,088	37,830	38,586	39,358	40,145
2 Temporary Administrative I		12.00	12.24	12.48	12.73	12.99	13.25	13.51	13.78	14.06	14.34	14.63	14.92	15.22	15.52
		24,960	25,459	25,968	26,488	27,018	27,558	28,109	28,671	29,245	29,830	30,426	31,035	31,655	32,288
1 Reserve Officer On-Call officer only (50 hours PY)		15.99	16.31	16.64	16.97	17.31	17.65	18.01	18.37	18.73	19.11	19.49	19.88	20.28	20.68
		33,259	33,924	34,603	35,295	36,001	36,721	37,455	38,204	38,968	39,748	40,543	41,354	42,181	43,024



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Intergovernmental Agreement with City of Harrisburg to Provide Law Enforcement Services

Meeting Date: January 12, 2021
Staff Contact: Larry Larson, Chief of Police
Contact: 541-682-7855, larry.larson@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Suggested Action: I move we approve the City Administrator and the Chief of Police to negotiate and sign the renewal of the Intergovernmental Agreement with the City of Harrisburg to Provide Law Enforcement Services.

CITY COUNCIL GOAL (S):

Fiscal responsibility

BACKGROUND

In September, 2019, the Council approved an IGA (Intergovernmental Agreement) with the City of Harrisburg to provide Police services. At that time the contract reflected a pilot program in which both agencies agreed to test an inter-agency agreement, and to see how successful it would be.

The Chief of Police and the City Administrator met with Harrisburg officials in late December. At that meeting, Harrisburg representatives expressed great pleasure in how the program is working and feel it has been very successful. They expressed a hope to expand the program for 10 more hours with a focus on ordinance enforcement.

The program as it stands is for 25 hours per month at \$51.00.

The \$51.00 was reached at combining the chargeable rates of all officers including reserves. We then averaged it to one chargeable rate. This decision was based on the intention that there would be some full-time officer patrols, but the majority would be reserve officers.

After the first year in the contract we have found that more full-time officer hours, as well

as the Chiefs time was spent in Harrisburg. This is due to the lack of availability of the reserve officers, as well as the Chief spending time monitoring and reporting to Harrisburg on the program.

The Chief and City Administrator have agreed to use the same computation while including the Chief's salary. This new chargeable rate is \$64.00 per hour which is the dollar figure we have given Harrisburg for the new contract year. Harrisburg is reviewing this within a work session with their Council and will also be bringing the IGA to their council for approval in the coming weeks.

RECOMMENDATION AND ALTERNATIVES

Staff recommends that the Council approve the City Administrator and Chief to negotiate and sign the renewal of the IGA with Harrisburg.

The alternative is to not approve moving forward, the contract will expire, and we will no longer provide police services to Harrisburg.

BUDGET / FINANCIAL IMPACT

The budget impact would be influenced by both the revenues and expenses of providing these services.

PUBLIC INVOLVEMENT

None at this time

NEXT STEPS

1. Receive feedback from Harrisburg regarding the pricing and changes to the contract
 2. Agree upon a final contract
 3. Signature of both agencies to move forward.
-

ATTACHMENTS

None

REVIEWED THROUGH:

Anne Heath, City Administrator

DRAFT
INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES

CITY OF HARRISBURG/CITY OF COBURG

THIS AGREEMENT is made and entered by and between the CITY OF HARRISBURG hereinafter called HARRISBURG, a municipal corporation of the State of Oregon, and the CITY OF COBURG, hereinafter called COBURG, a municipal corporation of the State of Oregon.

WITNESSETH

WHEREAS, Harrisburg is desirous of contracting with Coburg for the performance of the hereinafter described law enforcement traffic enforcement functions within the boundaries of Harrisburg by Coburg thereof, and;

WHEREAS: Both cities desire to provide mutual support and assistance in furnishing quality and cost-effective municipal services to our respective residents, as well as an enhanced emergency response.

WHEREAS: Representatives of both cities shall meet during the month of December 2021, or at other mutually agreed time(s), to measure the success and mutual benefit of this IGA with due consideration of all necessary amendments to this agreement as well as possible expansion of this agreement to encompass additional, joint municipal services in 2021 and beyond.

WHEREAS, Coburg has agreed to tender such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of ORS 190.010.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **TERM:** The term of this agreement shall be 18 months, commencing January 1, 2021 and terminating June 30, 2022, except as may be extended and amended as mutually agreed or terminated in accordance with Section 8 of this agreement.
2. **COMPENSATION:** Harrisburg shall pay to Coburg for such law enforcement services as provided herein as follows:

- a. Costs for this period. Payments shall be made in equal quarterly installments.

<u>ANNUAL CONTRACT</u>	<u>BASE HRS/MONTH</u>	<u>HOURS/</u>	<u>HOURLY RATE</u>
<u>Jan 1,2021 - June 30,2022</u>	<u>35</u>	<u>YEAR</u>	<u>\$51.00 average-</u>
		<u>420</u>	<u>hourly rate-TBD</u>

COBURG RECOMMENDED RATE IS \$64.00

- b. In the event an incident within Harrisburg requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Harrisburg to exceed the 35-hour month average, Harrisburg shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrators shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.
3. **ADDITIONAL HOURS:** Additional hours may be requested by Harrisburg to cover special events or patrols. Such requests shall be made in writing to Coburg no less than 30 days prior to the event or patrol. Coburg shall make reasonable accommodations to cover these additional hours. Unless prior arrangements are made and agreed to by both parties in writing, Harrisburg shall pay for such services at the average hourly rate listed above. Additional hours available for special events will be based solely on the availability of Coburg officers to cover such event.
4. **POLICE RESPONSIBILITIES:** The Linn County Sheriff's Department still provides police services to Harrisburg. Coburg agrees to provide police traffic and code enforcement services within the corporate limits of Harrisburg to the extent and in the manner herein set forth below. The police services shall encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a city police department. Such services shall include enforcement and investigations involved in the field of public safety, criminal law enforcement, or related fields within the legal power of the Chief of Police to so provide and shall be provided in conformance with the standards generally accepted within the policing profession. The law enforcement services provided by Coburg shall include the following:
- a. Traffic Patrols. Police patrols with a minimum of 25 hours dedicated to traffic enforcement per month and up to a maximum of 10 hours per month of crime prevention and code enforcement patrol. Patrols shall be conducted on both a regular and irregular basis or as specifically requested by Harrisburg. The 25 hours dedicated to traffic enforcement will be in marked police vehicles.
 - b. Code Enforcement. Coburg officers shall perform miscellaneous code enforcement functions for the City of Harrisburg, as described in HMC Titles 6, 8, 9, and 10, in coordination with the Harrisburg Code Enforcement Officer. City code enforcement functions shall include, among others:
 1. reporting possible code violations.

- 2. delivering written violation notices and citations to responsible party(ies).
- 3. make initial contact and investigate possible code violations as requested by the Code Enforcement Officer.
- 4. all code enforcement-related activities and functions shall be at the direction of the Harrisburg Code Enforcement Officer who shall have the authority to reduce or eliminate Coburg Police code enforcement functions in Harrisburg.

