



CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, May 11, 2021 at 7:00 PM

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

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

AGENDA REVIEW

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

RESPONSE(S) BY CITY COUNCIL

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

- [1.](#) Minutes March 30, 2021 City Council Special Meeting
- [2.](#) Minutes March 30, 2021 Work Session | Transportation Utility Fee
- [3.](#) Minutes April 13, 2021 City Council

SPECIAL GUEST

ORDINANCES AND RESOLUTIONS

- [4.](#) RESOLUTION **2021-06** A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2020-21
- [5.](#) RESOLUTION **2021-07** A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE (SHPO) FOR PRESERVING OREGON GRANT PROGRAM
- [6.](#) ORDINANCE **A-252** AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF COBURG

COUNCIL ACTION ITEMS

- [7.](#) IOOF Real Estate Lease Agreement
- [8.](#) American Rescue Plan

ADMINISTRATIVE INFORMATION REPORTS

- [9.](#) Financial Written Update
- [10.](#) Committee Minutes
- [11.](#) City Administration Update

COUNCIL COMMENTS

UPCOMING AGENDA ITEMS

Budget Hearing
Ordinance A-252 Transportation Utility Fee
Urban Renewal Agency Meeting

FUTURE MEETINGS

May 12 Heritage Committee
May 13 Park Tree
May 18 Budget Committee
May 19 Planning Commission
May 25 URA & City Budget Committee
May 31 Memorial Day **City Hall Closed**
June 8 URA & City Council 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.

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



**Coburg City Council
Special Meeting**

March 30, 2021 5:45 P.M.
Via Virtual Conference

COUNCILORS PRESENT: Ray Smith, Mayor; Nancy Bell, John Lehmann, Patricia McConnell, John Fox.

COUNCILORS ABSENT: Mark Alexander, Kyle Blain.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator, Brian Harmon, Public Works Director.

1. Call Special Meeting to Order

Mayor Smith opened the special meeting of the City Council at 5:49 p.m.

2. Pledge of Allegiance

Ms. Egbert played the pledge of allegiance.

3. Roll Call

Ms. Egbert called roll and a quorum was present.

4. Mayor Comments

Mayor Smith said that 2021 was a busy year so that would mean more double meetings for City Council. The special meeting that night was called because of a grant opportunity.

5. Citizen Testimony

There was no citizen testimony.

6. Ordinances and Resolutions

Resolution 2021-04

Ms. Heath said that the City would continue to apply for any grant opportunities that were made available. Resolution 2021-04 was a resolution authorizing a grant funding application to Travel Oregon for the Competitive and Recovery Grant program for up to \$100,000. She said that the City wanted to use that money to build a pop-up plaza for events. They hoped it would be a permanent structure, but for its first Summer it would be a pop-up in Pavilion Park. Ms. Heath said that it would have sitting areas, restrooms, and trash cans. If funding allowed, they would also consider purchasing a trailer to put all of the pop-up into. The application was due on March 31, 2021.

Councilor Fox asked if there would be road barriers if the plaza was in the middle of a street. Ms. Heath responded that they talked about temporarily closing McKenzie Street and make Harrison Street a one way. They would either do that or put it in Pavilion Park. She said that blocking McKenzie Street would help with some of the traffic issues.

Councilor Bell inquired into if there would be matching funding. Ms. Heath replied that there would not be matching funds. However, they would be matching Public Works for \$10,000. Councilor Fox asked what staff time would be involved for putting the pop-up together and taking it down and where that money would come from. Ms. Heath said that if the Parks & Tree Committee wanted to, they could pave the area and put tables on it. She added that Public Works would attend to the trash cans. That and all other work would be included in their General Budget. Councilor Fox inquired into if the pavement would be permanent. Ms. Heath said it would depend on if they could agree on a permanent location. Everything else would be moveable.

Councilor McConnell wanted to know the dimensions of the pavilion and if it would be up all year. Ms. Heath said that they would have four to eight round tables that could be out in the Winter. They would figure out those types of details later.

Councilor McConnell wanted to know if there were any pictures available. Ms. Heath replied that Megan Winner had pictures of the tables. They were circle tables with chairs attached to it. One chair was removeable to make room for a wheelchair. She said pictures would be included in the Friday report.

Councilor Bell asked if residents would be able to borrow the pop-up. Ms. Heath said that the tables were very heavy and had solar powered roofs on them. Each cost \$10,000. Mr. Harmon said that they were moveable, as the pavilion was a pop-up, but he was unsure if residents would be able to borrow them. The City would have to set them up and take them down. Mayor Smith noted that they had other portable options.

MOTION: Councilor McConnell moved, seconded by Councilor Bell, to approve Resolution 2021-04, a resolution authorizing the grant funding application to Travel Oregon for the Competitive and Recovery Grant program for \$100,000. The motion passed unanimously. 4:0

7. Adjournment

Mayor Smith adjourned the special meeting at 6:10 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the City Council of the City of Coburg on this 13th day of April 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Ray Smith, Mayor of Coburg



**Coburg City Council
Work Session**

March 30, 2021 6:00 P.M.
Via Virtual Conference

COUNCILORS PRESENT: Ray Smith, Mayor; Nancy Bell, John Lehmann, Patricia McConnell, John Fox.

COUNCILORS ABSENT: Mark Alexander, Kyle Blain.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Brian Harmon, Public Works Director; Tim Gaines, Finance Director.

GUESTS: Paul Thompson, Planning Commissioner Chair.

1. Call Work Session to Order

Mayor Smith opened the work session of the City Council at 6:10 p.m.

2. Discussion on Transportation Utility Fee

Ms. Heath told the Councilors that she had financial sheets that they could play with and they also had a related ordinance which City Council gave input on. They would decide after the presentation.

Ms. Heath noted that this process started because the public was concerned with the condition of the streets. Staff wrote an updated pavement management report, which was delivered to City Council. A Citizen Committee to review and report recommendations was created to work on improvements. Staff then designed an ordinance which was provided to City Council for review. She said when COVID-19 started the discussion was put on hold, but they were now revisiting the issue.

Residential, they had 61 PCI average, which they wanted to raise. Industrial was 62 PCI and collectors were 40 PCI. Ms. Heath said there was a lot of work to do, their PCI goal was to be between 80 and 100. With preventative maintenance roads would stay in good condition for around 15 years. She stated that preventative maintenance was just as good of an option as reconstructing the roads.

The Pavement Management Program was a list of prescribed treatments of the streets in Coburg over a five-year period. It should not be used as a concrete document on how a street would be treated. It should be used as a management tool for the Public Works Director, the Engineer, and a supporting committee. All projects must be engineered, and priorities had to be made as to which streets were in worst shape, which streets only needed preservation, and which street projects may be combined with other projects to save money.

Ms. Heath presented a financial document that detailed the street repair costs as of March 2021. The Roberts Road pavement repair project would cost them \$1,600,000. That project qualified for regional funds.

Ms. Heath showed the City of Coburg Paving Preservation Central City project. She said that Coburg's collector streets served as a vital connection of local Coburg residents as well as the regional economy, and the pavement on those streets was in varying condition. The project began on the North end of town with E Van Duyn Street, and continued South onto N Harrison Street, then East on Locust Street, South on Skinner Street, East on Mill Street, South on Coleman Street, and then west on Dixon Street. A total of \$750,000 had already been obtained.

Ms. Heath quickly went over what a Transportation Utility Fee (TUF) was. It was a charge on the monthly utility bill that all proprietries would receive. The fee would be based on the use of the transportation system. The TUF would be imposed on a City-wide basis and would either continue in perpetuity, or for a limited amount of time. The TUF would provide a dedicated and stable funding source to finance ongoing maintenance and operations of a locality's transportation system.

The Street Funding Committee recommendation was \$10 per month per residential unit and \$7 or \$10 per trip equivalent unit to businesses (Business sector trips per day multiplied by 1000 square feet of business space).

Ms. Heath said that they had to make the public aware of this before it was implemented. City Council would work tonight on defining most of the details, but they could add another work session if they needed more time. There would be two public hearings, since it was an ordinance, before it was implemented. She said that the first bill the TUF would likely be on would be the September 1, 2021 bill.

Councilor Lehmann hoped they could keep the TUF separate from tree fee. He wanted to see the fee at \$7 for residents and \$5 for businesses. He asked if that would make the burden similar. Mayor Smith thought Ms. Heath had information on that. They found that if both had the same fee it was disproportional.

Councilor Lehmann thought that having a five-year plan instead of ten. Mayor Smith clarified that it was a five-year construction plan and a ten year pay back. Councilor Lehmann mentioned that there were new federal funds which they could allocate. He personally wanted the funds to go to a new Public Works building. Councilor Lehmann said that the vote should be from City Council, not the public.

Councilor Fox wanted to have the presentation so it could be looked at more. Ms. Heath said she would send it out to the Councilors after the meeting. Ms. Egbert mentioned that it would also be available on their website the next day.

Councilor Fox talked about class versus equitable class. Since the software worked better with class then they should go that route. Mayor Smith mentioned that class also set the sewer fee.

Mr. Harmon said that they would be getting a lot of construction and water projects in the next five year as well as replacing water mains. There was some overlap with where water mains were and roads that needed construction. He said they could time out projects to happen around the same time. Stretching the construction past five years would help them not overload the streets.

Councilor Lehmann wondered if they could give heavily trafficked businesses a break. Mayor Smith stated that they had talked about implementing an appeals process. Councilor McConnell as concerned with giving businesses a smaller fee. She did not know how they would determine a businesses impact and the type of travelers they got. Businesses like Truck 'N Travel mainly got truck business, which were harsher on the roads. Mayor Smith mentioned that trucks already paid a fee and therefore offset the fee. He said they should have an appeal process for both residents and businesses. Councilor McConnell

wondered how easy it would be for people to appeal the fee. She agreed that they should have an Oversight Committee.

Councilor Bell thought that the fee should be ongoing and could be reduced if needed. Citizen knew that to live in their City they had to pay fees. She agreed that there should be an appeals process.

Councilor Lehmann thought most residents would see this to fix the roads in the City. He said that was one of the reasons that it should just be five years was because most of the expensive construction would be done by that point. If the fee was ongoing then they should structure it at a higher rate until major construction was completed. Mayor Smith stated that they wanted a sunset clause for ten years and then have the City Council review the fee every year after that.

Councilor McConnell asked if the City would charge exempted organizations, and who those organizations would be. Mayor Smith said that they did not want to set a flat rate for organizations. He explained that some non-profits could pay the fee, but others could not. They would investigate those exemptions more after a decision was made. Councilor McConnell asked why they were exempting some businesses but not any residents. Mayor Smith mentioned that they had low-income assistance available for residents, but nothing for non-profits with low budgets.

Mayor Smith said they still needed more information on the fee and appeal process, Council versus resident vote, the sunset schedule costs and workload, and the street and tree fee options.

Ms. Heath went over how to use the spreadsheet so the Councilors could use with it.

Mayor Smith inquired into if staff needed anymore instruction moving forward. Ms. Heath said they did not. The ordinance would be sent out again. All they needed to know was when it should be implemented. Councilor Lehmann thought there would be Council action in June. Mayor Smith said it would be before July.

Mayor Smith said they had a good discussion and was excited to hear more in the coming weeks. He emphasized that they had to get information out to the public.

3. Adjournment

Mayor Smith adjourned the meeting at 7:52 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the City Council of the City of Coburg on this 13th day of April 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Ray Smith, Mayor of Coburg



**Coburg City Council
Regular Meeting**
April 13, 2021 7:00 P.M.
Via Virtual Conference

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

COUNCILORS ABSENT: Kyle Blain.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Brian Harmon, Public Works Director; Gary Darnielle, Attorney and Planning Advisor; Megan Winner, Economic Development Coordinator; Henry Hearley, LCOG Associate Planner.

GUESTS: Dale Kast.

1. Call the Meeting to Order

Mayor Smith called the City Council meeting to order at 7:05 p.m.

2. Pledge of Allegiance

Ms. Egbert played the Pledge of Allegiance.

3. Roll Call

Ms. Egbert did a roll call; a quorum was present.

4. Mayor Comments

Mayor Smith reminded Councilors and elected officials that the Statement of Economic Interest report was due Thursday April 15, 2021. Coburg had a history of people getting fined by the State for not submitting the report. He said it was a busy Spring for the City and there were many meetings go on.

5. Agenda Review

There were no changes to the agenda.

6. Citizen Testimony

Dale Kast, owner of Kast Construction, had a few questions on the alley on North Miller. He had the two lots in that area and would be building homes. He already had buyers set up. They wanted to know if they had the option of using the alley to access to back of their properties to potentially build an extra garage or additional dwelling unit (ADU). The buyers wanted to work with the City to get the alley vacated since there was stuff in it.

7. Response(s) by City Council

Mayor Smith said they would be addressing Mr. Kast's comments later in the meeting. He acknowledged that it was something that staff would be looking into legally. Coburg had these issues in the past and it was time to address it.

Councilor Fox thought that Mr. Kast asked great questions.

8. Consent Agenda

Minutes February 23, 2021 Council & Planning Joint Work Session

Minutes March 9, 2021 City Council

Councilor Lehmann noted that there was conversation during minutes review at the March 9, 2021 started by Councilor Fox. He had said that the minutes needed to be more accurate to the conversation. The rest of the Council agreed with that. Ms. Egbert asked if he wanted them to go back through the Council meeting recording to revamp the minutes. If so, they would not be able to approve them that night. Councilor Lehmann withdrew his amendments.

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

9. Ordinances and Resolutions

a. Resolution 2021-05 a resolution accepting grant funding award from Travel Oregon's Destination Ready program

Ms. Winner told the Council that staff had applied for a Travel Oregon grant and received \$11,700 to create a bike hub. The bike hub would be in Pavilion Park on the North Harrison side. The design had not been established yet, but it would fit in with the rest of the town. They were planning for construction to be completed in August.

Councilor Alexander asked what steps were being made to make sure that the bike hub would be used by the right people. Ms. Winner replied that they were looking at other bike hubs in Oregon. The design would also go to the Park & Tree Committee. Councilor Alexander wondered if there was thought going into the safety of participants and their bikes. Ms. Winner responded that there would be rack for the bikes to be put on, but liability had not been discussed yet. Councilor Alexander was concerned that the hub would be used for something else. Ms. Winner said that it would be designed for bike use, but it would be in a public area. Mayor Smith acknowledged that as a concern. Visibility would be an important part of the design.

Councilor Fox knew that in Eugene there were chain link fences in their bike hubs. Bikes could be hung vertically and had good visibility. They also had a lock on the fence so that not anyone could get in.

Councilor Lehmann wondered if a camera could be put in place to monitor the area. He inquired into if the grant would completely cover the infrastructure costs. Ms. Winner replied that they got other regional funds through the Central Lane Metropolitan Planning Organization. With the combination of the two the City would not have to provide funds. Councilor Alexander asked if they could create the hub with just one grant. Ms. Winner told him that the grants were approved with the bike hub. Ms. Heath added that the City would have to give around \$3,000 to the project, but that was there only match.

MOTION: Councilor McConnell moved, seconded by Councilor Fox, to approve Resolution 2021-05 a resolution accepting grant funding award from Travel Oregon's Destination Ready program. The motion passed unanimously.

Councilor McConnell requested that if Councilors had recommendations for the bike hub security that they make those suggestions known to the Park & Tree Committee. Councilor Lehmann just opposed a chain fence since it would look bad. Mayor Smith agreed, since it would be in the middle of town.

10. Council Action Items

a. Vacation Procedure

Mr. Hearley said that the alley in question currently had grass and no pavement. They did not know if there were any utilities under it. The alley was designated for the public after it was construction in 1902. There were fences and other accessory structures that were in the alley and it would be difficult for a person to travel from one end to the other. He shared some photos of the alley.

First, the City Council could direct staff to vacate the alley in question. In that case a sub option was posed. The City could initiate that action, or if the neighbors were serious about pursuing vacation of the alley, they could petition City Council. Second, if vacation of the alley was not desired, City Council could either do nothing (leave the situation as is) or direct staff to further investigate the process to begin asking property owners to remove the protruding fences and other structures from the alley right-of-way. Third, City Council could also direct staff to review all alleyways for possible vacation.

Councilor Lehmann generally would support vacation of the alley. However, he did not want it to be a gift to the new owners. He wanted them to look at a tax assessment of the land and assign that cost to the new owners. Councilor Lehmann stated that they had to do the whole alley and get all five neighbors on board and more investigation into the situation from staff.

Councilor McConnell asked if the two red lines would be where the potential new boundary would be. Mr. Hearley clarified that they noted roughly where the alley was. He wanted them to investigate more about the alley since its location was not precise.

Councilor McConnell asked if the alley provided real access to Hayden homes. Mr. Hearley replied that it only provided pedestrian access. There were flowers in the way at that time, but they could be moved.

Councilor McConnell noted that 3200 Lincoln way had two buildings that were in the alley. Vacating would be a major issue for the owners of that home.

Councilor Bell had a problem with vacating alleys in the City. She remembered a conversation around an alley being vacated in the past to help public works. They had to be cautious when making this decision and get information on vacating all alleys. Councilor Fox agreed. They had to be cautious and if they vacated that alley, they should do all of them. Mayor Smith agreed. There was City precedent with vacating alleys which had caused issues in the past. He understood that this alley was less of an issue, but they should have more information before moving forward. Mayor Smith wanted to set a policy on whether they would vacate or maintain the alleys. If they kept the alleys, then the City should maintain them.

Mr. Harmon said most of the East/West alleys did not have any City utilities in them. It was the North/South alleys that were likely to have utilities. He noted that people were not using the alley as people would have when the alley was constructed in 1902.

Councilor Lehmann said that if they did not vacate the alleys, then they had to address fire safety aspects of what was in the alley.

Mr. Darnielle said that some rights-of-way were easements to the public and in those situations the land went to adjacent property owners.

Councilor Fox asked if staff had gone and looked at the alley. Mr. Hearley replied that someone went and reported to him what they found. Ms. Heath added that her and Ms. Winner went and took photos of the alley and all the structures that were protruding into it.

Mayor Smith wanted to see set back violations and potential remedies for them. Also, they had to find which alleys created vital access to properties.

Councilor Lehmann heard that they could vacate the alley but keep an easement. Mayor Smith said they could vacate but would need to be careful of what the easements were. Councilor Fox inquired into if they did vacate if they would need to investigate selling the property. Mayor Smith wanted them to create a policy on the vacating process and requirements around it.

