



# CITY COUNCIL

91136 N Willamette Street

541-682-7852 | [coburgoregon.org](http://coburgoregon.org)

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Tuesday, March 09, 2021 at 7:00 PM

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**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](http://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](mailto:sammy.egbert@ci.coburg.or.us) or call 541-682-7852.

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## MAYOR COMMENTS

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

## AGENDA REVIEW

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

## RESPONSE(S) BY CITY COUNCIL

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

- [3.](#) Minutes January 12, 2021 City Council
- [4.](#) Minutes January 26, 2021 State of the City
- [5.](#) Minutes February 9, 2021 City Council

## SPECIAL GUEST

- [6.](#) Travel Lane County
- [7.](#) ODOT Interchange Presentation

## ORDINANCES AND RESOLUTIONS

## COUNCIL ACTION ITEMS

- [8.](#) Budget Officer Appointment for Fiscal Year 2021-22
- [9.](#) City Council Goals for Fiscal Year 2021-22
- [10.](#) Annexation Zone Change Application Process

## ADMINISTRATIVE INFORMATION REPORTS

- [11.](#) Financial Written Update
- [12.](#) Committee Minutes
- [13.](#) Transportation System Plan Revision Update

14. Administration Monthly Report

**COUNCIL COMMENTS**

**UPCOMING AGENDA ITEMS**

Oddfellows Lease Agreement  
Annexation Application

**FUTURE MEETINGS**

March 10 Heritage Committee  
March 11 Code Review Ad-Hoc  
March 16 Park Tree Committee  
March 17 Planning Commission  
March 25 Code Review Ad-Hoc  
March 30 Council Work Session on Transportation Utility Fee  
March 31 Planning Commission **Special Meeting**

**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](mailto:sammy.eqbert@ci.coburg.or.us).*

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



## *Child Abuse Prevention Month Proclamation*

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

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

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

Safe and healthy childhoods help produce confident and successful adults.

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

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

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

I Ray Smith, Mayor of the City of Coburg, do hereby proclaim April 2021 as “**Child Abuse Prevention Month**” and call upon all citizens, community agencies, faith groups, and businesses to increase their participation in our efforts to support children and their families in living safe and healthy lives, therefore, preventing child abuse and strengthening the communities in which we live.

Proclaimed this 9<sup>th</sup> day of March, 2021

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Ray Smith, Mayor

Attest:

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Sammy Egbert, City Recorder



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



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

## *ARBOR DAY PROCLAMATION*

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

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

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

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

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

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

In keeping up with the spirit of Sterling Morton’s dream, I Ray Smith, Mayor of the City of Coburg, do hereby proclaim April 30, 2021, as Arbor Day in the City of Coburg, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

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

Proclaimed this 9<sup>th</sup> day of March, 2021

\_\_\_\_\_  
Ray Smith, Mayor

Attest

\_\_\_\_\_  
Sammy Egbert, City Recorder



2019Coburg Arbor Day Celebration

#### J. Sterling Morton Quotes-

“All the people strive on Arbor Day to plant many, many trees, both forest and fruit. May the day and the observance thereof be cherished in every household, and its name and fruits become as a shower of blessing to the long lines of generations who shall succeed us”

“Arbor Day... which has already transplanted itself...to every state in the American Union and has even been adopted in foreign lands...is not like other holidays. Each of those reposes on the past, while Arbor Day proposes for the future.”



## **Coburg City Council**

January 12, 2021 – 7:00 P.M.  
Coburg City Hall – VIRTUAL MEETING  
91136 North Willamette St., Coburg

**COUNCILORS PRESENT:** Mayor Ray Smith, Marcus Alexander, Nancy Bell, Kyle Blain, John Fox (joined at 7:15), John Lehmann, Patricia McConnell, Councilors.

**COUNCILORS ABSENT:** None.

**STAFF PRESENT:** Anne Heath, City Administrator, Sammy Egbert, City Recorder, Brian Harmon, Public Works Director, Larry Larson, Police Chief, Tim Gains, Finance Director.

**RECORDED BY:** Alex Sullivan, LCOG

### **CALL MEETING OF THE COBURG CITY COUNCIL TO ORDER**

Mr. Smith called the Coburg City Council Meeting to order at 7 pm on January 12th. The pledge of allegiance was said, and roll was called.

### **ROLL CALL**

City Recorder Sammy Egbert called the roll and announced a quorum was present.

### **CITY COUNCIL PRESIDENT**

Mr. Smith read the guidelines of the duties of the president and asked if there were any nominations for president.

There were none, so it was decided that Nancy Bell was going to stay president again for the upcoming year.

**MOTION: Councilor Blain moved to nominate Nancy Bell for city council president. SECOND: Councilor McConnell seconded the nomination.**  
**The motion was passed with 4 approvals and one Nancy Bell absenting.**

#### **AGENDA REVIEW AND PUBLIC COMMENT**

Ms. Egbert said that there were no changes to the agenda. There was also no public or written public testimony.

#### **CONSENT AGENDA REVIEW**

**(Councilor Fox joined the meeting)**

Mr. Smith then asked if there were any changes to the consent agenda. There was none besides a small change on the December 8th minutes. He then entertained a motion to pass the consent agenda.

**MOTION: Councilor Bell moved to pass the consent agenda.**  
**SECOND: Councilor Fox seconded the motion.**  
**The motion was passed unanimously.**

#### **RESOLUTION 2021-01 REVIEW**

Megan Winner then spoke on 2021-01, the annual inflation factor. A motion was then entertained to pass it.

**MOTION: Councilor McConnell moved to pass Resolution 2021-01, a resolution applying an annual construction cost inflation factor to existing system development charges.**  
**SECOND: Councilor Lehmann seconded the motion.**  
**The motion was passed unanimously.**

#### **RESOLUTION 2021-03 REVIEW**

A resolution amending the salary scale and approving retro pay for supervisory staff of the city.

Tim Gaines spoke about this resolution and what the salary scale entailed, and how the step increases were forfeited due to the events of the last year. This resolution aims to remedy that now that the budget is above expectations. The cost would be approximately \$4500 increases. The overall budget impact would be about \$20,000 dollars.

Councilor Fox and Lehmann spoke about how commendable it was to forego these

**MOTION: Councilor Lehmann moved to pass Resolution 2021-03, A resolution amending the salary scale and approving retro pay for supervisory staff of the city.**

**SECOND: Councilor Alexander seconded the motion.**

**The motion was passed unanimously.**

#### **INTERGOVERNMENTAL AGREEMENT WITH CITY OF HARRISBURG TO PROVIDE THE CITY WITH LAW ENFORCEMENT SERVICES**

Chief Larson spoke about how Harrisburg was pleased with the pilot program, and the action item was to approve a contract for 18 months to continue to explore expansion of this program.

**MOTION: Councilor Lehmann moved to pass the intergovernmental agreement with city of Harrisburg to provide the city with Law Enforcement services.**

**SECOND: Mr. Alexander seconded the motion.**

**The motion was passed unanimously.**

#### **CITY ADMINISTRATION REPORT**

Ms. Heath began speaking about the City Administration report and talked about the office opening. She outlined that masks are required, as well as the Police Department being vaccinated for COVID-19. She then outlined the next steps for the COVID-19 vaccines being available for those 65 and over. She then announced that the City Staff had completed their OSHA training.

The issue of parking in Johnny Diamond park not being in compliance is also being worked on, and a plan is being made.

Main street projects are now moving forward after being stalled.

The planning position is to be posted and hopefully filled within the month.

The Councilor retreat will be February 6th from 9am-3pm.

Councilor Blain asked if there could be calendar invites made to help block off time.



Ms. Heath agreed to this.

Councilor Blain then asked if the street projects were still on time.

Mayor Smith said that there were planning meetings coming up where more information would be found.

Councilor Bell asked about permanent speed signs being put up in the north and south end of town.

Mayor Smith said these were rotating around the county.

Ms. Heath's final issue was that the Diamond Ridge properties had been issued a letter regarding the annexation application and we are receiving quite a bit of feedback.

#### **CITY FINANCIAL REPORT**

Mr. Gaines began by saying tax receipts revenue was at 78% which was good, as well as utility user fees.

Mr. Lehmann asked about the merchant services line items.

Mr. Gaines answered that these were Visa processing services fees.

#### **CITY OF COBURG QUARTERLY REPORT**

Ms. Bell asked about the property line issue. It was answered that a builder in one of the neighborhoods had removed a fence on one of the property lines and that is where the issue was.

#### **COUNCIL COMMENTS**

Councilor Blain thanked the committee. Councilor Fox concurred.

**ADJOURNMENT**

Mayor Smith adjourned the meeting at 9:08 p.m.

APPROVED by the Mayor and Council of the City of Coburg this 9<sup>th</sup> day of March, 2021.

\_\_\_\_\_  
Ray Smith, Mayor

ATTEST:

\_\_\_\_\_  
Sammy L. Egbert, City Recorder

DRAFT



## State of the City

January 26, 2021 - 6:00 P.M.  
 Coburg City Hall – VIRTUAL MEETING  
 91136 North Willamette St., Coburg

**COUNCILORS PRESENT:** Mayor Ray Smith, Marcus Alexander, Nancy Bell, Kyle Blain, John Fox, John Lehmann, Patricia McConnell, Councilors.

**COUNCILORS ABSENT:** None.

**STAFF PRESENT:** Anne Heath, City Administrator, Sammy Egbert, City Recorder.

### CALL MEETING OF THE STATE OF THE CITY ADDRESS TO ORDER

Mayor Smith welcomed everyone listening into the state of the city address. He addressed the hardships and successes experienced in 2020. Some of Coburg's infrastructure developments include water main replacements and upgrades, a large pipe bore under I-5, acquiring land for a new well, as well as a new city park.

He addressed the hardships suffered from the pandemic as well as the wildfires. Essential city services were never compromised, and Coburg sprang into action through proper protocols and training to help contain the outbreak and exposure to the virus.

Coburg also issued a \$50,000 relief fund as well as \$37,000 of this going to help small businesses affected. Altogether, over \$70,000 was allocated to community and small business support.

He addressed that in 2014, the general fund had a deficit of over \$350,000 dollars, and as of 2019, the general fund had a positive balance of \$860,000. This was a result of a string of hard decisions made by the budget and planning committee.

Addressing the survey put out by the City of Coburg, 19% of the population responded to the survey; while 5% is considered exceptional.

He spoke about the vast resources Coburg now holds, as well as the plans for the future to make Coburg even more of an extraordinary community.

Sammy Egbert then showed a video of Mayor Smith presenting the key to the city to the Dawson family, and highlighted their various accomplishments and contributions to the community.

Anne Heath then began speaking on her state of the city address. She began by debuting the new city logo, with the bicycle in the logo being a special historical piece used by a former esteemed mayor.

The Coburg Team had a mission statement to provide premium customer service, and has succeeded in doing so. She spoke on the overarching goals of the council that concerned infrastructure, economic development, and public service. She then outlined the organization chart of key departments and their roles in achieving these goals.

She addressed the changes brought on by COVID-19 and the policy and procedural changes that came with it and how this was a challenge for financial and city planning.

She reviewed the goals and accomplishments of strategic planning, fiscal stewardship, as well as population and diversity growth. She then addressed that the younger age demographics are growing; as well as more females than males. Racial diversity has also grown in the last year as well.

She then awarded Burke Hansen the 2020 Staff Member of the year and spoke to his contributions and accomplishments.

Mayor Smith then closed out by saying how proud the City of Coburg should be for overcoming all of the challenges in 2020, as well as thanking the hard work of the staff.

The address was closed at 6:37 pm.

**APPROVED** by the Mayor and Council of the City of Coburg this 9<sup>th</sup> day of March 2021.

\_\_\_\_\_  
Ray Smith, Mayor

ATTEST:

\_\_\_\_\_  
Sammy L. Egbert, City Recorder

DRAFT



## **Coburg City Council**

February 9, 2021

Coburg City Hall – ZOOM meeting  
91069 North Willamette St., Coburg, Oregon

**COUNCILORS PRESENT:** Ray Smith, Mayor; Nancy Bell, Council President; Mark Alexander; John Lehmann; Kyle Blain; John Fox; Patricia McConnell, Councilors.

**ABSENT:** None.

**STAFF PRESENT:** Mandy Balcom, Court Administrator; Sammy Egbert, City Recorder; Tim Gaines, Finance Director; Anne Heath, City Administrator; Larry Larson, Chief of Police; Brian Harmon, Public Works Director.

**RECORDED BY:** Jack Moran, LCOG

### **CALL TO ORDER:**

Mayor Smith called the Regular Session of the Coburg City Council to order at 7:06 p.m.

### **PLEDGE OF ALLEGIANCE:**

At Mayor Smith's request, Ms. Egbert presented a video of the Pledge of Allegiance.

### **ROLL CALL:**

Ms. Egbert called the roll and announced a quorum was present.

### **MAYOR COMMENTS:**

Mayor Smith thanked councilors for a successful and productive retreat. He asked councilors to submit requests for liaison assignments to committees and the Police Department.

### **AGENDA REVIEW:**

Ms. Egbert conducted the agenda review and said no financial written update would be presented tonight. She said it would instead be presented next month. There were no minutes from previous meetings available for approval.

## AUDITOR'S REPORT

Steve Tuchscherer presented the report. A copy was included in the Council packet. Mr. Tuchscherer touched upon several points and said both analytical and comparative analyses were included. He said the audit went very well this year as it had for the past several years.

Mr. Tuchscherer said the audit found no material misstatements in city financial statements. He discussed with councilors information contained on Page 14 (statement of net position) and said information on both capital assets and long-term debt was included in this report, but not in city budget documents.

Councilor Alexander asked in regard to program expenses what culture and recreation stood for. Tuchscherer said it primarily related to city parks. This information was included in the 'statement of activities' portion of the report, on page 15.

Councilor Alexander asked how councilors would be able to ascertain detailed expenditure information for culture and recreation. Tuchscherer said financial statements such as these do not include that level of detail, but that some information relating to the topic was shown throughout the report. He discussed relevant information on park spending contained on pages 33 and 57 of his report. He noted financial statements can be complex, and said he was willing to return to the council with more information relating to Alexander's question.

Councilor Fox asked Mr. Tuchscherer if there were any concerns or suggestions for improvements. Mr. Tuchscherer said he had none. He went on to note that internal-control deficiencies can cause issues for local governments, and that this past year has been particularly difficult to assess because of workplace changes forced by the pandemic. He said the city employs sufficient staff to correctly separate duties, and operates an overall system that avoids deficiencies that could create opportunities for fraud or errors. He provided additional information regarding elements of strong internal-control systems and noted it can be challenging for smaller local governments to establish those strong systems. He offered to set up a meeting with city officials to further discuss the issue and provide additional information. But he emphasized his assessment of the City's internal controls was that there were no material weaknesses or deficiencies.

Mr. Tuchscherer subsequently provided a summary of a statement on Page 18 that showed General Fund revenues were less than expenditures, which lowered the fund balance. But, he said, an opposite situation - an increase - occurred last year by a similar margin. So over two years, the result is a stable General Fund balance. Councilors did not have any questions about this statement.

Mr. Tuchscherer also provided an overview of a statement on Page 22 - the statement of cash flows for proprietary funds. Councilors did not have any questions about this statement.

Mr. Tuchscherer then discussed Page 36 of the audit report, which included notes to the basic financial statements. It presents current-year changes in debt obligations and the current portions due for each debt.

Council Lehmann asked Mr. Tuchscherer about projections for next year's audit, in light of the recent decision to refinance city debt. Mr. Tuchscherer said refinancing was not an unusual event with current interest rates so low, and he applauded local governments for refinancing at this time as a money saver. He said councilors would see from a budgetary standpoint a series of loan proceeds coming in and a series of loan payments going out. But the activities won't be fully reflected in periodic financial statements.

In response to a question from Councilor Lehmann, Mr. Gaines said both he and City Administrator Heath had reviewed the audit report and had no concerns.

City Administrator Heath thanked Mr. Tuchscherer for his work.

**Councilor Fox moved, seconded by Councilor Blain, to ACCEPT THE AUDITOR'S REPORT THROUGH JUNE 30, 2020, AS PRESENTED. The motion carried unanimously, 6:0.**

City Administrator Heath said councilors would be able to review significant information from past years in upcoming budget documents, and offered to get them to councilors sooner if they wanted to take on the difficult task of matching 2020 budget documentation to the audit report.

Mayor Smith noted his appreciation for the detailed information provided by Mr. Tuchscherer, whose firm the city has worked with since 2015.

### **WATER SEWER RATE STUDY**

Consultants Doug Gabbard and Zech Hazel of FC Group presented a slideshow detailing their water and sewer rate study.

Mr. Gabbard said not much had changed with Coburg's situation since the consultants last met with the City Council last July. Rate setting helps the city make sure its needs and revenue goals are met, he said.

Mr. Gabbard said that while there was risk concerning water-rate growth assumptions, the consultants believe the projections are accurate. Many capital projects are expected to come online over the next several years. No water rate increases should be required. But the consultants do not recommend any rate decreases, either.

Mr. Hazel presented information from the study on sewer rates. The situation was similar to what was seen on the water side, he said. Due to high forecasted growth and debt financing, the study found no rate increases would be required. The city's decision to refinance debt has helped.



Councilor Lehmann asked the consultants if they knew of any communities with higher rates than Coburg. Mr. Gabbard said he did not know, but that there is a relationship between rates and the size of a utility.

Councilor Fox asked if the growth assumptions take into account a paused and possibly pared-down development. Mr. Gabbard said he did not know of anything that would affect the growth assumptions. City Administrator Heath said the city still expected the neighborhood would be built, but may take longer to complete with some changes. Staff has the ability to adjust assumptions annually, she said.

Councilor Alexander asked about the average rate increases in other cities. Mr. Gabbard said it varied widely from city to city. Major capital project timelines are a factor in rate-raising discussions, he said.

Mayor Smith noted the council's policy to receive an annual report on this topic. He said the study provides a clear picture of the situation, and thanked the consultants for their reports.

In response to a question from Mayor Smith, City Administrator Heath said staff needed no additional direction from the Council. She thanked FCS Group for their help and partnership with the city.

#### **FINANCE-AUDIT COMMITTEE REPORT**

Cathy Engebretson presented the report. She said the committee was back on its regular, quarterly schedule and had several projects in the works. The committee spent time reviewing the audit completed by Mr. Tuchscherer's group and was pleased with the clean audit opinion.

Ms. Engebretson noted revenues for the city were on track this year despite impacts of the pandemic. She offered kudos to staff for taking advantage of an opportunity to refinance debt while rates were low. Ms. Engebretson said the committee had set goals that included continuing to review internal-review controls; She said Mr. Tuchscherer had provided the Finance Director with materials regarding committee priorities, and that each committee member would review those.

Councilor Fox thanked Ms. Engebretson for presenting an excellent report.

Mayor Smith said the Council has been glad to get regular reports from its citizen committees because it has helped the Council set its goals.

#### **PARK TREE COMMITTEE ANNUAL PRESENTATION**

Mary Mosier made the presentation. Ms. Egbert ran a PowerPoint presentation while Ms. Mosier spoke. The presentation was included in the Council packet.

Ms. Mosier reviewed recent and planned improvements to spots including Johnny Diamond Park, Trail's End Park, Jacob Spores Park and Pavilion Park.

She said committee goals included researching development of a parks district; creating a process for planning future park development; establishing a tree subcommittee; and establishing a community volunteer base. Ms. Mosier said pending projects included additional improvements at numerous parks and open space areas.

Councilor Lehmann asked if signs had been replaced along the Booth-Kelly mill pond trail. Ms. Mosier said they had not but that there are plans to do so.

Councilor McConnell also asked about the Booth-Kelly trail. She said it looked great but wondered if anyone had done any spraying there while making improvements. Ms. Mosier said the committee had not done a work party there.

Councilor McConnell asked if there were environmental concerns about potential spraying. Ms. Mosier replied that local youths had removed some vegetation in the area in order to ride bikes there. The committee is looking for opportunities to find an area for youths to ride bikes.

Councilor Blain said he knew some of the boys who had cleared the area, which is private property, and said they had not used any spray. Ms. Mosier said the committee would like to talk to the youths about their desire for a place to ride bikes.

Ms. Mosier added that the area in question included nonnative, invasive plants that have choked out native plants.

Mayor Smith said he felt Coburg has long lacked facilities aimed specifically at youth recreation. He thanked Ms. Mosier for her report.

#### **MUNICIPAL COURT PROSECUTOR SERVICE CONTRACT**

Court Administrator Mandy Balcom provided a brief history of the city's municipal court prosecutor service contract. She recommended the city continue working with attorney Jesse London and London Paris, LLP, through this fiscal year. After COVID the city hopes to put out the contract again to see if additional applicants are interested. This is the same contract David Logan formerly had with the city. It totals \$5,400 through the end of the current fiscal year, Balcom said. After this year, the city could choose to renew London's contract or again do a formal solicitation.

**Councilor Alexander moved, seconded by Councilor Blain, to APPROVE THE CITY PROSECUTOR CONTRACT AS PRESENTED FOR JESSE LONDON/LONDON PARRIS, LLP. The motion carried unanimously, 6:0.**

#### **SURVEILLANCE CAMERA REGISTRATION & MAPPING PROGRAM - SCRAM**

Police Chief Larry Larson presented information on the police department's new program. It establishes a system in which private property owners volunteer to share their surveillance camera footage with police investigating crimes, he said. To participate, community members register with the city. Police conducting investigations will determine if they need surveillance

footage from individuals or businesses. The department will issue informational window stickers to people who join the program.

Chief Larson confirmed, in response to a question from Councilor Alexander, that people registered for the program would voluntarily provide video to police solely in response to requests, and not constantly streamed.

In response to a question from Councilor McConnell, Chief Larson said he would publicize the new program by delivering fliers to businesses and putting an article in the city newsletter.

Councilor Lehmann spoke in support of the program and opined some may wrongly see it as a “big brother” surveillance effort. He suggested police get ahead of that possibility by providing the public with detailed information about the program.

Chief Larson agreed he wanted the public to feel comfortable participating in the voluntary program. Larson said, in response to a suggestion from Councilor Lehmann, that information about the program would be posted on the department’s website and Facebook page.

Mayor Smith said he supported the program and agreed it is important for the public to understand participation is voluntary.

#### **CITY ADMINISTRATOR’S REPORT**

City Administrator Heath told Councilor Blain she had met his son and found him to be quite respectful. She said she had talked to the other boys too and had been impressed with both their work along the path and the respect they showed her.