- c. Travel time shall be charged at a rate of 15 minutes total per roundtrip to Harrisburg.
- d. Immediate and appropriate response to calls, subject only to necessary priorities caused by concurrent matters. Priority non-traffic enforcement calls should go to Linn County Sheriff. Coburg will respond to these calls when requested by the Linn County Sheriff or Harrisburg staff and as priorities allow. Harrisburg will need to make the decision as to whether they wish to count the time spent on a priority non-traffic call as part of the 25 hours per this agreement, or if they wish to pay the City of Coburg for the officer time spent per the 'Average' hourly rate as established in Section 2 of this agreement.
- e. Provide a written report to Harrisburg on or before the 10th day of each month following the end of the quarter setting forth the actual number of calls for service and number of citations and arrests for the previous quarter. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as may be necessary and as requested by Harrisburg or Coburg.
- f. Conduct spot radar enforcement as necessary to alert drivers of speed limits during normal duty hours. In addition, Coburg shall furnish Harrisburg a summary traffic survey, not later than June 30, 2021, documenting the type, frequency and severity of traffic violations noted by Coburg officers and/or traffic survey equipment. The Coburg Police Chief will work with the Harrisburg staff to define the scope and delivery of a traffic survey. If the traffic survey scope and delivery is outside of the allocated 25 hours, then the City of Coburg will be reimbursed for the additional hours at the standard hourly charge established in Section 2 (a) of this agreement.
- g. Prosecution of misdemeanors and infractions in Harrisburg Municipal Court as set forth in Section 6 of this Agreement. The Harrisburg Municipal Court normally convenes on the second Wednesday of every month. Citations issued in the prior month shall be delivered to, or otherwise made available, to the Harrisburg Court Clerk not later than last day of that month.

- h. Advise City officials of situations encountered by patrolling officers that may affect the health, safety and welfare of residents and visitors, including inadequate, missing or broken traffic or safety signs;
- i. Advise City officials of the need for new ordinances or revisions to existing ordinances to address changes in state legislation and/or law enforcement concerns;
- j. Assist the City Administrator in preparing responses to queries from County, State and other jurisdictions in matters relating to law enforcement needs and activities, jail facilities, reports and similar matters;
- k. Maintain close liaison with City officials concerning law enforcement matters;
- l. Upon request, attend Harrisburg City Council meetings in April, July, October, and December of 2021, and April of 2022, and such other meetings as may be appropriate, and as may be mutually agreed.
- m. Assist victims and witnesses at the crime scene;
- n. Preserve crime scenes;
- o. Retain evidence;
- p. All original reports shall be maintained by the Coburg police department and made available upon request in accordance with state law;
- q. Administration. The Coburg Chief of Police shall be under the administrative direction of the City Administrator of the City of Coburg and shall exercise all authority vested in that office.
- r. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder. Harrisburg shall supply support for Coburg when able including but not limited to a 'Ready Room', emergency vehicle towing and repair, and other miscellaneous support of Coburg officers while within Harrisburg city limits or in transit to or from Coburg.
- s. Coburg and Harrisburg shall cooperate and coordinate with the preparation and dissemination of public information to help citizens of both communities better understand the role, benefits, and limitations of this agreement.

5. **ADDITIONAL ASSOCIATED PUBLIC SAFETY SERVICES:** As noted in Section 4.c. of this Agreement, Harrisburg may at times request associated public safety services typically performed by a city police department but not directly related to traffic enforcement. Coburg will reasonably endeavor to provide these services to the best of its ability, subject to availability of personnel and other limiting factors. These services will not be counted towards the 25 monthly hours and Coburg shall be reimbursed at the average hourly rate established in Section 2 of this agreement.

6. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Coburg.
 - a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Coburg employees and all persons employed hereunder shall have City pensions, salary, worker's compensation and any status or rights under the provisions of City employment paid for by Coburg.
 - b. Harrisburg shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Coburg personnel performing services hereunder for Harrisburg or any liability other than that provided for in this agreement. Except as otherwise herein specified, Harrisburg shall not be liable for compensation or indemnity to any Coburg employee for any injury, or sickness arising out of his or her employment.

7. **COURT:** Upon request of the Harrisburg Municipal Court Judge or Clerk, Coburg may provide a bailiff for the Harrisburg Municipal Court who shall be present whenever the Court is in session. An Officer scheduled to testify at Court may serve as Bailiff. If Harrisburg elects to have an officer at Court, then Harrisburg shall pay for such services at the average hourly rate listed above. Hours served as Court Bailiff shall be in addition to the 25 hours of traffic patrol described in Section 4 a.

8. **DISPUTE RESOLUTION:** Specifically, the Administrators shall attempt to resolve any disputes between the cities concerning the terms of this agreement and the performance thereof and may recommend that the cities enter into mediation or arbitration if the Administrators are unable to resolve a dispute matter. The type and quality of service shall be reviewed annually by the respective councils.

9. **TERMINATION:** This agreement may be terminated by either city at- any time upon giving 30 days written notice of their intent to do so. Termination of this agreement may also be made by 24-hour emergency email notice by Coburg to the Harrisburg City Administrator and/or Asst. City Administrator, or notice by Harrisburg to the Coburg City Administrator in the event of an unforeseen or an urgent or emergency situation. These include, but are not limited to, the necessary allocation of City Coburg personnel or equipment elsewhere, a financial exigency, or other pressing City Coburg need as determined by the Coburg City Administrator or Harrisburg City Administrator.

- IN WITNESS WHEREOF**, this instrument has been executed in duplicate pursuant to resolutions heretofore duly and legally adopted by each of the parties hereto.

CITY OF HARRISBURG

Bobby Duncan, Mayor Date

John Hitt, Date
City Administrator



COBURG CITY COUNCIL ACTION/ISSUE ITEM

Topic: Zoning Code Review Ad-Hoc Committee Appointments

Meeting Date: January 12, 2021

Staff Contact: Megan Winner, Planning Tech & Economic Development Assistant

Contact: 541-682-7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Recommend to appoint Councilor Patty McConnell, Councilor John Fox, Planning Commissioner Marissa Doyle, Planning Commission Chair Paul Thompson, local business owner Alan Wells, citizens at large Cathy Engebretson, and Jerry Behney to the Zoning Code Review Ad-Hoc Committee.

Recommended Motion: I move to recommend Mayor Smith appoint Councilors Patty McConnell and John Fox, Planning Commissioner Marissa Doyle, Planning Commission Chair Paul Thompson, Local Business Owner Alan Wells, Citizens at Large Cathy Engebretson and Jerry Behney to the Zoning Code Review Ad-Hoc Committee.

POLICIES OR CITY COUNCIL GOAL(S)

- Livability, Health, and Vitality
 - Utilities & Infrastructure
 - Strategic Planning
-

BACKGROUND

On November 17, 2020, the City Council held a work session to receive and discuss the final report from Urban Collaborative for the Coburg Build Out Scenario Survey. During the meeting the Council discussed and gave staff direction to create an advisory committee to identify and recommend zoning code changes. The direction was to create a committee comprised of up to seven voting members made up of:

- 2 City Councilors
- 2 Planning Commissioners
- 1 Local Business Owner
- 2 Citizens at Large

On December 8, 2020 the City Council approved the formation of the committee by Resolution 2020-22: A Resolution Creating a Zoning Code Review Ad-Hoc Committee. Resolution 2020-22 specifies the membership, function, and temporal duration of the Committee.

The Zoning Code Review Ad-Hoc Committee will cease to function upon the successful completion, recommendation, and presentation of a draft report on recommended development code changes to City Council. If it is deemed necessary that there is additional work of the Committee needed in order to pursue additional changes, or activities or community meetings to receive additional citizen input, the Committee may continue to function until such activities are completed.

RECOMMENDATION AND ALTERNATIVES

1. Appoint Councilors Patty McConnell and John Fox, Planning Commissioner Marissa Doyle, Planning Commission Chair Paul Thompson, Local Business Owner Alan Wells, Citizens at Large Cathy Engebretson and Jerry Behney to the Zoning Code Review Ad-Hoc Committee.
 2. Do not appoint members to positions. This action would result in the positions being vacant.
 3. Taking no action would result in the positions being vacant.
-

BUDGET / FINANCIAL IMPACT

The financial impact of this action is negligible.