Councilor Lehmann wanted to look at this one alley first and have staff create a listing of all alleys in the area. Councilor Fox did not agree with that plan. He suggested moving the fence back to neutralize the issue and keep them from getting into tough decisions too quick. Councilor McConnell did not want Mr. Kast to be left to make these decisions, even if he did volunteer. Mayor Smith said all they would do for Mr. Kast was notify the property owners that they were over their property lines. The City would not act on anything else. Ms. Heath noted that the items in the alley had been in place for up to over twenty years. There could be legal ramifications from property owners towards the City since they allowed them to be put there. Mr. Darnielle stated that since the City owned the property the property owners could not sue.

Councilor Lehmann thought they should notify the property owners of the issue and ask if they would want to buy the land from the City. If even one of the five said no, he did not want to move forward with vacating the alley. Mayor Smith agreed.

Councilor Bell wanted staff to look into policies from other cities around vacation. Mr. Darnielle pointed out that the Development Code had four criteria that the City Council had to look at when deciding on vacation. He did not think they were complete, but that the Council had brought up several points that should be added to the code.

b. Park | Tree Citizen Advisory Committee Bylaw Amendment

Ms. Egbert shared that the Park & Tree Committee reviewed their bylaws and recommended some changes to be made. City Council had to approve the amended bylaws.

Councilor Bell noted that in Article 4 – Membership the Committee had gotten rid of the one non-voting Council member. They removed that since a liaison was added to the Committee recently. Mr. Harmon wanted to clarify that it was removed since Councilor McConnell was acting as a liaison, not an official member of the Committee.

Councilor Fox stated that they had a section on reviewing and approving the minutes, but nothing on taking minutes. Ms. Egbert replied that the City provided a minute's recorder through LCOG to all Committee and Commissions. Mayor Smith said that minute recording was a City-wide policy.

Councilor McConnell asked if it was the responsibility of the City to get information out about the meetings. Ms. Egbert responded that the City oversaw that.

Councilor Lehmann was surprised that the rule of the Park & Tree Committee was limited to organizing fundraising events and promoting donations. He thought they did more. Mayor Smith replied that they

did. The City would be looking at a more uniform bylaw format for all Committees. Ms. Egbert noted that the Park & Tree Ordinance had more detailed information on what the Committee did.

Councilor McConnell was really impressed with how organized the Park & Tree Committee was.

MOTION: Councilor Bell moved, seconded by Councilor Fox, to approve the amendments to the Park & Tree Citizen Advisory Committee bylaws. The motion passed unanimously.

11. Administrative Information Reports

a. Financial Written Update

Councilor Lehmann remembered that they had talked a few months ago about renting the Independent Order of Odd Fellows (IOOF) building. He wanted an update on that. Mayor Smith replied that it would come to City Council in May.

b. Citizen Inquiry Quarterly Report

Councilor McConnell said they got an email from someone regarding a stop on the freeway. Mayor Smith said he talked with Chief Larson. The Chief had spoken with that individual and was told they could come make an official complaint with the police office.

c. American Rescue Plan

Ms. Heath said that information on the plan was coming out slowly. Coburg would get a little bit under \$240,000. They would get half some time before July and the other half some time in Spring 2022. The Federal government provided guidelines for how the money would be spent. They were still being finalized. Governor Brown had come out with her ten-point recovery plan to help cities. She wanted to start the conversation on how the money would be spent. No decision had to be made that night.

Some issues were housing, economic development, broadband, emergency response. Ms. Heath was looking at if a building would be an option under emergency response. She included all information she had on the topics and was open to Councilors own ideas.

Mayor Smith liked the idea of helping local businesses. They could partner with the Chamber to reach out to businesses and find out how to help.

Councilor McConnell thought they had a great list and wished they could put money towards everything.

Councilor Lehmann thought that having numbers attached to each project would help. Then Councilors could prioritize projects and a more productive conversation could take place. He liked the idea of solar panels onto City Hall so they would have back-up power. Ms. Heath told him that they had back-up generators for the City and a 12-hour battery for City Hall. She would get numbers for everyone in the Friday memo.

Councilor McConnell asked if they had any money left over from the previous COVID-19 funds. Ms. Heath replied that they had used all \$50,000.

Councilor Fox was interested in the innovative housing and Main Street project items. That money could help with the expenses from the Code Review Ad-Hoc Committee.

d. Administration Monthly Report

Ms. Heath added that she had a conversation with someone at Coburg Sanitary Services. They ordered the sanitary bins that were supposed to be provided in May. There were a bunch of delays so the timing was

off, but they would be delivered as soon as possible. Until then, people will not be charged for the pick-up of yard waste.

Councilor Alexander asked what a pop-up plaza was. Ms. Heath replied that it was a plaza that they could move. They could close off a street and put it down for events. She said it would be a place for people to gather and include ten solar powered tables.

e. Committee Minutes

Councilor Fox reported that the Ad-Hoc Code Review Committee had started. It was a large scope of work, but they had already had great conversations. Mayor Smith appreciated the talent and skill on that Committee.

Councilor Bell noted that the Park & Tree Committee had talked about including solar light at Jacob Spore Park. He wanted to know what happened with that. Mr. Harmon said one light was installed at the corner of the Park near the entrance to the loop path.

12. Upcoming Agenda Item

IOOF Hall Lease Agreement
Transportation Utility Fee
Annexation Application

13. Future Meetings

April 14 Heritage Committee
April 20 Park | Tree Work Session & Meeting
April 21 Planning Commission
April 22 Code Review Ad-Hoc
April 28 Finance | Audit Committee
May 11 City Council

14. Adjournment

Mayor Smith adjourned the meeting at 9:07 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the City Council of the City of Coburg on this 11th day of May 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Ray Smith, Mayor of Coburg

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: Transfer of Appropriations for Fiscal Year 2020-21

Meeting Date: May 11, 2021

Staff Contact: Tim Gaines, Finance Director

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

REQUESTED COUNCIL ACTION:

Approve Resolution 2021-06 transferring appropriations for fiscal year 2020-21

Suggested Motion for Resolution:

"I move to approve Resolution 2021-06 transferring appropriations for fiscal year 2020-21 in the general fund, street fund, water fund and sewer fund."

CITY COUNCIL GOAL

Fiscal Stewardship

BACKGROUND

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

Fiscal Year has been a very complicated year as far as some budgetary items. Capital projects that we anticipated would wrap up in the previous fiscal year, were not wrapped up until later in the summer season or even spring of this year. Some of this has to do with Covid-19, and some of it is just do to availability of our engineers and contractors to complete the projects.

In addition, staffing budgets for supervisors were changed by the City Council in February which allowed for the COLA and pay increases put on hold due to Covid-19 and the uncertainty of revenues to the City.

Staff brought most financial changes forward to City Council already under separate Council items and discussions. These are changes directly affecting the current 2020-21 fiscal year that ends on June 30, 2021.

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

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

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

Contingency in all funds will be restored in the new budget year. For example, the General Fund contingency will be restored to \$250,000 for budget year 2022.

BUDGET APPROPRIATION CHANGES

The following are budget changes:

GENERAL FUND

Admin Personal Services – Increased for the COLA and Step Increases for Administrative Staff

Admin Materials & Services- Increased for the expenses associated with Covid-19

Police Capital Outlay – Increase to cover the cost of body camera purchases

Court Personal Services – Increased for the COLA and Step Increase of the Court Administrator

Park Capital Materials & Services – Increased for professional services related to Johnny Diamond park

Park Capital, Capital Outlay – Increased to cover the completion of Johnny Diamond Park

Personal Services – Public works – Increased to cover supervisor COLA and Step Increased as well as overtime hours associated with Covid-19 for Public Works Staff

STREET FUND

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

Material & Services – Increase to cover the cost of the Roberts Road Project which was delayed

WATER FUND

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

SEWER FUND

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

Materials & Services, Capital - Increased for professional services to cover engineering for preliminary design of public works shop.

ALTERNATIVES

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

RECOMMENDATIONS

Staff recommends that Council adopt the resolution as written.

NEXT STEPS

Staff will adjust the budget according to this adopted resolution

ATTACHMENTS

A. Draft Resolution 2021-06

REVIEWED BY:

Steve Teucherer, Auditor
Anne Heath, City Administrator
Sammy Egbert, City Recorder

RESOLUTION 2021-06

A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2020-21

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

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

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg approves transfers appropriations for the 2020-21 fiscal year as follows:

GENERAL FUND

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Admin Personal Services	534,007	7,500	541,507
Admin Materials & Services	235,892	50,000	285,892
Police Capital Outlay	5,000	5,850	10,850
Court Personal Services	109,889	2,000	111,889
Park Capital Materials & Ser.	1,300	1,000	2,300
Park Capital – Capital Outlay	52,000	50,000	102,000
PW Personal Services	412,576	24,000	436,576
Contingency	250,000	(140,350)	109,650
Total Appropriations	\$3,343,466	\$ 0	\$3,343,466

=====

STREET FUND

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Personal Services Allocation	77,469	4,320	71,789
Materials & Services	73,250	93,000	166,250
Contingency	200,000	(97,320)	102,680
Total Appropriations	1,254,312	\$ 0	\$1,254,312

=====

WATER FUND

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Personal Services Allocation	133,419	7,440	140,859
Contingency	100,000	(7,440)	92,560
Total Appropriations	\$3,459,251	\$ 0	\$3,459,251

=====

SEWER FUND

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Materials & Services- Capital	2,540	4,000	6,540
Personal Services Allocation	129,115	7,200	136,715
Contingency	350,000	(11,200)	338,800
Total Appropriations	\$3,879,686	\$ 0	\$3,879,686

=====

Adopted by the **City Council of the City of Coburg, Oregon**, by a vote of ____ for and ____ against, this day 11th day of May, 2021

Ray Smith, Mayor

Attest

Sammy L. Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution 2021-07: Authorizing Grant Funding Application to the State Historic Preservation Office (SHPO) for the Preserving Oregon Grant Program

Meeting Date: May 11, 2021

Staff Contact: Megan Winner

Contact: 541-682-7862

REQUESTED COUNCIL ACTION

Approval of Resolution 2021-07, a resolution authorizing the application to the State Historic Preservation Office (SHPO) for the Preserving Oregon Grant Program for rehabilitation to the IOOF building.

Suggested motion:

I move to approve Resolution 2021-07, a resolution authorizing the application to the State Historic Preservation Office (SHPO) for the Preserving Oregon Grant Program for an amount up to \$20,000.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

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

City Council Goal #4: Responsible Fiscal Stewardship

City Council Goal #6: Economic Development

BACKGROUND

The State Historic Preservation Office (SHPO) offers matching grants for rehabilitation work that supports the preservation of historic resources listed in the National Register of Historic Places or for significant work contributing toward identifying, preserving and/or interpreting archaeological sites. Grant funds may be awarded for amounts up to \$20,000. Grants must be matched 1:1 by the grantee. Match can be in the form of cash, in-kind donations, and volunteer time. Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program. A Letter of Intent to apply and approval is required to apply for the Preserving Oregon Grant.

The City of Coburg recently leased the IOOF building to optimize use of the community asset. The IOOF building is a contributing property to the National Historic District. A Letter of Intent to apply has been submitted and approved. Rehabilitation work could include improvements to the entryway and/or restroom to meet the standards issued under the Americans with Disabilities Act (ADA) and Secretary of the Interior's Standards for Rehabilitation of Historic

Properties, as well as electrical wiring and lighting upgrades. Promoting inclusive access to the space and ensuring safety will contribute to the future success of the project and property.

BUDGET

If funds are awarded, grants revenues and expenditures will be included in 2022 fiscal year budget.

PUBLIC INVOLVEMENT

None at this time

NEXT STEPS

Completion and submittal of grant application

ATTACHMENTS

- A. Resolution 2021-07: A resolution authorizing grant funding application to the State Historic Preservation Office (SHPO) for the Preserving Oregon Grant Program

- B. Preserving Oregon Grant 2021 Information

REVIEWED BY:

Anne Heath, City Administrator

RESOLUTION 2021-07

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

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

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

WHEREAS, City Council has identified Livability, Health, and Vitality; Responsible Fiscal Stewardship; and Economic Development as a goals for 2021; and

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

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

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

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

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of for and against, this 11th day of May 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

PRESERVING OREGON GRANT

2021 INFORMATION

OREGON STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

Preserving Oregon Grant Programs funds are to be used for:

- rehabilitation work on properties listed in the National Register of Historic Places, or
- significant work contributing to identifying, preserving and/or interpreting archaeological sites.

Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program. A Letter of Intent to apply and approval is required to apply for the Preserving Oregon Grant.

FINANCIAL INFORMATION: Grant funds may be awarded for amounts up to \$20,000. **NOTE: Grant funds are still unstable due to the impacts of COVID-19, the total award amount will be determined at the time of the grant awards.**

MATCH: Grants must be matched 1:1 by the grantee. Match can be in the form of cash, in-kind donations, and volunteer time. Match can be in the form of cash, in-kind donations and volunteer time. Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work.

BUDGET INFORMATION: Bids and estimates strengthen the grant request when applicable. If awarded the grant requires at least three estimates for work over \$10,000.

PRESERVATION REQUIREMENTS: The application must convey that all work will be completed using appropriate preservation practices, for example, the Secretary of the Interior's Standards for Rehabilitation of Historic Properties, SHPO regulations for archaeological work, etc.

GRANT REPORTING AND PAYMENT: Awarded projects will be the subjects of binding agreements between the State and the applicants. Typically, grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting will be provided at the time of award.

GRANT TIMELINE:

Letter of Intent Deadline – (11:59pm) April 14, 2021

Deadline – (11:59pm) May 12, 2021

Notification – July 1, 2021

Project completion and Reporting deadline – April 30, 2022

HISTORIC PROPERTIES GRANTS ELIGIBILITY, PRIORITIES AND CRITERIA:

- Properties must be listed on the National Register of Historic Places, either individually or as a "contributing" property in a Historic District, to qualify for funding.
- Higher priority will be given to publicly owned resources and private nonprofit resources, and properties that offer the greatest public benefit through visual access and interpretive/educational value.
- Properties that are not publicly owned or nonprofit-owned must have exceptional significance and/or extraordinary public benefit to compete.



- Commercial or depreciable properties that are taking advantage of the federal investment tax credit cannot include these grant dollars in the expenses for the tax credit.
- Interior work will be considered on a case-by-case basis depending on the significance of the interior and its public value.
- All work must meet the Secretary of the Interior's Standards for Rehabilitation of Historic Properties; see <http://www.nps.gov/history/hps/tps/tax/rhb/stand.htm>. Examples of eligible projects include: roof and gutter repair, foundation work, structural stabilization, replacement of deteriorated historic features, and weatherization.
- Remodeling, new additions, or solely cosmetic efforts are not eligible for funding.

The review panel will evaluate each project proposal by the following criteria.

- how significant the work is to the structure's integrity,
- the preservation of character-defining features,
- how well the work plan is developed and described and the corresponding cost estimates,
- how well the project is shown to meet the Secretary of the Interior's Standards for Rehabilitation of Historic Properties,
- geographic distribution and historic significance of the property will be considered in determining project funding, and
- additional evaluation will be based on demonstrated project readiness and the matching dollar share in-hand commitment.

ARCHAEOLOGY GRANTS ELIGIBILITY, PRIORITIES AND CRITERIA:

Priority will be given to field-based research projects concerning the documentation of archaeological sites, structures, and artifacts, including:

- conservation and stabilization of specific archaeological sites and monuments;
- field or experimental testing of new or developing methods and materials for identification or conservation;
- development, testing or implementation of heritage management plans;
- programs promoting public awareness of and education about the value and fragility of cultural resources;
- developing and/or implementing innovative techniques in dating, monitoring, analysis, remote sensing of and predicting locations for archeological sites and artifacts;
- projects that discover or study previously untold perspectives and histories of people frequently excluded from historic interpretation;
- conducting surveys and preparing contexts of archaeological sites
- documenting archaeological resources at risk; and
- preparing National Register nominations of archaeological sites.

The review panel will evaluate each project proposal by the following criteria. The proposed project should:

- provide a significant contribution to the field of archaeology;
- demonstrate a technically sound methodology;
- include a principal investigator who is a professional archaeologist;
- show that it is part of a larger project, or has far reaching results and uses beyond the submission of the product to SHPO;



- disseminate project results effectively; and
- be cost effective given the scope of work and the audience.

Geographic distribution and historic significance of the resource will be considered in determining project funding

LETTER OF INTENT SUBMISSION: Visit the OPRD: Grants Online at www.oprdgrants.org and register to submit the letter of intent. The online letter of intent includes a very short project description, estimated cost, estimated request, and physical location of the property. The project will be reviewed and, if necessary, a site visit will be scheduled. You will receive follow up information or approval to apply following the review. Instructions for OPRD: Grants Online visit our website.

<https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#ten>

APPLICATION SUBMISSION: Once you receive notification that you are eligible to apply you will receive an email from the OPRD: Grants Online. At that time you will be able to submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. Instructions for OPRD: Grants Online visit our website.

<https://www.oregon.gov/oprd/OH/Pages/Grants.aspx>

ASSISTANCE:

Please read the Preserving Oregon Grant Guidelines

<https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#ten> for details on the application, review, award, grant management, reporting, and reimbursement.

For grant questions and [OPRD GrantsOnline](#) system questions contact Kuri Gill, kuri.gill@oregon.gov, 503-986-0685.





COBURG CITY COUNCIL ACTION/ISSUE ITEM

Topic: Ordinance A-252 Implementing a Transportation Utility

Meeting Date: May 11, 2021

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7870. Anne.heath@Ci.Coburg.Or.Us

REQUESTED COUNCIL ACTION

Discussion only with staff direction for final draft ordinance

Recommended Motion: No recommended motion at this time.

POLICIES OR CITY COUNCIL GOAL(S)

- Address Street Funding
-

BACKGROUND

One of the biggest concerns that the Coburg City Council and staff hear about is over the conditions of the roads in Coburg. To address this issue, the City Council approved a Pavement Management Program be designed in order to establish the condition of all streets in Coburg, and to address the treatment needed to bring streets up to an acceptable condition.