Ms. Heath said the city submitted two grant applications for potential projects along Main Street. One of them is for flowerpots, the other for the design of a bike kiosk. The city would soon learn if the applications would be approved. The grant was very competitive and set up to generate tourism in Oregon cities this summer, she said.

Ms. Heath said it was disappointing to learn Lane County would remain in the “extreme” risk category for two more weeks. After that period, she hoped some restrictions could be relaxed.

Ms. Heath said the city water line project is on schedule. There is an easement issue resulting from changing landscape in the area since the property was purchased years ago. There is substantial timber and a creek there now, she said.

Councilor Alexander wondered why issues with the easements weren’t previously noticed. Ms. Heath replied that the city had been working with the neighborhood to resolve the issues but that she could not speak to what originally happened between the city and neighbors in 2007. She said the neighbors had seemed to want to work with the city on a solution.

Councilor Alexander asked if the situation presented any budget concerns. Ms. Heath responded that, ultimately, building the water line could save money. She expressed optimism the project would be successful.

Councilor McConnell congratulated Ms. Heath for submitting the two grant proposals for Main Street improvements.

**ADJOURNMENT**

Mayor Smith adjourned the meeting at 8:51 p.m.

**APPROVED** by the Mayor and Council of the City of Coburg this x day of x, 2021.

ATTEST: \_\_\_\_\_  
Sammy L. Egbert, City Recorder

\_\_\_\_\_   
Ray Smith, Mayor

**DRAFT**



# MEMBERS, STAKEHOLDERS & FRIENDS



Travel Lane County and the Eugene, Cascades & Coast Sports Commission are pleased to present this mid-year report. Facing continuing COVID-19 challenges and the devastating effects of the Holiday Farm Fire resulted in strengthened partnerships with our Chamber of Commerce partners,

local government and non-profit agencies and with our professional staff. Our industry has been one of the hardest hit by the pandemic, but we are encouraged by the resilience our business partners have shown and what 2021 holds for our region.

## Our Brand Promise

Eugene, Cascades & Coast offers a variety of enriching, authentic, approachable adventures for all ages and abilities.

## Our Communities

### Eugene & Willamette Valley

Coburg, Cottage Grove, Creswell, Eugene, Junction City, Lowell, Springfield, University of Oregon, Veneta

### Cascade Mountains

McKenzie River, Oakridge, Westfir

### Oregon Coast

Dunes City, Florence



### Why We Do What We Do

We believe our work inspires people to experience and appreciate Lane County, creating opportunities, a sense of place and stronger communities.



### How Do We Do it

We provide Leadership in the development of the region's year-round tourism sector.

We are Brand Ambassadors who are committed to knowing our destination from one border to the other and living our brand promise.

We are Professionals who provide informed, friendly, prompt and respectful service.

We Value our staff, members/partners and customers.

We practice Good Stewardship of resources.

We are Welcoming and oppose discrimination of any kind.



### What We Do

We market Lane County to leisure travelers, sports planners and meeting planners.

We create content that is inspiring, available and valuable.

We provide member benefits that create value.

We greet visitors with information and resources to plan experiences.

We communicate timely and accurate information to our stakeholders.

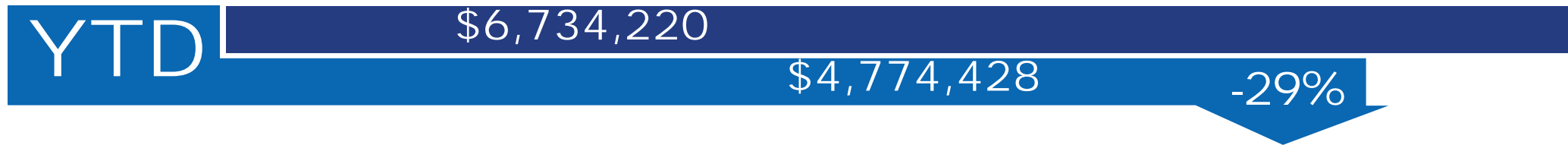
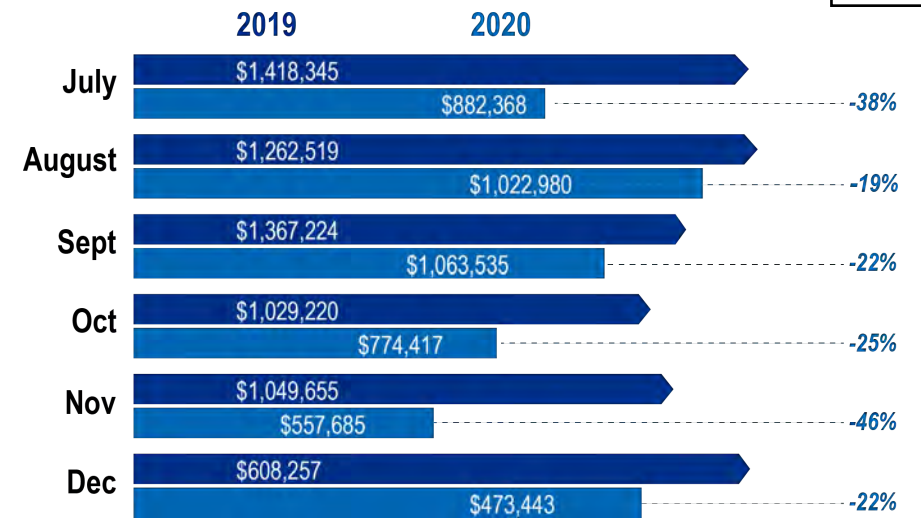
We develop tools that allow staff to be effective and efficient.

We partner with communities and organizations to provide the right experience for the right person at the right time.

# ROOM TAX REVENUE

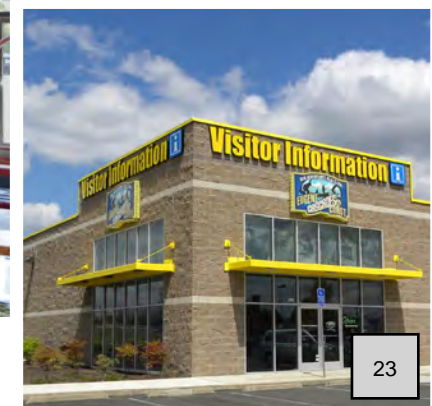
Moving into FY21, transient room tax revenues were estimated to be 50% of prior year collections and grow throughout the period. These projections were exceeded during the summer months as pockets within the County saw visitor numbers approaching normal. The Holiday Farm Fire devastated the lodging market upriver and smoke settling in the valley resulted in additional strain on lodging properties. Once the smoke cleared, an uptick in metro area hotel occupancy was seen as fire evacuees were housed in area hotels.

December collections were closer to estimated projections and we anticipate this level of collections to continue into late spring. If mass gatherings are allowed in the last half of the fiscal year, including the activation of Hayward Field for a great lineup of track and field events, we will see occupancy rise and tax collections increase.



# VISITOR SERVICE EVOLVES

The Eugene, Cascades & Coast Adventure Center opened ten years ago following the rebranding work Travel Lane County embarked on nearly two years earlier. Located off the busy I-5/Beltline interchange, the hope was to pull visitors off the interstate and expose them to the exciting experiences our region offers. The Adventure Center attracted thousands of locals and visitors each year, but never quite provided the number of interactions the organization desired. With the lease coming due at the end of the calendar year, and discussions of how better to deploy visitor services throughout the region, Travel Lane County made the move to centralize visitor services at its 8th and Olive Street location. The pandemic required furloughing visitor services staff and during this time our visitor services team has left for other opportunities. This provides an opportunity for Travel Lane County to reimagine what's next for Visitor Services in 2021!



# DESTINATION DEVELOPMENT PROJECTS FROM THE COAST TO THE CASCADES

The introduction of the South Willamette Valley Food Trail in late FY19 was followed by additional efforts around our culinary and agritourism product. The coast saw continuing efforts by the Oregon Dunes Restoration Collaborative. In the Cascades, Connect Lane made strides to implement signage on a second cycling route.



Our culinary and agritourism marketing efforts pivoted to help businesses advertise to a more local audience during COVID-19. The South Willamette Valley Food Trail created a holiday gift box featuring products from multiple food trail businesses. It was organized and offered on Provisions Market Hall's web sales platform. Gift boxes were purchased locally, statewide and across the United States and the steering committee will be evaluating future sales opportunities. The campaign was well-received by Travel Oregon and was featured in the statewide Giving the Gift of Oregon campaign.



The Central Coast Food Trail is nearing completion and will launch in 2021. The steering committee collected and reviewed applications and is now working on web content and marketing materials. Seven different Florence area businesses applied and will be featured on that trail.



After the devastating Holiday Farm Fire in the McKenzie River, the Development team created an inventory of recreation assets in the region, and reached out to partner businesses in the area to discuss their re-opening plans and what marketing support the region will need in 2021.



# LODGING SECTOR

Lodging property remodels continued throughout the region, and work on The Gordon and the expansion of the Best Western GreenTree continued in Eugene. The increase in rooms from these projects will be offset by the announcement that the Phoenix Inn will be closing this summer. Their lease with Bushnell University has not been renewed, which means the use of this property is being changed to student housing. Additionally, the Travelodge on Broadway Street in Eugene was removed for a housing project.

Our lodging properties stepped up in a big way following the Holiday Farm Fire. Fire evacuees were housed for many weeks as long-term housing was arranged. Additionally, lodging properties worked with the county to house homeless residents who tested positive for the COVID virus.

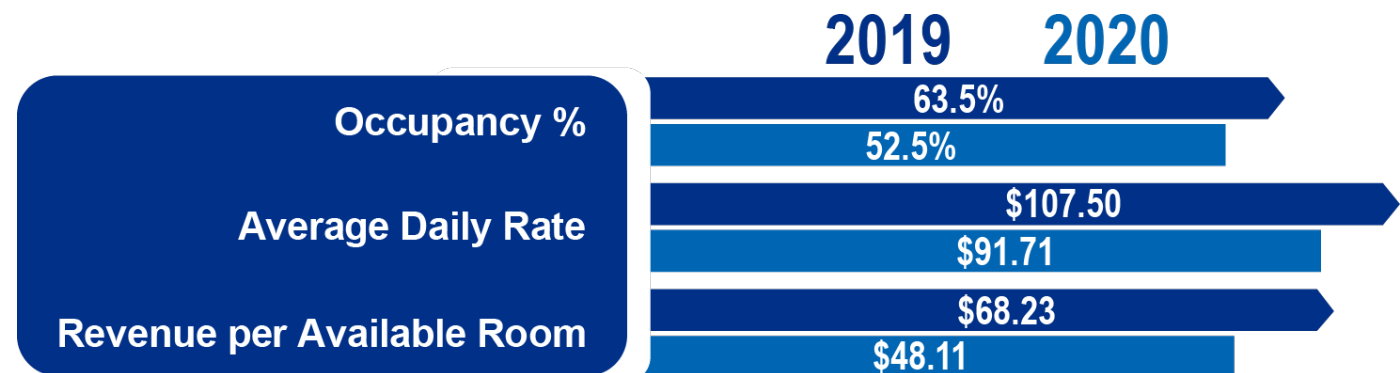


The Gordon Hotel



Best Western Greentree

As noted earlier, our lodging sector performance exceeded projections for much of the period, but remains significantly impacted by the pandemic. Stronger than anticipated occupancy early in the period was offset by decreases in average daily rates and revenue per available room.

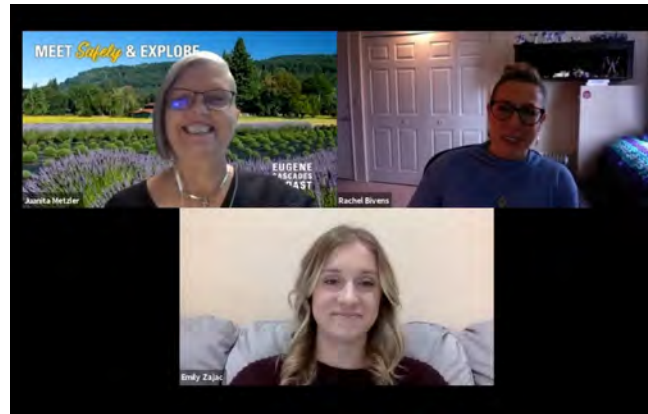


Source: Smith Travel Research

# CONVENTIONS & SPORTS

Conventions and sports marketing staff developed new branding assets for social media and the website that align with existing campaigns and support safety during the pandemic.

The Conventions team worked closely with the Integrated Marketing team to produce two videos highlighting local event venues Lane Events Center and Venue 252. These videos highlight the safety protocols for meetings that are being used to encourage meeting planners to return to the region when restrictions ease. The videos were then featured in a Meet Safely in Eugene virtual webinar for Oregon meeting planners in November.

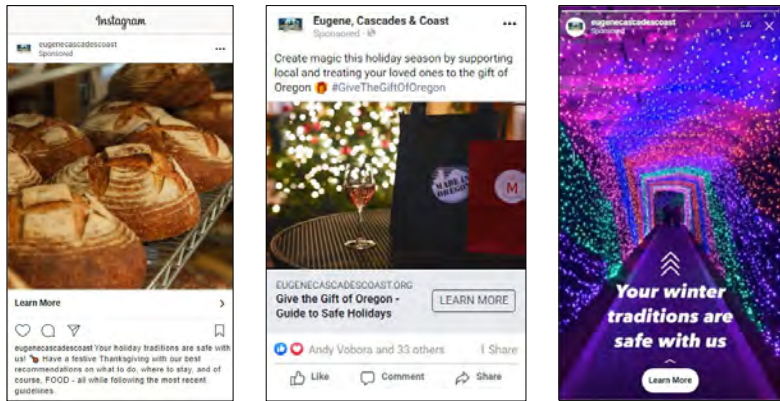


Eugene, Cascades & Coast Sports Commission staff were actively involved in helping to define and establish safe and manageable protocols for outdoor regional sporting events and also helped planners with strategies for meeting the required protocols. Several successful sporting events were hosted in the region during the summer including youth baseball tournaments and outdoor running and cycling events. Sports Commission staff continued selling events in 2021 and beyond, including working with the University of Oregon to secure the NCAA Division 1 Outdoor Track & Field Championships for 2021, 2022, and 2024-2027.

The Sports Commission hosted a successful virtual Oregon Sports Summit that brought together event planners and other members of the Oregon sports community for three half-days of educational sessions, roundtable discussions and networking opportunities.



# TOURISM MARKETING



## Shop Local Campaign

335,103  
people reached

721,113  
impressions

16,569  
landing page views

3,000+  
clicks to events and deals

Travel Lane County's "Staycation" promotion gathered momentum in late summer and then was curtailed when the region faced both the Holiday Farm Fire and rapidly increasing numbers of COVID-19 cases. Tourism marketing efforts completely shifted to support businesses during this difficult time and prepare for visitation recovery.

During fall and winter re-assessment of high risk for Lane County and the State, Travel Lane County focused on a goal of supporting our local businesses by encouraging local spending and keeping locals safe but encouraged with inspiration. Travel Lane County also positioned safe travel messaging to those who were choosing to travel throughout the fall and early winter.

In preparation for travel recovery, efforts are aimed at planning marketing placements to drive and extend overnights stays as quickly as possible. This includes planning content with partners & vendors, developing creative placements and allocating funds to be positioned to implement a targeted travel campaign. With COVID vaccinations starting to roll out in late December, Travel Lane County is anticipating that travel demand will shift from planning to actual travel within this fiscal year. When it does, Lane County will be ready.

## Expedia Campaign

<p style="font-size: 2em; margin: 0;">3,467</p> <p style="font-weight: bold; margin: 0;">Room nights generated</p>	<p style="font-size: 2em; margin: 0;">\$452,553</p> <p style="font-weight: bold; margin: 0;">in estimated lodging revenue generated</p>
--	---

# INTEGRATED MARKETING

## EUGENECASCADESCOAST.ORG WEBSITE

### Sessions

2019 583,978

2020 455,631 -22%

### Users

2019 437,880

2020 357,789 -18%

Website traffic decreased from FY19 numbers, but an investment in search engine optimization and unique content has kept website performance relatively strong. The loss of events contributes significantly to this decrease, with the sharpest decreases occurring around key holidays like the 4th of July. Through participation in Destination Analysts' Website Importance Study during the first half of FY19, we were able to learn more about what information locals and visitors were looking to us to provide. 78% of survey respondents reported that the information they found on our website was either important or very important.

## CREATIVE & CONTENT

While the "This Moment" creative campaign helped keep our communities top-of-mind with nearby and future travelers, much of our creative and content support focused on supporting messages of safety and support for local businesses. All assets were developed in line with public health messaging, and in a way that they could be easily shared by area Chambers of Commerce and small businesses.



## STAKEHOLDER RELATIONS

Travel Lane County partners struggled as COVID restrictions became more restrictive in late fall, which hit restaurants particularly hard. Cities worked to provide additional outdoor dining opportunities and the State passed legislation allowing to-go cocktail sales and a temporary cap on food delivery fees, which should help some restaurants stay afloat. Recognizing the financial strain on Travel Lane County partners, our board of directors approved a mitigation plan for partners who could not maintain their dues payments, including McKenzie River partners who will require time to rebuild and reopen to visitors.

Our strong partnerships with Lane County chambers of commerce provided opportunities to leverage training sessions, provide comprehensive COVID and fire relief information and to collaborate on “shop local” marketing campaigns. Working with the Willamette Valley Visitors Association (WVVA) on “shop local” campaigns allowed Travel Lane County partners to be featured in regional and statewide promotional efforts. Coordination with WVVA around fire relief efforts, including the development of “volunteerism” opportunities for the McKenzie River corridor, has been a focus for Travel Lane County staff.



Travel Lane County, the Springfield Chamber of Commerce and the City of Springfield partnered to provide the 3rd Savor Springfield passport program. Participation was limited due to Holiday Farm Fire.



Award videos were created and shared on our YouTube channel. The 2020 recipients include: Destination Award – Obie Companies; Convention Leadership Award - Jeff Mugato of the University of Oregon; Sports Leadership Award – Moodo Taekwondo; Sports Legacy Award – Tom Jordan; Community Leadership Award – Marianne Brisbane; Stewardship Award – WildCraft Cider Works.



Our annual holiday party was another COVID casualty, so our team decided to thank area lodging partners for their hard work. Cookies were delivered throughout the County in early December.

## OFFICERS

**JB Carney, Chair**  
Earthquake Fit  
Eugene

**Julie Johns, Vice Chair**  
Territorial Seed Company  
Cottage Grove

**Pam Whyte, Treasurer**  
Emge & Whyte  
Eugene

**Lorrie Normann, Past Chair**  
Valhalla Winery Veneta  
Fern Ridge

## BOARD OF DIRECTORS

**Martin Alletson**  
Driftwood Shores  
Florence

**John Barofsky**  
Beppe & Gianni's  
Eugene

**Dr. Lisa Benson**  
Lane Community College  
Eugene

**Richard Boyles**  
Mereté Hotel Management Group  
Springfield

**Corey Buller**  
Lane Events Center  
Eugene

**Robert Canaga**  
Robert Canaga Studios  
Eugene

**Mike Drennan**  
Individual Member  
Eugene

**Tom Driscoll**  
University of Oregon Housing  
Department  
Eugene

**Mike Duncan**  
University of Oregon Athletics -  
Ticket Office  
Eugene

**Pat Farr**  
Lane County Commissioner  
Lane County

**Scott Freck**  
Eugene Symphony  
Eugene

**Anne Hallinan**  
Marrone Hallinan  
Event Management  
Springfield

**Jonnie Helfrich**  
A. Helfrich Outfitter  
McKenzie River

**Bob Jagger**  
Hyatt Place Eugene  
Eugene

**Lynda Kamerrer**  
Oakridge Lodge & Uptown Bistro  
Oakridge

**Michael Newman**  
In Business Media  
Eugene

**David Penilton**  
America's Hub World Tours  
Eugene

**Joe Pishioneri**  
City of Springfield Councilor  
Springfield

**Sarah Smith**  
InnCline Management  
Eugene

**Pat Straube**  
Dari Mart  
Junction City

**Carol Tannenbaum**  
McKenzie River Lavender  
McKenzie River

**Greg Taylor**  
Valley River Inn  
Eugene

**Dana Turell**  
Turell Group  
Eugene

**Jenny Ulum**  
Obie Companies  
Eugene

**Lucy Vinis**  
City of Eugene Mayor  
Eugene

**Jason Williams**  
Graduate Eugene  
Eugene

## EX-OFFICIO BOARD MEMBERS

**Courtney Griesel**  
City of Springfield  
Springfield

**Renee Grube**  
City of Eugene - Library, Recreation &  
Cultural Services Department  
Eugene

**Brittany Quick-Warner**  
Eugene Area Chamber of Commerce  
Eugene

**Terry Hopkins**  
Oregon Restaurant & Lodging  
Association

**Bettina Hannigan**  
Florence Chamber of Commerce  
Florence

**Steve Mokrohisky**  
Lane County Administration  
Lane County

**Austin Ramirez**  
Lane County Community & Economic  
Development  
Lane County

**Vonnie Mikkelsen**  
Springfield Area Chamber of Commerce  
Springfield

**Erin Reynolds**  
City of Florence  
Florence - Oregon Coast

**Cathryn Stephens**  
Eugene Airport  
Eugene



**Travel Lane County**  
**Eugene Cascades & Coast**  
541.484.5307 800.547.5445  
EugeneCascadesCoast.org

# SPORTS ADVISORY COUNCIL

**Renee Grube**  
City of Eugene Library  
Recreation and Cultural Services  
Council Chair  
Eugene

**Caitlin Beach**  
Hilton Garden Inn  
Springfield

**Allan Benavides**  
Eugene Emeralds Baseball Club  
Eugene

**Mike Duncan**  
University of Oregon Athletics -  
Ticket Office  
Eugene

**Bob Jagger**  
Hyatt Place  
Eugene

**Tom Jordan**  
Prefontaine Classic  
Eugene

**Jeri McPherson**  
Valley River Inn  
Eugene

**Ethan Nelson**  
City of Eugene Planning &  
Development  
Eugene

**David Penilton**  
America's Hub World Tours  
Eugene

**Brittany Quick-Warner**  
Eugene Chamber of Commerce  
Eugene

**Austin Ramirez**  
Lane County Community &  
Economic Development  
Lane County

**Michael Reilly**  
TrackTown USA  
Eugene

**Erin Reynolds**  
City of Florence  
Florence

**Mike Ripley**  
Mudslinger Events  
Lane County

**Stephanie Scafa**  
City of Eugene  
Eugene

**Tony Scurto**  
Lane Education Service District  
Eugene

**Rich Spurlin**  
Eugene Country Club  
Eugene

**Whitney Wagoner**  
University of Oregon, Warsaw  
Sports  
Marketing Center  
Eugene

**Michael Wargo**  
Willamalane Park and Recreation  
District  
Springfield

**Nancy Webber**  
Eugene Civic Alliance  
Eugene

**Kari Westlund**  
Travel Lane County  
Lane County

**Thomas Wuest, MD**  
Trillium Community Health Plans  
Eugene

**Vonnie Mikkelsen**  
Springfield Area Chamber of Commerce  
Springfield



**Eugene, Cascades & Coast  
Sports Commission**

541.484.5307 | 800.547.5445  
EugeneCascadesCoastSports.org

# TRAVEL LANE COUNTY STAFF

## Administration

**Kari Westlund**  
President & CEO

**Liz Bocking**  
Vice President of Finance & Administration

## Destination Marketing

**Natalie Inouye**  
Vice President of Destination Marketing

**Jeff Malik**  
Destination Development Manager

## Convention Sales & Marketing

**Juanita Metzler**  
Senior Director, Conventions

**Philis McLennan**  
Director of Conventions & Sports Marketing

**Linda Norris**  
Director of Convention Services

## Eugene Cascades & Coast Sports Commission

**Joey Jewell**  
Senior Director, Sports Commission

**Jessica Joyce**  
Director of Event Operations

**Katie Morton**  
Sports Sales & Marketing Coordinator

## Tourism Sales & Marketing

**Stephen Hoshaw**  
Senior Director, Tourism

**Meg Trendler**  
Director of Tourism Sales

**Julia Voigt**  
Tourism Marketing Coordinator

## Integrated Marketing

**Emily Forsha**  
Vice President of Integrated Marketing

**Taj Morgan**  
Director of Content Strategy

**Melanie Griffin**  
Content Manager

## Stakeholder Relations

**Andy Vobora**  
Vice President of Stakeholder Relations

**Maxine Walton**  
Director of Partnership Development

**Hayley Radich**  
Partner Services Manager





**EUGENE, CASCADES & COAST OREGON**  
EugeneCascadesCoast.org



# Project Design and Grant Analysis

K21139 I-5 Coburg Interchange

## Presenters:

Jen Hedlind – ODOT Transportation Project Manager

Stuart Bennion – WSP Senior Project Manager ~ Transportation

Sierra Laventure-Volz – WSP Lead Consultant Planning Strategy & Grants, Advisory Services



# Project Overview

---

In 2010, we partnered with the City of Coburg and Lane County to develop the Coburg/I-5 Area Management Plan (IAMP). The IAMP found that the interchange will not be able to meet the travel demands that are forecasted for the future. Therefore, the interchange and ramps are in need of modification and improvements.