PUBLIC INVOLVEMENT

1. Public input as invited by the Committee.
 2. Public hearing citizen comment at the time of code change adoption.
-

NEXT STEPS

If the members listed above are appointed, the Committee will be established and can begin work.

ATTACHMENTS

None.

REVIEWED THROUGH

Anne Heath, City Administrator

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: January 12, 2021

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 December, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

Covid-19 Management

- Vaccines have been made available to the Police Department only at this time and we wait for word on vaccines for other essential employees. With the availability of vaccines comes new policy that had to be considered for the City having to do with an employee's right to refuse a vaccine. With the help of CIS, new waiver forms have been developed and disbursed to employees with an information packet. Whether or not an employee accepts or waives their right to a vaccine is protected by HIPPA (Health Insurance Portability and Accountability – privacy act).
- Lane County continues to be on the "Extreme" list and therefore the City continues to be closed to the public. Supervisors who were working from home have returned to the City as of January 4th. All are working in their own offices and strict social distancing and mask requirements are in effect for the building.
- All public meetings will continue to be by zoom until the County is able to move from the extreme category.
- All staff training required by OSHA has taken place and all employees have earned certificates of training.

WATER PROJECT UPDATE

- **Next Steps:**

- Design of I-5 Bore/Roberts Road Connect to Water System
- Survey and Design of water line to reservoir
- Survey and Design of water line from well site to Van Duyn Street
- Well Development at Stallings Lane Site – Spring, 2021

Johnny Diamond Park – The parking spot was inspected by a licensed inspector for ADA and it was determined that it is not in compliance and did not pass inspection. The City continues to work with the contractor determine alternatives and move forward to correct it.

Economic Development – The Main Streets Program has gotten underway with several established committees. City employee Megan Winner will be moving forward as the designated Main Streets Coordinator.

Planning Position – City Administrator has developed a new position description that reflects the planning needs of the City of Coburg. The position will be posted by January 15th and remain open for one month. It is the intention to hold interviews in the month of March and have a new Planner on board by late spring.

Council Retreat – The City Council retreat will be held on Saturday, January 6th tentatively from 9-3. Staff are working on written reports that reflect the goals and priorities of the departments they manage. It is anticipated that these will be delivered to the Council no later than Monday, January 25th. These will be in written form collected in a binder. However, Council may also receive them electronic form much as the Council is now receiving their packet. New this year is goals and priorities of the Citizen Committees. City Administrator and Mayor are working with the Committees to try set goals and priorities prior to the Council session.

Transportation Plan Update – The City is moving forward with the update of the transportation plan. City Administrator is working with regional partners to identify shared interests that are reflected in Coburg transportation. These include the east-west connector, as well as transportation in and out of the current residential Urban Growth Boundary. A work plan and timeline for this project will be available to City Council very soon.

Planning Commission Work Session - The Planning Commission held a work session in December to discuss possible changes and/or variances for side-yard set-back in the historic district. The discussion reflected a concern of very small lots that limit an owner's ability to add-on or remodel homes. It was decided that they would refer the topic to the newly formed development code ad-hoc committee for consideration.

Upcoming Meetings

ALL MEETINGS TO BE HELD BY ZOOM

Heritage Committee – 1/13/2021 – 6:00 p.m.
 Park & Tree Committee – 1/19/2021 – 6:00 p.m.
 Planning Commission – 1/20/2021 – 7:00 p.m.
 State of the City – 1/26/2021 – 6:00 p.m.
 Finance/Audit Committee – 1/28/2021 – 5:30 p.m.
 Council Retreat – 2/6/2021 – 9:00 – 3:00 (Tentative Time)

City Hall Holiday Closures

Martin Luther King Holiday – 1/18/2021
 President's Day Holiday – 2/15/2021

DEPARTMENTS AND OPERATIONS

City Recorder/Administration

- COVID-19 in the front office-
 - Door remains locked to public. Erin helps several customers though out the day who come to the door for City, Police or Court business. She does a great job getting them in touch with whom they need, processing payments through the drop slot, etc.
 - Recruitment to fill the administrative assistant position will start as soon as COVID-19 restrictions allow. Workload demands the hire happen sooner than later.
 - Filing and retention project is on hold until additional support staff is hired to assist with workload.
 - All public meetings and most administrative meetings are being held virtually by Zoom.
- Utility Billing this month
 - Created forms and process sheets to launch the new "Leak Adjustment Policy"
 - Continue auditing water meters. We are working with Public Works and auditing consistency
- Cash receipts are always busier for the administration staff in January / February. Erin is processing all the payments received from annual sewer LID and Business License renewals.
- General Election completed. Mayor Smith and Councilors Bell, Blain and Fox have taken the Oath of Office.
- Recorded System Development Charge payment property agreements with Lane County
- Multiple Land Use mailings and notice.
- Zoom Meeting coordination for six public meetings and many administrative meetings
- Preparing 2021 public meetings retention files electronic and paper.

- Working with Mayor and City Administrator to prepare for State of the City and City Council retreat

Finance

- **See Finance Report under separate tab**

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Application(s) deemed complete;
- LLA 02-20: Application for lot line adjustment on E Lincoln Way deemed complete;
- LLA 03-20: Application for lot line adjustment on E Mill St received and deemed complete;
- SUB-02-20: Application for tentative subdivision (26 residential lots plus one unsubdivided remainder lot) approved with conditions, findings to be brought back and adopted by Planning Commission at January meeting;
- VR 02-20: Application for variance to place a carport within the side-yard setback on Rustic Ct. approved;
- 5 Structural/Plumbing/Mechanical/Electrical Permits issued in December;
- Heritage Committee successfully completed goal development for 2021 via its first Zoom meeting;
- Supported community partners for Christmas in Coburg including the Chamber of Commerce Holiday Light & Display Contest and community bell-ringing; Main Street Program scheduled to reconvene and launch in Coburg by end of January;

Public Works

- **Streets and ROW.**
 - **Pot Holes**
 - Fixed some holes on Roberts Rd.
 - **Leaf Pickup**
 - Zone 1 and Zone 2 have been completed. Soon the last zones will also be completed. Crews will then be going back through to finish out 2020 leaf pickup.
- **Water Utility**
 - **Projects**
 - Zoom meeting with the residents of Diamond Ridge regarding the new reservoir. They had questions and gave some good feedback for us.
 - **Leaks**
 - Helped a couple customers with locating leaks.
 - **Training**
 - Crews took part in training on water main leaks.
- **Sewer Utility**
 - **Collections**

- **Pumping**
 - 8 tanks were pumped
 - **Inspections**
 - 14 inspections
 - **Callouts**
 - 7 callouts
- **Treatment Plant**
 - **Violations**
 - We had an equipment malfunction that caused the chlorine residual to exceed the limit of .1mg/l. the level was detected at .17mg/l. DEQ was notified. Issue was fixed and is back to operating as normal.
 - **Maintenance at Treatment Plant**
 - Rocked driveway
 - Chemical pumps annual maintenance
 - Drum screen repair
 - **Training**
 - Crews performed their COVID-19 OSHA training
 - Crews took part in approximately two days of sewer training including math and lab training.
- **Parks Dept.**
 - **Parks and Tree Committee**
 - Had their first Zoom meeting and it went well. The Committee is getting their 2021 priorities and their 2020 report ready for the City Council Retreat prepared.
- **Misc.**
 - **Locates**
 - 10 locates
 - **Christmas Decorations @ Pavilion Park and City Hall**