Upon receiving the completed Pavement Management Program, the City Council appointed a Citizen Committee to review the report and make recommendations for how the City would fund the repairs needed as reported in the program. The Committee designed and sent out a community survey asking which funding sources the citizens would support. The citizens overwhelmingly selected an increase in fuel tax, the 2nd was the Transportation Utility Fee. The Committee made two recommendations to the City Council which included increasing the City Fuel Tax, and implementing a Transportation Utility Fee.

In November, 2019 the voters approved the increase in Fuel Tax. This was then brought to the City Council in December for approval through an ordinance.

In the early spring of 2020 the City began working on an ordinance to implement a Transportation Utility Fee. The City held public meetings, disbursed informational materials, and began the process of reviewing a draft ordinance.

In March, 2020 the Covid-19 Pandemic struck the nation and there was much uncertainty regarding the financial effects on the City and the residents of Coburg. Therefore, the Council elected to put the Transportation Utility Fee discussion on hold.

In March of 2021, the Council held a work session in which staff direction was given to begin the process of implementing the Transportation Utility Fee.

The draft ordinance contained in this packet is the result of the input from Councilors as well as legal representation. Also attached is the marked up version where there input was recorded.

STEPS FOR COMPLETION

1. Review of draft ordinance and answers to the following questions need to be decided by the City council:
 - a. What will be the standard fee for residential single family dwelling?
 - b. What will be the fee charged per equitable unit to commercial?
 - c. Will we allow for waivers? If we allow waivers, what will be the policy for granting them?
 - d. Will the City charge itself TUF Fees on all of our properties, parks, etc.?
 - e. Will the City charge other governmental units such as the Fire District?
 - f. Does the City wish to state that there could still be a LID established for an area of town based on use? Or do we say that there will not be an LID established and this will be the only fee a commercial business may face?
2. Outreach to the Public regarding in the form of newsletters, brochures and social media posts providing information about when the first and second readings of the ordinance will take place as well as opportunities for public input.
3. Final review from staff and legal prior to the first reading of the ordinance
4. First and Second readings of the ordinance
5. Implementation of the fee if passed

RECOMMENDATION AND ALTERNATIVES

Staff recommends the Council consider the above questions based upon the information provided in this staff report. Staff will incorporate the direction into the final ordinance.

BUDGET / FINANCIAL IMPACT

This is yet to be determined and based upon the Council decision

PUBLIC INVOLVEMENT

Staff will disburse materials, newsletters and social media in order to make the public aware that the Council will be considering this ordinance at their June and July, 2021 meetings.

NEXT STEPS

1. Changes made to ordinance based upon Council Direction
 2. Final review of staff and Legal
-

ATTACHMENTS

- A. Draft Ordinance A-252
- B. Financial Spreadsheets

REVIEWED THROUGH

Gary Darnielle, City Attorney
Sammy Egbert, City Recorder

DRAFT ORDINANCE

ORDINANCE A-252

AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF COBURG

WHEREAS, The City has completed its Pavement Condition Survey of the City of Coburg's Street Network (Plan), dated January, 2018; and

WHEREAS, a Council appointed Street Funding Committee has reviewed this report and researched recommended funding mechanisms for increasing revenues to the Street Fund; and

WHEREAS, The Street Funding Committee has recommended a Transportation Utility Fee be considered for a funding option; and

WHEREAS, The Coburg City Council has deemed it a priority to commence pavement preservation and street improvements outlined in the Plan as identified by the City Council; and

WHEREAS, in order to finance City of Coburg street improvements, the Coburg City Council has determined that funding from a Transportation Utility Fee is required in addition to existing funding sources to the Street Fund.

NOW, THEREFORE, THE CITY OF COBURG ORDAINS THE FOLLOWING:

SECTION 1. Creation and Purpose.

This Transportation Utility Fee is created and imposed for the purpose of operating and administering the pavement system maintenance and capital improvement program. This program will manage, plan, design, construct, preserve and maintain the street pavement system of the City of Coburg.

- A. Responsible Party.** The Transportation Utility Fee shall be paid by the Responsible Party for each billing Unit or Occupied Unit of real property per the terms of this ordinance.
- B. Purpose.** The purpose of the Transportation Utility Fee is to charge users for the service the City provides in repair and maintenance of public streets and right-of-way, and to be available to retire bonds purchased for the repair and maintenance of public streets. It is also to ensure the repair and maintenance occurs in a timely fashion, thereby reducing increased costs that result when maintenance is deferred.

SECTION 2. Definitions. Unless otherwise defined herein, terms used in this Ordinance have the meaning as described in Coburg Transportation Plan. As used in this ordinance, the following terms shall mean:

- A. APPEAL.** An appeal shall be the process for which a property owner may challenge the use code, associated trips, business square footage and assignment of a TUF Fee.
- B. BOND PURCHASE.** The purchase of bonds in order to fund street repairs & maintenance with the intention of utilizing the Street Utility Fee revenue to pay back/retire the bond.
- C. CITY.** City of Coburg
- D. CITY ADMINISTRATOR.** The City's Administrator or the City Administrator's designee.
- E. COUNCIL.** The City Council for the City of Coburg.
- F. DEVELOPED PROPERTY.** A parcel or legal portion of real property, on which an improvement exists or has been constructed. Improvement on developed property includes, but is not limited to buildings, parking lots, landscaping and outside storage.
- G. FEES.** Fees shall mean the amount owed after applying the appropriate rate to a particular developed property based upon factors as established by this ordinance.
- H. FINANCE DIRECTOR.** The City Finance Director or the Finance Director's designee
- I. GROSS SQUARE FOOTAGE.** Gross Square footage shall mean the calculated area of all non-residential structures, including but not limited to enclosed courtyards, stairwells, and square footage on each level of multi-story structures, but not including fences and parking areas which are not enclosed within a building.
- J. ITE MANUAL.** ITE Manual means the Institute of Transportation Engineers Trip Generation Manual.
- K. LOW INCOME ASSISTANCE.** Low Income Assistance means reduction in the fees associated with the Transportation Fee as it pertains to a resident qualifying application for utility rate adjustments in the water and sewer funds.
- L. MULTI-FAMILY.** Multi-Family residence shall mean a residential structure accommodating two or more dwelling units.
- M. NON-RESIDENTIAL PROPERTY.** Property that is not primarily used for personal domestic accommodation. Non-residential Property includes

industrial, commercial, institutional, hotel and motel, group homes, and other non-residential uses.

- N. SCHOOL.** School shall mean all schools, kindergarten through grade twelve, providing busing or parent delivery of students and located within the city limits of City of Coburg.
- O. OCCUPIED UNIT.** Any structure or any portion of any structure occupied for residential, commercial, industrial, or other purposes. For example, in a multi-family residential development, each dwelling unit shall be considered a separate Occupied Unit. An Occupied Unit may include more than one structure if all structures are part of the same dwelling unit or commercial or industrial operation. For example, an industrial site with several structures that form an integrated manufacturing process operated by a single manufacturer constitutes an Occupied Unit. An industrial site that shares a common entry and parking areas, and where there are several businesses on the site which all have different uses, each business will be considered a separate occupied unit.
- P. PUBLIC RIGHT OF WAY (PROWAG).** Prowag means the Public Right-of-Way Accessibility Guidelines as published by the United States Access Board. These guidelines cover pedestrian access to sidewalks and streets, including crosswalks, curb ramps, street furnishing, pedestrian signals, parking and other components of Public Right-of Ways.
- Q. PUBLIC WORKS DIRECTOR.** The City Public Works Director or the Public Works Director's designee
- R. RESIDENTIAL PROPERTY.** Property that is used primarily for personal domestic accommodation, including single-family, multi-family residential property and home occupations, but not including group homes, hotels and motels.
- S. RESPONSIBLE PARTY.** The person or persons who by occupancy or contractual arrangement are responsible to pay for utility and other services provided to an Occupied Unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the City, the person(s) paying the City's water or sewer bill for an Occupied Unit shall be deemed the Responsible Party as to that Occupied Unit. For any Occupied Unit not otherwise required to pay a City Utility Bill, "Responsible Party" shall mean the person or persons legally entitled to occupancy of the Occupied Unit, unless another Responsible Party has agreed in writing to pay and a copy of the writing is filed with the City. Any person who has agreed in writing to pay is considered the Responsible Party if a copy of the writing is filed with the

City. In the case of a multi-use building in which one landlord receives one utility bill for several units representing different uses, the Owner/Landlord who receives the utility bill for the entire property will be the Responsible Party.

- T. SINGLE FAMILY RESIDENCE.** Single Family Residence shall mean a residential structure accommodating one dwelling unit.
- U. STREET REPAIR, RECONSTRUCTION, AND MAINTENANCE.** Any action to repair, reconstruct, resurface, replace, or maintain the roads within the City of Coburg. Street Maintenance does not include work that increases the capacity of a street such as a street widening, adding bike lanes or sidewalks, or the construction of new streets or street lighting. It does not include the maintenance or removal of trees within in the right-of-way of any City Street. Street maintenance shall include the resurfacing of existing streets; the repair, replacement or addition of curb and gutters, installation and maintenance of storm drainage; updates to ADA access; repair or replacement of the entire existing street structural section; repair or replacement of existing street shoulders, pavement markers, striping and other street markings; repair or replacement of existing channelization devices; adjustment of existing utilities to match finish grades; and any other related work within existing streets.
- V. UNIT RATE.** Dollar amount charged per average daily trip. There shall be a unit rate applied to residential land uses, identified as the residential unit rate, and a unit rate schedule applied to all other land uses, identified as the non-residential rates.
- W. UNOCCUPIED UNIT.** Property that is undeveloped, or if developed, is not in current use or is not considered an Occupied Unit.
- X. USE CATEGORY.** Use category or **Category of Use** means the business code and resulting trip generation estimate determined with reference to the ITE manual, and applicable to a developed property.
- Y. VACANT.** Vacant means that the entire developed property, building, or unit has no occupant for more than continuous days; when the property use is suspended for a seasonal closure lasting more than days, or property remodel, repair, or reconstruction
- Z. WAIVER.** Waiver means partial or full waiving of the Transportation of the Utility Fee.

SECTION 3. TRANSPORTATION UTILITY FEES ALLOCATED TO THE STREET FUND

- A. Collection of Fees.** All Transportation Utility Fees received shall be deposited into the Street Fund and dedicated to the operation of the City street system. Other revenue sources may also be used for street maintenance. Amounts in the Street Fund may be invested by the Finance Director in accordance with State law. Earnings from such investments shall be dedicated to the Street Fund.
- B. Designation of Use.** The Street Fund shall not be used for other governmental or proprietary purposes of the City, except to pay for an equitable share of the city's overhead costs including accounting, management and other costs related to management and operation of the Street Fund. Engineering design, pavement evaluation, construction management, and other related costs, including project advertisements for bid, in the implementation of street maintenance projects shall also be considered as appropriate use for street maintenance funds.

SECTION 4. ADMINISTRATION

- A. Implementation.** Except as provided in subsections (B), (C) and (D) of this section, the City Administrator shall be responsible for the implementation of the Transportation Utility Fee created by this title when administratively feasible, but not sooner than 30 days. The City Administrator shall be responsible for developing or delegating the development of administrative procedures, administration of fees, and for the purposes of establishing the fee for the specific Occupied Unit, and the consideration and assignment for categories of use subject to appeal.
- B. Street Maintenance Program.** The Public Works Director shall be responsible for developing and maintaining Street Maintenance programs for the maintenance of City streets and, subject to the review of the Over-Site Committee if appointed, City Budget Committee review and City Council approval, allocation and expenditure of budget resources for street system maintenance in accordance with this chapter.
- C. Review/Oversite.** An oversight committee/commission appointed by the City Council will review the Public Works reports, and be given periodic updates to the street maintenance programs.
- D. Collection.** The Finance Director will be responsible for the collection and calculation of the fees.

SECTION 5. CATEGORIES OF USE

The City Administrator may interpret all terms, provisions and requirements of this chapter and determine the appropriate TUF categories for use subject to appeal.

- A. Assignment.** The City Administrator will establish the assignment of categories of use for each non-residential property utilizing the ITE Manual.

SECTION 6. DETERMINATION OF TRANSPORTATION UTILITY FEE

- A. Establishment of Fee.** A Transportation Utility Fee is hereby established and shall be based upon the following.

1. The City's priority corrective and preventative street maintenance projects.
2. For Residential Property, the fee shall be set by the City Council by resolution.
3. For non-residential property, the fee shall be charged according to the following formula: the number of daily trips calculated by the ITE Manual for that use category divided by the number of daily vehicle trips calculated by the ITE Manual for residential use (9.44) multiplied by the gross square footage of the non-residential use, in increments of 1,000 square feet, times a unit rate set by a resolution of the City Council. For example, if the unit rate for a non-residential use is \$7 per equitable unit then the fee would be as follows:

ITE Manual has 156 trips for a business that is 1500 square feet, the calculation will be as follows: $156/9.44 \times 1.5 = 24 \times \$7 = \$168$

The non-residential fee will be applied to each unit.

4. The amount of the Transportation Utility Fee shall be set by Council resolution.
 5. The Transportation Utility Fee program shall be reviewed annually as part of the City Budget Process.
- B. Unit Fee.** Based upon the fees set by Council resolution, the Finance Director shall direct the charge of a per unit Transportation Utility Fee to the responsible party for each billing unit with an active utility account, or for occupied units not connected to City water and/or sewer, to the responsible party of each occupied unit of residential or non-residential property. The amount payable shall be adjusted if there is a change of use or development.

All adjustments based on a change in use or development shall be determined by a building modification permit.

- C. **Billing.** The Transportation Utility Fee shall be billed to and collected from the Responsible Party identified in Section 6 above. Transportation Utility Fees shall be included as part of the water and sewer bill for billing units with active utility accounts, and included on an "Other Utility" bill for Occupied Units not connected to City water or sewer services. All such bills shall be rendered regularly through the utility billing system and shall become due and payable upon receipt. If an owner has applied for and been approved for a fee waiver for an unoccupied unit, then billing payments shall be credited to the tree fee first, and the water bill last, and shall not be credited to the Transportation Utility Fee.
- D. **Collections.** Collections from responsible parties shall be applied first to interest and penalties, second to the Transportation Utility Fee, third to the tree Fee, fourth to the sewer utility, and last to the water fee.

SECTION 7. EXEMPTIONS

- A. Transportation Utility Fees imposed under this chapter shall apply to all billing units and occupied units per Section 6A. of this ordinance, including property which may be entitled to exemption from or deferral or ad valorem taxes. Such units in this case will be units owned and occupied by local and state governments are exempt from the Transportation Utility Fee.
- B. Property owned and occupied by other entities that may receive partial or full exemption from deferral of ad valorem taxes will not be exempted from this fee.

SECTION 8. WAIVERS OR REDUCTION OF FEES

- A. **Low Income Assistance.** A principal residence of a person may qualify for a special user rate if the person meets certain income criteria as established in Low Income Assistance Program established at the City of Coburg.
 - 1. Any person desiring to receive a transportation rate waiver or reduction of fees must submit an application to the City on established forms provided for all utilities.
 - 2. The amount of rate waiver will be established by the same policies that govern the application process for Low Income Assistance on utility bills.
- B. **Vacancy.** When a developed property within the City becomes vacant as described below, upon written application and approval by the City

Administrator, the transportation rate shall thereafter not be billed and shall not be a charge against the property until the property once again occupied.

1. The City Administrator is further authorized to develop and use a standard form of application for determination of vacancy is submitted to verify any of the information contained on the application. The City Administrator is further authorized to develop and use a standard for of application, provided it shall contain a space for verification of the information and the person signing such form affirms under penalty for false swearing the accuracy of the information therein.

2. Any occupancy or use of the property terminates the waiver. The City may charge any property with the appropriate transportation rate, including charges for prior billing periods, upon determining by whatever means that a property did not qualify for a waiver or changes during the relevant time. The decision of the City Administrator under this section shall be final.

C. **False Applications.** It is unlawful for any person to make, assist in making or to derive the benefits from any false application of fee reduction or waiver provided under this chapter. In addition to other penalties provided by law, the City shall be entitled to recover from any person or persons receiving the benefit of a waiver as a result of any false statement made in any application the amount therefore, including interest from the date the waiver is granted.

SECTION 9. COMMENCEMENT OF CHARGES AND COLLECTION

- A. **New Construction.** For new construction, fees charges shall commence with the issuance of a building permit or installation of a water meter, whichever comes first.
- B. **Annexation.** Occupied and developed property annexed to the City shall begin paying the fee the first month following their annexation. Properties annexing into the City that contains empty land shall begin paying when the first utility bill is established for the property
- C. **Monthly Collection.** The fees imposed by this chapter shall be collected with the monthly City utility bill for those parcels connected to water or billed alone as a Transportation Utility Fee for those users not connected to or not otherwise charged for water service.

SECTION 10 APPEALS

- A. **Authority.** The City Administrator shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this

chapter and to determine the appropriate charges thereunder. The responsible party for an Occupied Unit may request reconsideration of the determination of the amount of the fee by submission of a written application to the City Administrator. The application shall be supported with sufficient factual details to enable the City Administrator to render an informed decision.

- B. Decision.** Within thirty (30) days of the submission of a complete application requesting reconsideration of the amount of the Transportation Utility Fee to be charged to an Occupied Unit, the City Administrator shall render a decision on the application. The decision shall be provided in written form and shall include findings of fact and conclusions for the particular aspects of the decision, based upon available criteria. A copy of the decision shall be mailed to the person submitting the request.
- C. Use Categories.** For the purpose of reviewing the fee, the City Administrator may determine that the land use category is proper and that the fee charged is appropriate. However, if the decision of the City Administrator results in a change in category of land use, the City Administrator shall, for the purpose of establishing the fee, assign a new use category and notify the Finance Director so that the appropriate change may be made in the applicable fee to be charged in the future.
- D. Refunds or Credits.** If the City Administrator determines that there is a change in category of land use necessary, and that the client has been overcharged for the Transportation Utility Fee, the City shall issue a credit or refund to the responsible party of the Occupied Unit who pays the utility billing.
- E. Appeal of City Administrator Decision.** The Responsible Party may appeal the City Administrator's determination to the City Council. The notice of appeal must be filed in writing within ten (10) days of the date of notice of change of category of land use and the determination of fee is sent and must be filed with the office of the City Recorder in writing, stating:
1. The name and address of the appellant
 2. The address of the affected premises
 3. The nature of the determination being appealed
 4. The reason the determination is incorrect
 5. What the correct determination of the appeal should be.