The IAMP recommends a four-lane bridge over I-5, improvements to all the ramps, and signals at the southbound ramp. This project was design only, and did not have funding for construction.



...Get City Input on Project

# Current Design Results

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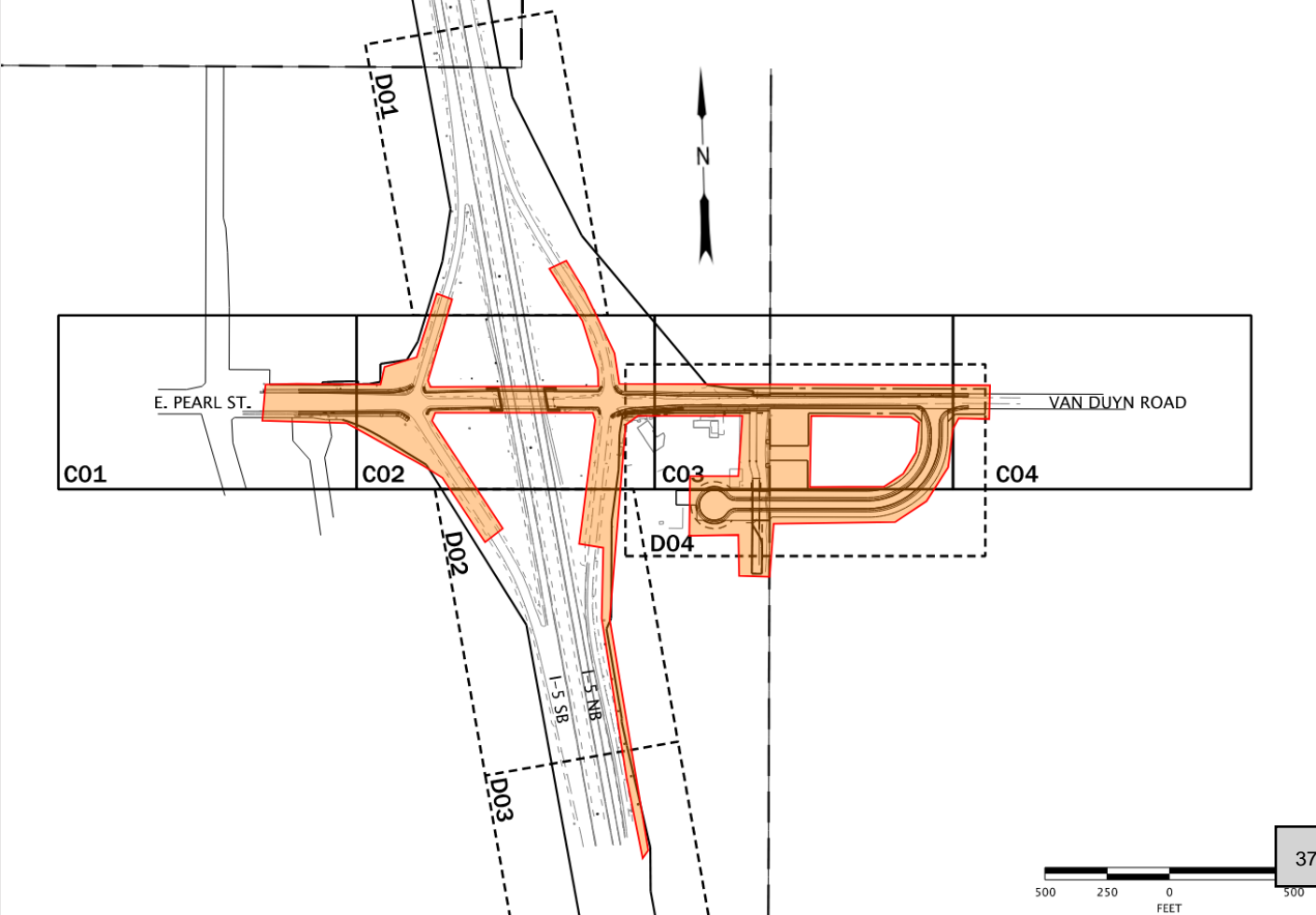
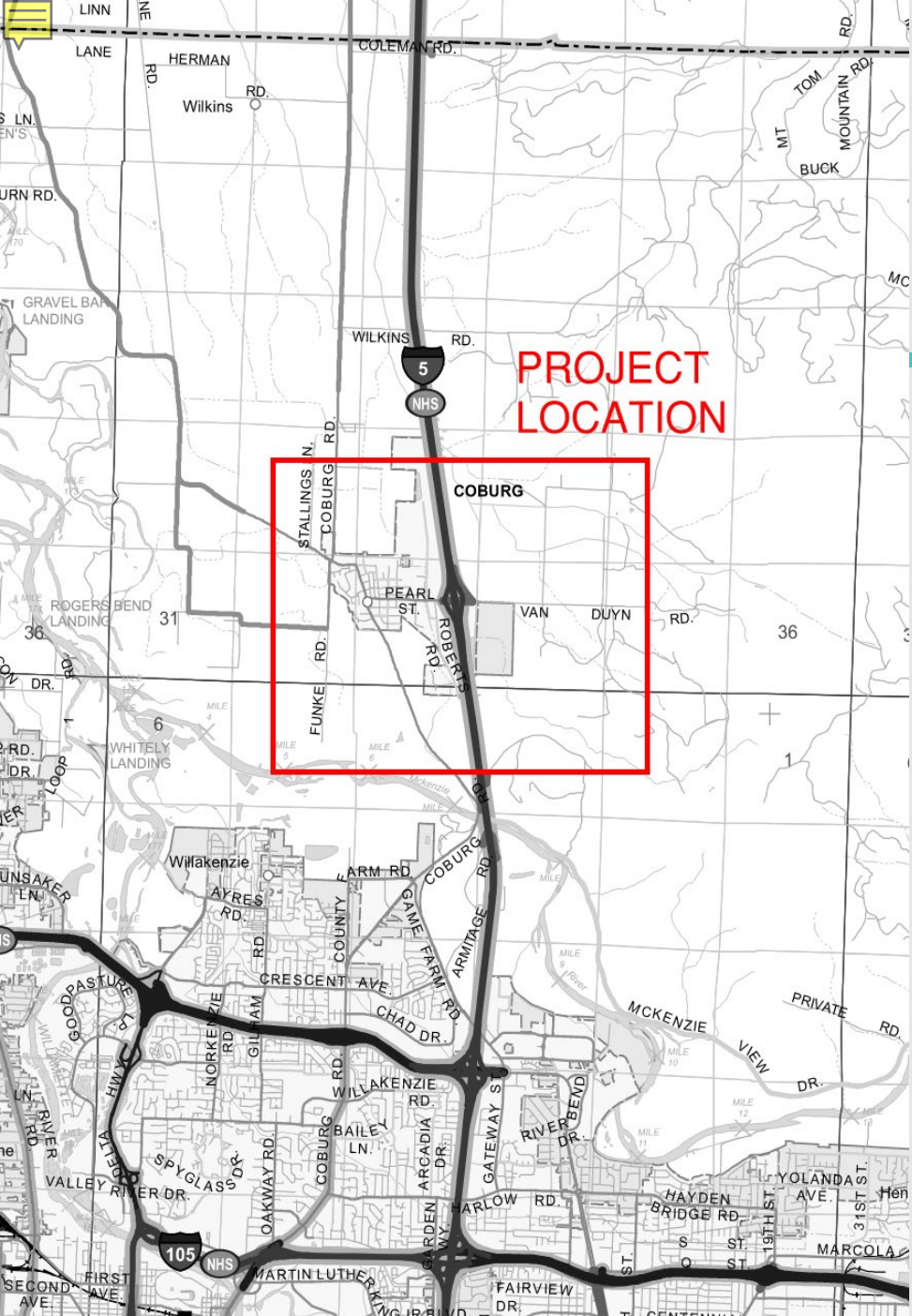
- Items Completed

- Draft DAP Design and Alternatives Study
- Traffic Analysis
- Biological assessment
- RW assessment
- Geotechnical Exploration

- Items to be Done When Project Comes off Shelf

- Design & Construction Documents
- NEPA & Permits
- RW acquisition
- Stakeholder coordination
- Public Outreach
- Utility Coordination

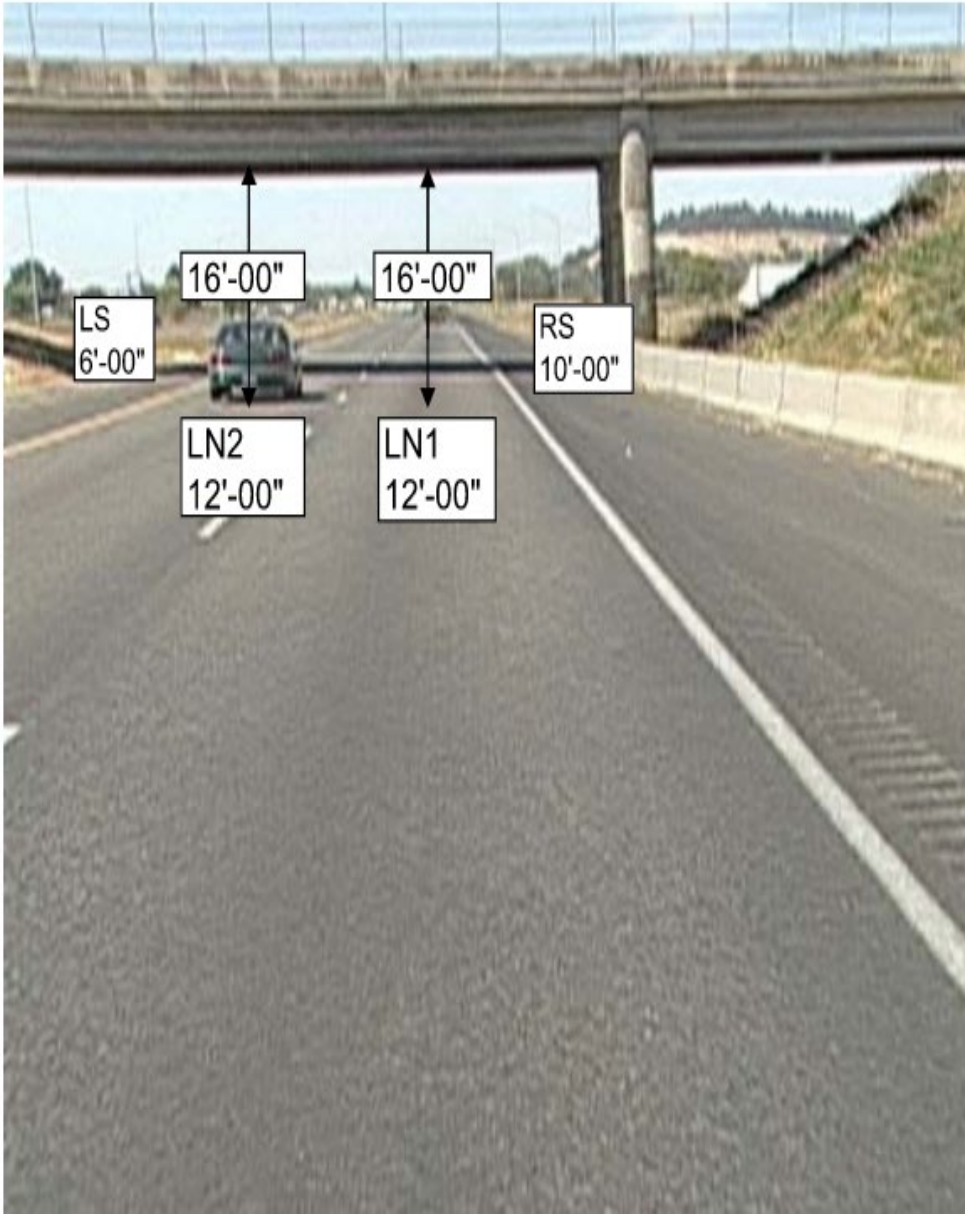
# Coburg Interchange Project Layout



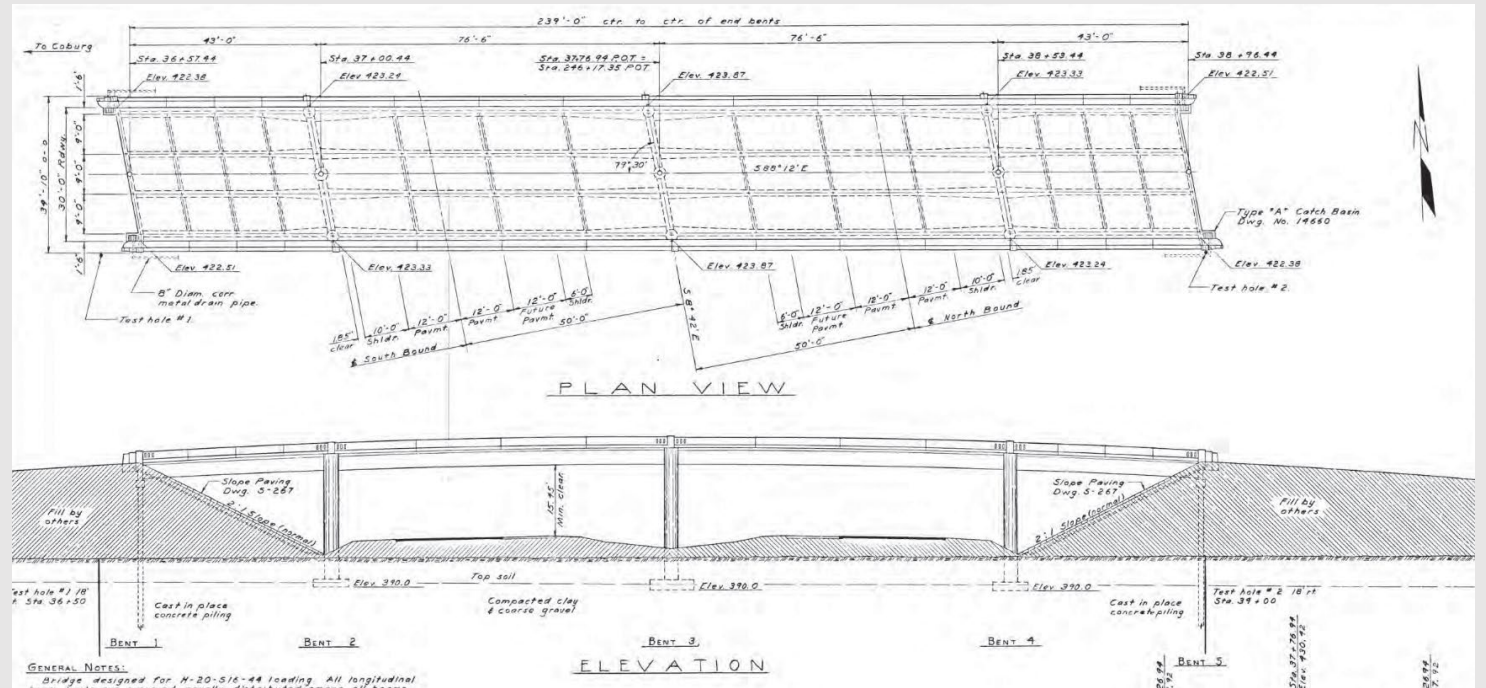
# CLEARANCE DIAGRAM

NB & SB EXIT #199 CROSSING UNDER COBURG-EAST RD.  
 BRIDGE #:08172 \* HIGHWAY NO. 001 (I-5) \* MP:199.15

Item 7.

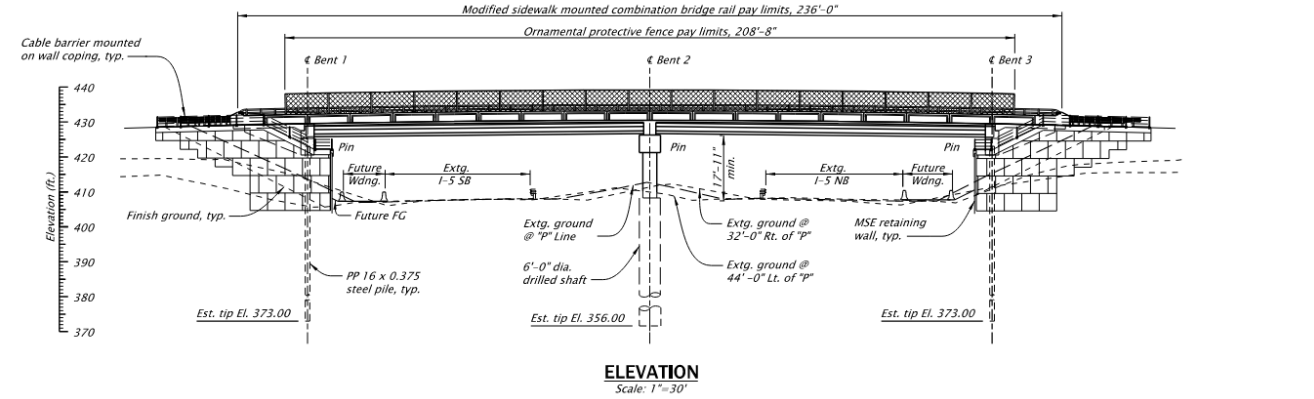
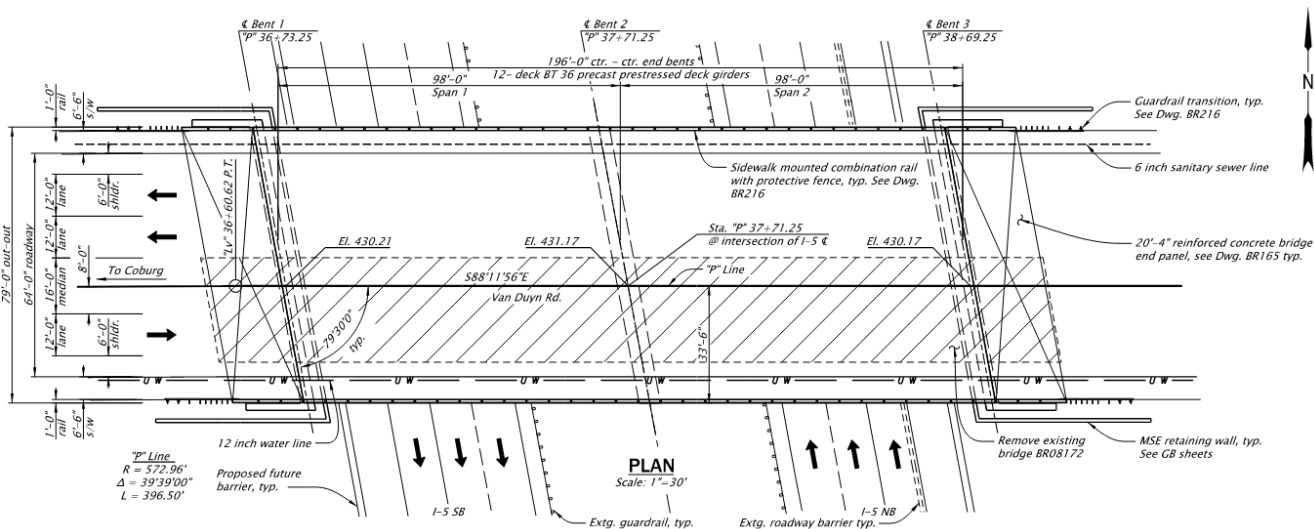