Municipal Court

- **December 2020 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for December 1, 2020 (NOT HELD DUE TO CITY HALL BEING CLOSED TO PUBLIC) Court Date: 20
 - **December 2020 Court Receipts Including Collections,**
 - **Total Fines:** \$6,784.32 (total monies taken in for the month, nothing deducted), *compared to \$ 10,332.53 in December of 2019*
 - **Net Fines:** \$ 2,512.00 (City share only, NOT including collections), *compared to \$7,740.55 in December 2019*

○ **December 2020 Professional Credit Service Collections:**

- **Total Collection Revenue:** \$ 4,272.32
compared to \$2,591.98 in December 2019
- **Turned over to collection:** \$15,039.00
compared to \$21,501.50 in December 2019

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: February 16, 2021 Regular Court Session
January 25, 2021 Jury Trial**
- **December 2020 & January 2021 court sessions continued due to COVID and City Hall closure to public**
- **Court has 4 jury trials scheduled in 2021**

Police Department

- Officers assisted the fire department with a vehicle fire. Two brand-new semi-trucks burned in the fire. The loss was valued at \$340,000
- Officers responded to an abandoned vehicle in the middle of the roadway. The vehicle was towed due to being a traffic hazard. Approximately eight hours later officers contacted a female having a mental health issue. We were able to contact the female's mother in southern California. Officers arranged for the female to stay in a motel while the mother flew up from California. The next morning officers picked up the mother from the Eugene Airport and reunited her with her daughter so they could get her the proper help.
- Officers arrested a male for five counts of violation of a restraining order
- Officer participated in MILO range simulator training
- Officers arrested a subject on outstanding warrant for theft
- Officer assisted the fire department with a vehicle fire on Interstate 5. A car being towed by a tow company caught on fire. The vehicle was totally consumed by the fire. No one was hurt
- Officer arrested a male for failing to register as a sex offender and outstanding warrants
- Officer took in a found bicycle
- Officers took a report for theft by receiving. The suspect was able to obtain a \$1,000 gift card from Target using the victim's information
- Officer investigated a physical harassment call at the Shell gas station. Several subjects were arguing over a motor home. The suspect fled prior to our arrival
- Offices took a report of a vehicle being broken into on S. Skinner. A firearms was stolen

- Offices took a report of theft by receiving. A suspect was able to obtain a new cellular phone and phone service in the amount of \$1,999 using the victim's information
- Officers took a report of a burglary at the Truck and Travel. Lawn equipment was taken from an enclosed storage area
- Officers investigated a motor vehicle crash on North Industrial Way. A male crashed into a tree and was transported to the hospital with a head injury
- Officers investigated a possible child neglect of a child being left in a vehicle. It was determined to be unfounded
- Officers investigated a physical harassment at Premier RV Park. A suspect was issued a citation
- Officers took a report of two vehicles being broken into. Several hand tools were taken
- Officer took a report for a stolen Ford pickup from Premier RV Park.

Upcoming Events:

- No events



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: FINANCE DEPARTMENT MONTHLY REPORT

Meeting Date: January 12, 2021
 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

2020-21 City Council Goals:

- Fiscal Stewardship

ANALYSIS

Important notes regarding the month ended October 31, 2020

- October is the 4th month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 33% of budget with each.
 - Whole City Revenue received \$1,196,513 or 17% of budgeted, however, taxes are not received until November or December. Compared to \$1,166,904 last year at October month end.
 - Whole City Expenses are \$1,592,912 which is 23% of budgeted. Compared to \$1,522,114 last year at October month end.
 - There is a 6% difference between Revenues received and Expenditures.
- All Funds, General, Streets, Water, Sewer are operating within their budgets.
- As of December 31, 2020, tax receipts were \$769,967 which exceeds the budget for current taxes to be received. The City budgeted extremely conservatively in order to anticipate possible shortages due to covid-19. We are not seeing those shortages at this point.
- Sewer and Water Fees are slightly exceeding budgeted revenues. Currently Water User Fees are at approximately 42% and Sewer User Fees are at approximately 36%.
- 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.
- As we are only four 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.

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

- Review Audit
- Water Project Reimbursement
- Budget Preparation

ATTACHMENTS

- A. Cash on Hand
 - B. Checks written list for October 2020
 - C. Budget Performance Analysis – General Fund
 - D. Full City Revenue and Expense charts
 - E. Fund Total sheets – From Springbrook
 - F. Bank Statements
-

REVIEWED BY:

Anne Heath, City Administrator

CITY OF COBURG

October 31, 2020 Fiscal Year 2021

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	139,459	276,331			21,638				437,428
PD Drug Educ.									-
Park Cap	69,453		44,645	Park SDC					114,098
STREET 003	180,815	211,148	406,898	Street SDC					798,861
WATER 004	1,014,039	150,592	48,336	Water SDC					1,212,967
SEWER 005	467,279		899,823	Sewer SDC					1,394,241
SEWER DEBT	430,083				27,139	Membrane Replace	87,104	Sewer Debt Res	551,297
EVIDENCE					34,110	Sewer Debt Reserve		100	100
TOTAL	2,301,128	638,071	1,399,702		82,887		87,104	100	4,508,992

CIP SDCs

Cash Balance 10/31/2020	\$4,508,992
Cash Balance 10/31/2019	\$4,859,125
Difference	(350,133)

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

Accounts Payable

Checks by Date - Summary by Check Date

User: Tim Gaines
Printed: 1/5/2021 4:30 PM



Item 10.

Check No	Vendor No	Vendor Name	Check Date	Check Amount
86134	AMRS	AmeriSpec	10/06/2020	455.00
86135	CLW	Community LendingWorks	10/06/2020	31,500.00
86136	OffDep	Office Depot Credit Plan	10/06/2020	295.53
86137	Summit	Summit Bank	10/06/2020	3,492.82
86138	OSGP	Voya-Oregon Savings Growth Plan	10/06/2020	200.00
Total for 10/6/2020:				35,943.35
86139	RVLIFE	RV Life	10/08/2020	9,500.00
Total for 10/8/2020:				9,500.00
86140	ANA165	Analytical Laboratory Group	10/15/2020	337.00
86141	BRA344	Branch Engineering	10/15/2020	29,607.76
86142	CAR476	Carquest Auto Parts	10/15/2020	42.40
86143	CasCol	Cascade Columbia Dist Co	10/15/2020	3,213.58
86144	CenLin	CenturyLink	10/15/2020	47.08
86145	CINTA	Cintas Corporation	10/15/2020	62.00
86146	CityCott	City of Cottage Grove	10/15/2020	14,257.50
86147	CTX	Copytronix	10/15/2020	1,344.86
86148	DOCU	DocuTRAK Imaging, Inc.	10/15/2020	29.00
86149	EDMS	EDMS	10/15/2020	386.12
86150	EME131	Emerald People's Utility	10/15/2020	60.72
86151	FCSG	FCS Group	10/15/2020	87.50
86152	Gene	Gene Stringfield Bldg Mat Co	10/15/2020	1,265.04
86153	HARVEY&P	Harvey & Price	10/15/2020	440.00
86154	HDFow	HD Fowler Company	10/15/2020	234.36
86155	HERC	Herc Rentals Inc.	10/15/2020	93.58
86156	HUNTER	Hunter Communications	10/15/2020	316.88
86157	IRO100	Iron Mountain	10/15/2020	262.91
86158	LAN129	Lane Council of Governments	10/15/2020	1,627.00
86159	Lanfin	Lane County Finance Department	10/15/2020	384.24
86160	LanLin	Language Line Services	10/15/2020	3.00
86161	LESST	Les Schwab Tire	10/15/2020	721.16
86162	LEXI	Lexipol, LLC	10/15/2020	3,780.00
86163	MCKINLEY	McKinley Printing Co.	10/15/2020	87.00
86164	MedTec	Med-Tech Resource LLC	10/15/2020	51.85
86165	MID-V	Mid-Valley Tractor Co.	10/15/2020	137.45
86166	MyComm	My-Comm Inc	10/15/2020	175.00
86167	NOR146	NW Natural	10/15/2020	15.69
86168	ONE193	One Call Concepts, Inc.	10/15/2020	7.20
86169	OreRev	Oregon Dept. of Revenue	10/15/2020	1,423.26
86170	OHD	Overhead Door	10/15/2020	940.00
86171	PAC150	Pacific Power	10/15/2020	1,657.01
86172	Quan	Quantum Recruiters	10/15/2020	1,722.00
86173	Rexius	Rexius	10/15/2020	9.12
86174	Smitty	Smitty-Bilt Industrial Fans, Inc.	10/15/2020	925.00