A responsible party who fails to file such a statement within the time permitted waives his or her objections and the appeal shall be dismissed. If notice of appeal is properly filed, except in an emergency, the City shall

continue to bill the property at the initial fee during the appeal process. After a determination is made on the appeal, the City will refund or credit the customer if such fee has been reduced through the appeal process

The appellant shall be allowed at least ten (10) days' written notice of the hearing on the appeal. At its next available meeting, the City council shall hear and determine the appeal on the basis of the written statement and such additional evidence as the Council deems appropriate. At the hearing the appellant may present testimony and oral argument personally or by counsel, and additional evidence. The rules of evidence as used by courts of law do not apply. The decision of the Council shall be in writing and shall contain findings of fact and conclusions of law that substantiate the Council's decision. The decision shall be mailed to the appellant within ten (10) days of the completion of the appeal hearing. The decision of the Council shall be final.

SECTION 11. RATES AND COLLECTION.

- A.** All charges and Service Rates levied in accordance with ordinances of the City shall be a debt due to the City. If this debt is not paid within thirty (30) days, it shall be deemed delinquent and may be recovered by civil action in the name of the City against the property Owner. All Service Rates, charges, costs and assessments shall be levied and imposed, upon all persons or developed property whose premises are now and hereafter located in the City Limits of Coburg. A record of unpaid debts for services shall be kept by the City and such a list shall be a portion of the City's lien records. The City may follow the same enforcement procedures set forth in the City's Water Ordinance to collect delinquent payments, including, but not limited to, discontinuation of water services. In addition to any other remedy, at any time after the passage of thirty (30) days after the debt is due, the City may elect to foreclose on the debt in the City lien records unless the Owner can provide proof that the debt has been paid in full.
- B.** The Council may establish, by resolution, other methods for the collection of all Rates authorized by this ordinance. All rates levied or charged pursuant to this ordinance shall be payable in the same manner and at the same time as water use charges. In addition to all other remedies, the Council may provide for the termination of water service for any property where any rate authorized by this Ordinance is not paid.

- C. The Owner of property may make contractual arrangements for a tenant to pay some or all of the rates developed pursuant to this Ordinance. Where the City has notice of such arrangements, the City will honor those contractual commitments by a tenant, as long as the rates are paid in full and on time. The Owner of a property will remain ultimately responsible for payments of any rates charged to a property, regardless of any contractual arrangements the Owner may have made.

SECTION 12. REVIEW OF FUND AND ANNUAL REPORT.

The Public Works Director or other City Staff as delegated by the City Administrator shall perform a full rate review no less frequently than every 12 months which shall be reviewed by the City Council. If other revenue sources become available for road maintenance that decrease the City's cost of repairs and maintenance of the road, the City Council may change the fee accordingly. In addition, if the cost of repair of the roads significantly increase the Council may increase the Transportation Utility Fee accordingly by resolution. Annual reviews shall include the November Engineering News 20 City CPI for Construction, or other means determined by the City Engineer to be acceptable in determining the increase or decrease of the cost of construction.

SECTION 13. SEVERABILITY

- A. In the event any section, subsection, paragraph, sentence or phrase of this chapter or any administrative policy adopted herein is determined by a court of competent jurisdiction to be invalid or unenforceable, the validity of the remainder of the ordinance shall continue to be effective. If a court of competent jurisdiction determines that this ordinance imposes a tax or charge, which is therefore unlawful as to certain but not all affected parties, then as to those certain parties, an exception or exceptions from the imposition of the Transportation Utility Fee shall thereby be created and the remainder of the ordinance and the fees imposed thereunder shall continue to apply to the remaining properties without interruption.

Nothing contained herein shall be construed as limiting the City's authority to levy special assessments in connection with public improvements pursuant to applicable law.

SECTION 14. CLASSIFICATION OF CHARGES

For purposes of ORS 310.145 (Classification of Taxes and Fees for Purposes of Measure 5 Limits), the Transportation Utility Fee is not intended to be a tax on

property or a property owner as a direct consequence of ownership, but instead is a fee or charge on subject to the limits of Section 11(b), Article XI, of the Oregon Constitution.

SECTION 15. EFFECTIVE DATE.

This ordinance shall become effective _____.

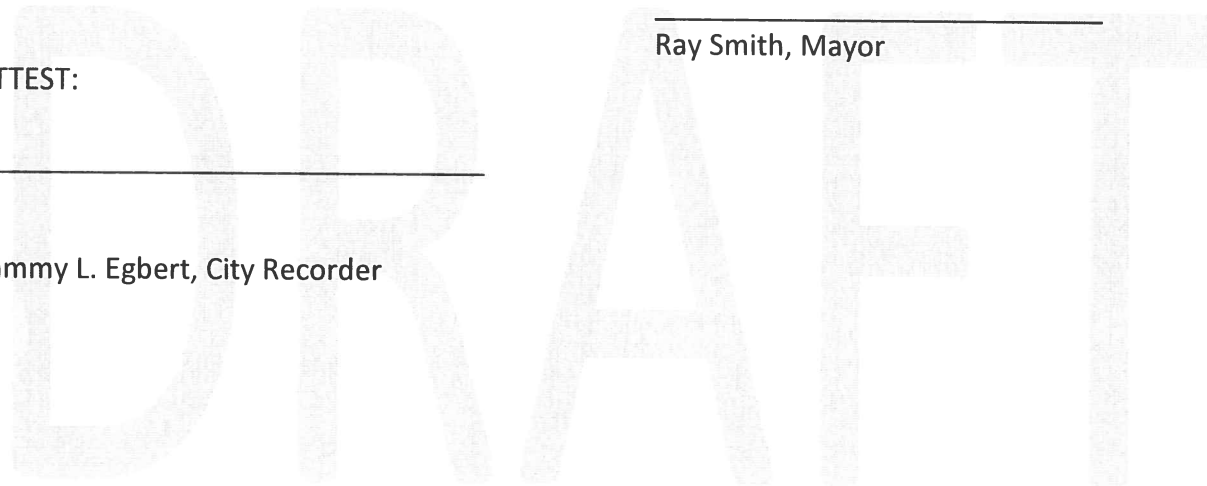
ADOPTED by the **City Council** of the **City of Coburg** this ____ day of _____, _____, by a vote of ____ for and ____ against.

APPROVED by the Mayor of the City of Coburg this _____th day of _____, _____.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



DRAFT ORDINANCE

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF COBURG

WHEREAS, The City has completed its Pavement Condition Survey of the City of Coburg's Street Network (Plan), dated January, 2018; and

WHEREAS, a Council appointed Street Funding Committee has reviewed this report and researched recommended funding mechanisms for increasing revenues to the Street Fund; and

WHEREAS, The Street Funding Committee has recommended a Transportation Utility Fee be considered for a funding option; and

WHEREAS, The Coburg City Council has deemed it a priority to commence pavement preservation and street improvements outlined in the Plan as identified by the City Council; and

WHEREAS, in order to finance City of Coburg Street Improvements, the Coburg City Council has determined that funding from a Transportation Utility Fee is required in addition to existing funding sources to the Street Fund.

NOW, THEREFORE, THE CITY OF COBURG ORDAINS THE FOLLOWING:

SECTION 1. Creation and Purpose.

This transportation utility fee is created and imposed for the purpose of operating and administering the pavement system maintenance and capital improvement program. This program will manage, plan, design, construct, preserve and maintain the street pavement system of the City of Coburg.

- A. Responsible Party.** The transportation utility fee shall be paid by the Responsible Party for each billing Unit or Occupied Unit of real property per the terms of this Ordinance.
- B. Purpose.** The purpose of the transportation utility fee is to charge users for the service the City provides in repair and maintenance of public streets, and to be available to retire bonds purchased for the repair and maintenance of public streets. It is also to ensure the repair and maintenance occurs in a timely fashion, thereby reducing increased costs that result when maintenance is deferred.

SECTION 2. Definitions. Unless otherwise defined herein, terms used in this Ordinance have the meaning as described in Coburg Transportation Plan. As used in this ordinance, the following terms shall mean:

- A. APPEAL.** An appeal shall be the process for which a property owner may challenge the use code, associated trips, business square footage and assignment of a TUF Fee.
- B. BOND PURCHASE.** The purchase of bonds in order to fund street repairs & maintenance with the intention of utilizing the Street Utility Fee revenue to pay back/retire the bond.
- C. CITY.** City of Coburg
- D. CITY ADMINISTRATOR.** The City’s Administrator or the City Administrator’s designee.
- E. CLASS.** Class means a billing group of similar trip generating uses that the individual categories are assigned.
- F. COUNCIL.** The City Council for the City of Coburg.
- G. DEVELOPED PROPERTY.** A parcel or legal portion of real property, on which an improvement exists or has been constructed. Improvement on Developed Property includes, but is not limited to buildings, parking lots, landscaping and outside storage.
- H. FEES.** Fees shall mean the amount owed after applying the appropriate rate to a particular ~~developed property of real property~~ based upon factors as established by this ordinance.
- I. FINANCE DIRECTOR.** The City Finance Director or the Finance Director’s designee
- J. GROSS SQUARE FOOTAGE.** Gross Square footage shall mean the calculated area of all non-residential structures, including but not limited to enclosed courtyards, stairwells, and square footage on each level of multi-story structures, but not including fences and parking areas which are not enclosed within a building.
- K. ITE MANUAL.** ITE Manual means the Institute of Transportation Engineers Trip Generation Manual.
- L. LOW INCOME ASSISTANCE.** Low Income Assistance means reduction in the fees associated with the Transportation Fee as it pertains to a resident qualifying application for utility rate adjustments in the water and sewer funds.
- M. MULTI-FAMILY.** Multi-Family residence shall mean a residential structure accommodating two or more dwelling units.

Commented [AH1]: Blain – No, I don’t think we should offer an appeal
 Bell – Yes
 Lehman – Yes
 Mcconnel - No

An Appeal Form will need to be designed. Appeals should only be offered to appeal the assigned associated trips – no because you don’t like the fee

Commented [AH2]: Blain – Is there more work in creating Classes? What is the upside?
 Bell - Classes
 Lehman – Business Code and Associated Trips
 Mcconnel – Individual Business Codes

Commented [AH3]: Inclusion of this would depend of the Council’s decision to create billing classes rather than individual trip rates for each business. Setting Business Classes does not reduce the work of the staff in the beginning. However, it does streamline the management of the charges for the long run and may work better with our accounting software. Staff is looking at this. Business class also creates a maximum for large businesses. This is by far the most uncomplicated form of establishing the TUF. However, staff would still need to figure out the business class and square footage of each business in order to place them in a class, so it does not save on the front-end work.

Commented [AH4]:
 City Council will need to decide if they will allow for low income assistance. And, will it match the utility policy for granting low-income assistance.
 Blain – I believe it should be available
 Bell – Yes
 Lehman – Yes – Based on low income status
 Mcconnel - Yes

Low income assistance policy already applies to utility bill so no new policy or forms need to be created. It is an annual process that already has a SOP designed.

- N. NON-RESIDENTIAL PROPERTY.** Property that is not primarily used for personal domestic accommodation. Non-residential Property includes industrial, commercial, institutional, hotel and motel, group homes, and other non-residential uses.
- O. SCHOOL.** School shall mean all schools, kindergarten through grade twelve, providing busing or parent delivery of students and located within the city limits of City of Coburg.
- P. OCCUPIED UNIT.** Any structure or any portion of any structure occupied for residential, commercial, industrial, or other purposes. For example, in a multi-family residential development, each dwelling unit shall be considered a separate Occupied Unit. An Occupied Unit may include more than one structure if all structures are part of the same dwelling unit or commercial or industrial operation. For example, an industrial site with several structures that form an integrated manufacturing process operated by a single manufacturer constitutes an Occupied Unit. An industrial site that shares a common entry and parking areas, and where there are several businesses on the site which all have different uses, each business will be considered a separate occupied unit.
- Q. PUBLIC RIGHT OF WAY (PROWAG).** Prowag means the Public Right-of-Way Accessibility Guidelines as published by the United States Access Board. These guidelines cover pedestrian access to sidewalks and streets, including crosswalks, curb ramps, street furnishing, pedestrian signals, parking and other components of Public Right-of Ways.
- R. PUBLIC WORKS DIRECTOR.** The City Public Works Director or the Public Works Director's designee
- S. RESIDENTIAL PROPERTY.** Property that is used primarily for personal domestic accommodation, including single-family, multi-family residential property and home occupations, but not including group homes, hotels and motels.
- T. RESPONSIBLE PARTY.** The person or persons who by occupancy or contractual arrangement are responsible to pay for utility and other services provided to an Occupied Unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the City, the person(s) paying the City's water or sewer bill for an Occupied Unit shall be deemed the Responsible Party as to that Occupied Unit. For any Occupied Unit not otherwise required to pay a City Utility Bill, "Responsible Party" shall mean the person or persons legally entitled to occupancy of the Occupied Unit, unless another Responsible Party has agreed in writing to pay and a copy of

Commented [AH5]: This describes Coburg North Condominium Development where there are several different businesses operating in a shared space.

Blain – No comment

Bell - Fee/Unit

Lehman – Per Unit Basis

Because in a condominium environment there can be multiple different kinds of businesses with different associated trips. They should be considered per individual unit. Even if one bill goes to the landlord to sort it out.

the writing is filed with the City. Any person who has agreed in writing to pay is considered the Responsible Party if a copy of the writing is filed with the City. In the case of a multi-use building in which one landlord receives one utility bill for several units representing different uses, the Owner/Landlord who receives the utility bill for the entire property will be the Responsible Party.

U. SINGLE FAMILY RESIDENCE. Single Family Residence shall mean a residential structure accommodating one dwelling unit.

V. STREET REPAIR, RECONSTRUCTION, AND MAINTENANCE. Any action to repair, reconstruct, resurface, replace, or maintain the roads within the City of Coburg. Street Maintenance does not include work that increases the capacity of a street such as a street widening, adding bike lanes or sidewalks, or the construction of new streets or street lighting. It does not include the maintenance or removal of trees within in the right-of-way of any City Street.

Street maintenance shall include the resurfacing of existing streets; the repair, replacement or addition of curb and gutters, installation and maintenance of storm drainage; updates to ADA access; repair or replacement of the entire existing street structural section; repair or replacement of existing street shoulders, pavement markers, striping and other street markings; repair or replacement of existing channelization devices; adjustment of existing utilities to match finish grades; and any other related work within existing streets.

W. UNIT RATE. Dollar amount charged per average daily trip. There shall be a unit rate applied to residential land uses, identified as the residential unit rate, and a unit rate schedule applied to all other land uses, identified as the non-residential rates.

X. UNOCCUPIED UNIT. Property that is undeveloped, or if developed, is not in current use or is not considered an Occupied Unit.

Y. USE CATEGORY. Use category or **Category of Use** means the business code and resulting trip generation estimate determined with reference to the ITE manual, and applicable to a developed property.

Z. VACANT. Vacant means that the entire developed property, building, or unit has no occupant for more than 30 continuous days; when the property use is suspended for a seasonal closure lasting more than 30 days, or property remodel, repair, or reconstruction

AA. WAIVER. Waiver means partial or full waiving of the Transportation of the Utility Fee.

Commented [AH6]: This is a decision for the City Council as to how we will handle mixed use buildings with one water meter, and is being billed as one unit per EDU's utilized by use.
Blain – I would like to see the landlord be the responsible party
Bell – Fee/Unit
Lehman – Based on Per Trip Basis
See above not on condominium

Commented [AH7]: If we were to include trees in the right-of-way as part of this ordinance, then the tree fee ordinance could be discontinued allowing for \$2 to be returned to taxpayers. **New Question/Concept**

Commented [AH8]: Channelization consists of any device used by Public Works to create directional indicators, barriers, or lane division. An example would be a barrier across one lane of traffic on a street in order to create a one-way lane for a portion of the length of the road.
Blain – No Comment
Bell – Yes
Lehman – yes

Commented [AH9]: Council will need to decide how many days a property needs to be vacant before they can apply for a fee waiver or if they will even allow for a waiver on a vacant property

Commented [AH10]: Council will need to decide if they will allow for waivers, and who/how waivers will be granted to.
Blain – I don't see the need for a full waiver
Bell – Yes, with application process
Lehman – Yes, what will the policy be?

Waivers would be established for non-profits, other government agencies, the school, or fraternal organizations. This would need to be thought out carefully. Perhaps creating a class with a minimum fee is a better choice than a waiver.. Serenity Lane is a non-profit

Commented [AH11]: Not all definitions may be needed in the final ordinance depending on decisions of the City Council.

SECTION 3. TRANSPORTATION UTILITY FEES ALLOCATED TO THE STREET FUND

- A. Collection of Fees.** All Transportation Utility Fees received shall be deposited into the Street Fund in a Department dedicated to the operation of the City street system. Other revenue sources may also be used for street maintenance. Amounts in the Street Fund may be invested by the Finance Director in accordance with State law. Earnings from such investments shall be dedicated to the Street Fund.
- B. Designation of Use.** The Street Fund shall not be used for other governmental or proprietary purposes of the City, except to pay for an equitable share of the city’s overhead costs including accounting, management and other costs related to management and operation of the Street Fund. Engineering design, pavement evaluation, construction management, and other related costs, including project advertisements for bid, in the implementation of street maintenance projects shall also be considered as being use for street maintenance.

SECTION 4. ADMINISTRATION

- A. Implementation.** Except as provided in subsections (B), (C) and (D) of this section, the City Administrator shall be responsible for the implementation of the Transportation Utility Fee created by this title when administratively feasible, but not sooner than 30 days. The City Administrator shall be responsible for developing or delegating the development of administrative procedures, administration of fees, and for the purposes of establishing the fee for the specific Occupied Unit, and the consideration and assignment for categories of use subject to appeal.
- B. Street Maintenance Program.** The Public Works Director shall be responsible for developing and maintaining Street Maintenance programs for the maintenance of City streets and, subject to the review of the City Budget Committee review and City Council approval, allocation and expenditure of budget resources for street system maintenance in accordance with this chapter.
- C. Review/Oversite.** An oversite committee/commission appointed by the City Council will review the Public Works reports, and be given periodic updates to the street maintenance programs.
- D. Collection.** The Finance Director will be responsible for the collection and calculation of the fees.