# Existing Bridge Design Plan

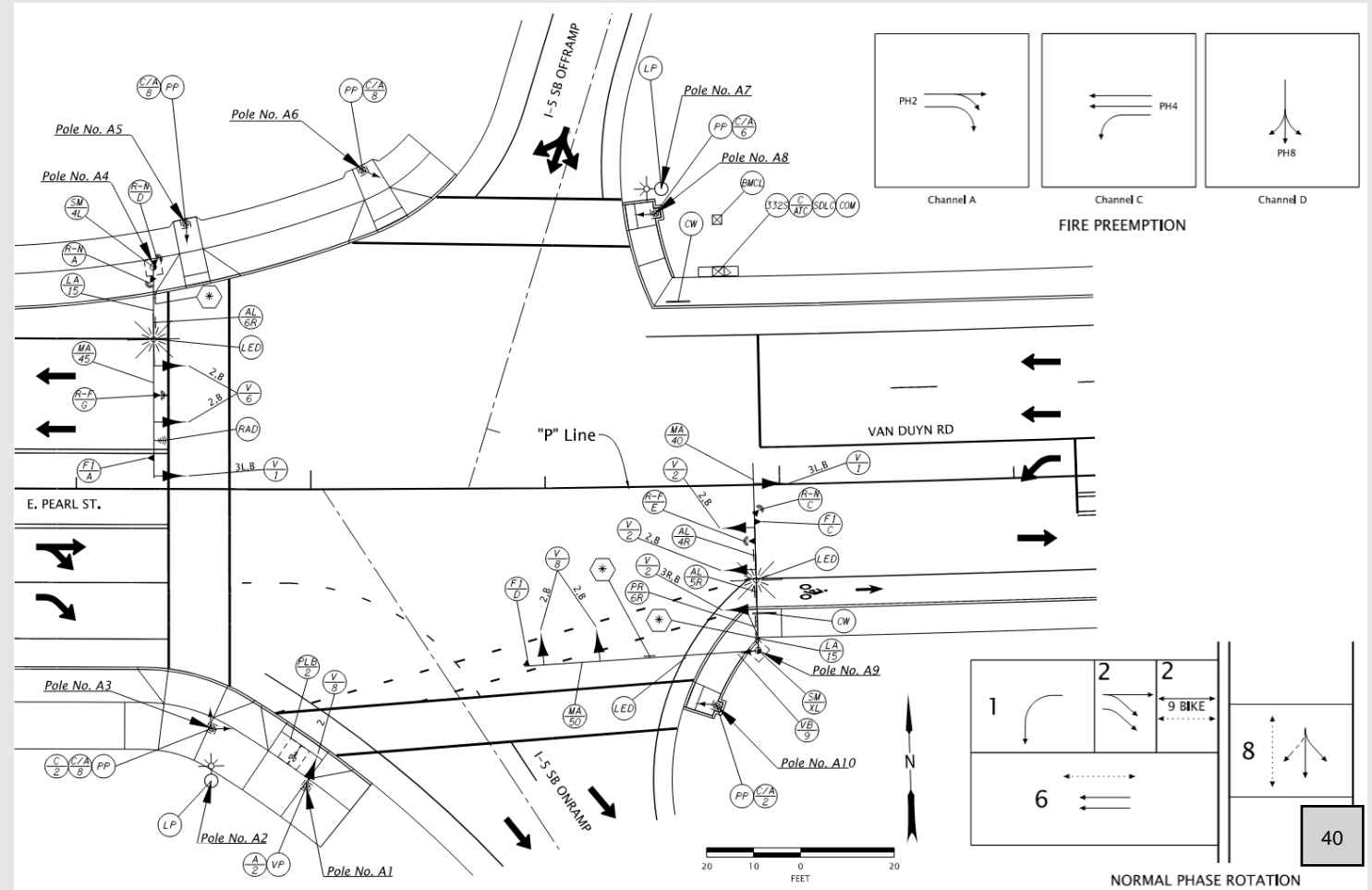




# Bridge Design Plan

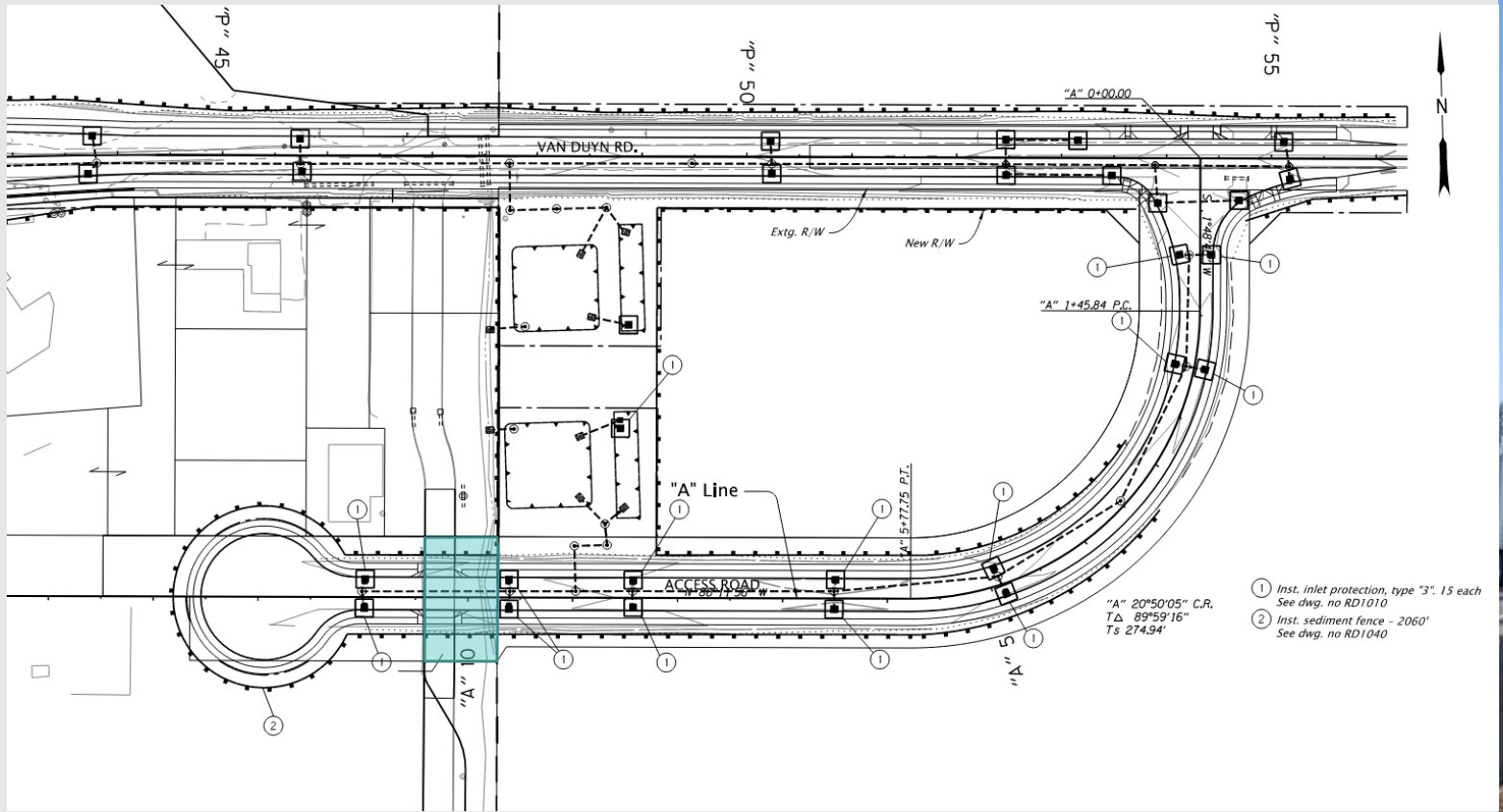


# West Side Signal Design





# East Side Design: Van Duyn Road



# Post Project City Responsibility

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- Roadway Surface, sidewalks, and shoulders  
(Van Duyn & Access Road)
- Vegetation and Landscaping (Aesthetics)
- Walls
- 2 Culverts
- Storm Drainage System (roadway)
- Ponds and Pump for Stormwater Treatment

# Construction Cost Estimate

---

- Completion of Design (PE) = \$4.4 Million
- Right of Way (RW) = \$2.6 Million
- Construction (CN) = \$28.7 Million

Total Project Cost = \$35.7 Million



# Grant Funding Scan & Competitiveness Analysis Overview

- Competitive grant applications are a viable funding source for infrastructure projects across the country.
- Evaluated current expected federal, state, and local funding sources for applicability
  - Over 15 funding sources reviewed
  - 2 funding sources recommended for further consideration



# Better Utilizing Investments to Leverage Development (BUILD) Program

- Funds are available for both Planning & Construction activities
  - Award range: \$5 M - \$25 M
  - Match requirement: 80% federal share limit
- Annual application process, usually in the spring
- Strong focus on cost-effective projects
- Applicants can include: ODOT and/or City of Coburg
- Very competitive program that requires qualitative and quantitative analysis of project benefits





# Infrastructure for Rebuilding America (INFRA) Program

- Funds are available for highway & freight-focused projects, construction activities
  - Minimum award for small project: \$5 M
  - Match requirement: 60% INFRA limit, 80% federal share limit
- Annual application process, usually in the winter
- Strong focus on cost-effective freight projects
- Applicants can include: ODOT and/or City of Coburg
- Very competitive program that requires qualitative and quantitative analysis of project benefits

# Recommendations for strong federal applications

- Leverage non-federal funding resources
- Cultivate partnerships and broad support
- Collect data and information, including new analyses as needed; Update IAMP
- Ensure project meets or excels in multiple criteria & readiness guidelines
- Invest in application support



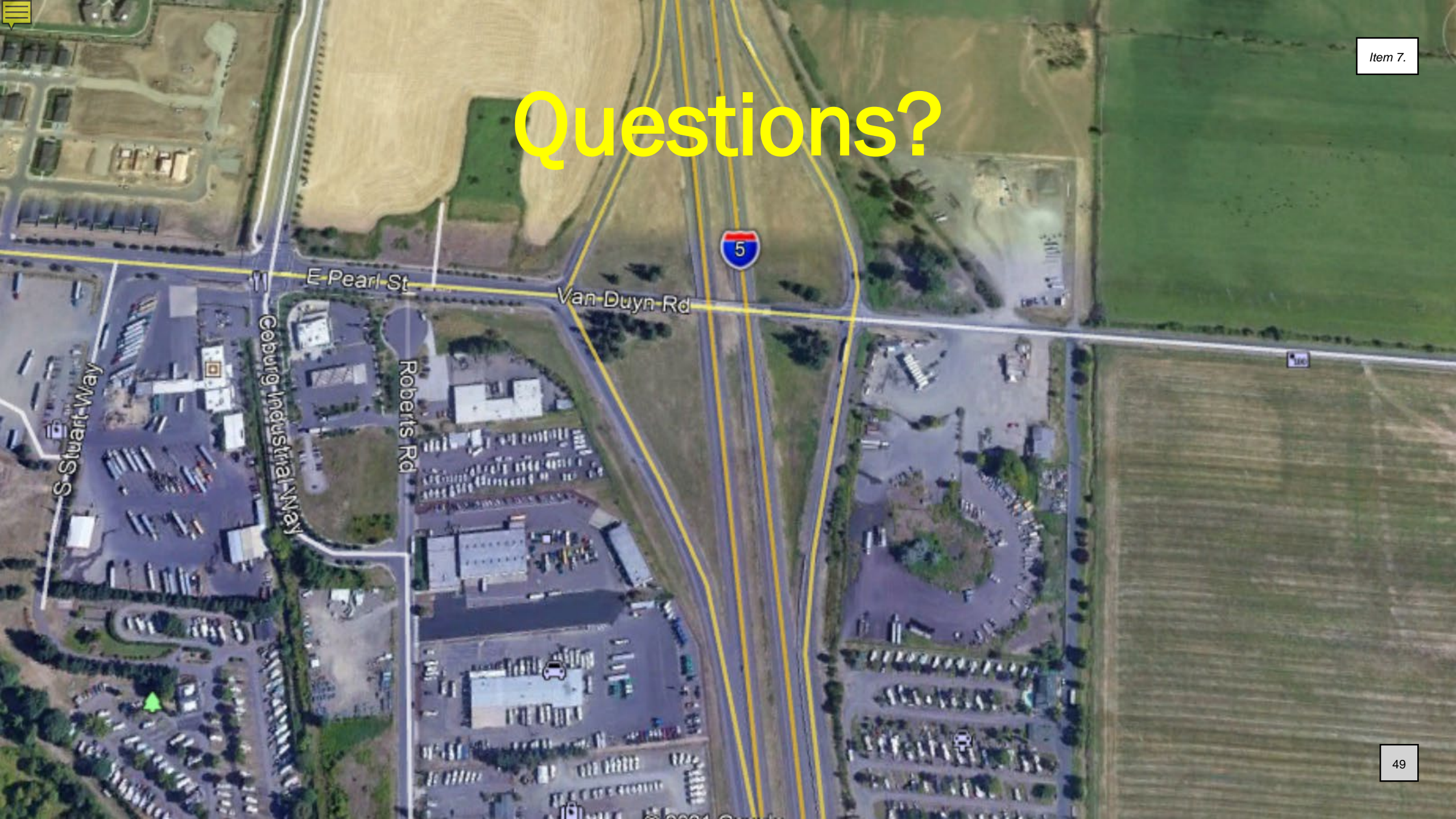
# Overview of Next Steps for Funding

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- How can the City of Coburg best position the project for funding?
  - Seek funding to complete planning / design activities
  - Ensure federal grant funding are “last dollars in” for construction
  - Get project approved in STIP/TIP
  - Recommend no more than 50% federal dollar request to be competitive
  
- Changing federal administration priorities



# Questions?





**COBURG CITY COUNCIL  
ACTION/ISSUE ITEM**

---

**TOPIC: Appointment of Budget Officer for Fiscal Year 2021-22**

---

**Meeting Date:** March 9, 2021  
**Staff Contact:** Anne Heath, City Administration  
**Contact:** 541-682-7871, [anne.heath@ci.coburg.or.us](mailto:anne.heath@ci.coburg.or.us)

---

**REQUESTED COUNCIL ACTION:**

Appoint a Budget Officer for Fiscal Year 2021-22 process.

**Suggestion Motion:** "I move to designate Tim Gaines as the City of Coburg Budget Officer for fiscal year 2021-22 process."

---

**CITY COUNCIL GOAL**

Responsible Fiscal Stewardship

---

**BACKGROUND**

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

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

---

**BUDGET / FINANCIAL IMPACT**

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

---

**RECOMMENDATION**

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

---

**NEXT STEPS**

- Plan and schedule the budget process
  - Budget Committee will meet, discuss and approve the fiscal year 2022 budget and move for adoption by City Council.
- 

**ATTACHMENTS**

N/A

---

**REVIEWED THROUGH:**

**Sammy Egbert, City Recorder**

## COBURG CITY COUNCIL ACTION/ISSUE ITEM




---

### TOPIC: City Council Goals for Fiscal Year 2021-22

---

**Meeting Date:** March 9, 2021  
**Staff Contact:** Anne Heath, City Administrator  
**Contact:** 541-682-7871, anne.heath@ci.coburg.or.us

---

#### REQUESTED COUNCIL ACTION

Adoption

*Motion: I move to adopt the preamble statement and list of goals so stated in Attachment A for Fiscal Year 2022.*

---

#### POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

Annual Council Goals

---

#### BACKGROUND

Substantial input from staff was incorporated into the annual discussion of the City Council at their retreat held on February 6, 2021. The Council was asked to forward any suggested changes prior to completion of this report. There were minimal changes submitted.

Staff recommended that there be a seventh goal added for Committee and Commission Communication. Council agreed with this at their annual retreat. This has been added to both the Preamble as well as the goals worksheet.

---

#### ANALYSIS

It is intended that this will be living document and be thoroughly integrated with the budget process, including additional or ongoing public input.

---

#### RECOMMENDATION AND ALTERNATIVES

Option A – Adopt the Goals as written  
 Option B – Revise the stated Goals

Option C – Do not adopt

---

**BUDGET / FINANCIAL IMPACT**

N/A

---

**PUBLIC INVOLVEMENT**

N/A

---

**NEXT STEPS**

Utilize goals in budget preparation and in on-going staff work plan

---

**ATTACHMENTS**

Fiscal Year 2021-22 City Council Goals

---

**REVIEWED THROUGH:**

**Sammy Egbert, City Recorder**

City Council received the draft at their 2021 retreat and was able to provide input prior to this presentation.

# City of Coburg

**DRAFT**

## Council Goals for FY 2021-22

Considering substantial input from staff and community, it is the intent of the Coburg City Council members to adopt the following major goals to sustain and improve the well-being of the community, support the functions of the city government, and build for the future.

- ❖ **Livability, Health, and Vitality**
- ❖ **Utilities and Infrastructure Capacity**
- ❖ **Dynamic Operational Capacity**
- ❖ **Responsible Fiscal Stewardship**
- ❖ **Strategic Planning**
- ❖ **Economic Development**
- ❖ **Committee and Commission Communications**

**CITY OF COBURG**  
**CITY COUNCIL GOALS & PRIORITIES WORK PLAN**  
**Fiscal Year 2021-2022**

<b>Livability, Health &amp; Vitality</b>	<b>Utilities, Equipment and Infrastructure</b>	<b>Operational Capacity</b>	<b>Fiscal Stewardship</b>	<b>Strategic Planning</b>	<b>Economic Development</b>	<b>Citizen Committees &amp; Commissions Communication</b>
Continue to improve communication and outreach to Citizens on issues that are related to the health and vitality of the community	Maintenance to exterior of City Hall	Complete salary and benefit analysis	Seek and secure long-term Contract with a City Prosecutor	Update Council Rules of Order	Consider rebranding of City and community utilizing new Logo	Enhance outreach and communications between committees and City Council
Continue staff training in FEMA	Window replacement in City Hall	Review employee benefit package	Purchase and implement new financial software	Planning for emergency drills with City staff and partners	Continue to provide leadership and partnership in Oregon Main Streets	Review and update Committee Bylaws for consistency for all committees
Continue Effort to Grow Citizen Response Team	Lobby redesign to create more attractive environment	Project staff capacity needed for future development of the City in every department	Improve accounts payable processes	Planning and implementation for mutual support with other agencies	Development of a broadband plan	Facilitate work parties and planning for projects for Park & Tree Committee
Address transportation issues such as speed, signage and transportation on roads owned by other jurisdictions	Upgrade security system	Update job description for all positions	Conduct RFP for banking services	Continue to plan and implement emergency equipment and supply list	Continued investments and partnership with Oregon Rain	Education for Planning Commission on land use and other issues related to planning in Coburg and the State of Oregon
Education to community on land use and the public process	Improve utility billing policies	Implement leadership training and team building at every level of City	Consider purchase of capital project tracking software	Plan and implement general orders and standard court operations	Support community economic development & planning by retaining assistant position	Support to all committee and commission goals by Staff Representatives
Create and monitor a Safe Trade Location	Update utility billing website pages	Increase Admin Assist to FT 40 hours	Implement TUF for the funding of street repairs	Update Transportation Plan	Continue to support local businesses through Covid-19 recovery opportunities	Research for the development of a Park & Recreation District
Implement SCRAM Security Camera and Registration Program	Implement on-line payment option	Continued staff education in every department per specific need of department	Timely and accurate process for seeking reimbursement for funding capital projects	Complete Storm Water Master Plan	Continue to update website to provide information to citizens on city services	Create process for purchase and planning of future park land

Community planning for Julia Morneau Heritage Park	Updates and repairs to restrooms In Norma Pfeiffer Park	Continue scanning project in Municipal Court	Review and update to all city contracts as they come due	Update to development Code based upon recommendations of Ad-Hoc Committee	Planning and implementation of Bike Kiosk, and citizens and visitors rest and relaxation areas in downtown	Establish a Tree Sub-Committee
Community planning for Park to be located in new subdivision	Roof and repair kiosk and pavilion in Pavilion Park	Hire Planning Director				Establish a community volunteer Base for the parks
Plan and establish a community museum and safe storage for community artifacts and antiquities	Purchase new patrol car for Police Department	Update to standard procedures and processes in Planning Department				Enhance Communications between Committees opportunity to share their work plans
Planning for update to Mckenzie Street to improve pedestrian safety	Lap top Tough Books for patrol cars	Hire additional Utility Worker for Public Works				Update committees on Council adopted Goals and priorities
Build on street and park safety through enforcement, crosswalks, speed zones, traffic calming and lighting	Design and seek funding for Public Works operations building	Evaluate staffing needs in all departments and implement cross-training for coverage, flexibility and growth				Seek funding for Historic Land Mark Projects as addressed in Heritage Committee goals
Implement data and analysis reporting for Police and crime Activity	Replace septic tanks at Premier RV	Project Staff Capacity needed for Future Development of the City in Every Department				Involve Elementary School in Youth Heritage Program
	Planning and design for collector Street Improvements					Training for Heritage Committee and involvement in the CLG network
	Continue Inspections and planning for tank maintenance and aging					
	Continue to complete Water Master Plan projects					
	Add emergency and replacement inventory of equipment and supplies					





## MEMORANDUM

TO: Coburg City Council

FROM: Anne Davies, City Attorney

RE: Procedures for Consolidated Annexation/Zone Change Applications

DATE: March 1, 2021

**BACKGROUND:** Ravin Ventures, LLC and Hardly Hackitt, LLC own a 107-acre property located on the east side of I-5. Ramon Fisher, on behalf of those entities, filed an application to annex the property into the City, and also submitted an application for a zone change to change the zoning of the property to Light Industrial. Pursuant to Article X.F.4.b of the Coburg Development Code, the two applications were “consolidated for review and decision.”

**QUESTION PRESENTED:** What is the decision-making process that is required and/or allowed under the Development Code for these two consolidated applications?

**DISCUSSION:** When two land use applications of different Types<sup>1</sup> are processed concurrently, it is often confusing to determine the appropriate procedures to be followed under the applicable code. Code provisions may not be entirely clear how to manage apparent discrepancies, and state law procedural requirements may also complicate the matter. In this case, it not even entirely clear in the code which procedures each of the two applications is supposed to follow.

### Annexation

Article XX.A.1. provides that annexation applications are reviewed under Type II procedures. The Type II procedure includes a decision by the Planning Director, with an opportunity to appeal to the Planning Commission. Article XX.A.1 also provides, however, that “The City Council shall approve proposed annexations by Ordinance.” This contradiction cannot be fully squared with the reference to Type II procedures. As the state law also requires annexations to

<sup>1</sup> The Coburg Development Code, like many land use codes in Oregon, separate the universe of land use applications into Types: e.g., Type I, Type II, Type III, and Type IV. Generally, the procedures become more involved as the Type numbers increase.

be approved by the governing body, ORS 222.170(3), the requirement for adoption by ordinance by City Council overrides the reference to the Type II process.<sup>2</sup>

### Zone Change

The contradiction within the code for processing zone changes is even more confusing than the contradiction for processing annexations, set forth above. There are different places in the code that require that zone changes be processed by the Type II process, by the Type III process, and by the Type IV process.<sup>3</sup> While it is unclear what process the code requires for a zone change application, we do not need to determine the final answer here. That is because the code provides specific direction for processing two or more consolidated applications.