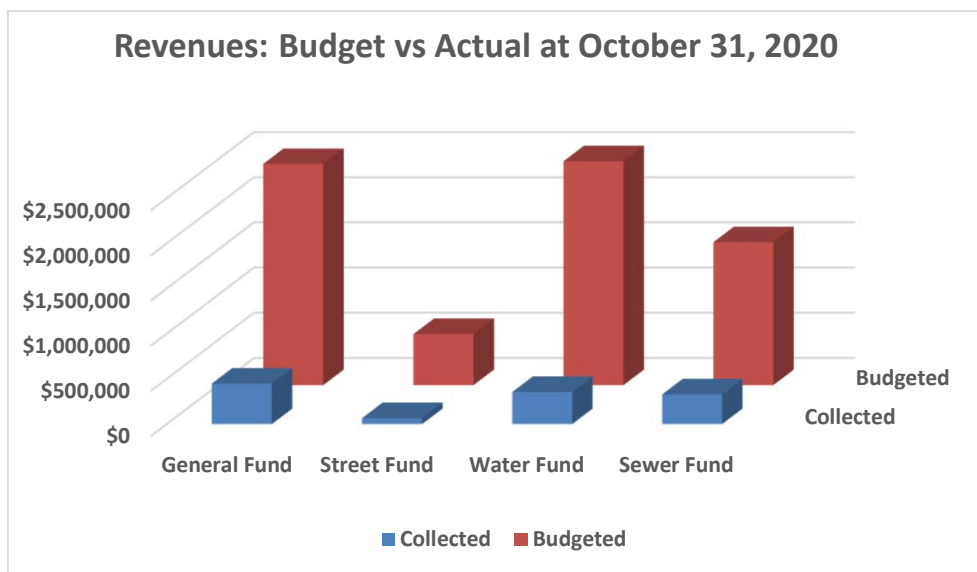
Check No	Vendor No	Vendor Name	Check Date	Check	Item 10.
86175	ST&A	Stangeland & Associates	10/15/2020		425.00
86176	Stanley	Stanley Convergent Security Solutions, Inc.	10/15/2020		94.90
86177	TANG	Tangent	10/15/2020		318.20
86178	TRAVEL	Travel Lane County	10/15/2020		195.00
86179	USA426	USA Blue Book	10/15/2020		873.70
86180	USBank	USBank	10/15/2020		611.00
86181	Valvln	Valvoline Instant Oil Change	10/15/2020		84.98
86182	Verizon	Verizon Wireless	10/15/2020		597.46
86183	WelWel	Welt & Welt, Inc	10/15/2020		1,440.75
86184	WIL209	Wildish Sand & Gravel	10/15/2020		530.92
86185	PhWill	Phillip Williams	10/15/2020		1,050.00
Total for 10/15/2020:					71,976.18
86186	AFL250	AFLAC	10/21/2020		390.26
86187	AllSea	All Seasons Equipment	10/21/2020		5.94
86188	CAR476	Carquest Auto Parts	10/21/2020		34.18
86189	CenLin	CenturyLink	10/21/2020		173.61
86190	CINTA	Cintas Corporation	10/21/2020		231.15
86191	EME131	Emerald People's Utility	10/21/2020		6,099.41
86192	Grainger	Grainger	10/21/2020		803.86
86193	JMTRUST	Julian Morneau Rev. Trust	10/21/2020		500.00
86194	MidState	Mid-State Industrial Service inc	10/21/2020		2,925.86
86195	RoyFlu	Royal Flush Environmental	10/21/2020		1,035.00
86196	Smitty	Smitty-Bilt Industrial Fans, Inc.	10/21/2020		2,200.00
86197	Speer	Speer Hoyt LLC	10/21/2020		235.00
86198	PROPERTY	State of Oregon	10/21/2020		100.00
86199	UQVF	Umpqua Valley Financial	10/21/2020		3,500.00
86200	USA426	USA Blue Book	10/21/2020		2,038.72
86201	ZENevco	Zenon Enviromental Corp	10/21/2020		5,300.00
Total for 10/21/2020:					25,572.99
Report Total (68 checks):					142,992.52

CITY OF COBURG

REVENUES COLLECTED COMPARED TO BUDGET

Fiscal Year To Date As Of October 31, 2020

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$448,262	\$2,448,238	\$1,999,976	18%
Street Fund	\$65,240	\$564,822	\$499,582	12%
Water Fund	\$354,956	\$2,478,360	\$2,123,404	14%
Sewer Fund	\$328,055	\$1,582,603	\$1,254,548	21%
TOTAL ALL FUNDS	\$1,196,513	\$7,074,023	\$5,877,510	17%



Important Notes:

Overall revenues should be 33% 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 had not been received as of October 31st.

Water and Sewer Fees are above budget by 9% and 5%.

Grant Funds and Debt Reimbursement (Water Project) have not been received yet.

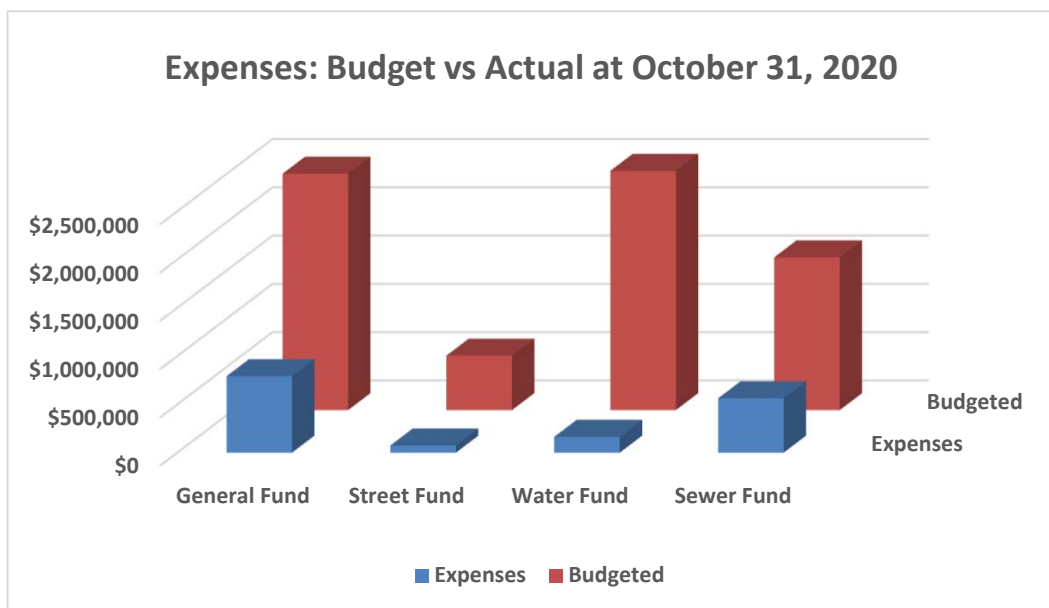
URA transfer to Sewer is made at the end of the year.