SECTION 5. CATAGORIES OF USE

Commented [AH12]: Must provide time for notice to be sent to residents per ORS (30 days)
 Blain – 30 days seems fair
 Bell – No comment
 Lehman – No comment

Commented [AH13]: Council may want to be more specific as to what oversite committee, or do they want to create one. Perhaps the Utility Committee or Commission.
 Blain – I like the idea of the committee but worried on the ability to fill another committee
 Bell – Yes on annual report – possibly on committee
 Lehman – Yes, existing street committee with annual reports to City Council

This can be sorted out after the passing of the ordinance.
 Could be the public works committee

The City Administrator may interpret all terms, provisions and requirements of this chapter and determine the appropriate TUF categories for use subject to appeal.

A. **Assignment.** The City Administrator will establish the assignment of categories of use for each non-residential property utilizing the ITE Manual.

SECTION 6. DETERMINATION OF TRANSPORTATION UTILITY FEE

A. **Establishment of Fee.** A Transportation Utility Fee is hereby established and shall be based upon the following.

1. The City's priority corrective and preventative street maintenance projects.
2. For Residential Property, the fee shall be charged on a per unit basis by the City Council by resolution.
3. For non-residential property, the fee shall be charged according to the following formula: the number of daily trips calculated by the ITE Manual for that use category divided by the number of daily vehicle trips calculated by the ITE Manual for equal to the residential trips use (9.44) and times multiplied by the gross square footage of the non-residential use, in increments of 1,000 square feet, times a unit rate set by a resolution of the City Council. per thousand square feet of business space. A fee will be charge per number of units assigned. For example, if the unit rate for a non-residential use is \$7 per equitable unit then the fee would and the ITE Manual has 156 trips for a business that is 1500 square feet, the calculation will be as follows: $156/9.44 \times 1.5 = 24 \times \$7 = \$168$, 156 is divided by 9.44 (associated residential trips) resulting in 16.52 units time 1000 square feet of business space.

The non-residential fee will be applied to each unit.

ALTERNATIVE CLASSES OF ASSIGNMENT FOR NON-RESIDENTIAL PROPERTIES

- ~~CLASS 1. 10-40 TRIPS~~
- ~~CLASS 2. 41-80 TRIPS~~
- ~~CLASS 3. 81-150 TRIPS~~
- ~~CLASS 4. 151-300 TRIPS~~

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Commented [AH14]: This has been recommended at \$10 per month. However, Council may want to consider stepping into it by providing for planned increases with a starting rate. Blain - I like the idea of stepping into the rate but if other council and staff need to start at \$10, I would support it. Bell - \$10 Lehman - I support a \$10 Fee for Residents

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Commented [AH15]: Recommended unit charge for non-residential units is \$7 to \$10

Blain - Why would we have a lower starting fee for equitable units? Bell - \$7 Lehman - \$7

If Council decides to choose a fee based upon associated trips per square feet then I suggest the equitable unit be the same as the residential fee. Otherwise, how do we call it an equitable unit?

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- ~~CLASS 5~~ ~~301-500 TRIPS~~
 - ~~CLASS 6~~ ~~OVER 500 TRIPS~~
 - ~~CLASS 7~~ ~~Special categories that do not fit in the trip~~
- ~~TTE~~

4. The amount of the Transportation Utility Fee shall be set by Council resolution.
5. The Transportation Utility Fee program shall be reviewed annually as part of the City Budget Process.

B. Unit Fee. Based upon the fees set by Council resolution, the Finance Director shall direct the charge of a per unit ~~t~~Transportation ~~u~~Utility ~~F~~Fee to the responsible party for each billing unit with an active utility ~~a~~ccount, or for ~~o~~ccupied ~~u~~nits not connected to City water and/or sewer, to the responsible party of each occupied unit of residential or non-residential property. The amount payable shall be adjusted if there is a change of use or development. All adjustments based on a change in use or development shall be determined by a building modification permit.

C. Billing. The Transportation Utility Fee shall be billed to and collected from the Responsible Party identified in Section 6 above. Transportation Utility Fees shall be included as part of the water and sewer bill for ~~b~~illing ~~u~~nits with active utility accounts, and included on an "Other Utility" bill for Occupied Units not connected to City water or sewer services. All such bills shall be rendered regularly through the utility billing system and shall become due and payable upon receipt. If an owner has applied for and been approved for a fee waiver for an unoccupied unit, then billing payments shall be credited to the tree fee first, and the water bill last, and shall not be credited to the transportation utility fee.

D. Collections. Collections from ~~r~~Responsible ~~p~~Parties shall be applied first to interest and penalties, second to the ~~t~~Transportation ~~u~~Utility Fee, third to the ~~t~~Tree Fee, fourth to the sewer utility, and last to the water ~~f~~ee.

SECTION 7. EXEMPTIONS

A. Transportation Utility Fees imposed under this chapter shall apply to all Billing Units and Occupied Units per Section 6A. of this ordinance, including property which may be entitled to exemption from or deferral or ad valorem taxes. Such units in this case will be units owned and occupied by local and state governments are exempt from the Transportation Utility Fee.

Commented [AH16]: This is an example of an alternative of charging non-residential classes of business uses. This is simply an example of a breakdown. If this alternative was chosen there would be an analysis done to find the natural separation in business uses to develop the classes

Again, this will be the easiest methodology to implement. While the upfront work will still need to be done for each business, the follow up will be far more simple. Also, it is likely that classes may be more acceptable for businesses especially if there is a cap on the largest businesses who could face huge charges at the standard calculation.

Commented [AH17]: For mixed use, when there are more than one units combined onto a utility bill, will the unit charges be billed to the property owner/landlord, or will they be billed individually?

Currently, one bill for water and wastewater is sent to the landlord and then they bill their tenants for charges.
Blain – One bill to property owner
Bell – Fee-Unit
Lehman – Per trip Formula charged

Commented [AH18]: What triggers an adjustment? Is it a permit being submitted to the City?

Blain – New Build or Permitted modification
Bell – Permit/If Class Changes
Lehman – No comment

Commented [AH19]: Currently utility bill payments are applied to the tree fee first and the water bill last. This allows for the City to act when a citizen chooses to not pay one or more charges on their bill. The result is a delinquent water bill that may result in a shut off.. Does the Council want this fee applied in this order.

Blain – I'm happy with that
Bell – Yes
Lehman – Follow existing policy

Commented [AH20]: Does the City was to charge itself and other governments, or does it want to make governments operating in the City Limits exempt. This may mean the Fire District,

Blain – I don't see the need for exemptions
Bell – No
Lehman - Yes

B. Property owned and occupied by other entities that may receive partial or full exemption from deferral of ad valorem taxes will not be exempted from this fee.

Commented [AH21]: An example of this would be Serenity Lane.

SECTION 8. WAIVERS OR REDUCTION OF FEES

A. Low Income Assistance. A principal residence of a person may qualify for a special user rate if the person meets certain income criteria as established in Low Income Assistance Program established at the City of Coburg.

1. Any person desiring to receive a transportation rate waiver or reduction of fees must submit an application to the City on established forms provided for all utilities.
2. The amount of rate waiver will be established by the same policies that govern the application process for Low Income Assistance on utility bills.

B. Vacancy. When a developed property within the City becomes vacant as described below, upon written application and approval by the City Administrator, the transportation rate shall thereafter not be billed and shall not be a charge against the property until the property once again occupied.

1. The City Administrator is further authorized to develop and use a standard form of application cause an investigation of any property for which an application for determination of vacancy is submitted to verify any of the information contained on the application. The City Administrator is further authorized to develop and use a standard form of application, provided it shall contain a space for verification of the information and the person signing such form affirms under penalty for false swearing the accuracy of the information therein.

Commented [AH22]: Does the Council wish to waive fees for temporarily unoccupied properties? An example would be a home rental that is unrented for a couple of months. Does the bill shift to the owner/landlord when occupied and then they must submit a request for waiver? Or, is it billed to the owner/landlord and there is no waiver allowed for unoccupied units.

Blain – How do other cities handle this? No waiver unless water is shut off.
Bell – Vacant 30 days
Lehman – I support a reduced fee on vacant rental properties

We need to follow our policy already established for water and sewer shut-offs. Otherwise it gets too confusing.

2. For the purposes of this section, a unit of property is vacant when it has been continuously unoccupied and unused for at least ninety (90) days. Fees shall be waived in accordance with this section only while the property remains vacant.

Commented [AH23]: Council will need to decide on how many days they think is reasonable for establishing a property unoccupied.

Blain – 90 days seems reasonable
Bell – Vacant – 30 days
Lehman – I support a reduced fee but not a waiver

Any occupancy or use of the property terminates the waiver. The City may charge any property with the appropriate transportation rate, including charges for prior billing periods, upon determining by whatever means that a property did not qualify for a waiver or changes during the relevant time. The decision of the City Administrator under this section shall be final.

C. False Applications. It is unlawful for any person to make, assist in making or to derive the benefits from any false application of fee reduction or waiver provided under this chapter. In addition to other penalties provided by law, the City shall be entitled to recover from any person or persons receiving the

Commented [AH24]: What laws. Can we site under ordinances?

benefit of a waiver as a result of any false statement made in any application the amount therefore, including interest from the date the waiver is granted.

SECTION 9. COMMENCEMENT OF CHARGES AND COLLECTION

- A. New Construction.** For new construction, fees charges shall commence with the issuance of a building permit or installation of a water meter, whichever comes first.
- B. Annexation.** Occupied and developed property annexed to the City shall begin paying the fee the first month following their annexation. Properties annexing into the City that contains empty land shall begin paying when the first utility bill is established for the property
- C. Monthly Collection.** The fees imposed by this chapter shall be collected with the monthly City utility bill for those parcels connected to water or billed alone as a transportation utility Fee for those users not connected to or not otherwise charged for water service.

SECTION 10 APPEALS

- A. Authority.** The City Administrator shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this chapter and to determine the appropriate charges thereunder. The responsible party for an Occupied Unit may request reconsideration of the determination of the amount of the fee by submission of a written application to the City Administrator. The application shall be supported with sufficient factual details to enable the City Administrator to render an informed decision.
- B. Decision.** Within thirty (30) days of the submission of a complete application requesting reconsideration of the amount of the Transportation Utility Fee to be charged to an Occupied Unit, the City Administrator shall render a decision on the application. The decision shall be ~~providing provided~~ in written form and shall include findings of fact and conclusions for the particular aspects of the decision, based upon available criteria. A copy of the decision shall be mailed to the person submitting the request.
- C. Use Categories.** For the purpose of reviewing the fee, the City Administrator may determine that the land use category is proper and that the fee charged is appropriate. However, if the decision of the City Administrator results in a change in category of land use, the City Administrator shall, for the purpose of establishing the fee, assign a new use category and notify the Finance

Director so that the appropriate change may be made in the applicable fee to be charged in the future.

- D. Refunds or Credits.** If the City Administrator determines that there is a change in category of land use necessary, and that the client has been overcharged for the Transportation Utility Fee, the City shall issue a credit or refund to the responsible party of the Occupied Unit who pays the utility billing.
- E. Appeal of City Administrator Decision.** The Responsible Party may appeal the City Administrator’s determination to the City Council. The notice of appeal must be filed in writing within ten (10) days of the date of notice of change of category of land use and the determination of fee is sent and must be filed with the office of the City Recorder in writing, stating:
 1. The name and address of the appellant
 2. The address of the affected premises
 3. The nature of the determination being appealed
 4. The reason the determination is incorrect
 5. What the correct determination of the appeal should be.

A responsible party who fails to file such a statement within the time permitted waives his or her objections and the appeal shall be dismissed. If notice of appeal is properly filed, except in an emergency, the City shall continue to bill the property at the initial fee during the appeal process. After a determination is made on the appeal, the City will refund or credit the customer if such fee has been reduced through the appeal process

The appellant shall be allowed at least ten (10) days’ written notice of the hearing on the appeal. At its next available meeting, the City council shall hear and determine the appeal on the basis of the written statement and such additional evidence as the Council deems appropriate. ~~The appellant shall be allowed at least ten (10) days’ written notice of the hearing on the appeal.~~ At the hearing the appellant may present testimony and oral argument personally or by counsel, and additional evidence. The rules of evidence as used by courts of law do not apply. The decision of the Council shall be in writing and shall contain findings of fact and conclusions of law that substantiates the Council’s decision. The decision shall be mailed to the appellant within ten (10) days of the completion of the appeal hearing. The decision of the Council shall be final.

SECTION 11. PENALTY.

Commented [AH25]: Does the City want to issue a refund in this case, or would it just change in the next billing cycle?
Blain – I think a credit is fair
Bell – No comment
Lehman No comment

Commented [AH26]: If the City Council denies the appeal, will the appellant then be back billed for the months during the appeal process?
Blain – If the client is not back billed they may use this to get out of paying.
Bell – No comment
Lehman – if an appeal is granted then no retroactive

There is no way to back bill. It is best to charge the customer and if they are granted the appeal, then grant a credit on the account.

In addition to any other remedy, violation of any provision of this chapter shall upon conviction, constitute a Class _____ violation punishable by a maximum fine of \$ _____. Each day of delinquency in paying the Transportation Utility Fee constitutes a separate violation.

Commented [AH27]: This is alternative option to the current practice of crediting the water fund last in a utility payment which leads to delinquency and shut-off.

SECTION 12. REVIEW OF FUND AND ANNUAL REPORT.

The Public Works Director or other City Staff as delegated by the City Administrator shall perform a full rate review no less frequently than every 12 months which shall be reviewed by the City Council. If other revenue sources become available for road maintenance that decreases the City's cost of repairs and maintenance of the road, the City Council may change the fee accordingly.

SECTION 13. SEVERABILITY

A. In the event any section, subsection, paragraph, sentence or phrase of this chapter or any administrative policy adopted herein is determined by a court of competent jurisdiction to be invalid or unenforceable, the validity of the remainder of the ordinance shall continue to be effective. If a court of competent jurisdiction determines that this ordinance imposes a tax or ~~change~~charge, which is therefore unlawful as to certain but not all affected parties, then as to those certain parties, an exception or exceptions from the imposition of the transportation utility fee shall thereby be created and the remainder of the ordinance and the fees imposed thereunder shall continue to apply to the remaining properties without interruption.

~~B.~~ Nothing contained herein shall be construed as limiting the City's authority to levy special assessments in connection with public improvements pursuant to applicable law.

Commented [AH28]: If the Council determined that one or more areas of the community cost the city more in road maintenance then this allows for the implementation of a special assessment to that area.

Blain – yes
Bell – No sure, need more information
Lehman – I need more information on this

Legal Comment – This may result in double charging a property if they are paying a TUF fee and then are charged a Special Assessment as well.

This is not recommended as there is no way to fairly charge customers based on coverage of land. Some customers have vacant land with no traffic to it, and some have a ton of traffic. If being charged for use of the roadway, then the LID is not an appropriate way to charge. However, other cities have it in their ordinance to keep the door open.

SECTION 14. CLASSIFICATION OF CHARGES

For purposes of ORS 310.145 (Classification of Taxes and Fees for Purposes of Measure 5 Limits), the Transportation Utility Fee is not intended to be a tax on property or a property owner as a direct consequence of ownership, but instead is a fee or charge on subject to the limits of Section 11(b), Article XI, of the Oregon Constitution.

SECTION 15. EFFECTIVE DATE.

This ordinance shall become effective _____.

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

APPROVED by the Mayor of the City of Coburg this ____th day of _____, _____.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

ATTACHMENT B. COUNCIL DECISION LIST

1. What will be the standard fee for residential single family dwelling?
2. Will the council consider stepping the fee up over several years?
3. What will be the fee charged per equitable unit to commercial?
4. Will an appeal process be allowed and how will it be designed?
 - a. If an appeal is denied is the customer charged back for the unpaid months?
 - b. If an appeal is granted is the customer refunded for months paid?
5. Will we apply fees by classes, or by individual business codes?
6. Will we limit charges to occupied properties? Or will we charge developable lots?
7. What is the equitable unit that will be used to figure commercial fees?
8. Will we allow for low income assistance?
9. How will business condominium units be charged?
10. How will mixed use properties be charged?
11. Will we include bike lanes, sidewalks, accessibility ramps, or other street features in the allowable use of fees collected? When a project is completed and these elements are part of it, will the street fund need to come up with the funds for these separate from the actual reconstruction or repair of the roads?
12. Will we allow for waivers? If we allow waivers, what will be the policy for granting them?
13. What triggers an adjustment to an assigned fee?
 - a. Change in square footage through expansion?
 - b. Change in business use?
14. How will this fee be applied to the utility bill as a whole? Will non-payment of this bill result in a water shut-off?
15. Will the City charge itself TUF Fees on all of our properties, parks, etc.
16. Will the City charge other governmental units such as the Fire District?
17. Will the City charge entities receiving exemption or deferral from ad valorem taxes? Example would be Serenity Lane.
18. Will we charge vacant properties such as rentals. What will trigger the granting of an exemption for vacant properties (vacant more than three months)?
19. How will fees be updated? Will we update them according to the CPI index annually, or will it be a permanent fee with periodic reviews?
20. What kind of reporting, or reporting entities would be required through the ordinance?
 - a. Annual Report?
 - b. Oversight Committee?
21. Does the City wish to state that there could still be a LID established for an area of town based on use? Or do we say that there will not be an LID established and this will be the only fee a commercial business may face?
22. Will the Council implement the fee based on a City Council vote or will the put the question to the voters?
23. What kind of public outreach would the Council like to see happen in the near future? Ongoing? Etc.