### Processing of Consolidated Applications

In circumstances like this one, where two or more applications are consolidated and being processed together, and the applications are not all of the same Type, the code provides the following guidance:

“If more than one approval authority would be required to decide on the applications if submitted separately, then the decision shall be made by the approval authority having original jurisdiction over one of the applications in the following order of preference: the Council, the Commission, or the City Planning Official or designee.” Article X.F.4.b(1).

Unfortunately, this provision does not answer all of the questions now before the City Council. It is not entirely clear, for instance, what the code means when it states that the decision will be made by “the approval authority having original jurisdiction over one of the applications.” The most likely intent of that provision is that the approval authority that makes the *initial* determination for any particular application is the approval authority with “original jurisdiction.” In the case of the annexation, as explained above, the Type II reference conflicts with the requirement that the City Council adopt an ordinance approving the annexation. The Type II process does not provide for a decision by the City Council, even on appeal. So the approval authority with original jurisdiction for the annexation is the City Council.

The significance of the last phrase, referring to the “order of preference,” is also not entirely clear. A reasonable interpretation, however, is that the decision on the consolidated applications will be made by the highest approval authority that is called on to make the initial determination for each of the individual applications. Because the City Council is the approval authority for the annexation, the City Council will be the approval authority for the consolidated applications.

<sup>2</sup> The Coburg City Charter provides the City with authority “To annex areas to the City in accordance with State law.” See Coburg City Charter, Chapter II, Section 4(2)(h).

<sup>3</sup> Table X.1 (Summary of Approvals by Type of Review Procedure) lists quasi-judicial land use district map changes as Type III. See page 105 of the Coburg Development Code, attached. Article XXI.A.1 references the Type II process with regard to zoning district amendments. See page 198, attached. Finally, Article X.A.2.d provides examples of applications that are to be processed using the Type IV (Legislative) process and includes zone changes. See page 104, attached. That provision, however, likely refers to legislative zone changes, and not quasi-judicial zone changes like this one, which proposes amending the zoning designation of a single, discrete parcel of land.

The consolidation provision quoted above also does not provide any guidance on the actual process; it only dictates which approval authority will make the decision.<sup>4</sup> So the question remains whether the Planning Commission must or should be called upon to make a recommendation to the City Council on the zone change application. In addressing this question, it is important to keep in mind the distinction between “what the code *requires*” and “what the code *allows*.”

As explained above, it is not entirely clear what process Type would apply to this zone change application if it were being processed separately from the annexation. See note 2, above. The Type IV process *requires* consideration by the Planning Commission initially, with a recommendation to the City Council. However, that process, as explained in note 2, above, is generally reserved for legislative matters, which this zone change is not. The Type II process calls for the initial decision to be made by the Planning Director, with an opportunity to appeal to the Planning Commission. The Type II process does not involve the City Council at all. Because the consolidated applications will be decided by the Council in this matter, it does not make sense to further consider the Type II process in this inquiry.

The Type III process calls for an initial decision by the Planning Commission, with any appeal going to the City Council. This is the process that is provided for in Table X.1. The direction in the code at Article X.F.4.b(1), quoted above, however, trumps this process and *requires* that the City Council make the initial decision on this zone change.

Because the Type IV (legislative) process does not apply here, there is no provision in the code that *requires* the Planning Commission to consider the zone change and/or provide a recommendation prior to decision by the City Council. That said, there is also nothing in the code that *prohibits* the Planning Commission from considering the application and providing the City Council with a recommendation on the zone change application.

**SHORT ANSWER:** The City Council is not required to refer the matter to the Planning Commission to provide a recommendation on the zone change application, but the Council may choose to do so.

**OPTIONS:** (1) The City Council can move forward to make the decision on both applications.

(2) The City Council can ask the Planning Commission to make a recommending on the zone change application, and wait to consider both application until the Planning Commission has provided its recommendation.

**CONSIDERATIONS:** While the choice of which Option to follow is not bound by the code; i.e., the City Council has full discretion which Option to choose, the Council may wish to weigh the following policy considerations:

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<sup>4</sup> For instance, some city codes in Oregon provide that, where applications of different Types are consolidated, the process that applies is the process set forth in the application Type of the highest order. The Coburg Development Code does not exactly state that; it merely identifies the appropriate approval authority.

- A. The additional time it will take to obtain a recommendation from the Planning Commission.
- B. The expense to the City of conducting an otherwise unnecessary Planning Commission hearing.
- C. The desire to have the Planning Commission, with its land use expertise, weigh in on the application.
- D. A desire to more closely follow the procedures, including recommendation by the Planning Commission, that would apply to a zone change application if the applications were not consolidated.
- E. Other considerations the Council deems appropriate.

- d. A site plan indicating all structures, land uses and zoning designation within 150 feet of the site boundaries, or 300 feet if the height of the structure is greater than 80 feet.
- e. A map showing existing wireless communication facility sites operated by the applicant within a 5 mile radius of the proposed site.
- f. A collocation feasibility study that adequately indicates collocation efforts were made and states the reasons collocation can or cannot occur.
- g. A copy of the lease agreement for the proposed site showing that the agreement does not preclude collocation.
- h. Documentation detailing the general capacity of the tower in terms of the number and type of antennas it is designed to accommodate.
- i. Any other documentation the applicant feels is relevant to comply with the applicable design standards.

**3. Design Standards** - All wireless communication facilities shall be located, designed, constructed, treated and maintained in accordance with the following standards:

a. General Provisions

- (1) All facilities shall be installed and maintained in compliance with the requirements of the Building Code. At the time of building permit application, written statements from the Federal Aviation Administration (FAA), the Aeronautics Section of the Oregon Department of Transportation, and the Federal Communication Commission that the proposed wireless communication facility complies with regulations administered by that agency, or that the facility is exempt from regulation.
- (2) All associated transmittal equipment must be housed in a building, above or below ground level, which must be designed and landscaped to achieve minimal visual impact with the surrounding environment.
- (3) Wireless communication facilities shall be exempted from height limitations imposed in each zoning district.
- (4) WCF shall be installed at the minimum height and mass necessary for its intended use. A submittal verifying the proposed height and mass shall be prepared by a licensed engineer.
- (5) Signage for wireless communication facilities shall consist of a maximum of two non-illuminated signs, with a maximum of two square feet each stating the name of the facility operator and a contact phone number.
- (6) Applicant is required to remove all equipment and structures from the site and return the site to its original condition, or condition as approved by the Staff Advisor, if the facility is abandoned for a period greater than

six months. Removal and restoration must occur within 90 days of the end of the six month period.

b. Preferred Designs

- (1) Where possible, the use of existing WCF sites for new installations shall be encouraged. Collocation of new facilities on existing facilities shall be the preferred option.
- (2) If (1) above is not feasible, WCF shall be attached to pre-existing structures, when feasible.
- (3) If (1) or (2) above are not feasible, alternative structures shall be used with design features that conceal, camouflage or mitigate the visual impacts created by the proposed WCF.
- (4) If (1), (2), or (3) listed above are not feasible, a monopole design shall be used with the attached antennas positioned in a vertical manner to lessens the visual impact compared to the antennas in a platform design. Platform designs shall be used only if it is shown that the use of an alternate attached antenna design is not feasible.
- (5) Lattice towers are prohibited as freestanding wireless communication support structures.

c. Landscaping

The following standards apply to all WCF with any primary or accessory equipment located on the ground and visible from a residential use or the public right-of-way:

- (1) Vegetation and materials shall be selected and sited to produce a drought resistant landscaped area.
- (2) The perimeter of the WCF shall be enclosed with a security fence or wall. Such barriers shall be landscaped in a manner that provides a natural sight obscuring screen around the barrier to a minimum height of six feet.
- (3) The outer perimeter of the WCF shall have a 10-foot landscaped buffer zone.
- (4) The landscaped area shall be irrigated and maintained to provide for proper growth and health of the vegetation.
- (5) One tree shall be required per 20 feet of the landscape buffer zone to provide a continuous canopy around the perimeter of the WCF. Each tree shall have a caliper of 2 inches, measured at breast height, at the time of planting.

d. Visual Impacts

- (1) Antennas, if attached to a pre-existing or alternative structure shall be integrated into the existing building architecturally and, to the greatest extent possible, shall not exceed the height of the pre-existing or alternative structure.

development of land within the community, ensure the adequate provision of public facilities and services, protect the public health and safety of the community, and enable development to occur consistent with applicable provisions of the Comprehensive Plan.

- b. The City shall not extend water, stormwater, or sanitary sewer service outside the urban growth boundary, unless a health hazard, as defined in ORS 222.840 - 222.915 is determined to exist. Annexation of the territory so served is required if the territory is within the urban growth boundary and is contiguous to the city limits. An alternative to annexation, if agreed to by the City and the owners of the affected property, may occur in the place of annexation.
  - c. Extraterritorial Service/Facility Contracts between a property owner and the City shall be initiated at the sole discretion of the City Council. The provisions of this contract shall be as directed by the City Council in response to the circumstances and conditions within the affected territory that are causative of the request for extraterritorial service.
2. **Applicability.** Regulations within this Article apply to applications requesting the extension and/or connection of water service or sewer service outside of the city limits and within the urban growth boundary, and stormwater service outside of the city limits and within or outside the urban growth boundary.
  3. **Application Requirements.** In addition to the provisions specified in this Code, an extraterritorial extension of service application shall include the following:
    - a. A list of all tax lots proposed to be served, including street addresses and property owner names;
    - b. A legal description of the property to be served with water or sewer service;
    - c. A signed Consent to Annex form for the property proposed to be served;
    - d. A map drawn to scale showing the proposed extension of water, stormwater, or sanitary sewer lines to include the proposed number of service connections and their sizes and locations; and
    - e. A written narrative addressing the proposal's consistency with the approval criteria in ARTICLE X.X.B.4.



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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### TOPIC: Finance Monthly Report

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Meeting Date: March 9, 2021

Staff Contact: Tim Gaines

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

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### 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 December 31, 2020*

- December is the 6<sup>th</sup> month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 50% of budget with each.
    - Whole City Revenue received \$2,658,846 or 38% of budgeted. Compared to \$2,460,080 last year at December month end.
    - Whole City Expenses are \$2,793,666 which is 39% of budgeted. Compared to \$2,388,570 last year at December month end.
    - There is a 1% difference between Revenues received and Expenditures.
  - All Funds, General, Streets, Water, Sewer are operating within their budgets.
  - As of January 31, 2021, 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 57% and Sewer User Fees are at approximately 53%.
  - 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 six 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.
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**PUBLIC INVOLVEMENT**

N/A

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**NEXT STEPS**

- Budget Preparation
- Water Project Reimbursement
- Draft Supplemental Budget

**ATTACHMENTS**

- A. Cash on Hand
  - B. Checks written list for December 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**  
**December 31, 2020**      **Fiscal Year 2021**  
**CASH ON HAND PER FUND**

<b>Bank Accounts</b>									
<b>Funds</b>	<b>KEY BANK - GEN</b>	<b>SP GEN.</b>	<b>SP SDC</b>	<b>For</b>	<b>SP SAVINGS</b>	<b>For</b>	<b>SUMMIT BANK</b>	<b>POLICE EVID.</b>	<b>TOTAL</b>
GEN 001	25,024	1,047,335			21,665				1,094,024
PD Drug Educ.									-
Park Cap	80,423		44,700	Park SDC					125,123
STREET 003	70,391	237,576	407,407	Street SDC					715,374
WATER 004	499,917	150,592	48,396	Water SDC					698,905
SEWER 005	528,300		900,949	Sewer SDC	27,172	Membrane Replace			1,456,421
SEWER DEBT	534,060				34,153	Sewer Debt Reserve	87,104	Sewer Debt Res	655,317
EVIDENCE		-						100	100
<b>TOTAL</b>	<b>1,738,115</b>	<b>1,435,503</b>	<b>1,401,452</b>		<b>82,990</b>		<b>87,104</b>	<b>100</b>	<b>4,745,264</b>

**CIP SDCs**

Cash Balance 12/31/2020	\$4,745,264
Cash Balance 12/31/2019	\$5,271,671
Difference	(526,407)

<b>REVENUE GENERATION BY FUND</b>	
<b>GENERAL FUND</b>	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
<b>STREET FUND</b>	Street Taxes, User Fees, Grants, CIP Funds, SDC, Grants Loans
<b>WATER FUND</b>	User Fees, Grants, Capital Funds, SDC
<b>SEWER FUND</b>	User Fees, Grants, Capital Funds, SDC, Loans
<b>SEWER DEBT FUND</b>	LID, Loan Proceeds, URA Debt Service
<b>EVIDENCE</b>	Evidence Cash Seized

# Accounts Payable

## Checks by Date - Summary by Check Date

User: Tim Gaines  
 Printed: 2/24/2021 2:39 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
86273	AllSea	All Seasons Equipment	12/04/2020	144.00
86274	ANA165	Analytical Laboratory Group	12/04/2020	337.00
86275	BAT400	Batteries Plus	12/04/2020	7.99
86276	BE	Beelart Embroidery	12/04/2020	917.00
86277	BRA344	Branch Engineering	12/04/2020	26,441.17
86278	CasCol	Cascade Columbia Dist Co	12/04/2020	588.32
86279	CenLin	CenturyLink	12/04/2020	285.50
86280	CINTA	Cintas Corporation	12/04/2020	287.14
86281	CTX	Copytronix	12/04/2020	86.13
86282	EGB100	Sammy Egbert	12/04/2020	146.97
86283	EME131	Emerald People's Utility	12/04/2020	36.08
86284	KRPData	KRP Data Systems	12/04/2020	240.00
86285	LanDe	Lane County Deeds & Records	12/04/2020	229.00
86286	LC SO	Lane County Sheriff's Office	12/04/2020	16,310.00
86287	LES327	Les Schwab	12/04/2020	708.33
86288	NEL100	Nelson Tree Svcs Inc	12/04/2020	6,900.00
86289	NWSIGN	Northwest Sign Company	12/04/2020	790.00
86290	NOR146	NW Natural	12/04/2020	122.90
86291	OMSC	Oakmont Service Center	12/04/2020	187.45
86292	MBA	Alicia Obrien	12/04/2020	240.00
86293	OHADWS	OHA Drinking Water	12/04/2020	75.00
86294	ONE193	One Call Concepts, Inc.	12/04/2020	12.00
86295	OREDA	Oregon Economic Development Associatio	12/04/2020	275.00
86296	PW1	Public Works 1 Inc	12/04/2020	10,500.00
86297	RoyFlu	Royal Flush Environmental	12/04/2020	2,415.00
86298	STATESUR	State of Oregon	12/04/2020	2,000.00
86299	USA426	USA Blue Book	12/04/2020	1,324.60
86300	OSGP	Voya-Oregon Savings Growth Plan	12/04/2020	200.00
86301	WaltNels	Walter E. Nelson Co.	12/04/2020	89.00
Total for 12/4/2020:				71,895.58
86303	AESecur	A & E Security and Electronic Solutions	12/10/2020	62.85
86304	ANA165	Analytical Laboratory Group	12/10/2020	253.00
86306	CasCol	Cascade Columbia Dist Co	12/10/2020	428.32
86307	CenLin	CenturyLink	12/10/2020	47.15
86308	CINTA	Cintas Corporation	12/10/2020	62.00
86309	DIEX	D & I Excavating Inc	12/10/2020	162,268.07
86310	EME131	Emerald People's Utility	12/10/2020	6,162.59
86311	FCSG	FCS Group	12/10/2020	550.00
86312	HDEPOT	Home Depot Credit Services	12/10/2020	1,632.31
86313	HUNTER	Hunter Communications	12/10/2020	316.88
86314	IRO100	Iron Mountain	12/10/2020	262.91
86315	IWORQ	iWorQ	12/10/2020	3,200.00
86316	LAN129	Lane Council of Governments	12/10/2020	359.25
86317	LanDe	Lane County Deeds & Records	12/10/2020	132.00
86318	PLAT	Platt	12/10/2020	687.33

Check No	Vendor No	Vendor Name	Check Date	Check	Item 11.
86319	Rexius	Rexius	12/10/2020		96.00
86320	TANG	Tangent	12/10/2020		2,147.75
86321	TYLE	Tyler Technologies	12/10/2020		717.75
86322	UQVF	Umpqua Valley Financial	12/10/2020		3,000.00
86323	Verizon	Verizon Wireless	12/10/2020		597.56
86324	WelWel	Welt & Welt, Inc	12/10/2020		1,590.18
					<hr/>
				Total for 12/10/2020:	184,573.90
86325	911Sup	911 Supply	12/16/2020		202.71
86326	AFL250	AFLAC	12/16/2020		390.26
86327	CenLin	CenturyLink	12/16/2020		174.75
86328	CINTA	Cintas Corporation	12/16/2020		108.55
86329	EEBS	Evans Elder Brown & Seubert	12/16/2020		4,625.00
86330	Grainger	Grainger	12/16/2020		840.53
86331	HSA	Harden Psychological Associates, P.C.	12/16/2020		395.00
86332	HEAT	Anne Heath	12/16/2020		365.62
86333	Kimball	Kimball Midwest	12/16/2020		129.00
86334	LAN129	Lane Council of Governments	12/16/2020		627.00
86335	LanDe	Lane County Deeds & Records	12/16/2020		127.00
86336	LanePW	Lane County Public Works	12/16/2020		5,000.00
86337	LC SO	Lane County Sheriff's Office	12/16/2020		1,200.00
86338	PAC150	Pacific Power	12/16/2020		1,500.29
86339	PacificS	PacificSource Administrators	12/16/2020		236.37
86340	RoyFlu	Royal Flush Environmental	12/16/2020		2,484.00
86341	Smitty	Smitty-Bilt Industrial Fans, Inc.	12/16/2020		275.00
86342	Valvln	Valvoline Instant Oil Change	12/16/2020		42.49
					<hr/>
				Total for 12/16/2020:	18,723.57
					<hr/> <hr/>
				Report Total (68 checks):	275,193.05
					<hr/> <hr/>