State shared revenues for the quarter had not been received as of October 31st.

To date as of December 31st, the City has received \$769,967 in property taxes.

CITY OF COBURG
EXPENSES INCURRED COMPARED TO BUDGET
Fiscal Year To Date As Of October 31, 2020

Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$791,355	\$2,448,238	\$1,656,883	32%
Street Fund	\$74,369	\$564,822	\$490,453	13%
Water Fund	\$163,890	\$2,478,360	\$2,314,470	7%
Sewer Fund	\$563,298	\$1,582,603	\$1,019,305	36%
TOTAL ALL FUNDS	\$1,592,912	\$7,074,023	\$5,481,111	23%



Important Notes

Overall expenses should be 33% if spread evenly throughout the year.

Water and Street projects have been delayed due to Covid-19

Budgeted expenses are net of Beginning Fund balance,

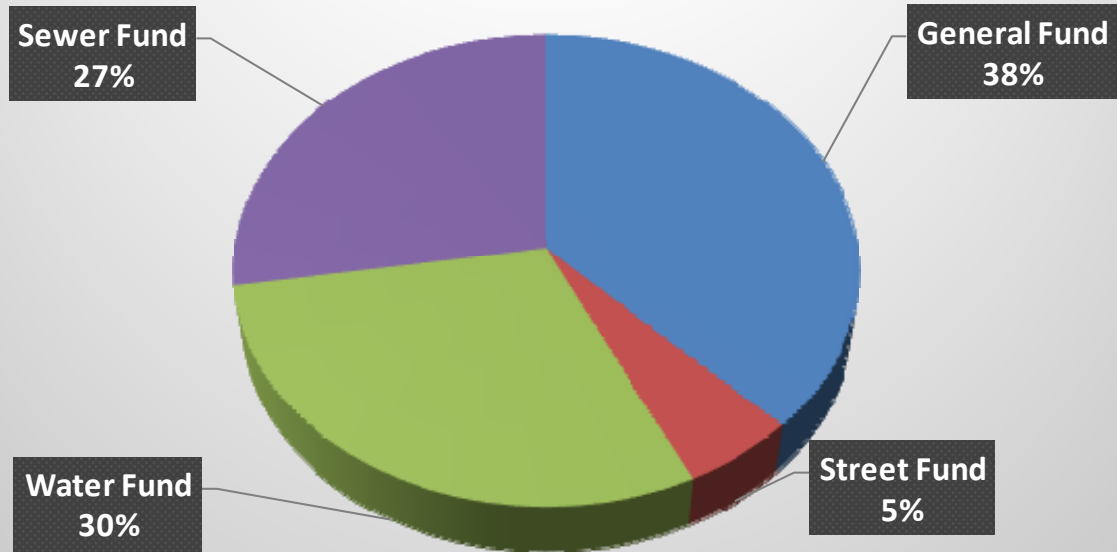
which means the budgeted amounts do not include Beginning Fund Balance

All Personal Services are within budget.

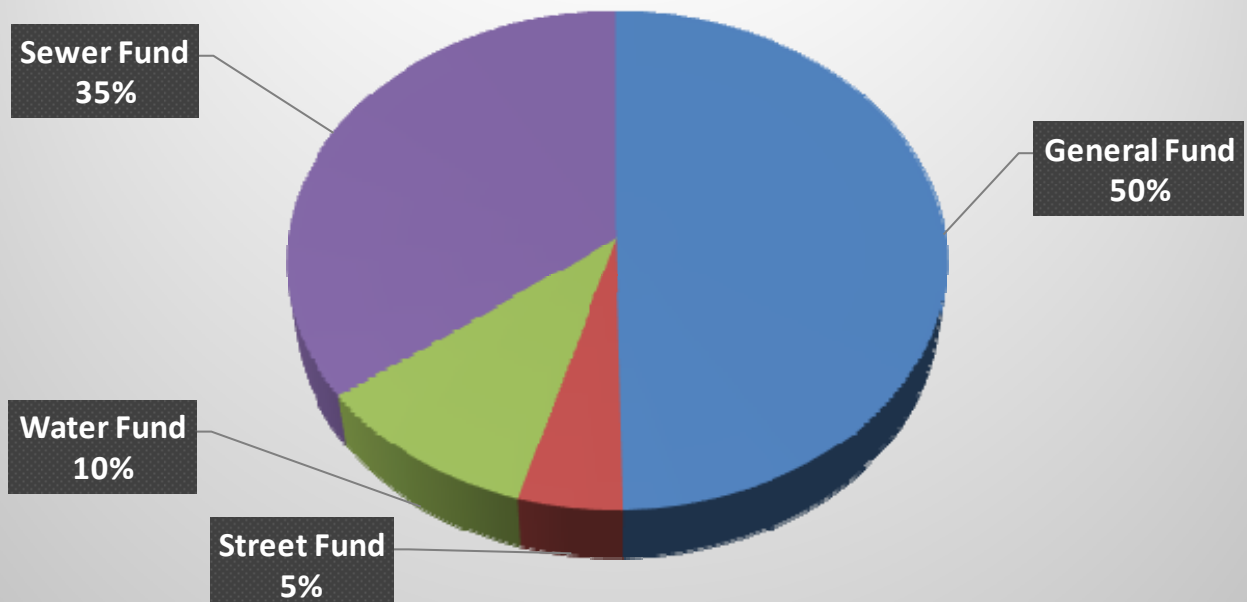
Materials & Services are all within budget.

Scheduled Capital Projects are time sensitive and not reflected until later in the year.

CITY WIDE REVENUES 10/31/2020



CITY WIDE EXPENSES 10/31/2020





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

Public Sector Statement
October 31, 2020
page 1 of 5

Item 10.

72 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 9-30-20	\$2,148,536.01
76 Additions	+287,807.85
94 Subtractions	-317,176.96
Net fees and charges	-449.83
Ending balance 10-31-20	\$2,118,717.07

Additions

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	10-1		Direct Deposit, Pcs OR Trust Pcs OR Tr	\$1,048.55
	10-1		Merchant Svcs Merch Dep 8008238126	597.90
	10-2		Merchant Svcs Merch Dep 8008238126	689.70
	10-5		Key Capture Deposit	58,657.43
	10-5		Key Capture Deposit	6,501.89
	10-5		Key Capture Deposit	4,889.36
	10-5		Merchant Svcs Merch Dep 8008238126	2,381.18
	10-5		Key Capture Deposit	2,095.18
	10-5		Key Capture Deposit	1,434.77
	10-5		Merchant Svcs Merch Dep 8008238126	1,099.17
	10-5		Merchant Svcs Merch Dep 8008238142	265.00
	10-7		Merchant Svcs Merch Dep 8008238126	3,224.41
	10-7		Merchant Svcs Merch Dep 8008238142	492.13
	10-7		Direct Deposit, Merchant S 8030298668	221.04
	10-7		Direct Deposit, Pcs OR Trust Pcs OR Tr	200.51
	10-8		Direct Deposit, City of Coburg Consumer	24,385.75
	10-8		Direct Deposit, City of Coburg Cons Coll	5,600.00
	10-8		Merchant Svcs Merch Dep 8008238126	2,354.32
	10-8		Merchant Svcs Merch Dep 8008238142	669.00
	10-9		Key Capture Deposit	25,654.06
	10-9		Key Capture Deposit	11,579.00
	10-9		Key Capture Deposit	9,355.06
	10-9		Key Capture Deposit	2,037.59
	10-9		Merchant Svcs Merch Dep 8008238126	568.54