Residential \$5 Business \$5 Commercial Equitable Unit

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	TOTAL
REVENUES											
Beginning Fund Balance	821,700	995,920	1,913,676	1,486,639	761,788	880,866	753,226	731,865	586,926	578,554	821,700
Bank Interest	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	75,000
City Fuel Tax	155,000	159,650	164,440	169,373	174,454	179,687	185,078	190,630	196,349	202,240	1,776,901
State Street Taxes	95,000	97,850	100,786	103,809	106,923	110,131	113,435	116,838	120,343	123,953	1,089,069
Street Tree Utility Fees	12,900	13,287	13,686	14,096	14,519	14,955	15,403	15,865	16,341	16,832	147,884
ODOT SCA Grant	0	100,000	0	100,000	0	0	100,000	0	100,000	0	400,000
SDC Fees	271,441	285,233	290,585	303,696	302,854	75,000	75,000	75,000	75,000	75,000	1,828,809
Other	500	500	500	500	500	500	500	500	500	500	5,000
Transportation Utility Fee	92,550	118,164	125,268	132,372	137,652	141,782	146,035	150,416	154,929	159,576	1,358,744
Grant Funding	0	750,000	0	750,000	0	0	0	0	0	0	1,500,000
Bond Purchase	1,400,000	1,100,000	0	0	0	0	0	0	0	0	2,500,000
	2,034,891	2,632,184	702,764	1,581,346	744,402	529,595	642,951	556,750	670,962	585,601	11,503,106
EXPENSE											
Operations	75,000	77,250	79,568	81,955	84,413	86,946	89,554	92,241	95,008	97,858	859,791
Street Reconstruction/Treatments	650,000	834,000	500,000	1,450,000	75,000	100,000	100,000	100,000	100,000	100,000	4,009,000
Engineering & Contingency	693,000	166,800	100,000	290,000	7,500	7,500	7,500	7,500	7,500	7,500	1,294,800
Personal Services	92,671	96,378	100,233	104,242	108,412	112,748	117,258	121,949	126,827	131,900	1,112,618
Capital Outlay Equipment	0	190,000	0	30,000	0	0	0	30,000	0	0	250,000
Debt Service	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	3,500,000
	1,860,671	1,714,428	1,129,800	2,306,197	625,325	657,194	684,312	701,689	679,334	687,258	11,026,209
Ending Fund Balance	995,920	1,913,676	1,486,639	761,788	880,866	753,226	731,865	586,926	578,554	476,898	476,898

Residential \$7 Business \$7 Commercial Equitable Unit

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	TOTAL
REVENUES											
Beginning Fund Balance	821,700	1,032,810	1,995,122	1,612,929	933,210	1,099,532	1,020,554	1,049,314	955,999	1,000,801	821,700
Bank Interest	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	75,000
City Fuel Tax	155,000	159,650	164,440	169,373	174,454	179,687	185,078	190,630	196,349	202,240	1,776,901
State Street Taxes	95,000	97,850	100,786	103,809	106,923	110,131	113,435	116,838	120,343	123,953	1,089,069
Street Tree Utility Fees	12,900	13,287	13,686	14,096	14,519	14,955	15,403	15,865	16,341	16,832	147,884
ODOT SCA Grant	0	100,000	0	100,000	0	0	100,000	0	100,000	0	400,000
SDC Fees	271,441	285,233	290,585	303,696	302,854	75,000	75,000	75,000	75,000	75,000	1,828,809
Other	500	500	500	500	500	500	500	500	500	500	5,000
Transportation Utility Fee	129,440	162,720	170,112	177,504	184,896	190,443	196,156	202,041	208,102	214,345	1,835,759
Grant Funding	0	750,000	0	750,000	0	0	0	0	0	0	1,500,000
Bond Purchase	1,400,000	1,100,000	0	0	0	0	0	0	0	0	2,500,000
	2,071,781	2,676,740	747,608	1,626,478	791,646	578,216	693,073	608,375	724,136	640,370	11,980,122
EXPENSE											
Operations	75,000	77,250	79,568	81,955	84,413	86,946	89,554	92,241	95,008	97,858	859,791
Street Reconstruction/Treatments	650,000	834,000	500,000	1,450,000	75,000	100,000	100,000	100,000	100,000	100,000	4,009,000
Engineering & Contingency	693,000	166,800	100,000	290,000	7,500	7,500	7,500	7,500	7,500	7,500	1,294,800
Personal Services	92,671	96,378	100,233	104,242	108,412	112,748	117,258	121,949	126,827	131,900	1,112,618
Capital Outlay Equipment	0	190,000	0	30,000	0	0	0	30,000	0	0	250,000
Debt Service	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	3,500,000
	1,860,671	1,714,428	1,129,800	2,306,197	625,325	657,194	664,312	701,689	679,334	687,258	11,026,209
Ending Fund Balance	1,032,810	1,995,122	1,612,929	933,210	1,099,532	1,020,554	1,049,314	955,999	1,000,801	953,913	953,913

Residential \$7 Business \$7 Commercial Equitable Unit (drops to \$5 in Year 6)

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	TOTAL
REVENUES											
Beginning Fund Balance	821,700	1,032,810	1,995,122	1,612,929	933,210	1,099,532	971,893	950,532	805,593	797,222	821,700
Bank Interest	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	75,000
City Fuel Tax	155,000	159,650	164,440	169,373	174,454	179,687	185,078	190,630	196,349	202,240	1,776,901
State Street Taxes	95,000	97,850	100,786	103,809	106,923	110,131	113,435	116,838	120,343	123,953	1,089,069
Street Tree Utility Fees	12,900	13,287	13,686	14,096	14,519	14,955	15,403	15,865	16,341	16,832	147,884
ODOT SCA Grant	0	100,000	0	100,000	0	0	100,000	0	100,000	0	400,000
SDC Fees	271,441	285,233	290,585	303,696	302,854	75,000	75,000	75,000	75,000	75,000	1,828,809
Other	500	500	500	500	500	500	500	500	500	500	5,000
Transportation Utility Fee	129,440	162,720	170,112	177,504	184,896	141,782	146,035	150,417	154,929	159,577	1,577,412
Grant Funding	0	750,000	0	750,000	0	0	0	0	0	0	1,500,000
Bond Purchase	1,400,000	1,100,000	0	0	0	0	0	0	0	0	2,500,000
	2,071,781	2,676,740	747,608	1,626,478	791,646	529,555	642,952	556,750	670,963	585,602	11,721,775
EXPENSE											
Operations	75,000	77,250	79,568	81,955	84,413	86,946	89,554	92,241	95,008	97,858	859,791
Street Reconstruction/Treatments	650,000	834,000	500,000	1,450,000	75,000	100,000	100,000	100,000	100,000	100,000	4,009,000
Engineering & Contingency	693,000	166,800	100,000	290,000	7,500	7,500	7,500	7,500	7,500	7,500	1,294,800
Personal Services	92,671	96,378	100,233	104,242	108,412	112,748	117,258	121,949	126,827	131,900	1,112,618
Capital Outlay Equipment	0	190,000	0	30,000	0	0	0	30,000	0	0	250,000
Debt Service	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	3,500,000
	1,860,671	1,714,428	1,129,800	2,306,197	625,325	657,194	664,312	701,689	679,334	687,258	11,026,209
Ending Fund Balance	1,032,810	1,995,122	1,612,929	933,210	1,099,532	971,893	950,532	805,593	797,222	695,566	695,566

Residential \$8 Business \$8 Equitable Unit

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	TOTAL
REVENUES											
Beginning Fund Balance	821,700	1,050,930	2,036,018	1,677,633	1,022,754	1,214,948	1,162,618	1,218,826	1,153,782	1,227,703	821,700
Bank Interest	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	75,000
City Fuel Tax	155,000	159,650	164,440	169,373	174,454	179,687	185,078	190,630	196,349	202,240	1,776,901
State Street Taxes	95,000	97,850	100,786	103,809	106,923	110,131	113,435	116,838	120,343	123,953	1,089,069
Street Tree Utility Fees	12,900	13,287	13,686	14,096	14,519	14,955	15,403	15,865	16,341	16,832	147,884
ODOT SCA Grant	0	100,000	0	100,000	0	0	100,000	0	100,000	0	400,000
SDC Fees	271,441	285,233	290,585	303,696	302,854	75,000	75,000	75,000	75,000	75,000	1,828,809
Other	500	500	500	500	500	500	500	500	500	500	5,000
Transportation Utility Fee	147,560	185,496	193,920	202,344	210,768	217,091	223,604	230,312	237,221	244,338	2,092,654
Grant Funding	0	750,000	0	750,000	0	0	0	0	0	0	1,500,000
Bond Purchase	1,400,000	1,100,000	0	0	0	0	0	0	0	0	2,500,000
	2,089,901	2,699,516	771,416	1,651,318	817,518	604,864	720,520	636,646	753,255	670,363	12,237,017
EXPENSE											
Operations	75,000	77,250	79,568	81,955	84,413	86,946	89,354	92,241	95,008	97,858	859,791
Street Reconstruction/Treatments	650,000	834,000	500,000	1,450,000	75,000	100,000	100,000	100,000	100,000	100,000	4,009,000
Engineering & Contingency	693,000	166,800	100,000	290,000	7,500	7,500	7,500	7,500	7,500	7,500	1,294,800
Personal Services	92,671	96,378	100,233	104,242	108,412	112,748	117,258	121,949	126,827	131,900	1,112,618
Capital Outlay Equipment	0	190,000	0	30,000	0	0	0	30,000	0	0	250,000
Debt Service	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	3,500,000
	1,860,671	1,714,428	1,129,800	2,306,197	625,325	657,194	664,312	701,689	679,334	687,258	11,026,209
Ending Fund Balance	1,050,930	2,036,018	1,677,633	1,022,754	1,214,948	1,162,618	1,218,826	1,153,782	1,227,703	1,210,808	1,210,808

Residential \$8 Business \$8 Equitable Unit (Drops to \$5 in year 6)

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	TOTAL
REVENUES											
Beginning Fund Balance	821,700	1,050,930	2,036,018	1,677,633	1,022,754	1,214,948	1,087,309	1,065,948	921,009	912,638	821,700
Bank Interest	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	75,000
City Fuel Tax	155,000	159,650	164,440	169,373	174,454	179,687	185,078	190,630	196,349	202,240	1,776,901
State Street Taxes	95,000	97,850	100,786	103,809	106,923	110,131	113,435	116,838	120,343	123,953	1,089,069
Street Tree Utility Fees	12,900	13,287	13,686	14,096	14,519	14,955	15,403	15,865	16,341	16,832	147,884
ODOT SCA Grant	0	100,000	0	100,000	0	0	100,000	0	100,000	0	400,000
SDC Fees	271,441	285,233	290,585	303,696	302,854	75,000	75,000	75,000	75,000	75,000	1,828,809
Other	500	500	500	500	500	500	500	500	500	500	5,000
Transportation Utility Fee	147,560	185,496	193,920	202,344	210,768	141,782	146,035	150,417	154,929	159,577	1,692,828
Grant Funding	0	750,000	0	750,000	0	0	0	0	0	0	1,500,000
Bond Purchase	1,400,000	1,100,000	0	0	0	0	0	0	0	0	2,500,000
	2,089,901	2,699,516	771,416	1,651,318	817,518	529,555	642,952	556,750	670,963	585,602	11,837,191
EXPENSE											
Operations	75,000	77,250	79,568	81,955	84,413	86,946	89,554	92,241	95,008	97,858	859,791
Street Reconstruction/Treatments	650,000	834,000	500,000	1,450,000	75,000	100,000	100,000	100,000	100,000	100,000	4,009,000
Engineering & Contingency	693,000	166,800	100,000	290,000	7,500	7,500	7,500	7,500	7,500	7,500	1,294,800
Personal Services	92,671	96,378	100,233	104,242	108,412	112,748	117,258	121,949	126,827	131,900	1,112,618
Capital Outlay Equipment	0	190,000	0	30,000	0	0	0	30,000	0	0	250,000
Debt Service	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	3,500,000
	1,860,671	1,714,428	1,129,800	2,306,197	625,325	657,194	664,312	701,689	679,334	687,258	11,026,209
Ending Fund Balance	1,050,930	2,036,018	1,677,633	1,022,754	1,214,948	1,087,309	1,065,948	921,009	912,638	810,982	810,982

\$8.0 for first five years - Drops to \$5.00 at year 6

IMPORTANT CONSIDERATIONS

Grant Fund Receipts
Development/SDC's
All SDC's are not available for Streets

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: Lease Agreement - IOOF

Meeting Date: May 11, 2021

Staff Contact: Anne Heath

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

REQUESTED COUNCIL ACTION:

Approval for the City to enter into a lease agreement with IOOF

Recommended Motion: I move that the Council approve the City Administrator to sign a lease agreement with IOOF

CITY COUNCIL GOAL

Responsible Fiscal Stewardship

BACKGROUND

For the last couple of years there has been discussion regarding the City leasing the parking lot at the IOOF building. In early 2021, the building as well as the parking lot came available for lease. This option was presented to the City Council and there was a consensus that the City should move forward to negotiate the lease of the building for public space.

The Mayor and staff held negotiation meetings with members of the IOOF and the attached lease agreement is a result of the negotiations.

LEASE AGREEMENT

1. The City will enter into a two-year agreement for the lease of the downstairs, kitchen, bathrooms and entry. In addition, the parking lot will be included in the lease.
 2. The City will pay IOOF \$1000.00 per month beginning June 1, 2021.
 3. The building will become a Mainstreets project and grant fund will be applied for to update the building for public use.
 4. The uses of the building will be determined based upon the grant funds received, and the needs of the community.
 5. The parking lot will be retained for downtown parking for all businesses beginning July 1, 2021.
-

BUDGET

The Lease for June, 2021 will be paid out of Economic Development. The lease payments for the next two years are included in the budget for fiscal years 2022 and 2023.

RECOMMENDATION

Staff recommends that the Council approve the lease agreement.

CONCLUSION

The availability of public space is limited in Coburg. This will allow for public meetings, events, etc. to be held in the IOOF building. In addition, there is opportunity for the consideration for a maker's space in the kitchen to support entrepreneurs in Coburg. Revenues can be generated from the rental of the space in order to offset the costs of the lease. The building has the potential to be restored to a valued public space as well as the future offices of the Mainstreets organization as well as the Chamber. The parking lot will fulfill a demand for downtown parking which is in short supply at this time.

Reviewed Through:

Gary Darnielle, City Attorney
Sammy Egbert, City Recorder

REAL ESTATE LEASE AGREEMENT

THIS LEASE AGREEMENT, is made and entered into this 1st day of June, 2021, by and between West Point Lodge #62, hereinafter called the Lessor, and CITY OF COBURG., hereinafter called the Lessee.

In consideration of the covenants, agreements and stipulations herein contained on the part of the Lessee to be paid, kept and faithfully performed, the Lessor does hereby lease, demise and let unto the said Lessee those certain premises, as is, situated in the City of Coburg, County of Lane and State of Oregon, at: 91119 N. Willamette Street (approximately 2100 sf of ground floor retail space and the associated parking area) upon the following TERMS and CONDITIONS:

SECTION 1. OCCUPANCY

- 1.1 Original Term.** The term of this lease shall commence on June 1, 2021 and continue through May 31, 2023.
- 1.2 Possession.** Lessee's rights to possession and obligations under this lease shall commence on June 1, 2021.
- 1.3 Area of Lease.** Area of lease shall consist of the full downstairs of the property including community room, kitchen, bathroom, and storage rooms and closets. In addition, the lease extends to the outside common areas and full parking lot.
- 1.4 Renewal Option.** If Lessee desires to extend the Lease and if the Lease is not then in default, Lessee shall have the option to renew this Lease for one successive term of two years as follows:
- (a) The renewal term shall commence on the day following the date of termination of the preceding term.
- (b) The option must be exercised by written notice to Lessor not less than NINETY (90) days prior to the last day of the expiring term. The giving of such notice shall be sufficient to make the lease binding for the renewal term without further act of the parties who shall then be bound to take the steps required in connection with the determination of rent as specified below.
- (c) The basic rental rate of the lease for any renewal term shall be the greater of (i) the ending rental rate of the preceding term, (ii) a reasonable rental rate for the ensuing term, as mutually agreed to by the parties, or (iii) as described in Section 2.1 below.
- 1.5** Lessor, or Lessor's agent, shall have the right to place "For Lease", "For Sale" or similar such signs on the subject leased property at any time within the last one hundred and twenty (120) days of the lease term. The location of such signs shall be at the sole discretion of the Lessor (see also 18.7).

SECTION 2. RENT

2.1 Base Rent. Lessee shall pay to Lessor on the first day of each month, beginning June 1, 2021, in advance at such place as may be designated by the Lessor, as beginning base monthly rent the sum of \$1,000 per month through the original term of the lease and any subsequent renewal periods and as

described in Addendum A. The rent will be forwarded to the management of IOOF at P.O. Box 8543, Coburg, Oregon 97408.

2.2 Late Payment Charges. If Lessee fails to pay, within TEN (10) days after the due date thereof, any rent, Lessor advance, or other charge payable by Lessee under this Lease, then Lessee shall be obligated to pay to Lessor (in addition to the overdue principal amount of the rent, advance, or other charge) a late payment charge of \$50.00 with said late payment charge being compounded monthly, for each month or fraction of a month during which the overdue principal amount remains unpaid. Payment date shall be that date on which Lessor receives said payment.

2.3 Security Deposit. To secure Lessee's compliance with all terms of this lease, Lessee has paid Lessor the sum of \$500 as a deposit. The deposit shall be a debt from Lessor to Lessee, refundable within THIRTY (30) days following expiration of the lease term or other termination not caused by Lessee's default. Lessor shall have the right to offset against the deposit any sums owing from Lessee to Lessor and not paid when due, any damages caused by Lessee's default, the cost of curing any default by Lessee should Lessor elect to do so, and the cost of performing any repair or cleanup that is Lessee's responsibility under this lease. Offset against the deposit shall not be an exclusive remedy in any of the above cases, but may be invoked by Lessor, as its option, in addition to any other remedy provided by law or this lease for Lessee's nonperformance. Lessor shall give notice to Lessee each time an offset is claimed against the deposit, and, unless the lease is terminated, Lessee shall within TEN (10) days following such notice deposit with Lessor a sum equal to the amount of the offset so that the total deposit amount, net of offset, shall remain constant throughout the lease term.

2.4 Additional Rent. All taxes, insurance costs, utility charges, maintenance and other charges which Lessee is required to pay by this lease, as outlined in Sections 7.2 and 8.1 of this lease, and any other sum which Lessee is required to pay to Lessor or third parties shall be additional rent.

SECTION 3. REPAIRS AND MAINTENANCE

3.1 Lessor's Obligations. The following shall be the responsibility of Lessor:

- (a) Lessor warrants that all heating, cooling, electrical and plumbing systems are in reasonable operating order at date of Lessee's possession.
- (b) Repairs and maintenance of the roof and gutters, exterior walls (including painting), bearing walls, structural members, and foundations.
- (c) Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by Lessee and Lessor or Lessees of other portions of the same building.
- (d) Repair and maintenance of exterior water, sewage, gas and electrical services up to the point of entry to the leased premises.
- (e) Repair and maintenance of the heating and air conditioning system to include ordinary maintenance.