**CITY OF COBURG  
GENERAL FUND BUDGET PERFORMANCE ANALYSIS  
December 31, 2020**

**CURRENT BUDGET YEAR 2020-21**

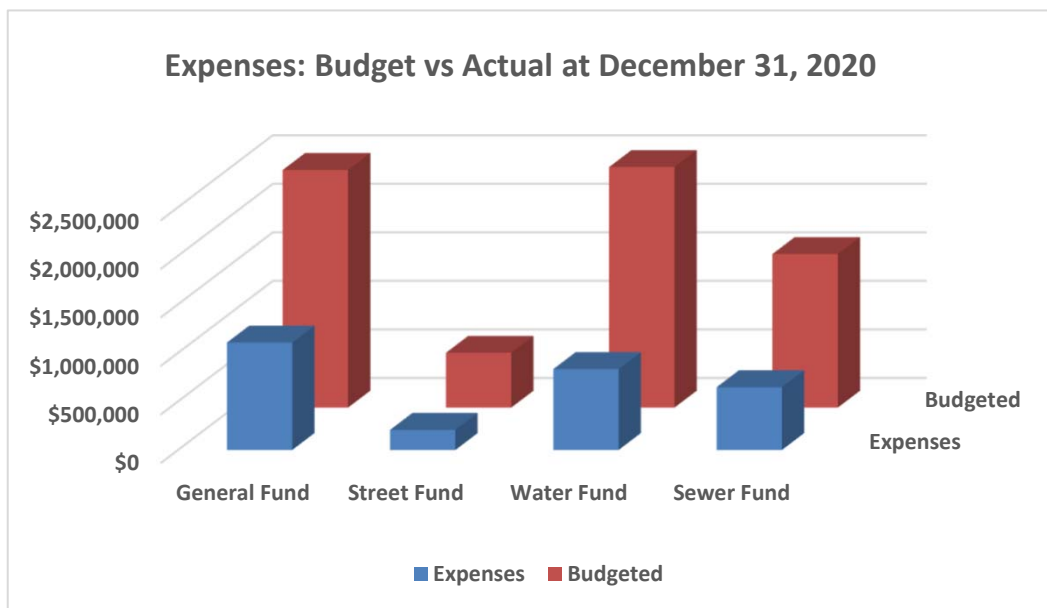
Account #	Account Name	HISTORICAL ACTUALS							CURRENT BUDGET YEAR 2020-21												YTD ACT/PROJ	YTD BUDGET	Variance (fav)/UnFav	YTD %												
		2013-14	2014-15	2015-16	2016-17	2017-2018	2018-19	2019-20	Actual JUL	Actual AUG	Actual SEP	Actual OCT	Actual NOV	Actual DEC	Budget JAN	Budget FEB	Budget MAR	Budget APR	Budget MAY	Budget JUN																
<b>TOTAL GENERAL FUND REVENUE</b>		2,112,600	1,523,483	2,372,938	1,920,492	2,322,272	2,764,876	2,075,738	199,567	-22,471	152,512	128,516	406,277	581,087	204,020	204,020	204,020	204,020	204,020	204,018	2,669,606	2,448,238	-221,368.00	109%												
<b>PERSONAL SERVICES</b>																					895,228	Beginning Fund Balance														
<b>ADMINISTRATION</b>		100,974	296,470	279,982	305,091	339,253	412,997	448,344	36,122	29,827	46,249	35,429	37,281	33,598	44,501	44,501	44,501	44,500	44,500	44,500	485,509	534,009	-48,500	-9%												
<b>PLANNING</b>		52,923	1,173	32,473	49,664	60,154	87,192	79,098	7,589	-1,304	0	2,324	3,305	4,211	7,837	7,837	7,836	7,836	7,836	7,836	63,143	94,040	-30,897	-33%												
<b>POLICE</b>		313,959	268,003	279,231	284,948	354,383	390,597	401,572	14,508	34,264	55,590	35,032	36,270	37,011	43,816	43,816	43,817	43,817	43,817	43,817	475,575	525,796	-50,221	-10%												
<b>COURT</b>		67,721	76,394	80,072	86,201	95,160	97,451	104,352	6,060	8,176	10,707	8,176	8,705	8,176	9,157	9,158	9,158	9,158	9,158	9,158	104,947	109,889	-4,942	-4%												
<b>PUBLIC WORKS</b>		0	209,057	306,212	298,864	273,993	330,627	397,303	23,506	38,715	42,807	31,096	24,255	32,321	34,381	34,381	34,381	34,382	34,382	34,382	398,989	412,575	-13,586	-3%												
<b>TOTAL PERSONAL SERVICES</b>		535,577	851,096	977,969	1,024,768	1,122,943	1,318,864	1,430,669	87,785	109,678	155,353	112,057	109,816	115,317	139,692	139,693	139,693	139,693	139,693	139,693	1,528,163	1,676,309	-148,146	-9%												
																					1,528,163 proof															
<b>MATERIALS AND SERVICES</b>																					833,056 proof															
<b>ADMINISTRATION</b>		1,337,527	245,910	186,639	226,043	248,187	220,817	219,341	9,737	19,980	16,979	54,338	15,166	9,524	21,014	21,014	21,014	21,014	21,014	21,013	251,807	252,167	-360	0%												
<b>FACILITIES</b>		0	0	77,228	97,833	170,524	82,624	153,795	1,963	4,143	21,739	10,348	-10,431	2,174	8,290	8,290	8,290	8,290	8,290	8,295	79,681	99,485	-19,804	-20%												
<b>PLANNING</b>		58,665	37,522	59,027	151,662	235,060	258,088	101,478	15,306	2,084	1,691	16,536	34,355	2,387	13,328	13,328	13,328	13,328	13,328	13,322	152,321	159,930	-7,609	-5%												
<b>ECONOMIC DEVELOPMENT</b>		6,968	16,793	11,887	50,451	23,836	42,939	80,991	5,000	2,378	16	195	1,097	0	1,800	1,800	1,800	1,800	1,800	1,800	19,486	21,600	-2,114	-10%												
<b>PARK &amp; PARK CAPITAL</b>		0	0	0	67,307	90,399	59,280	450,213	50,098	42,768	6,958	6,948	4,086	3,402	8,121	8,121	8,121	8,121	8,121	8,119	162,984	97,450	65,534	67%												
<b>POLICE</b>		95,943	91,704	90,252	115,200	117,469	118,724	142,855	-36	839	20,484	6,790	2,248	25,524	13,400	13,400	13,400	13,400	13,400	13,400	136,249	160,800	-24,551	-15%												
<b>COURT</b>		64,848	44,586	22,943	19,796	28,606	27,291	38,908	824	528	2,685	1,136	3,291	1,040	3,504	3,504	3,504	3,504	3,504	3,504	30,528	42,050	-11,522	-27%												
<b>TOTAL MATERIALS AND SERVICES</b>		1,563,951	436,515	447,976	728,292	914,081	809,763	1,187,581	82,892	72,720	70,552	96,291	49,812	44,051	69,457	69,457	69,457	69,457	69,457	69,453	833,056	833,482	-426	0%												
																					833,056 proof															
<b>INTERFUND TRANSFERS-OUT</b>																					0															
<b>PARK FUND</b>		0	82,342	97,000		0	0	0																												
<b>WATER CAPITAL FUND</b>				84,403		0	0	0																												
<b>PAYROLL ALLOCATION-PLANNING</b>				22,398	19,601	0	0	0																												
<b>STREET FUND</b>						50,000	50,000	0																												
<b>SEWER FUND</b>		0	50,000	621,205	50,000	0	0	0																												
<b>TOTAL TRANSFERS OUT</b>		0	132,342	825,006	69,601	0	50,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0															
																					0															
<b>TOTAL EXPENSES</b>		2,099,528	1,419,953	2,250,951	1,822,661	2,037,024	2,178,627	2,668,250	170,677	182,398	225,905	208,348	159,628	159,368	209,149	209,150	209,150	209,150	209,150	209,146	2,361,219	2,509,791	-148,572	94%												
<b>TOTAL REVENUE/(LOSS)</b>		13,072	103,530	121,987	97,831	285,248	586,250	-592,512	28,890	-204,869	-73,393	-79,832	246,649	421,719	-5,129	-5,130	-5,130	-5,130	-5,130	-5,128	308,387															
																					308,387		Net Income/Loss													
<b>CASH IN BANK BEGINNING</b>																					960,747	989,637	784,768	632,996	557,458	797,685	1,219,147	1,214,018	1,208,888	1,203,758	1,198,628	1,193,498	308,387	250,000	Contingency	
<b>Revenue/(Loss)</b>																					28,890	-204,869	-73,393	-79,832	246,649	421,719	-5,129	-5,130	-5,130	-5,130	-5,130	-5,128	583,675	583,675	Ending Fund Balance	
<b>Balance Sheet Adjustments</b>																							-78,379	4,294	-6,422	-257								3,343,466	3,343,466	Budget Expenditures
<b>CASH IN BANK ENDING</b>																					989,637	784,768	632,996	557,458	797,685	1,219,147	1,214,018	1,208,888	1,203,758	1,198,628	1,193,498	1,188,370			Projected Ending Cash	

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

General Fund Cash	1,094,024
Park Reserve	125,123
<b>Total Cash on Hand</b>	<b>1,219,147</b>

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

Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$1,106,326	\$2,448,238	\$1,341,912	45%
Street Fund	\$207,571	\$564,822	\$357,251	37%
Water Fund	\$833,031	\$2,478,360	\$1,645,329	34%
Sewer Fund	\$646,738	\$1,582,603	\$935,865	41%
<b>TOTAL ALL FUNDS</b>	<b>\$2,793,666</b>	<b>\$7,074,023</b>	<b>\$4,280,357</b>	<b>39%</b>

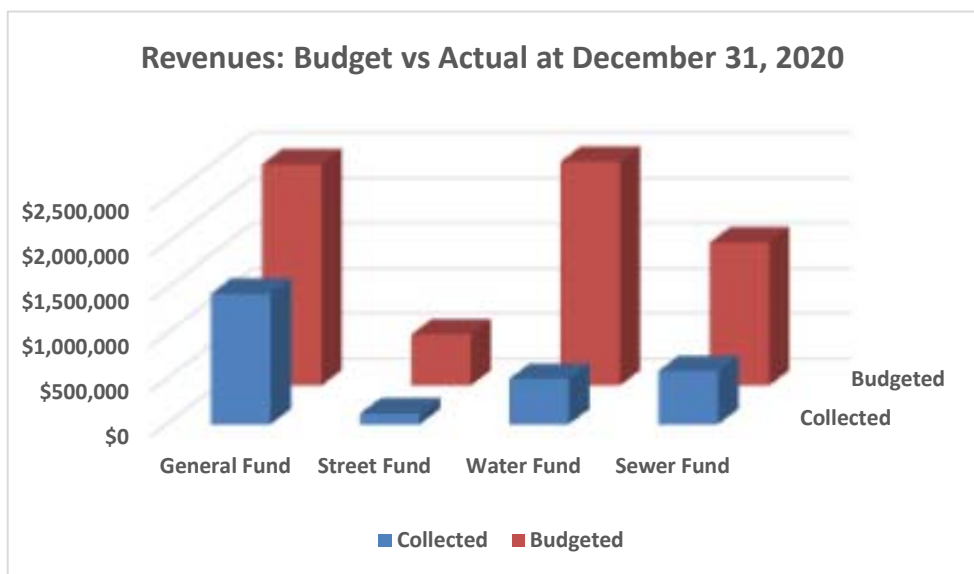


**Important Notes**

- Overall expenses should be 50% 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 OF COBURG**  
**REVENUES COLLECTED COMPARED TO BUDGET**  
**Fiscal Year To Date As Of December 31, 2020**

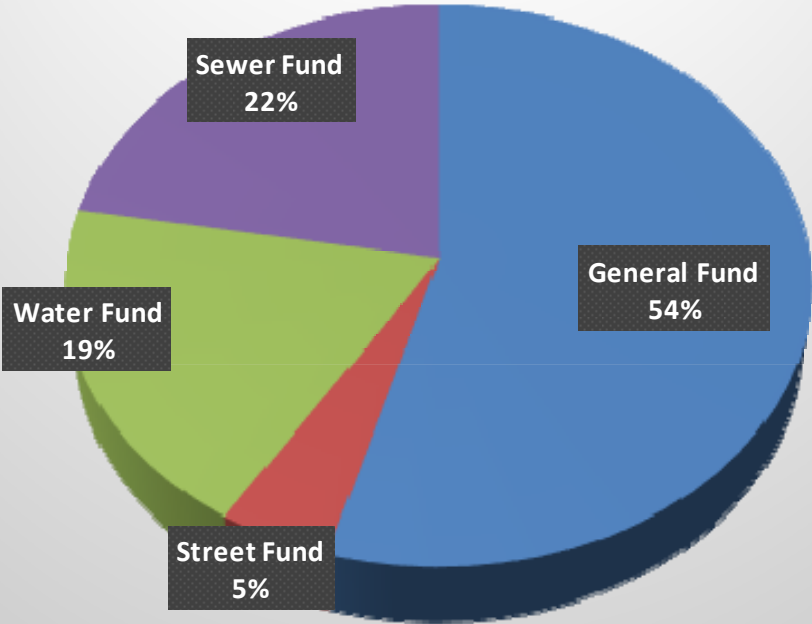
Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$1,445,489	\$2,448,238	\$1,002,749	59%
Street Fund	\$119,567	\$564,822	\$445,255	21%
Water Fund	\$503,925	\$2,478,360	\$1,974,435	20%
Sewer Fund	\$589,865	\$1,582,603	\$992,738	37%
<b>TOTAL ALL FUNDS</b>	<b>\$2,658,846</b>	<b>\$7,074,023</b>	<b>\$4,415,177</b>	<b>38%</b>



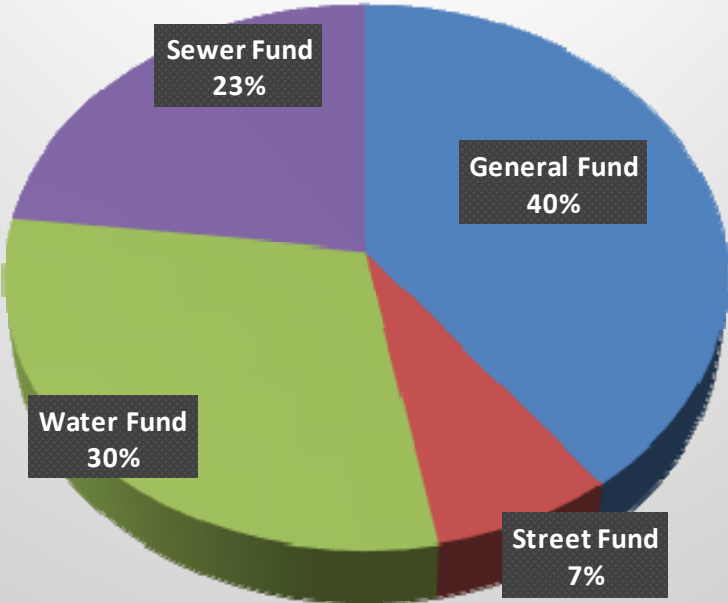
**Important Notes:**

Overall revenues should be 50% if spread evenly throughout the year.  
 Budgeted revenues are net of Beginning Fund balance,  
 which means the budgeted amounts do not include Beginning Fund Balance  
 Property tax receipts for the month of December were \$470,432.  
 Water and Sewer Fees are above budget by 7% and 3%.  
 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 first quarter were \$5,669. We budgeted \$3,910 per quarter.  
 As of February 11th, the City has received \$779,134 in property taxes.

### CITY WIDE REVENUES 12/31/2020



### CITY WIDE EXPENSES 12/31/2020





Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,343,466.00	581,087.66	1,445,488.95	1,897,977.05	0.00	1,897,977.05	56.77
	Fund Expense Sub Totals:	3,343,466.00	159,368.47	1,106,325.53	2,237,140.47	0.00	2,237,140.47	66.91
	Fund 001 Sub Totals:	0.00	-421,719.19	-339,163.42	339,163.42	0.00		

# General Fund

Item 11.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	1,254,312.00	31,373.72	119,567.11	1,134,744.89	0.00	1,134,744.89	90.47
	Fund Expense Sub Totals:	1,254,312.00	30,436.81	207,571.22	1,046,740.78	0.00	1,046,740.78	83.45
	Fund 003 Sub Totals:	0.00	-936.91	88,004.11	-88,004.11	0.00		

# Street Fund

Item 11.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,459,251.00	65,171.86	503,924.50	2,955,326.50	0.00	2,955,326.50	85.43
	Fund Expense Sub Totals:	3,459,251.00	218,404.38	833,030.75	2,626,220.25	0.00	2,626,220.25	75.92
	Fund 004 Sub Totals:	0.00	153,232.52	329,106.25	-329,106.25	0.00		

# Water Fund

Item 11.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,879,686.00	104,897.10	589,865.24	3,289,820.76	0.00	3,289,820.76	84.80
	Fund Expense Sub Totals:	3,879,686.00	45,130.95	646,738.32	3,232,947.68	0.00	3,232,947.68	83.33
	Fund 005 Sub Totals:	0.00	-59,766.15	56,873.08	-56,873.08	0.00		

# Sewer Fund

Item 11.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	11,936,715.00	782,530.34	2,658,845.80	9,277,869.20	0.00	9,277,869.20	77.73
	Expense Totals:	11,936,715.00	453,340.61	2,793,665.82	9,143,049.18	0.00	9,143,049.18	76.60
	Report Totals:	0.00	-329,189.73	134,820.02	-134,820.02	0.00		

# Fund Totals

Item 11.



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

379681084602

78 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 379681084602  
CITY OF COBURG  
GENERAL ACCOUNT

Beginning balance 11-30-20	\$1,939,838.84
90 Additions	+237,653.87
101 Subtractions	-420,559.88
Net fees and charges	-850.94
<b>Ending balance 12-31-20</b>	<b>\$1,756,081.89</b>

**Additions**

Deposits	Date	Serial #	Source	
	12-1		Key Capture Deposit	\$17,225.11
	12-1		Key Capture Deposit	5,061.08
	12-1		Merchant Svcs Merch Dep 8008238126	434.70
	12-1		Key Capture Deposit	292.00
	12-1		Merchant Svcs Merch Dep 8008238142	76.05
	12-1		Key Capture Deposit	50.00
	12-2	86272	Reverse Check # 86272	637.50
	12-2		Merchant Svcs Merch Dep 8008238126	2,651.79
	12-2		Merchant Svcs Merch Dep 8008238142	457.00
	12-2		Direct Deposit, Merchant S 8030298668	172.50
	12-3		Key Capture Deposit	5,434.86
	12-3		Key Capture Deposit	3,388.45
	12-3		Direct Deposit, Merchant S 8030298668	86.25
	12-4		Direct Deposit, City of Coburg Consumer	19,214.84
	12-4		Direct Deposit, City of Coburg Cons Coll	3,593.00
	12-4		Merchant Svcs Merch Dep 8008238126	1,207.38
	12-4		Direct Deposit, Pcs OR Trust Pcs OR Tr	63.26
	12-7		Key Capture Deposit	6,973.65
	12-7		Key Capture Deposit	4,212.96
	12-7		Key Capture Deposit	1,935.00
	12-7		Merchant Svcs Merch Dep 8008238126	1,557.57
	12-7		Key Capture Deposit	700.02
	12-7		Key Capture Deposit	383.10
	12-7		Merchant Svcs Merch Dep 8008238142	280.00

379681084602

**Additions**  
 (con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	12-7		Key Capture Deposit	79.00
	12-8		Merchant Svcs Merch Dep 8008238126	2,072.87
	12-9		Key Capture Deposit	5,154.37
	12-9		Key Capture Deposit	403.00
	12-9		Merchant Svcs Merch Dep 8008238126	400.00
	12-9		Merchant Svcs Merch Dep 8008238142	263.00
	12-9		Direct Deposit, Merchant S 8030298668	92.00
	12-9		Key Capture Deposit	50.00
	12-10		Key Capture Deposit	1,292.66
	12-10		Merchant Svcs Merch Dep 8008238126	546.70
	12-11		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,538.87
	12-11		Merchant Svcs Merch Dep 8008238126	541.77
	12-11		Merchant Svcs Merch Dep 8008238142	200.00
	12-14		Key Capture Deposit	2,453.80
	12-14		Key Capture Deposit	1,801.15
	12-14		Merchant Svcs Merch Dep 8008238126	792.25
	12-14		Key Capture Deposit	650.00
	12-14		Key Capture Deposit	600.00
	12-14		Key Capture Deposit	500.00
	12-14		Key Capture Deposit	443.10
	12-14		Key Capture Deposit	108.00
	12-14		Direct Deposit, Merchant S 8030298668	86.25
	12-14		Key Capture Deposit	50.00
	12-15		Merchant Svcs Merch Dep 8008238126	913.85
	12-16		Key Capture Deposit	1,851.86
	12-16		Merchant Svcs Merch Dep 8008238126	1,044.80
	12-16		Key Capture Deposit	115.00
	12-16		Key Capture Deposit	50.00
	12-17		Merchant Svcs Merch Dep 8008238126	825.26
	12-18		Direct Deposit, 015 Treas 310 Misc Pay	5,000.00
	12-18		Direct Deposit, Pcs OR Trust Pcs OR Tr	662.47
	12-18		Merchant Svcs Merch Dep 8008238126	315.85
	12-21		Merchant Svcs Merch Dep 8008238126	416.97
	12-21		Merchant Svcs Merch Dep 8008238142	130.00
	12-22		Merchant Svcs Merch Dep 8008238126	1,632.53
	12-23		Key Capture Deposit	18,552.26
	12-23		Key Capture Deposit	1,701.79
	12-23		Key Capture Deposit	1,050.00
	12-23		Deposit Branch 0067 Oregon	857.00
	12-23		Merchant Svcs Merch Dep 8008238126	831.81
	12-23		Key Capture Deposit	315.00
	12-23		Deposit Branch 0067 Oregon	314.50
	12-23		Deposit Branch 0067 Oregon	242.00
	12-23		Deposit Branch 0067 Oregon	185.00
	12-23		Deposit Branch 0067 Oregon	160.00
	12-23		Deposit Branch 0067 Oregon	120.00
	12-23		Deposit Branch 0067 Oregon	100.00
	12-23		Deposit Branch 0067 Oregon	52.00
	12-23		Key Capture Deposit	50.00
	12-23		Deposit Branch 0067 Oregon	20.00



379681084602

**Additions**  
(con't)

Deposits	Date	Serial #	Source	
	12-24		Merchant Svcs Merch Dep 8008238126	306.43
	12-24		Merchant Svcs Merch Dep 8008238142	265.00
	12-28		Key Capture Deposit	12,981.33
	12-28		Merchant Svcs Merch Dep 8008238126	820.00
	12-28		Direct Deposit, Pcs OR Trust Pcs OR Tr	548.59
	12-29		Merchant Svcs Merch Dep 8008238126	141.70
	12-29		Merchant Svcs Merch Dep 8008238142	100.00
	12-30		Merchant Svcs Merch Dep 8008238126	559.37
	12-31		Key Capture Deposit	34,654.34
	12-31		Key Capture Deposit	26,316.10
	12-31		Key Capture Deposit	13,612.00
	12-31		Key Capture Deposit	8,471.36
	12-31		Key Capture Deposit	3,168.44
	12-31		Key Capture Deposit	350.70
	12-31		Merchant Svcs Merch Dep 8008238126	341.70
	12-31		Key Capture Deposit	300.00
<b>Total additions</b>				<b>\$237,653.87</b>

**Subtractions**

*Paper Checks*

\* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86247	12-3	\$271.14	86287	12-11	708.33	86317	12-17	132.00
*86250	12-1	108.55	86288	12-28	6,900.00	86318	12-21	687.33
*86254	12-1	5,505.90	86289	12-22	790.00	86319	12-16	96.00
86255	12-11	10.00	86290	12-14	122.90	86320	12-18	2,147.75
*86258	12-21	10.00	86291	12-14	187.45	86321	12-21	717.75
*86260	12-21	10.00	86292	12-11	240.00	86322	12-17	3,000.00
86261	12-31	10.00	86293	12-11	75.00	86323	12-21	597.56
86262	12-17	10.00	86294	12-16	12.00	86324	12-21	1,590.18
86263	12-1	15.99	*86296	12-15	10,500.00	86325	12-22	202.71
*86267	12-10	10.00	86297	12-16	2,415.00	86326	12-21	390.26
*86271	12-14	10.00	*86299	12-17	1,324.60	86327	12-23	174.75
86272	12-1	637.50	86300	12-17	200.00	86328	12-24	108.55
86273	12-16	144.00	86301	12-15	89.00	86329	12-21	4,625.00
86274	12-14	337.00	*86303	12-17	62.85	86330	12-24	840.53
86275	12-15	7.99	86304	12-16	253.00	86331	12-21	395.00
86276	12-17	917.00	*86306	12-17	428.32	86332	12-22	365.62
86277	12-14	26,441.17	86307	12-17	47.15	86333	12-23	129.00
86278	12-11	588.32	86308	12-24	62.00	86334	12-21	627.00
86279	12-14	285.50	86309	12-22	162,268.07	86335	12-21	127.00
86280	12-16	287.14	86310	12-17	6,162.59	86336	12-29	5,000.00
86281	12-14	86.13	86311	12-23	550.00	86337	12-21	1,200.00
86282	12-9	146.97	86312	12-21	1,632.31	86338	12-22	1,500.29
86283	12-15	36.08	86313	12-18	316.88	86339	12-18	236.37
86284	12-22	240.00	86314	12-17	262.91	86340	12-22	2,484.00
86285	12-15	229.00	86315	12-18	3,200.00	86341	12-24	275.00
86286	12-11	16,310.00	86316	12-16	359.25	86342	12-21	42.49

**Paper Checks Paid**

**\$279,527.13**



379681084602

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	12-1		Merchant Svcs Merch Fee 8008238126	\$1,121.09
	12-1		Merchant Svcs Merch Fee 8008238142	148.34
	12-2		Direct Withdrawal, Irs Usataxpymt	8,425.95
	12-2		Direct Withdrawal, OR Revenue Dept Taxpayment	2,403.76
	12-2		Direct Withdrawal, Merchant S 8030298668	78.32
	12-7		Direct Withdrawal, City of Coburg Return	141.70
	12-7		Direct Withdrawal, Cis Trust 5037633834	23,915.68
	12-8		Direct Withdrawal, City of Coburg Return	276.61
	12-8		Direct Withdrawal, City of Coburg Dir Dep	27,424.16
	12-9		Direct Withdrawal, Invoice PA 2065Billing	91.05
	12-10		Direct Withdrawal, KeyBank Auto Pymt	3,886.71
	12-10		Direct Withdrawal, Asi Asi Fees	18.75
	12-11		Direct Withdrawal, Employer Contrb Pers Cntrb	605.09
	12-16		Direct Withdrawal, Irs Usataxpymt	8,881.23
	12-16		Direct Withdrawal, OR Revenue Dept Taxpayment	2,529.82
	12-22		Direct Withdrawal, City of Coburg Dir Dep	25,232.75
	12-23		Direct Withdrawal, Invoice PA 2065Billing	91.05
	12-28		Direct Withdrawal, Employer Contrb Pers Cntrb	21,145.77
	12-28		Direct Withdrawal, Employer Contrb Pers Cntrb	3,509.16
	12-28		Direct Withdrawal, Employer Contrb Pers Cntrb	9.66
	12-30		Chargeback	460.40
	12-30		Direct Withdrawal, Irs Usataxpymt	8,266.14
	12-30		Direct Withdrawal, OR Revenue Dept Taxpayment	2,369.56
<b>Total subtractions</b>				<b>\$420,559.88</b>

**Fees and charges**

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
12-8-20	Nov Analysis Service Chg	1	850.94	-\$850.94
<b>Fees and charges assessed this period</b>				<b>-\$850.94</b>

See your Account Analysis statement for details.