Additions
(con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	10-9		Key Capture Deposit	445.00
	10-9		Merchant Svcs Merch Dep 8008238142	25.00
	10-13		Merchant Svcs Merch Dep 8008238126	918.33
	10-13		Key Capture Deposit	657.37
	10-13		Direct Deposit, Merchant S 8030298668	595.12
	10-13		Merchant Svcs Merch Dep 8008238142	250.00
	10-13		Merchant Svcs Merch Dep 8008238126	177.48
	10-14		Merchant Svcs Merch Dep 8008238126	1,239.70
	10-14		Direct Deposit, Merchant S 8030298668	86.25
	10-15		Merchant Svcs Merch Dep 8008238142	530.00
	10-15		Merchant Svcs Merch Dep 8008238126	100.00
	10-16		Key Capture Deposit	2,651.21
	10-16		Merchant Svcs Merch Dep 8008238126	338.34
	10-16		Direct Deposit, Pcs OR Trust Pcs OR Tr	277.50
	10-16		Key Capture Deposit	215.00
	10-16		Key Capture Deposit	185.00
	10-19		Merchant Svcs Merch Dep 8008238126	923.80
	10-19		Merchant Svcs Merch Dep 8008238126	486.73
	10-21		Merchant Svcs Merch Dep 8008238126	2,607.28
	10-21		Merchant Svcs Merch Dep 8008238142	685.00
	10-22		Key Capture Deposit	16,267.43
	10-22		Merchant Svcs Merch Dep 8008238126	3,501.79
	10-22		Deposit Branch 0067 Oregon	1,520.00
	10-22		Deposit Branch 0067 Oregon	1,142.00
	10-22		Merchant Svcs Merch Dep 8008238142	914.50
	10-22		Deposit Branch 0067 Oregon	250.00
	10-22		Deposit Branch 0067 Oregon	150.00
	10-22		Deposit Branch 0067 Oregon	60.02
	10-23		Merchant Svcs Merch Dep 8008238126	3,862.95
	10-23		Key Capture Deposit	3,227.57
	10-23		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,169.80
	10-23		Direct Deposit, Merchant S 8030298668	1,042.63
	10-23		Merchant Svcs Merch Dep 8008238142	111.00
	10-26		Key Capture Deposit	25,817.20
	10-26		Merchant Svcs Merch Dep 8008238126	3,224.92
	10-26		Key Capture Deposit	2,121.11
	10-26		Merchant Svcs Merch Dep 8008238126	341.71
	10-26		Merchant Svcs Merch Dep 8008238142	300.00
	10-26		Merchant Svcs Merch Dep 8008238142	100.00
	10-27		Key Capture Deposit	23,585.08
	10-27		Key Capture Deposit	40.00
	10-28		Merchant Svcs Merch Dep 8008238126	627.99
	10-29		Direct Deposit, Pcs OR Trust Pcs OR Tr	281.71
	10-29		Merchant Svcs Merch Dep 8008238126	206.42
	10-29		Merchant Svcs Merch Dep 8008238142	50.00
	10-30		Key Capture Deposit	11,600.67
	10-30		Key Capture Deposit	4,462.44
	10-30		Merchant Svcs Merch Dep 8008238126	506.70
	10-30		Deposit Branch 0067 Oregon	400.00
	10-30		Direct Deposit, Merchant S 8030298668	207.00



Additions
(con't)

Deposits	Date	Serial #	Source	
	10-30		Deposit Branch 0067 Oregon	160.00
	10-30		Key Capture Deposit	159.56
Total additions				\$287,807.85

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86088	10-15	\$1,008.00	86148	10-20	29.00	86172	10-20	1,722.00
*86106	10-6	298.68	86149	10-21	386.12	86173	10-19	9.12
86107	10-27	75.00	86150	10-20	60.72	*86175	10-19	425.00
*86113	10-2	859.12	86151	10-23	87.50	86176	10-22	94.90
*86120	10-8	172.00	86152	10-20	1,265.04	86177	10-23	318.20
*86125	10-5	821.40	86153	10-20	440.00	86178	10-27	195.00
*86127	10-1	17,493.00	86154	10-19	234.36	*86180	10-21	611.00
86128	10-5	94.90	86155	10-19	93.58	86181	10-21	84.98
86129	10-1	912.37	86156	10-21	316.88	86182	10-21	597.46
*86133	10-1	3,492.82	86157	10-20	262.91	86183	10-20	1,440.75
86134	10-14	455.00	86158	10-19	1,627.00	86184	10-19	530.92
86135	10-19	31,500.00	86159	10-22	384.24	86185	10-21	1,050.00
86136	10-14	295.53	86160	10-26	3.00	86186	10-27	390.26
86137	10-13	3,492.82	86161	10-19	721.16	86187	10-26	5.94
86138	10-15	200.00	86162	10-29	3,780.00	86188	10-27	34.18
86139	10-9	9,500.00	86163	10-23	87.00	86189	10-26	173.61
86140	10-21	337.00	86164	10-19	51.85	*86191	10-28	6,099.41
86141	10-22	29,607.76	86165	10-28	137.45	86192	10-28	803.86
86142	10-20	42.40	86166	10-22	175.00	86193	10-29	500.00
86143	10-19	3,213.58	86167	10-19	15.69	86194	10-28	2,925.86
86144	10-19	47.08	86168	10-21	7.20	*86199	10-26	3,500.00
86145	10-26	62.00	86169	10-20	1,423.26	*86201	10-30	5,300.00
86146	10-21	14,257.50	86170	10-19	940.00	*88195	10-28	1,035.00
86147	10-19	1,344.86	86171	10-19	1,657.01	*100142	10-14	617.24
						Paper Checks Paid		\$162,233.48

Withdrawals	Date	Serial #	Location	
	10-1		Direct Withdrawal, Cis Trust AR14838	\$12,838.75
	10-2		Direct Withdrawal, City of Coburg Retry Pymt	30,291.96
	10-2		Merchant Svcs Merch Fee 8008238126	1,277.46
	10-2		Merchant Svcs Merch Fee 8008238142	271.81
	10-2		Direct Withdrawal, Merchant S 8030298668	1.22
	10-6		Direct Withdrawal, Cis Trust 5037633834	21,989.95
	10-6		Direct Withdrawal, Valic Eremit Prm	4,640.34
	10-6		Direct Withdrawal, Asi Hc200925	575.01
	10-7		Direct Withdrawal, Irs Usataxpymt	11,182.47
	10-7		Direct Withdrawal, OR Revenue Dept Taxpayment	3,099.38
	10-13		Debit Adjustment	159.56
	10-13		Direct Withdrawal, City of Coburg Dir Dep	26,168.65
	10-13		Direct Withdrawal, KeyBank Auto Pymt	2,537.91
	10-13		Direct Withdrawal, Asi Asi Fees	18.75
	10-14		Direct Withdrawal, Invoice PA 2065Billing	151.75

Subtractions

(con't)

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	10-21		Direct Withdrawal, Irs Usataxpymt	9,133.74
	10-21		Direct Withdrawal, OR Revenue Dept Taxpayment	2,604.33
	10-27		Direct Withdrawal, City of Coburg Dir Dep	24,446.34
	10-28		Direct Withdrawal, Asi Hc201027	575.01
	10-28		Direct Withdrawal, Invoice PA 2065Billing	87.35
	10-30		Direct Withdrawal, OR Revenue Dept Taxpayment	2,653.13
	10-30		Direct Withdrawal, OR Revenue Dept Taxpayment	238.61
Total subtractions				\$317,176.96

Fees and charges

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
10-8-20	Sep Analysis Service Chg	1	449.83	-\$449.83
Fees and charges assessed this period				-\$449.83

See your Account Analysis statement for details.