3.1 Lessee's Obligation. The following shall be the responsibility of Lessee:

(a) Any Repairs necessitated by the negligence of Lessee, its agents, employees and invitees, except as provided in Paragraph 7.1 dealing with waivers of subrogation.

(b) Any repairs or alterations required under Lessee's obligation to comply with laws and regulations as set forth in Paragraph 4.2 (a) below.

(c) All other repairs to the premises which Lessor is not required to make under Paragraph 3.1 above.

(d) Compliance with all reasonable rules and regulations respecting the use of the Leased Premises issued by Lessor from time to time and communicated to Lessee in writing.

(e) Not commit waste, not suffer or permit waste to be committed, and not cause or permit any nuisance on or in the Leased Premises.

3.3 Lessor's Interference with Lessee. Any repairs, replacements, alterations, or other work performed on or around the leased premises by Lessor shall be done in such a way as to interfere as little as reasonably possible with the use of the premises by Lessee. Lessee shall have no right to an abatement of rent nor any claim against Lessor for any inconvenience or disturbance resulting from Lessor's activities performed in conformance with the requirements of this provision.

3.4 Reimbursement for Repairs Assumed. If either party fails or refuses to make repairs which are required by this Section 3, the other party may make the repairs, and charge the actual costs of repairs to the first party. Such expenditures by Lessor shall be reimbursed by Lessee on demand, together with interest at the rate of FIVE (5%) percent per annum from the date of expenditure by Lessor. Such expenditures by Lessee may be deducted from rent and other payments subsequently becoming due, or, at Lessee's election, collected directly from Lessor. Except in an emergency creating an immediate risk of personal injury or property damage, neither party may perform repairs which are the obligation of the other party, and charge the other party for the resulting expenses unless at least THIRTY (30) days before work is commenced, the defaulting party is given notice in writing outlining with reasonable particularity the repairs required, and such party fails within that time to initiate such repairs in good faith.

3.5 Inspection or Premises. Lessor shall have the right to inspect the premises at any reasonable time or times, during normal business hours and without undue interference to Lessee's business operations, to determine the necessity of repairs. Whether or not such inspection is made, the duty of Lessor to make repairs shall not mature until a reasonable time after Lessor has received from Lessee notice in writing of the repairs that are required.

SECTION 4. USE OF THE PREMISES

4.1 Permitted Use. The premises shall be used as a community asset which may include a Museum, Chamber Office, rentable gathering space, makers space, or other uses which support the Economic Development and Vitality of the Community and as further described in Addendum A, and for no other

purpose without the written consent of Lessor. Lessor makes no representations as to the suitability of the premises for Lessees anticipated use(s), and Lessee acknowledges that Lessee has through its own due diligence determined suitability and, except as may be specially provided otherwise herein, hereby accepts the premises in the current "AS IS" condition.

4.2 Restrictions on Use. In connection with use of the premises Lessee shall:

(a) Conform to all applicable laws and regulations of any public authority affecting the premises, and the use, including any requirements of any governmental agency relating to the use, storage, or spillage of any hazardous waste or materials, and correct at Lessee's own expense any failure of compliance created through Lessee's fault or by reason of Lessee's use, but Lessee shall not be required to make any structural changes to effect such compliance unless such changes are required because of Lessee's specific use. Lessee shall indemnify and hold Lessor harmless from any and all liability, including Lessor's reasonable attorney's fees, which Lessor may incur by reason of any default of Lessee in compliance with this paragraph.

(b) Refrain from any activity which would make it impossible to insure the premises against casualty, would increase the insurance rates, or would prevent Lessor from taking advantage of any ruling of the Oregon Insurance Rating Bureau or its successor allowing Lessor to obtain reduced premium rates for long-term fire insurance policies, unless Lessee pays the additional cost of the insurance.

(c) Refrain from any use which would be reasonably offensive to other Lessees or owners or users of neighboring premises or which would tend to create a nuisance or damage the reputation of the premises.

(d) Refrain from loading the floors beyond the point considered safe by a competent engineer or architect selected by Lessor.

4.3 Signs. Lessee is strictly forbidden from making any marks on or attaching any signs, antenna, aerial, or other device to the exterior or interior walls, windows, or roof of the premises without the prior written consent of Lessor.

Should Lessor give consent for installation of any sign by Lessee, said consent would be subject to Lessor's approval of the proposed sign placement, method of installation, design, size, color, wording and evidence of approval by the prevailing local governmental authority.

The entire cost related to any approved sign, design, construction and installation shall be the sole obligation of the Lessee. Immediately upon termination of Lessee's tenancy all signs previously installed by Lessee shall be removed by Lessee, at Lessee's expense, and the area where the sign was installed or attached, repaired to its original condition.

4.4 Parking. Lessee intends to utilize the parking area for public parking while visiting downtown businesses, restaurants, and attendance at events conducted on the premises. Lessee agrees to promptly comply with all parking instructions and restrictions as Lessor may, from time to time, impose

for purposes of achieving the orderly and reasonable allocation of available on site parking amongst the Lessee, customers, employees and agents of the subject property.

SECTION 5. HAZARDOUS MATERIALS. Lessee shall not cause or permit any Hazardous Material (as defined in Section 5.3) to be brought upon, kept or used in or about the Leased Premises without the express prior written consent of Lessor (which Lessor shall not unreasonably withhold, provided that Lessee demonstrates to Lessor's reasonable satisfaction that such Hazardous Material is necessary or useful to Lessee's business, and that such Hazardous Material will be used, kept and stored in a manner that complies with all laws, rules, ordinances and regulations relating to the storage and use of the Hazardous Material). Lessor's consent shall not be deemed to be a waiver by Lessor of its rights to indemnification by Lessee as stated in Section 5.1. If Lessee breaches the obligations stated herein. or if the presence of Hazardous Material on the Leased Premises caused or permitted by Lessee at any time after execution of this Agreement, results in any contamination of the Leased Premises or any other private or public property, including, without limitation, sewers or streets, or if contamination of the Leased Premises by Hazardous Material otherwise occurs for which Lessee is legally liable to Lessor or to any third party for damages resulting therefrom, then:

5.1 Indemnity. Lessee shall indemnify, defend and hold Lessor harmless from and against any and all claims, judgments, damages, penalties, fines, costs, expenses, liabilities and losses (including, without limitation, diminution in value of the Leased Premises, damages for the loss or restriction on use of the Lensed Premises, and sums paid in settlement of claims. attorneys' fees, consultant fees and expert fees) that arise during or after the term of this Lease, as a result of or in connection with such contamination. The foregoing indemnification of Lessor by Lessee includes, without limitation, costs incurred in connection with any investigation of site conditions or any clean-up, remedial, removal or restoration work required or recommended by any federal, state or local governmental agency or political subdivision because of Hazardous Material present in the soil or groundwater on or under the Leased Premises or any public facilities.

5.2 Return to Existing Conditions. Lessee shall promptly take any and all actions. at its sole cost and expense, as are necessary or appropriate to return the Leased Premises or other private or public facilities to the condition existing prior to the introduction of any Hazardous Material to the Leased Premises; provided that Lessor's approval of such actions shall first be obtained, which approval shall not be unreasonably withheld if such actions would not potentially have any material adverse effect on the Leased Premises or other private or public facilities. All contractors, laboratories and engineering firms (hereinafter "Consultants") chosen by Lessee to undertake any remedial action that may be necessary or appropriate on or about the Leased Premises or other private or public facilities shall be approved by Lessor prior to their employment by Lessee, which approval will not be unreasonably withhold. Consultants shall be licensed and bonded in accordance with all applicable laws. Duplicate copies of all reports and findings made by Consultants with regard to the condition of the Leased Premises or other private or public facilities shall be delivered to Lessor concurrently with their delivery to Lessee. Lessee shall have the work done by the Consultants at Lessee's sole risk and shall indemnify and hold Lessor and Lessor's agents and employees harmless from and against any and all loss, costs, liability, damage and expense relating to or arising from any damage or injury to Lessee, the Consultants, or the agents of either of them, for any third-party liability incurred by any of them, and for

any claim by Lessor, or Lessor's agents or employees by reason of any such work conducted by Consultants.

5.3 Hazardous Material. As used herein, the term "Hazardous Material" means any hazardous or toxic substance, material or waste that is or becomes regulated by any local governmental authority, the State of Oregon, or the United States Government. The term "Hazardous Material" includes, without limitation, any material or substance which is designated as a hazardous substance pursuant to the Water Pollution Control Act (33 USC Section 1317); or defined as hazardous waste pursuant to the Resource Conservation and Recovery Act (42 USC Section 6901 et seq.); or defined as a hazardous substance pursuant to the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (42 USC Section 9601 et seq.); or defined as a hazardous material pursuant to Article 90 of the Uniform Fire Code, as adopted by the City or County in which the subject property is located and, as amended from time to time.

SECTION 6. ALTERATIONS

6.1 Alterations Prohibited. Lessee shall make no improvements or alterations to the leased premises of any kind without first obtaining Lessor's written consent.

6.2 Alterations Required. The improvements delineated on the work sheet, if any, attached hereto and made part of the lease shall be performed by the party designated and within the time stated on the work sheet.

6.3 Ownership of Alterations. All improvements and alterations performed on the leased premises by either Lessor or Lessee shall be the property of Lessor when installed unless the applicable lessor's consent specifically provides otherwise.

SECTION 7. INSURANCE

7.1 Insurance Required. Lessor shall be responsible for insuring the premises, and Lessee for insuring its personal property and trade fixtures located on the premises. Neither party shall be liable to the other for any loss or damage caused by water damage, sprinkler leakage, or any of the risks covered by a standard fire insurance policy with an extended coverage endorsement, and there shall be no subrogated claim by one party's insurance carrier against the other arising out of any such loss.

7.2 Liability Insurance. Before taking possession of the premises, Lessee shall procure and thereafter during the term of the lease shall continue to carry the following insurance at Lessee's costs: Public liability and property damage insurance in a responsible company with limits of not less than \$1,000,000 dollars for injury to one person \$1,000,000 dollars for injury to two or more persons, and \$1,000,000 dollars for damage to property. Such insurance shall cover all risks arising directly or indirectly out of Lessee's activities on or any condition of the leased premises whether or not related to an occurrence caused or contributed to by Lessor's negligence, shall protect Lessee against the claims of Lessor on account of the obligations assumed by Lessee under Paragraph 7.1, and shall protect Lessor and Lessee against claims of third persons. Certificates evidencing such insurance, and bearing endorsements requiring TEN (10) days' written notice to Lessor prior to any change or cancellation shall be furnished to Lessor prior to Lessee's occupancy of the property.

SECTION 8. UTILITIES AND SERVICES

8.1 Utility and Service Charges. Utilities and services shall be paid by:

<u>Utility and Service</u>	<u>Lessor</u>	<u>Lessee</u>	<u>REMARKS</u>
Telephone	()	(x)	
Electric Service	()	(x)	
Natural Gas Service	()	(x)	
Municipal Water Service	()	(x)	
Sewer Service	()	(x)	
Refuse Collections	()	(x)	
Interior Janitorial Service	()	(x)	
Storm Water Charges	()	(x)	
Landscape Care & Maintenance	()	(x)	
Other	()	(x)	<u>Internet</u>

8.2 Telephone Service. Lessee hereby takes possession of said leased premises with telephone service in an "as-is" condition. Lessee acknowledges inspection of telephone service and accepts service as adequate.

SECTION 9. TAXES

9.1 Real Property Taxes. Lessor shall pay all real property taxes assessed against Lessor's real property.

SECTION 10. DAMAGE AND DESTRUCTION

10.1 Partial Damage. If the leased premises are partly damaged, and Paragraph 10.2 below does not apply, the property shall be repaired by Lessor at Lessor's expense. Repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays from labor disputes, and matters beyond the control of Lessor, and shall be performed in accordance with the provisions of Paragraph 3.3 above.

10.2 Destruction. If the leased premises are destroyed or damaged such that the cost of repair exceeds FIFTY (50%) percent of the value of the structure before the damage, either party may elect to terminate the lease as of the date of the damage or destruction by notice given to the other in writing not more than FORTY-FIVE (45) days following the date of damage. In such event all rights and obligations of the parties shall cease as of the date of termination, and Lessee shall be entitled to any prepaid amounts previously paid by Lessee, and attributable to the anticipated term. If neither party elects to terminate, Lessor shall proceed to restore the leased premises to substantially the same form as prior to the damage or destruction. Work shall be commenced as soon as reasonably possible, and thereafter shall proceed without interruption except for work stoppages on account of labor disputes, and matters beyond the control of the Lessor.

10.3 Rent Abatement. Rent shall be abated during the repair of any damage to the extent the premises are un-leasable, except that there shall be no rent abatement where the damage occurred as the result of the fault of Lessee, their agents, employees or invitees.

10.4 Damage Late in Term. If damage or destruction to which Paragraph 10.2 would apply occurs within ONE (1) year prior to the end of the then current lease term, Lessee may elect to terminate the lease by notice in writing to Lessor given within THIRTY (30) days after the date of the damage.

SECTION 11. EMINENT DOMAIN

11.1 Partial Taking. If a portion of the leased premises is condemned, and Paragraph 11.2 does not apply, the lease shall continue on the following terms:

(a) Lessor shall be entitled to all of the proceeds of condemnation, and Lessee shall have no claim against Lessor as a result of the condemnation.

(b) Lessor shall proceed as soon as reasonably possible to make such repairs and alterations to the premises as are necessary to restore the remaining premises to a condition as comparable as reasonably practicable to that existing at the time of the condemnation.

(c) After the date on which title vests in the condemning authority or an earlier date on which alterations or repairs are commenced by Lessor to restore the balance of the property in anticipating of taking, the rent shall be reduced in proportion to the reduction in value of the leased premises as an economic unit on account of the partial taking. If the parties are unable to agree upon the amount of the reduction of rent, the amount shall be determined by arbitration in the manner as is provided in Section 20.

(d) If a portion of Lessor's property not included in the leased premises is taken, and severance damages are awarded on account of the leased premises, or an award is made for detriment to the leased premises as a result of activity by a public body not involving a physical taking of any portion of the premises, this shall be regarded as a partial condemnation to which subparagraphs

(a) and (c) apply, and the rent shall be reduced to the extent of reduction in rental value of the premises as though a portion had been physically taken.

11.2 Total Taking. If a condemning authority takes all of the leased premises or a portion sufficient to render the remaining premises reasonably unsuitable for the use which Lessee was then making of the premises, the lease shall terminate as of the date the title vests in the condemning authorities. Such termination shall have the same effect as termination under Paragraph 11.1 (a) above. Lessor shall be entitled to all of the proceeds of condemnation. and Lessee shall have no claim against Lessor as a result of the condemnation.

11.3 Sale in Lieu of Condemnation. Sale of all or part of the leased premises to a purchaser with the power of eminent domain in the face of a threat or probability of the exercises of the power shall be treated for the purposes of this Section 11 as a taking by condemnation.

SECTION 12. LIABILITY AND INDEMNITY**12.1 Liens.**

(a) Except with respect to activities for which Lessor is responsible, Lessee shall pay as due all claims for work done on and for services rendered or material furnished to the leased premises, and shall keep the premises free from any liens. If Lessee fails to pay any such claims or to discharge any lien, Lessor may do so, and collect the cost as additional rent. Any amount so added shall bear interest at the rate of FIVE (5%) percent per annum from the date expended by Lessor and shall be payable on demand. Such action by Lessor shall not constitute a waiver of any right or remedy which Lessor may have on account of Lessee's default.

(b) Lessee may withhold payment of any claim in connection with a good-faith dispute over the obligation to pay, so long as Lessor's property interests are not jeopardized. If a lien is filed as a result of nonpayment, Lessee shall, within TEN (10) days deposit with Lessor cash or sufficient corporate surety bond or other surety satisfactory to Lessor in an amount sufficient to discharge the lien, plus any costs, attorney's fees, and other charges that could accrue as a result of a foreclosure or sale under the lien.

12.2 indemnification. Lessee shall indemnify and defend Lessor from any claim, loss, or liability arising out of or related to any activity of Lessee on the leased premises or any condition of the leased premises in the possession or under the control of Lessee. Lessor shall have no liability to Lessee for any loss or damage caused by third parties or by any condition of the premises, except to the extent caused by Landlord's negligence or breach of duty under this Lease Agreement.

SECTION 13. QUIET ENJOYMENT; MORTGAGE PRIORITY

13.1 Lessor's Warranty. Lessor warrants that it is the owner of the leased premises, and has the right to lease them. Lessor will defend Lessee's right to quiet enjoyment of the leased premises from the lawful claims of all persons during the lease term.

13.2 Mortgage Priority. This lease is and shall be prior to any mortgage or deed of trust ("Encumbrance") recorded after the date of this lease and affecting the premises. However, if any lender holding such an Encumbrance requires that this lease be subordinate to the Encumbrance, then Lessee agrees that the lease shall be subordinate to the Encumbrance if the holder thereof agrees in writing with Lessee that so long as Lessee performs its obligations under this lease no foreclosure, deed given in lieu of foreclosure, or sale, pursuant to the terms of the Encumbrance, or other steps or procedures taken under the Encumbrance shall affect Lessee's rights under this lease. If the foregoing condition is met, Lessee shall execute the written agreement, and any other documents required by the holder of the Encumbrance to accomplish the purposes of this paragraph. If the premises are sold as a result of foreclosure of any Encumbrance thereon, or otherwise transferred by Lessor or any successor, Lessee shall agree to be the lessee of the purchaser or transferee

13.3 Certificate. Either party will within TWENTY (20) days after notice from the other, execute and deliver to the other party a certificate stating whether or not this lease has been modified, and is in full force and effect, and specifying any modifications or alleged breaches by the other party. The Certificate shall also state the amount of monthly base rent, the dates to which rent has been paid in advance, and the amount of any security deposit or prepaid rent. Failure to deliver the certificate within the specified time shall be conclusive upon the party of whom the certificate was requested, that the lease is in full force and effect, and has not been modified except as may be represented by the party requesting the certificate.

SECTION 14. ASSIGNMENT AND SUBLEASE

No part of the leased property may be assigned, mortgaged, or subleased, nor may a right of use of any portion of the property be conferred on any third person by any other means, without the prior written consent of Lessor. This provision shall apply to all transfers by operation of law. If Lessee is a corporation, this provision shall apply to any sale of a controlling interest in the stock of the corporation. No consent in one instance shall prevent the provision from applying to a subsequent instance. Lessor shall consent to a transaction covered by this provision when withholding such consent would be unreasonable in the circumstance. In determining whether to consent to assignment, Lessor may consider the following factors: financial ability of assignee, business experience of assignee, and credit worthiness of assignee. However, Lessor agrees not to unreasonably withhold such consent.