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

**Public Sector Statement**  
**December 31, 2020**  
 page 1 of 2

Item 11.

379681084610

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)

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Public Transaction 379681084610		
CITY OF COBURG		
POLICE EVIDENCE TRUST		
	<u>Beginning balance 11-30-20</u>	<u>\$100.00</u>
	<b>Ending balance 12-31-20</b>	<b>\$100.00</b>

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



RETURN SERVICE REQUESTED

>000117 5692973 0001 092348 10Z

Received by  
City of Coburg  
FEB 08 2020

01643167  
MSP 674  
THE CITY OF COBURG LANE COUNTY OREGON  
CAPITAL PROJECTS  
PO BOX 8316  
COBURG OR 97408-1310



### Managing Your Accounts

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Eugene, OR 97401
- Phone (541) 684-7500
- Toll Free (877) 566-5544
- Online sbko.bank

### Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS CHECKING	XXXXXXXX2301	\$87,103.76

### BUSINESS CHECKING-XXXXXXXX2301

#### Account Summary

Date	Description	Amount
12/01/2020	Beginning Balance	\$87,103.76
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
12/31/2020	Ending Balance	\$87,103.76



# Account Statement - Transaction Summary

For the Month Ending December 31, 2020

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

## Oregon LGIP

Opening Balance	950,406.61
Purchases	485,096.44
Redemptions	(0.15)

## Asset Summary

<b>Oregon LGIP</b>	<b>December 31, 2020</b>	<b>November 30, 2020</b>
	1,435,502.90	950,406.61
<b>Total</b>	<b>\$1,435,502.90</b>	<b>\$950,406.61</b>

## Closing Balance

Dividends	\$1,435,502.90
	881.06



## Account Statement

For the Month Ending **December 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
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>950,406.61</b>
12/01/20	12/01/20	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 5969) - November 2020	1.00	(0.05)	950,406.56
12/01/20	12/01/20	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - November 2020	1.00	(0.10)	950,406.46
12/03/20	12/03/20	Lane County - Tax Seg for Nov 16-20-2020	1.00	430,937.37	1,381,343.83
12/11/20	12/11/20	Lane County - Tax Seg for Nov 23-30-2020	1.00	39,494.45	1,420,838.28
12/17/20	12/17/20	ODOT - ODOT PYMNT	1.00	13,783.56	1,434,621.84
12/31/20	01/04/21	Accrual Income Div Reinvestment - Distributions	1.00	881.06	1,435,502.90

<b>Closing Balance</b>	<b>Month of December</b>	<b>Fiscal YTD July-December</b>	
<b>Opening Balance</b>	950,406.61	625,978.90	<b>Closing Balance</b>
<b>Purchases</b>	485,096.44	1,009,524.80	<b>Average Monthly Balance</b>
<b>Redemptions</b>	(0.15)	(200,000.80)	<b>Monthly Distribution Yield</b>
<b>Closing Balance</b>	<b>1,435,502.90</b>	<b>1,435,502.90</b>	
<b>Dividends</b>	881.06	4,054.45	



# Account Statement - Transaction Summary

For the Month Ending December 31, 2020

COBURG CITY OF - COBURG CITY OF / SDC - 3711

## Oregon LGIP

Opening Balance	1,400,562.87
Purchases	889.70
Redemptions	0.00

<b>Closing Balance</b>	<b>\$1,401,452.57</b>
Dividends	889.70

## Asset Summary

<b>Oregon LGIP</b>	<b>December 31, 2020</b>	<b>November 30, 2020</b>
	1,401,452.57	1,400,562.87
<b>Total</b>	<b>\$1,401,452.57</b>	<b>\$1,400,562.87</b>



## Account Statement

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

**COBURG CITY OF - COBURG CITY OF / SDC - 3711**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>1,400,562.87</b>
12/31/20	01/04/21	Accrual Income Div Reinvestment - Distributions	1.00	889.70	1,401,452.57
<b>Closing Balance</b>					<b>1,401,452.57</b>

	Month of December	Fiscal YTD July-December	
<b>Opening Balance</b>	1,400,562.87	1,492,958.48	<b>Closing Balance</b>
<b>Purchases</b>	889.70	6,820.29	<b>Average Monthly Balance</b>
<b>Redemptions</b>	0.00	(98,326.20)	<b>Monthly Distribution Yield</b>
			0.75%

<b>Closing Balance</b>	<b>1,401,452.57</b>	<b>1,401,452.57</b>
<b>Dividends</b>	889.70	6,820.29



# Account Statement - Transaction Summary

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

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

## Oregon LGIP

Opening Balance	82,937.88
Purchases	52.69
Redemptions	0.00

## Closing Balance

Dividends	52.69
<b>Total</b>	<b>\$82,990.57</b>

## Asset Summary

<b>Oregon LGIP</b>	82,990.57	<b>December 31, 2020</b>	82,937.88	<b>November 30, 2020</b>
<b>Total</b>	<b>\$82,990.57</b>			<b>\$82,937.88</b>





## Account Statement

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

**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
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>82,937.88</b>
12/31/20	01/04/21	Accrual Income Div Reinvestment - Distributions	1.00	52.69	82,990.57
<b>Closing Balance</b>					<b>82,990.57</b>

	Month of December	Fiscal YTD July-December	
<b>Opening Balance</b>	82,937.88	82,600.28	<b>Closing Balance</b>
<b>Purchases</b>	52.69	390.29	<b>Average Monthly Balance</b>
<b>Redemptions</b>	0.00	0.00	<b>Monthly Distribution Yield</b>
			0.75%

<b>Closing Balance</b>	<b>82,990.57</b>	<b>82,990.57</b>
<b>Dividends</b>	52.69	390.29



**Minutes**

Parks | Tree Committee  
Regular Meeting  
City Hall, 91136 N. Willamette  
January 19, 2021

**COMMITTEE PRESENT:** Chair Mary Mosier, Joe Morneau, Coleen Marshall, Karen Coury, Claire Smith, Tom Beatty.

**COMMITTEE ABSENT:** None

**STAFF PRESENT:** Brain Harmon

Reordered by: Alex Sullivan

**CALL MEETING OF THE COBURG PARKS AND TREE COMMITTEE TO ORDER**

Ms. Mosier called the meeting to order at 6:00pm on January 19th, 2021.

The committee then went on to review the minutes from the December 15th, 2020 meeting.

Ms. Mosier, Ms. Smith, and Ms. Marshall corrected the minutes as presented.

**Ms. Marshall moved to accept the minutes as corrected from December 15<sup>th</sup> 2020.**

**Karen Coury seconded the motion.**

**It was passed unanimously.**

**ELECTION OF 2021 COMMITTEE OFFICERS**

Ms. Mosier then asked for nominations for 2021 committee officers.

**Ms. Marshall nominated Ms. Mosier to continue on this year as committee chair.**

**Tom seconded this motion.**

**It was passed unanimously.**

**Mary Mosier nominated Tom to be Vice Chair.**  
**Ms. Marshall seconded this motion.**  
**It was passed unanimously.**

## **COMMITTEE BUSINESS**

Ms. Mosier then moved the meeting to committee business. A PowerPoint was created for the Park |Tree Annual presentation to City Council. Ms. Mosier presented the powerpoint to the committee.

Some of the accomplishments of the committee this last year include the Johnny Diamond park, new trails and picnic areas in the wetlands, an establishment for monarch butterflies and milkweed, and information sign placements.

Ms. Mosier also shared committee goals and future plans as well.

### **Bike Hub Report**

There were no updates on the bike hub report.

### **Flagpole Updates**

Mr. Harmon then shared the rough draft rendering of what the flagpole installation would look like as well as the surrounding seating areas.

### **Pending Projects**

Ms. Smith made a suggestion that each project should be tracked on their forms, as well as a lead committee member appointed to each project.

Ms. Mosier then began to speak about the Tree Sub Committee and Tom continued about how the goals for this sub committee would be to choose the correct tree for the correct site as well as oversee planting.

Ms. Marshall commented that part of what the committee should be doing is to recommend street trees as well.

Ms. Smith then suggested that there should be a record kept of Arbor Day trees and what types they are, to help establish an inventory and track their health.

Lana and Tom then volunteered to be on the tree sub committee, and Karen asked to be placed on standby because she was interested.

### **Park Donation Policy**

Ms. Smith then spoke about the park donation policy, and writing it so that all donors are treated equally as well as communication improvements. She then outlined the stipulations of the policy and read the policy in whole.

Karen asked why this policy was drafted, and if there was some abuse that had happened in the past.

Ms. Smith then explained that this was more of a preventative measure to ensure smooth operations with park donations in the future.

Ms. Coury then asked if there was a way to determine scope on the donations.

Mr. Harmon then agreed that some of the language should be changed so that the lines of communication could be more open.

Ms. Marshall then commented that she thought that this was just regarding park donations, not the relationship with public works as well.

Mr. Harmon, Ms. Smith, and Ms. Meston then further discussed the relationship between the Parks and Tree Committee and the Public Works committee.

Ms. Mosier recapped the meeting by announcing that there would be a work session with Anne Heath before the next regularly scheduled meeting to debrief on Johnny Diamond Park as well as revisit the flagpole and park donation policy.

The meeting was adjourned at 7:30 pm.

**APPROVED** by the Park | Tree Committee on this 16th day of March, 2021.

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Mary Mosier, Chair

ATTEST:

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Sammy L. Egbert, City Recorder

DRAFT



Coburg Heritage Committee  
 Regular Session via Zoom  
 February 10, 2021 – 6:00 p.m.  
 Coburg City Hall  
 91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** Marissa Doyle; chair, Shannon Sardell, Stephen Sheehan.

**COMMITTEE MEMBERS ABSENT:** Michelle Shattuck.

**STAFF PRESENT:** Megan Winner,

**Call the Meeting to Order**

Ms. Doyle called the Heritage Committee meeting to order at 6:02 p.m.

**1. Roll Call**

Ms. Winner called roll and Michelle Shattuck was not present. There was a quorum present.

**2. Committee Business**

• **Information Share & Updates**

Ms. Doyle reported that they had met the day before to talk about the Independent Order of Odd Fellows (IOOF) building. They would start making plans to lease the building. The Mayor had set up a walk through and they could attend if interested. She said that a Committee would be created to set up the building. Ms. Winner said that the space could potentially be used to display or store some of their items. Mr. Sheehan asked if IOOF would sell the building. Ms. Winner responded that the National IOOF owned the building and she was unsure if they would sell it. Ms. Doyle said that IOOF had a policy where even if they had no local members, they would not sell the building for at least five years. She was glad they would have an opportunity to use the space and fix it up.

Ms. Sardell reported that she had found a model of a historic district ordinance online. They would be able to craft their own ordinance from it if they wanted. She stated that it would be a good first step for them to go through the model and pick out what they liked. Ms. Sardell would see if another City in Oregon had used it and see how it was working for them.

Ms. Doyle mentioned that she was on the Ad Hoc Development Committee which was just formed. If they had anything they wanted added to the development could she could advocate for it there. They would have their first meeting at the end of February. Ms. Winner thought

that was great overlap and they could talk about if they wanted to add anything at their next meeting.

- **Grant Projects Prioritization and Decision**

Ms. Winner wanted them to try and align their work plan goals with projects eligible through the Certified Local Government (CLG) grant. The CLG grant could be applied for every 17 months. Last time they did an update for a survey which results in their new booklets and maps. They also had some preservation month activities. In the past they had done art contests where they displayed the art in City Hall and gave away gift baskets. Ms. Winner thought having three ideas would be good. They could do mailings to historic property owners about how to repair windows or how to reach out for rehabilitation help.

Ms. Sardell noted that the grant went up to \$10,000. If they wanted to give awards to some historic houses it would be hard to choose which houses. Ms. Winner shared that they could figure that out later since the CLG grant did not ask them for too much information besides budgeting.

Ms. Sardell liked the idea of having a theme for their grant. They could request funds for the 2021-2022 preservation month activities. She said that CLG grants did not need to be used until September 2022 so they would have time to do two preservation months since that was in May. Ms. Sardell said they could award plaques, encourage their walking tours, put out a newsletter/mailer to everyone. She worried that singling out a newsletter to historic property owners might not be a good idea. Not all owners were willing to take suggestions and they should not single them out. Ms. Sardell said that hosting an outdoor and socially distanced workshop might be a good idea.

Mr. Sheehan said that his father-in-law wrote grants, and he knew that it was important to celebrate diversity in an application. They could highlight the Kalapuya Indians and celebrate houses that had a diverse history in their town. Ms. Winner thought that was a great idea and they could highlight Kalapuya history as it related to Coburg. Mr. Sheehan mentioned that the University of Oregon Art History Department might be able to help them. He had some contacts there he could reach out to.

Ms. Sardell asked about the property for the new Heritage Park. She thought some of the CLG grant could be used in its planning or to pay for putting properties on the national registry. Ms. Winner informed her that significant resources were already delegated to that. Ms. Doyle thought that was a good point and she was unsure when the owners would leave. Ms. Winner replied that the old owners would stay on the property for two more years and they could not touch the house until then. As a result, they had a lot of time to plan what they wanted. Ms. Sardell said they could come up with a preservation plan and figure out what condition the house was in. She noted that they might want to use the next CLG grant cycle to get money to go towards Heritage Park.

Ms. Doyle was unsure if the IOOF building needed a preservation plan. Ms. Sardell responded that she had worked with them in the past and a preservation plan was not needed.

Ms. Sardell thought they might want to match funding with other grants. Mr. Sheehan added that there were a lot of historic grants. He said that if they did good with the CLG grant they might be able to get private donors.

Ms. Winner said that they would apply for the CLG grant for 2021 and 2022 preservation month activities. Ms. Sardell said she could look over the application before it was sent in.

### 3. Future Meetings | Dates to Remember

**Next Heritage Committee Meeting: March 10, 2021**

### 4. Approval of Minutes

**MOTION:** Ms. Sardell moved, seconded by Mr. Sheehan, to approve the January 13, 2021 Heritage Committee meeting minutes. The motion passed unanimously.

### 5. Adjournment

Marissa adjourned the meeting at 6:49 p.m.

*(Minutes recorded by Lydia Dysart)*

**APPROVED** by the Heritage Committee of the City of Coburg this 10<sup>th</sup> day of March 2021.

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Marissa Doyle, Heritage Committee Chair

ATTEST:

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Sammy L. Egbert, City Recorder





## **Coburg Parks | Tree Committee**

Work Session

Feb. 16, 2021 – 5 P.M.

Virtual Meeting - Coburg City Hall

91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** Mary Mosier, Chair; Joe Morneau, Lonna Meston and Tom Beatty, Vice Chair, Claire Smith

**COMMITTEE MEMBERS ABSENT:** Coleen Marshall, Karen Coury

**STAFF PRESENT:** Anne Heath, City Administrator; Brian Harmon, Public Works Director; Ty Wilson, Public Works

**RECORDED BY:** Jack Moran, LCOG

### **CALL TO ORDER**

Ms. Mosier called the meeting of the Coburg Parks & Tree Committee to order at 5 p.m.

### **ROLL CALL**

Mr. Harmon took roll.

### **JOHNNY DIAMOND PARK DEBRIEFING**

Ms. Mosier introduced the discussion and said it would be beneficial to debrief now that work at the park has been completed. She posed a series of questions to the group, including:

- What worked well while planning the project?
- Where could the planning process be improved?
- As far as the “communication web” - how could the committee better communicate with the Public Works Director?

Ms. Mosier also asked about the survey that initially went out to the neighborhood.

Public Works Director Harmon said staff felt the survey was a great idea. He asked if the committee had suggestions for improvement.

Discussion followed regarding the survey. City Administrator Heath asked committee members what had been the most compelling part of the survey. Ms. Mosier responded that people had indicated they wanted a place to gather, and that the park shelter had met that need.

Ms. Smith then asked for staff input regarding the survey. Mr. Harmon discussed benefits and said the city was looking at potentially placing future surveys on the city website to make it accessible to people there.

Ms. Mosier noted the survey had targeted residences surrounding the park. Ms. Heath said the city had received good input about the demographics in the area, which appeared to include more younger families.

Mr. Morneau mentioned some people had wondered if the park was only for residents of the immediate area. He said he hoped the city's message going forward would be that the park is for the entire public, and not just the neighborhood.

Mr. Harmon said he had initially heard similar comments, but that he felt those concerns may have been alleviated.

As far as how planning processes could be improved in the future, Ms. Heath noted that, in retrospect, it may have been unnecessary to have hired both an architect manager and a designer. She said there was local expertise that could be utilized.

Discussion followed. In response to a question from the committee, Mr. Harmon said the city's engineer had the expertise to handle more technical aspects of these types of projects.

The committee touched upon the topic of idea sharing and a process for how they could best be summarized. The discussion then turned to the topic of communication.

Mr. Harmon invited committee members to provide feedback to staff regarding communication. He said poor communication can lead to increased project costs and delays.

Committee members expressed support for forming subcommittees or specific project teams to facilitate work with staff. They also discussed with staff several issues and questions they had concerning the recently completed park project.

In response to a question from Ms. Mosier, Ms. Heath talked about clarifying language in the park-donation policy recommendation to the City Council.

Additional discussion followed regarding staff-committee communication and project priorities. Ms. Heath said she supports creation of an across-the-board policy regarding Coburg's citizen committee work plans, that asks committees to consider the addition of new projects to existing plans.

Ms. Heath was expected to work with Ms. Smith and Ms. Meston on a policy concerning committee work plans.

**ADJOURNMENT**

Ms. Mosier adjourned the meeting at 6:02 p.m.

**APPROVED** by the Parks & Tree Committee of Coburg this 16<sup>th</sup> day of March 2021.

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Chair, Mary Mosier

ATTEST:

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Sammy L. Egbert, City Recorder

DRAFT



## MEMO

**TO:** Anne Heath, Coburg City Administration

**FROM:** Jacob Callister, Principal Planner, Lane Council of Governments

**DATE:** March 1, 2021

**Re:** Transportation System Plan Revision Update

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### What is a Transportation System Plan?

A Transportation System Plan (TSP) describes a local transportation system and outlines projects, programs, and policies to meet transportation needs now and in the future based on community aspirations. A TSP typically serves as the transportation “component” of the local comprehensive plan.

The City of Coburg’s TSP contains projects and policies that address transportation problems and needs for all road users including pedestrians, bicyclists, cars, transit and freight. It provides a 20-year list of priority improvement projects as well as a funding strategy and plan for implementing the projects.

Coburg’s most current “state acknowledged” TSP was adopted in 1999 and amended in 2004. In 2012, the City initiated a planning process to completely update its TSP and to bring it into compliance with the statewide Transportation Planning Rule. Throughout the planning process, public involvement was crucial to understanding the goals and needs of the community over the next 20 years. Feedback was integrated into the TSP to create a blueprint for how the City’s transportation system will evolve and continue to meet Coburg’s needs.

### TSP Update Background

In early 2020, after several years of considering the status of, and need for a legally standing Coburg Transportation System Plan, the Coburg City Council directed staff to address the State’s Land Use Board of Appeals remand to the 2015 Coburg TSP, specifically by removing portions of it that address UGB expansion; a UGB expansion that never realized and which is unsupported by current data and forecasting. The 2015 TSP was not acknowledged at the state level solely due to its inclusion of urban growth areas that never realized. Since the 2015 TSP is not acknowledged by the State, it is not a legally defensible or enforceable plan. In spite of this, the 2015 TSP does objectively represent a significant effort by Coburg to establish transportation policy, guidance and requirements for City staff, the community and land developers. As such, the 2015 TSP has significant untapped potential as a community planning resource.

In early 2020, Coburg City Council specially directed staff and LCOG to proceed with the following tasks:

**Task 1: Travel Analysis Revisions**

- Update the land use scenario and model network to reflect Coburg's current UGB and roadway network.
- Analyze impact of traffic from the current UGB land use scenario on the roadway network on identified intersections.
- Incorporate results from this analysis into the TSP and findings report.

**Task 2: Public Involvement**

- Prepare for a public open house.
- Prepare and distribute project information and notifications.

**Task 3: Update TSP Document**

- Update TSP maps to reflect Coburg's current UGB and roadway network.
- Include East-West Collector as a project study item, consistent with the Lane County TSP, to maintain its importance to community.
- Investigate Goal 12 Exception priority for access on north end of UGB. Introduce appropriate policies.

**Task 4: Adoption Process**

- Create staff reports and findings for local adoption process.
- Hearings before the following decision makers: Coburg Planning Commission, City Council and the Lane County Board of Commissioners.

**Task 5: Department of Land Conservation and Development Plan Acknowledgement Process**

- Prepare Post Acknowledgement Plan Amendment report and submit to the Department of Land Conservation and Development.
- Coordinate with state and local staff through State review and acknowledgement.

**Delays and 2021 Update**

In the Spring of 2020, LCOG, in partnership with City Engineers (Branch Engineers) and another modeling team involved in the original TSP set out to initiate Task 1: Travel Analysis Revisions. The lockdown associated with the pandemic began in March, 2020. The team recognized that traffic count data needed to update the travel model collected during the pandemic would not be representative of typical conditions (for example, the school was not operating and commuting patterns would be atypical). As a result, the project team waited to complete Task 1. The pandemic did not ease and lockdown conditions continued through 2020 (and continue today).