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

RTM1X T 908 00000 R EM T1
CITY OF COBURG
POLICE EVIDENCE TRUST
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

POLICE EVIDENCE TRUST

Beginning balance 9-30-20	\$100.00
Ending balance 10-31-20	\$100.00

Fees and charges *See your Account Analysis statement for details.*



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

31 T 67 00000 R EM A0
COBURG URBAN RENEWAL AGENCY
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 NOW	
COBURG URBAN RENEWAL AGENCY	
Beginning balance 9-30-20	\$11,825.86
Interest paid	+0.10
Ending balance 10-31-20	\$11,825.96

Interest earned	
Annual percentage yield (APY) earned	0.01%
Number of days this statement period	31
Interest paid 10-30-20	\$0.10
Interest earned this statement period	\$0.10
Interest paid year-to-date	\$4.55

Fees and charges See your Account Analysis statement for details.



Account Statement - Transaction Summary

For the Month Ending **October 31, 2020**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969			
Oregon LGIP		Asset Summary	
Opening Balance	820,230.85	October 31, 2020	September 30, 2020
Purchases	17,840.14	838,070.89	820,230.85
Redemptions	(0.10)		
		\$838,070.89	\$820,230.85
Closing Balance			
Dividends	640.27		



Account Statement

For the Month Ending October 31, 2020

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					820,230.85
10/01/20	10/01/20	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - September 2020	1.00	(0.10)	820,230.75
10/14/20	10/14/20	ODOT - ODOT PYMNT	1.00	15,661.72	835,892.47
10/14/20	10/14/20	Lane County - Tax Seg for Sep 01-30-2020	1.00	1,538.15	837,430.62
10/30/20	11/02/20	Accrual Income Div Reinvestment - Distributions	1.00	640.27	838,070.89
Closing Balance					838,070.89

	Month of October	Fiscal YTD July-October	
Opening Balance	820,230.85	625,978.90	Closing Balance
Purchases	17,840.14	212,092.54	Average Monthly Balance
Redemptions	(0.10)	(0.55)	Monthly Distribution Yield
			0.91%

Closing Balance	838,070.89	838,070.89
Dividends	640.27	2,707.52



Account Statement - Transaction Summary

For the Month Ending **October 31, 2020**

COBURG CITY OF - COBURG CITY OF / SDC - 3711			
Oregon LGIP		Asset Summary	
Opening Balance	1,398,622.93	October 31, 2020	September 30, 2020
Purchases	1,079.54	1,399,702.42	1,398,622.93
Redemptions	(0.05)		
		\$1,399,702.42	\$1,398,622.93
Closing Balance			
Dividends			
	\$1,399,702.42		
	1,079.54		



For the Month Ending **October 31, 2020**

Account Statement

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					
10/01/20	10/01/20	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 3711) - September 2020	1.00	(0.05)	1,398,622.93
10/30/20	11/02/20	Accrual Income Div Reinvestment - Distributions	1.00	1,079.54	1,398,622.88
Closing Balance					
					1,399,702.42

	Month of October	Fiscal YTD July-October	
Opening Balance	1,398,622.93	1,492,958.48	Closing Balance
Purchases	1,079.54	5,070.14	Average Monthly Balance
Redemptions	(0.05)	(98,326.20)	Monthly Distribution Yield
			0.91%

Closing Balance	1,399,702.42	1,399,702.42
Dividends	1,079.54	5,070.14



Account Statement - Transaction Summary

For the Month Ending **October 31, 2020**

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

Oregon LGIP		Asset Summary	
Opening Balance	82,823.00	October 31, 2020	September 30, 2020
Purchases	63.93	82,886.93	82,823.00
Redemptions	0.00		
		Total	\$82,823.00
Closing Balance			
Dividends	\$82,886.93		
	63.93		



For the Month Ending **October 31, 2020**

Account Statement

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					
10/30/20	11/02/20	Accrual Income Div Reinvestment - Distributions	1.00	63.93	82,823.00
					82,886.93
Closing Balance					
					82,886.93

	Month of October	Fiscal YTD July-October	
Opening Balance	82,823.00	82,600.28	Closing Balance
Purchases	63.93	286.65	Average Monthly Balance
Redemptions	0.00	0.00	Monthly Distribution Yield
			0.91%

Closing Balance	82,886.93	82,886.93
Dividends	63.93	286.65

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,343,466.00	118,653.72	448,262.11	2,895,203.89	0.00	2,895,203.89	86.59
	Fund Expense Sub Totals:	3,343,466.00	204,416.90	791,354.72	2,552,111.28	0.00	2,552,111.28	76.33
	Fund 001 Sub Totals:	0.00	85,763.18	343,092.61	-343,092.61	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	1,254,312.00	26,172.67	65,239.82	1,189,072.18	0.00	1,189,072.18	94.80
	Fund Expense Sub Totals:	1,254,312.00	28,649.82	74,369.15	1,179,942.85	0.00	1,179,942.85	94.07
	Fund 003 Sub Totals:	0.00	2,477.15	9,129.33	-9,129.33	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,459,251.00	80,591.74	354,956.14	3,104,294.86	0.00	3,104,294.86	89.74
	Fund Expense Sub Totals:	3,459,251.00	53,836.44	163,889.80	3,295,361.20	0.00	3,295,361.20	95.26
	Fund 004 Sub Totals:	0.00	-26,755.30	-191,066.34	191,066.34	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,879,686.00	80,385.23	328,055.04	3,551,630.96	0.00	3,551,630.96	91.54
	Fund Expense Sub Totals:	3,879,686.00	41,229.44	563,298.53	3,316,387.47	0.00	3,316,387.47	85.48
	Fund 005 Sub Totals:	0.00	-39,155.79	235,243.49	-235,243.49	0.00		



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Citizen Inquiry Quarterly Report

Meeting Date: January 12, 2021

Staff Contact: Sammy Egbert, City Recorder

Contact: 541-682-7852, sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

This is a quarterly report to City Council and is presented as information only on the Citizen Inquiry requests received.

Suggested Motion: Information only

CITY COUNCIL GOAL

Council Direction

BACKGROUND

City Council directed staff to provide a quarterly report on Citizen Inquires submitted to the City. The report attached is a summary of what was received and the current status.

This report covers all inquiries received October, November, December 2020. Additional information including the responses by staff and any correspondences made are available at City Hall.

10/9/2020	Zaklan	Growth in City	Closed
10/10/2020	Zaklan / Mayor	Growth in City - Email correspondence	Closed
11/5/2020	Surbaugh	Business & Land Use questions 32713 E McKenzie	Closed
11/12/2020	Lamont	Property line Building issue	Pending
11/20/2020	Fuentes / Weissbarth	Weichart Appeal Follow Up questions	Closed
12/16/2020	Benton Ulm	Chickens & Rabbits	Pending
12/21/2020	Jae Pudewell	Chickens	Pending

PROCESS for Inquires received by the City

- Inquiries are received at the front desk. Logged, numbered and routed to departments who may be responding.

- Department heads receive the Inquiry electronically with email directions below
 - Print a working copy for yourself.
 - Follow up with the person who made the inquiry by letter, email or phone calls letting them know what the City policy is and how the inquiry has been handled.
- N/A if Anonymous
 - On form under response summarize action and follow up. Attach all supporting documentation emails and summary of how handled and sign off as department head.
 - Forward to City Administrator to sign. City Administrator will review sign off and send to City Recorder to log, close and retain.
-

PURPOSE

The purpose is to provided accountability and consistency on following up with citizens questions and concerns.

BUDGET

Not Applicable

RECOMMENDATION

None

NEXT STEPS

Next quarterly report will be at the April 2021 Council Meeting.

ATTACHMENTS

None

REVIEWED THROUGH:

Anne Heath, City Administrator