During the same period a development in the northern part of Coburg, and a proposed annexation, once again highlighted the need to address transportation issues.

In the fall of 2020, LCOG and City staff determined to convene a meeting between the Mayor, LCOG planners and attorney, Coburg's City Administrator, Lane County and the Oregon Department of Conservation and Development. The premise was to discuss current development matters and make the case that it would be prudent for the City to move forward

with its TSP – 1) because typical conditions may be long in returning and 2) because there is immediate need to address longstanding and new transportation issues in the community. Staff proposed foregoing waiting for things to return to “normal” to update the TSP’s technical background and to rely instead on the analysis produced for the 2015 TSP. At that conference, all parties were in agreement that moving forward with the TSP was a good idea, given the unique circumstances.

### **Key Elements of the Proposed TSP Update**

Though a range of transportation issues exist in Coburg presently, City and LCOG staff feel that there is value in maintaining the work plan established for basic updates to the 2015 Transportation System Plan. These include the objectives items that are necessary for obtaining state acknowledgement, and one matter of particularly urgent concern related to access on the north end of the UGB:

- **Removal of the formerly proposed UGB expansion areas from the TSP**

LCOG and the Engineering team will remove the UGB expansion and east-west collector from the 2015 TSP leaving only the “existing conditions” of Coburg’s current UGB with the exception of the employment lands brought into the UGB in 2018. This does not preclude future expansion, but without a clear concept of that expansion, it is best to leave it out.

The Team will utilize the technical analysis in place in 2015.

- **East-West Collector north of Coburg**

Residents of Coburg have long hoped for an additional alternative for north-south traffic passing through Coburg, particularly for freight and commuter traffic. Early concepts of UGB expansion indicated how an east-west connector north of town could, conceptually, provide such an alternative. Realistically the east-west collector would need to be farther north to be realized. City Council requested the inclusion of an action item in the TSP directing staff to further study this connection. This approach would be consistent with the County’s TSP which includes the following language,

*The need for additional freight connectivity north of the City of Coburg was identified as part of the City’s TSP update process; during the co-adoption process, the Lane County Board of Commissioners directed Lane County staff to include this in the Lane County TSP to address needs for existing rural uses and roadways outside Coburg’s UGB. This area is circled on Figure 5-8 and a future study is recommended in this TSP project list.*

- **Consideration of a possible Goal 12 exception or small scale UGB expansion to allow access to access limited areas on the north end of Coburg.**

Coburg’s limited remaining residential buildable lands have objective access limitations, creating a tension between the need to accommodate future growth and the ability to provide a compatible transportation system. The TSP can facilitate a policy led effort to address this issue in at least one location.

A number of additional transportation related items have been revealed through stakeholder outreach, recent land use applications and standard city operations and priorities. This includes further consideration of planned street “functional classifications” (defining what streets purpose, speeds and levels of access vs mobility should be (are you mostly trying to get “to” or

“through”). The City has some questions about how some current functional classifications relate to maintenance plans and funding.

There are other transportation matters that come up frequently in Coburg. LCOG staff feel that these additional items are best handled with a separate follow-on process. They may require changes to the Development Code or even the Comprehensive Plan. Additionally, new state funding sources and cycles could be investigated to support a broader effort.

### **What’s Next?**

City staff and LCOG propose to reengage the TSP process approved by council with the revisions to Task 1 outlined above (no new technical analysis). Staff propose the following revisions to the Tasks with an associated schedule:

#### **Task 1: Travel Analysis Revisions (March - April, 2021)**

- *Update the land use scenario and model network to reflect only Coburg’s current UGB and roadway network.*

#### **Task 2: Public Involvement (May, 2021)**

#### **Task 3: Update TSP Document (May, June 2021)**

#### **Task 4: Adoption Process (Summer, 2021)**

#### **Task 5: Department of Land Conservation and Development Plan Acknowledgement Process (Summer, 2021)**

# COBURG CITY COUNCIL MONTHLY REPORTS




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## TOPIC: City Administration Report

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**Meeting Date: February 9, 2021**

**Staff Contact: Anne Heath, City Administrator**

**Contact: 541-682-7871, [anne.heath@ci.coburg.or.us](mailto:anne.heath@ci.coburg.or.us)**

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

### GENERAL ADMINISTRATION

#### **Covid-19 Management**

- Lane County was moved to high list. Because counties have been moving in and out of extreme, we have made the decision to wait until April 1 to make a decision as to whether we will make changes to the opening of City Hall and to public meetings. Until that point, all public meetings will continue on zoom. This decision was made by the Mayor, City Administrator and City Recorder in light of the different challenges we would still face in holding an in person meeting at this time.

#### **WATER PROJECT UPDATE**

- We are resurveying the area where the water line will travel up the hill to the reservoir. As surveys are backed up, this will be likely not be done until early April.
- Staff has had conversations with the neighbor of the newly purchased well property regarding a fence between the properties. As the property will be a public water source it is important to construct security fences, etc. However, the front end of the property could be a shared expense between the neighbor and the City. More to come on this.

#### **Economic Development**

- The City applied for two grants through a special opportunity with Travel Lane County. This was funding for the design of a bike kiosk as well as hanging baskets for the downtown. The bike kiosk grant was approved. The hanging basket project was not funded. There is a committee working on the bike kiosk project who will be meeting with the grantor later in the month.



- Rather than hanging baskets the Main Streets committee is considering some flower pots in the downtown this year. These will be less expensive and give the City the opportunity to plan for hanging pots next year which come at a higher price for installation and maintenance. As we do have some economic development funds for promotion of the City, we are applying some of those funds toward the downtown flower pots. The pots are being planted and grown by Johnson's Greenhouse.

### **Planning Position**

- The one-month recruitment did not produce the amount of applications we would like to have received for a healthy interview process. Therefore, we have extended the recruitment until April 1. There were a couple of applications that we felt could be considered for interview, we have let them know that we will retain their application for the full process. In the near future and to the end of the fiscal year, the staff is very happy with the services we are receiving from Henry Hearley.

### **Work session for Transportation Utility Fee**

- There will be a Council work session on March 30, to re-open the discussion regarding the Transportation Utility Fee. Council should mark their calendars for this very important discussion.

### **Budget Process**

- The budget process calendar has been set for 2021-22 and the meeting calendar is attached to this packet. Staff have completed their presentation to the Council and the City Council Goals are presented in this packet for review and adoption. Next step for completion is department budgets.

### **Council 2020-21 Goals & Work Plan**

- Attached to this report is the work plan goals for 2020-21 (current year). I have color coded the individual boxes to reflect where we are in achieving tasks including yellow for completed, green for in process, or white for not started yet. Council is reminded that the work plan is a living document for which some items may be present for a couple of years as the staff works at completing projects.

### **Zoning Code Review Committee**

- The Committee held their first meeting in late February. Zoe of Urban Collaborative provided a presentation of the Coburg Build Out Scenario. The Committee has chosen to meet every two weeks in order to address the changes that need to be made to the code.

### **Nuisance Ordinance – Regarding Camping in Coburg**

- City Administrator and Police Chief took part in an educational session through CIS regarding camping ordinances, and the laws regarding how the City manages unlawful camping. Staff will be bringing a possible change to the nuisance ordinance as a result of the information we received during this session.

### **Technical Memos**

The City Administrator has asked for two separate technical memos for Council that are included in this packet

- **Which Body Makes the Decision on Zoning for Annexation** Because the conversation at the work session regarding which body would approve the annexation agreement, City Administrator requested a legal opinion on the matter. Anne Davies provided information to the Council so that an informed decision could be made in providing direction to the Planning Commission
- The City is working on updating the **Transportation Plan** to address transportation issues that will hamper the development of the west side of the available residential urban growth boundary. A memo from Jake Callister is part of the council Packet. Included in this memo is a timeline for moving this

## Upcoming Meetings

### **ALL MEETINGS TO BE HELD BY ZOOM**

Heritage Committee – 3/10/2021 – 6:00 p.m.

Park & Tree Committee – 3/16/2021 – 6:00 p.m.

Planning Commission – 3/17/2021– 7:00 p.m.

City Council Work Session – Transportation Utility Fee – 3/30/2021 – 6:00 -p.m.

Zoning Code Review Committee – 3/11/2021 – 5:00 p.m.

## **DEPARTMENTS AND OPERATIONS**

### **City Recorder/Administration**

- **COVID-19 Front Office**
  - Door remains locked to public at this time. Customers are allowed in by appointment only. We continue to help customers who come to the door for City, Planning, Police or Court business.
  - Filing and retention project is on hold until additional support staff is hired and trained to assist with workload.
  - All public meetings and most administrative meetings will continue to be held by zoom through March 2021. We are looking at different options and processes for allowing meetings to be held at City Hall and staying in compliance with the Covid restrictions.
- **City Recorder Administration**
  - Completed two public records requests
  - February 10<sup>th</sup> to March 9<sup>th</sup> we had eight Public Meetings. These were noticed, electronic and paper retention completed, minutes recorder scheduled and virtual meeting set up with invites to press and committee members.
  - Recruitment to fill the administrative assistant position has been pushed out to June/July. I am working with City Administrator to get some temporary help with projects and work load. Hope to have a temp start working 2-3 days a week in April.
- **Utility Billing this month**
  - Annual ACH (Auto Pay) recruitment was a success. Erin has signed up 24 new customers for auto pay. Total accounts signed up for ACH is 157.
  - February Utility Billing Stats
    - 594 Utility bills
    - 77 Past dues
    - 4 Door hangers for billing issues
    - 7 Active payment plans
    - 0 Change is service
    - 3 Leak forgiveness applications

### **Finance**

- **See Finance Report under separate tab**

### **Planning & Economic Development**

- ANX 01-20 & ZC 01-20: Annexation agreement complete and under applicants' review, public engagement with neighboring property owners taking places through virtual and in person meetings;
- SR 01-21: Site Review (industrial) application submitted. Kendall Auto Group is requesting to establish a new collision repair facility on Roberts Rd (site formerly occupied by Mill Log Equipment Company). The application is currently being reviewed for completeness;
- New address issued at 32872 E McKenzie St;
- Two Structural/Plumbing/Mechanical/Electrical Permits issued in February;
- Heritage Committee identified Historic Preservation Month themed activities for which to seek funding through the Certified Local Government (CLG) grant opportunity;
- Awarded \$11,700 in additional funding for the Bike Hub Project through the Travel Oregon Destination Ready grant program. This was a competitive grant with a fast turnaround. Staff submitted two applications on behalf of Main Street, one was awarded and one was not. The project kick-off meeting with Travel Oregon and our partners (which include Travel Lane County, LCOG, and the members of our Park | Tree Committee) is March 30<sup>th</sup>;
- Awarded scholarship for staff member to attend virtual National Main Street Conference in April;
- Code Review Ad-Hoc Committee held first meeting, next meeting is March 11<sup>th</sup>;
- Main Street Committee projects, including a mural, flower baskets, bike hub, unified marketing campaign, and IOOF lease, are off and running!

### **Public Works**

- **Streets and ROW.**
  - Trimmed overhanging trees on Coburg Loop Path
  - Removed and replaced 4 panels of sidewalks on Pearl St.
  - **Pot Holes**
    - 1 pot hole repaired
  - **Street Lights**
    - Replaced 6 bulbs on Willamette St
- **Water Utility**
  - **Projects**
    - Worked with City Engineering Staff on prioritizing water line replacement for upcoming Water Projects.
    - Worked with Crew on formulating plan to finish out water meter replacements
- **Sewer Utility**
  - **Collections**
    - **Pumping**
      - 1 commercial tank
    - **Inspections**
      - 9 inspections
        - Replaced one service panel

- Identified 3 residential tanks to be pumped
  - **Callouts**
    - 9 callouts (7 collection system call outs & 2 plant call outs)
  - **Treatment Plant**
    - Pulled two mixers that were showing leak seal failures. Found leak seal contactors were faulty
- **Parks Dept**
  - **Parks and Tree Committee**
    - Committee
      - Reviewed Committee work plan (projects for 2021)
      - Work session on debrief of Johnny Diamond Park and communication with City Staff
  - **Amenities**
    - Switched out light switch at Johnny Diamond Park for a timer switch
    - Replaced infant swing at Norma Pfeiffer Park
    - Pulled weeds at Johnny Diamond Park total of 33hrs
- **Misc.**
  - **Vehicle Maintenance**
    - Serviced backhoe
  - **Locates**
    - 12 Locates
  - **Work Orders**
    - Crews turned in 47 work orders. Most of these are additional work done other than the daily work Public Works does.

### Municipal Court

- **February 2021 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for February 16, 2021 Court Date: 60
  - **February 2021 Receipts Including Collections,**
    - **Total Fines:** \$13,817.24 (total monies taken in for the month, nothing deducted), *compared to \$ 10,809.10 in February of 2020*
    - **Net Fines:** \$ 10,607.00 (City share only, NOT including collections), *compared to \$7,011.00 in February of 2020*
  - **February 2021 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$ 3,210.24 *compared to \$3,798.10 in February of 2020*
    - **Turned over to collection:** \$ 2,022.95 *compared to \$4,813.00 in February of 2020*

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

### **Other Information:**

- **Upcoming Court Date: March 2, 2021 Regular Court Session  
March 16, 2021 Jury Trial**

### **Police Department**

- Officers arrested a female for assault IV - APA (Abuse Prevention Act); the female bit the victim's nose requiring medical treatment.
- Officers investigated a burglary on E Delany; the suspect used stolen identification in Eugene.
- Officers investigated a theft from a vehicle at Old Dominion; a male broke into one of the employee's vehicles. The suspect fled the area in a Ford pickup stolen a couple hours earlier in Salem from a Costco.
- Officers contacted two suspicious males at the Shell gas station; both were from Eugene and admitted to being heroin addicts. They told me they came to Coburg to shower at the truck stop. One male had several cautions for assaulting and threatening to kill police; he also had outstanding warrants for his arrest and therefore, was arrested. During a search of the subject, we located four syringes loaded with heroin.
- Officers took a runaway juvenile (age 17) report. Several days later the runaway returned home.
- Officers were dispatched to a homeless man loitering around the Shell gas station. Officers contacted the male who was an admitted Heroin addict who was dropped off in Coburg. Officers transported the male to the White Bird Clinic.
- Officers arrested a male for DUUI at the Dari Mart. The Drug Recognition Expert (DRE) determined it to be a medial issue.
- Officers arrested a male for DUUI at Pearl and Finley Streets. It was determined the driver was under the influence of controlled substances.
- Officers worked with ODOT and Lane County Weight Masters performing truck inspections at the Marcola scales.
- Officers took a report for a stolen travel trailer which was taken from Eugene Camping World. The theft was reported five days after the theft occurred.
- Officers took a report of a theft from a vehicle. The vehicle was parked at the Truck N Travel employee parking lot. The theft occurred sometime within two weeks prior to the report.
- Officers investigated a criminal mischief at Pioneer Mobile Home Park. Someone slashed the tires of a tenant in the park.
- Officers took a report for a stolen vehicle and enclosed car trailer. The next day the enclosed trailer was recovered in the Northbound I5 rest area by Wilsonville. The pickup was recovered in Canby Oregon.
- Officers issued criminal citations to a postal worker for reckless driving, reckless endangering, criminal mischief and disorderly conduct for an incident that occurred during the fire district's burn to learn training session.
- Officers used money from the CHETT Program to buy a night stay at a motel for a victim of domestic violence.

- Officers took two unlawful entry into motor vehicle reports. Nothing was taken in one case and some change and misc. items taken in the other.
- Officers arrested a male resident on outstanding felony warrants for parole violations, theft and dangerous drugs.
- Officers are investigating a theft from a vehicle on E Delaney; officers are reviewing video.
- Officers assisted Coburg Fire with a semi-truck fire. The cause of the fire was caused by mechanical issues.
- Officers took two reports for two separate vehicles being broken into on January 9<sup>th</sup>. One vehicle was on Coleman Street and the other was on Christian Way; both vehicles were unlocked.
- Officers are investigating a physical harassment at a local business.
- Officers arrested male for DUII on Industrial Way. It was determined that the driver was under the influence of controlled substances.
- Officers worked at the Woodburn Port of Entry with ODOT to get their required truck inspections.
- Officers arrested a male on felony arrest warrants and driving on a suspended driver's license.
- Officers arrested a male at Coburg Crossings on felony arrest warrants.
- Officers received a report from Polk County Sheriff's Office that they recovered a vehicle stolen out of Coburg. The vehicle (Nissan 240 SW) was recovered on a roadway west of Salem. A Hispanic male was seen by the vehicle. The suspect fled in another vehicle before a deputy could arrive on scene.
- Officers investigated a DHS referral alleging a mother drinking and using drugs; the report was unfounded.
- Officers arrested a male subject at the Shell Gas Station on outstanding warrants.

**Upcoming Events:**

- No events



# CITY OF COBURG BUDGET CALENDAR

## FISCAL YEAR 2021-22

TASK	RESPONSIBLE	DATE
Appoint Budget Officer and Budget Committee	City Council	Tuesday, March 9, 2021
Proposed Budget Available	Budget Officer	Budget Committee, Tuesday, May 11, 2021 General Public, Tuesday, May 12, 2021
1st Budget Committee Training/Business 2st Budget Committee Meeting	Budget Officer Budget Committee	Tuesday, May 18, 2021 - 6:00 p.m. Tuesday, May 25, 2021 - 6:15 p.m.
<b>URA</b> 1st Budget Meeting	Budget Committee	Tuesday, May 25, 2021 - 6:00 p.m.
<b>URA</b> Budget Hearing	URA Directors	Tuesday, June 8, 2021 - 6:45 p.m.
Budget Hearing Adoption of Budget Adopt Budget Make Appropriations Impose Tax Accept State Revenue	City Council	Tuesday, June 8, 2021 - 7:00 p.m.
Final Budget Documents Available	Budget Officer	Thursday, July 1, 2021
Submit Tax Certification to County Assessor	Budget Officer	Thursday, July 15, 2021
Submit Budget Documents to County Clerk Budget Message Appropriations Public Certificates Tax Certificates	Budget Officer	Thursday, September 30, 2021

## COBURG CITY COUNCIL GOALS – FISCAL YEAR 2021

Livability, Health, and Vitality	Utilities and Infrastructure	Operational Capacity	Fiscal Stewardship	Strategic Planning	Economic Development
Completion of Johnny Diamond Park and planning for additional phase along Pearl Street.	Paint, maintenance & repairs to City Hall exterior, enhanced lobby appeal in City Hall including downstairs customer meeting space	Maintain staffing levels in all departments that meet City obligations for customer Service demands including cross training for all positions where possible	Maintain cash reserves in every fund for future operational emergencies	Completion of Storm Water Master Plan development	Continue to investigate participation in Mainstreets initiative
Complete Coburg Loop 4 Industrial Engineering – ODOT/City of Eugene	Addition of historic artwork and heritage visuals to City Hall lobby and City Council Chambers	Continue to train and encourage leadership and team building at all levels of the City	Continue to develop and maintain strong security policies for facilities, equipment, city data and vendors	Design of Broadband concept plan and seek public/private partnerships to provide community with highest quality internet	Develop, participate and provide leadership to Community Economic Development efforts and established work plan
Updates, maintenance and repairs to park facilities as needed, and planning for needs with future increase in parks and open space	Increase number of tank inspections to reduce number of call-outs and tank pumping	Update succession planning for all departments	Update financial policies and procedures to reflect change in capacity at City and to address ongoing changes to financial technologies	Update to Transportation Plan	Establish more robust economic development department at the City, and combine with Marketing and Promotion to create staffing position
Enhance welcome packet to incorporate information for City partners	Continue Water Master Plan projects budgeted for 2021, Leak Detection Program, and Cross Connection Program.	Stronger communications with committees by Implementing goal setting process, training on Committee Manual, and defining roles and responsibilities for Chairs, Committee Members, Council and Staff	Continue to enhance financial documents and appropriate posting on website for public information and review	Completion of Community Build-out Scenario	Continue to assist vacant commercial property owners in the advertisement and recruitment of new businesses through Business Oregon
Continue to engage community in preparation and education for emergency response	Completion of certifications as assigned to Public Works crews in order to build experience for monitoring, maintaining and operating public utility facilities and equipment	Updated and essential fleet, computers and equipment available to staff to properly and efficiently do their jobs including identified emergency response equipment	Complete review, updates and adoption of financial policies of the City	Development code for Employment Lands/East-side UGB Property and annexation process	Continue participation with other local small cities in Oregon Rain in order to foster local and regional entrepreneurship and innovation for small businesses
Updates to Public Safety equipment including radios, body cameras & lap tops for patrol cars	Implementation of Transportation Utility ordinance as designed and adopted by City Council and implementation of street repair and maintenance program	Staffing for Economic Development Department to manage marketing, promotion and public information	Continued proficient budget management in all departments including 5 year lookout in all funds for expenses and capital investments	Continue to build strong relationships with regional and state agencies and partners	Strengthen communications through increased mini-newsletters, improved "Our Town" readership, public participation events, and website updates.
Implement Safe Trade Program and space by Police Department	Update to Sewer Master Plan to establish capacity needs and plant expansion based on future growth of City	Continued practice/drill and education of emergency/incident response for City staff and CERT Team including addition of Spanish speaking members	Continue successful audit preparation and reporting	Develop strategy for addressing street tree maintenance for now and future	Comprehensive review and update of Website for every department and enhancements for easy public access to documents
Continue to improve communications of information to council, committees and public regarding City Projects and Land Use decisions by utilizing multi-media options	Implement and Facilitate new Public Works/Utility committee	Negotiate and implement MOU with community partners and Harrisburg for the mutual support and response	Maintain 20 year Funding Analysis for all utility departments	Create General Orders for Court operations and processes	Work with community partners to identify natural lead organizations for elements of Economic Development and work in partnership to implement work plan
Work with Park Committee to investigate ADA options for parks and open space	Design and seek funding for Bike Kiosk – Lane County - MPC		Seek funding for street repairs through Special Public Works Fund	Continue to plan for future shop and operations building for Public Works.	Strengthen the work of the heritage committee with work plan that addresses the responsibilities identified in ORS and ordinance

Continue to develop strong relationships with community partners and to support community festivals and events	Exploration of Yard Debris Pick up with Garbage Franchise		Continue to monitor, audit and collection of delinquent accounts in the Municipal Court	Update to Utility Bill, Water and Sewer Ordinance	
Improve crosswalk, pedestrian zones and speed zones including monitoring and enforcement				Inventory and strategy for addressing and maintaining the street trees	

Yellow = at or near completion  
Green = In Progress  
White = Still to come