SECTION 15. DEFAULT

THE FOLLOWING SHALL BE EVENTS OF DEFAULT:

15.1 Default in Rent. Failure of Lessee to pay any rent or other charge within TEN (10) days after it is due.

15.2 Default In Other Covenants. Failure of Lessee to comply with any term or condition, to fulfill any obligation of the lease (other than the payment of rent or other charges) within TWENTY (20) days after written notice by Lessor specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the TWENTY (20) day period, this provision shall be complied with if Lessee begins correction of the default within the TWENTY (20) day period, and thereafter proceeds with reasonable diligence, and in good faith to effect the remedy as soon as practicable.

15.3 Insolvency. Insolvency of Lessee; an assignment by Lessee for the benefit of creditors; the filing by Lessee of a voluntary petition in bankruptcy; an adjudication that Lessee is bankrupt or the appointment of a receiver of the properties of Lessee; the filing of any involuntary petition or bankruptcy, and failure of Lessee to secure a dismissal of the petition within THIRTY (30) days after filing; attachment of or the levying of execution of the leasehold interest, and failure of Lessee to secure discharge of the attachment or release of the levy of execution within TEN (10) days. If Lessee consists of two or more individuals or business entities, the events of default specified in this Paragraph 15.3 shall apply to each individual or business entity, unless within TEN (10) days after an event of default occurs, the remaining individuals produce evidence satisfactory to Lessor that they have unconditionally acquired the interest of the one causing the default. If the lease has been assigned, the events of default so specified shall apply only with respect to the one then exercising the rights of Lessee under the lease.

15.4 Abandonment. Failure of Lessee for TEN (10) days or more to occupy the property for one or more of the purposes permitted under this lease unless such failure is excused under other provisions of this lease shall be an abandonment of the property.

SECTION 16. REMEDIES ON DEFAULT

16.1 Termination. In the event of a default the lease may be terminated at the option of the Lessor by notice in writing to Lessee. If the lease is not terminated by election of Lessor or otherwise, Lessor shall be entitled to recover damages from Lessee for the default. If the lease is terminated, Lessee's liability to Lessor for damages shall survive such termination, and Lessor may re-enter, take possession of the premises, and remove any persons or property by legal action or by self-help with the use of reasonable force, and without liability for damage.

16.2 Reletting. Following re-entry or abandonment, Lessor may relet the premises, and in that connection may make any suitable alterations or refurbish the premises, or both, or change the character or use of the premises, but Lessor shall not be required to relet for any use or purpose other than that specified in the lease or which Lessor may reasonably consider injurious to the premises, or to any Lessee which Lessor may reasonably consider objectionable. Lessor may relet all or part of the premises, alone or in conjunction with other properties, for a term longer or shorter than the term of this lease, upon any reasonable terms and conditions, including the granting of some rent-free occupancy or other rent concession.

16.3 Damages. In the event of termination on default, Lessor shall be entitled to recover immediately, without waiting until the due date of any future rent or until the date fixed for expiration of the lease term, the following amounts as damages:

(a) The loss of reasonable rental value from the date of default until a new Lessee has been, or with the exercise of reasonable efforts could have been, secured.

(b) The reasonable costs of re-entry and reletting, including without limitation the cost of any clean up, refurbishing, removal of Lessee's property and fixtures, or any other expense occasioned by Lessee's failure to quit the premises upon termination, and to leave them in the required condition, any remodeling costs, attorney's fees, court costs, Agent commissions, and advertising costs.

(c) Any excess of the value of the rent and all of Lessee's other obligations under this lease over the reasonable expected return from the premises for the period commencing on the earlier of the date of trial or the date the premises are relet and continuing through the end of the term. The present value of future amounts will be computed using a discount rate equal to the prime loan rate of major Oregon banks in effect on the date of trial.

16.4 Right to Sue More Than Once. Lessor may sue periodically to recover damages during the period corresponding to the remainder of the lease term, and no action for damages shall bar a later action for damages subsequently accruing.

16.5 Remedies Cumulative. The foregoing remedies shall be in addition to, and shall not exclude any other remedy available to Lessor under applicable law.

SECTION 17. SURRENDER AT EXPIRATION

17.1 Condition or Premises. Upon expiration of the lease term or earlier termination on account of default, Lessee shall deliver all keys to Lessor, and surrender the leased premises in good order and repair, reasonable wear and tear excepted, and broom clean. Alterations constructed by Lessee with permission from Lessor shall not be removed or restored to original condition, unless the terms of permission for the alteration so require. Lessee's obligations under this paragraph shall be subordinate to the provisions of Section 10 related to destruction.

17.2 Fixtures.

(a) All fixtures, improvements or additions placed upon the leased premises during the lease term, other than Lessee's trade fixtures, shall, at Lessor's option, become the property of Lessor. If Lessor so elects, Lessee shall remove any or all fixtures which would otherwise remain the property of Lessor, and shall repair any physical damage resulting from the removal. If Lessee fails to remove such fixtures, Lessor may do so, and charge the cost to Lessee, with interest at the rate of FIVE (5%) percent per annum, from the date of expenditure.

(b) Prior to expiration or termination of the lease term, Lessee shall remove all furnishings, furniture, and trade fixtures which remain its property. If Lessee fails to do so, this shall be an abandonment of the property, and Lessor may retain the property, and all rights of Lessee with respect to it shall cease, or, by notice in writing given to Lessee within TWENTY (20) days after

removal was required, Lessor may elect to hold Lessee to its obligation of removal. If Lessor elects to require Lessee to remove, Lessor may effect a removal, and place the property in public storage for Lessee's account. Lessee shall be liable to Lessor for the cost of removal, transportation to storage, and storage costs, plus interest at the rate of FIVE (5%) percent per annum, on all such expenses from the date of expenditure by Lessor.

17.3 Holdover.

(a) If Lessee does not vacate the leased premises at the time required, Lessor shall have the option to treat Lessee as a Lessee from month-to-month, subject to all of the provisions of this lease except the provisions for term and renewal. Failure of Lessee to remove fixtures, furniture, furnishing or trade fixtures which under this lease shall constitute a failure to vacate to which this paragraph shall apply if the property not removed will substantially interfere with occupancy of the premises by another Lessee or with occupancy by Lessor for any purpose, including preparation for a new Lessee. Lessee's monthly rent shall automatically increase to an amount equal to 150% of the last month's rental rate during the specified lease term, for any holdover period.

(b) If a month-to-month tenancy results from a holdover by Lessee under this Paragraph 17.3, the tenancy shall be terminable at the end of any monthly rental period on written notice from Lessor, given not less than TEN (10) days prior to the termination date which shall be specified in the notice. Lessee waives any notice which would otherwise be provided by law with respect to a month-to-month tenancy.

SECTION 18. MISCELLANEOUS

18.1 Nonwaiver. Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice to the party's right to require strict performance of the same provision in the future or of any other provision.

18.2 Attorney Fees. If suit or action is instituted in connection with any controversy arising out of this lease, the prevailing party shall be entitled to recover, in addition to costs, such sum as the court may adjudge reasonable as attorney's fees, including fees on appeal.

18.3 Notices. Any notice required or permitted under this lease shall be given when actually delivered or FORTY-EIGHT (48) hours after deposited in United States mail as certified mail addressed to the address first given in this lease, or to such other address as may be specified from time to time by either of the parties in writing.

18.4 Succession. Subject to the above-stated limitations on transfer of Lessee's interest, this lease shall be binding upon and inure to the benefit of the parties, their respective successors, and assigns.

18.5 Lessor's Right to Cure Defaults. If Lessee fails to perform any obligation under this lease, Lessor shall have the option to do so after THIRTY (30) days' written notice to Lessee. All of Lessor's

expenditures to correct the default shall be reimbursed by Lessee on demand, with interest at the rate of FIVE (5%) percent per annum from the due date until paid.

18.6 Recordation. This lease shall not be recorded without the prior written consent of the Lessor.

18.7 Entry for Inspection. Lessor, or Lessor's agent, shall have the right to enter upon the premises, during normal business hours, in a manner that does not interfere with Lessee's business or Lessee's customers, to determine Lessee's compliance with this lease, to make necessary repairs to the building or to the premises, or to show the premises to any prospective Lessee or purchase, and, in addition, shall have the right, at any time during the last four months of the term of this lease, to place and maintain upon the premises notices for leasing or selling the premises.

18.8 Interest on Rent or Other Charges. Any rent or other payment required of Lessee by this lease shall, if not paid within TEN (10) days after it is due, bear interest at the rate of FIVE (5%) percent per annum from the due date until paid.

18.9 Proration of Rent. In the event of commencement or termination of this lease at a time other than the beginning or end of one of the specified rental periods, then the rent shall be prorated as of the date of commencement or termination, and in the event of termination for reasons other than default, all prepaid rent shall be refunded to Lessee or paid on its account.

SECTION 19. OTHER AGREEMENTS BETWEEN LESSEE AND LESSOR (If left blank, then that was the intent of the parties)

SECTION 20. ADDENDUM

20.1 An addendum signed by both the Lessor and the Lessee (x) is attached, () is not attached hereto, and if attached becomes a part of this Lease Agreement.

THIS IS A LEGALLY BINDING AGREEMENT. IF NOT UNDERSTOOD BY ANY PARTIES HERETO, THEY SHOULD SEEK COMPETENT LEGAL AND/OR ACCOUNTING ADVICE PRIOR TO SIGNING.

LESSOR:

X _____

By:

Title: _____

DATE: _____

ADDRESS: _____

ZIP: _____

PHONE: () _____

FAX: () _____

Rev. 5/2000

LESSEE:

X _____

By: Anne L. Heath

Title: City Administrator

DATE: _____

ADDRESS: _____

ZIP: _____

PHONE: () _____

FAX: () _____

ADDENDUM A

Lessor: West Point Lodge #62

Lessee: City of Coburg.

Premises: 91 119 N. Willamette Street, Coburg, OR.

The parties to the Lease agree to incorporate the following into their Agreement:

Addendum to lease for Odd Fellow Lodge (lower level and the attached parking lot to the south of the building) Further referred to as the hall.

The City of Coburg is a governmental organization that services the Community. The City is entering into this lease to provide for a community asset. The building will fulfill the need for community space as identified through the Main Streets program which could include many functions including:

- Additional meeting space for public meetings
- Offices for Community Partners including Chamber and/or Community Foundation
- Gathering space for Community Events
- Museum and/or display of historic community artifacts
- Rentable event space
- Rentable kitchen Makers Space

Lessee will endeavor to improve the facilities in order to make them safer, and more enjoyable to the community. This may include the replacement of lighting, door repair, repairs and remodel to the bathroom and kitchen. These activities may include the application for grant funds to cover the costs of such improvements. Grant funds may require the funds be granted to the Odd Fellow Lodge on behalf of the community and to be spent on the repairs as referred to in the grant application.

The lessee agrees that they will maintain the premises in good condition throughout the lease and will manage the clean-up and necessary repairs after each event.

The Lessee understands that the lessor has left a grill, 20 chairs and several tables in the storage area and will be available for Lessee's use.

Lessor requests reasonable access to the storage area from the lessee's place of business, but not without giving 24-hour notice. (unfettered access no longer available after June 1, 2021)

The Lessee agrees to post signs in the parking lot stating that parking is for Coburg Visitors Downtown Parking or IOOF members.

The Lessee may install outside cameras to insure security to the lessee's business and the parking lot. Location of such cameras to be approved by the Lessor and installation of such cameras to be completed in such a manner that it will not cause deterioration to the building exterior.

The Lessor agrees to install both smoke alarms and CO2 alarms at their cost, as required by city ordinance, to the downstairs leased area.

The Lessee may install temporary flooring as they deem necessary, but it may not have any glue or other adhesive material which would cling to the hall floor.

The Lessor will secure the upper floor of the hall with a curtain and a chain at the lower level and a locked door on the upper level. The Lessor holds the Lessee harmless for any entrance or damage to the upper level area.

Rent will begin June 1, 2021. The rent shall be \$1,000 per month and at the time of signing this lease, the deposit of \$1000 and the first month's rent will be due and payable.

Lessee liability insurance shall cover the parking area in addition to the leased Premises.

Agreed and Accepted:

Lessor: _____
West Point Lodge #62

Lessee: _____
Anne L. Heath
City of Coburg

Date: _____

Date: _____

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: American Rescue Plan

Meeting Date: May 11, 2021

Staff Contact: Anne Heath

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

REQUESTED COUNCIL ACTION:

Staff direction

CITY COUNCIL GOAL

Responsible Fiscal Stewardship

BACKGROUND

On March 11, 2021, President Joe Biden signed the American Rescue Plan. The plan, also referred to as the Covid-19 Stimulus Package was a 1.9 trillion economic stimulus bill intended to speed up the United States' recovery from the economic and health effects of Covid-19 pandemic and the ongoing recession. Specifically, the bill provides funding for a wide range of programs directed at a state, local and private industry. One important part of the bill provides that funds be directly issued to local government agencies in every state.

It has been determined that Coburg will received approximately \$240,000. \$120,000 will be received in the late spring or early summer of 2021, with the remainder tentatively planned for April, 2022.

It has been recommended that municipalities begin the discussion of how these funds will be spent. In April the staff brought a report to City Council with a list of recommended projects for the City Council to Consider. The City Council asked for a rating system and more information on recommended projects for funding. Staff provided Council a rating system. Staff received feedback from the Mayor and four City Councilors.

COBURG ECONOMIC NEEDS

The categories that the Council were asked to rate are as follows:

1. Broadband
2. Business Assistance Funding
3. Chamber Assistance
4. Development Code Update
5. Emergency Fuel Tank Installation

6. Innovative Housing
 7. Mainstreets Projects
 8. Public Works Shop
 9. Solar Panels on City Hall
 10. Street Engineering for Shovel Ready Projects
-

RATED PROJECTS

The projects were rated as follows:

1. Street Engineering for Shovel Ready Projects
2. Chamber Assistance
3. Development Code Update
4. Public Works Shop – Engineering/Match
5. Solar Panels for City Hall
6. Emergency Fuel Tank Installation
7. Mainstreets Programs
8. Broadband
9. Business Assistance
10. Innovative Housing

The obvious conclusion is a priority on street projects, supporting the Chamber, the Public Works Shop, and then resilience for the City.

RECOMMENDATION

1. Budget all funds into the General Fund for 2022 and disburse the funds to projects as staffing levels allow for a project to be started
 2. Disburse Funds to the Chamber in early July to ensure that they have the funds to cover the festivals and events in the summer and fall of 2021. Funds to be disbursed should be \$10,000 - \$15,000. Council were somewhat split on this.
 3. Seek other funding that is being released almost daily. There may be projects above that can be covered in other funding opportunities being released. It may be prudent to wait until the federal government releases all funding opportunities before earmarking projects for funding
 4. Get through the budget season and end of the fiscal year to see what transpires on a national level prior to making final decisions as to how funds will be spent.
-

CONCLUSION

The Council does not need to rush to make final decisions regarding the majority of dollars being spent. Assisting the Chamber is really the only time sensitive item listed. Staff are

planning for some grant applications that could cover the costs of some of the items listed above which would make it possible to shift dollars to other projects.



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: FINANCE DEPARTMENT MONTHLY REPORT

Meeting Date: May 11, 2021
 Staff Contact: Tim Gaines
 Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

REQUESTED COUNCIL ACTION

- Information only
-

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

2020-21 City Council Goals:

- Fiscal Stewardship
-

ANALYSIS

Important notes regarding the month ended March 31, 2021

- March is the 9th month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 75% of budget with each.
 - Whole City Revenue received \$3,499,500 or 49% of budgeted. Compared to \$3,355,316 last year at March month end. The City will be receiving the SCA Grant for Roberts Road in the amount of \$99,979 and a Water Project Reimbursement in the amount of \$658,378 by the end of May. These two cash deposits will have a very positive effect on City revenues. In addition, the URA transfer to the Sewer Debt Department will take place in June. That amount is \$400,000.
 - Whole City Expenses are \$4,155,354 which is 59% of budgeted. Compared to \$3,761,501 last year at March month end.
 - There is a 10% difference between Revenues received and Expenditures. Councilors should keep in mind that a significant amount of expenses were incurred for reimbursable projects so the expense percentage over the revenues percentage will be evened out once reimbursements are received.
- All Funds, General, Streets, Water, Sewer are operating within their budgets.
- As of April 30, 2021, tax receipts were \$818,209 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 78% and Sewer User Fees are at approximately 79%.

- 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.
- We are nine months into the year. Two of the more important revenues we track are our utility fees and County Taxes. We are happy to report that both of these are exceeding budget.

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

- Budget Preparation
- Draft Supplemental Budget

ATTACHMENTS

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

Bank Accounts									
Funds	KEY BANK - GEN	SP GEN.	SP SDC	For	SP SAVINGS	For	SUMMIT BANK	POLICE EVID.	TOTAL
GEN 001	106,863	792,952			21,703				921,518
PD Drug Educ.									-
Park Cap	82,370		44,778	Park SDC					127,148
STREET 003	50,110	269,350	408,108	Street SDC					727,568
WATER 004	484,834	150,592	48,480	Water SDC					683,906
SEWER 005	213,944		902,501	Sewer SDC	27,219	Membrane Replace			1,143,664
SEWER DEBT	553,498				34,212	Sewer Debt Reserve	87,104	Sewer Debt Res	674,814
EVIDENCE		-						100	100
TOTAL	1,491,619	1,212,894	1,403,867		83,134		87,104	100	4,278,718

CIP SDCs

Cash Balance 3/31/2021	\$4,278,718
Cash Balance 3/31/2020	\$4,499,115
<i>Difference</i>	<i>(220,397)</i>

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

Accounts Payable

Checks by Date - Summary by Check Date

User: Tim Gaines
Printed: 4/30/2021 4:08 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
86491	AE Secur	A & E Security and Electronic Solutions	03/11/2021	62.85
86492	BRA344	Branch Engineering	03/11/2021	40,075.77
86493	PhWill	Phillip Williams	03/11/2021	675.00
86494	CasCol	Cascade Columbia Dist Co	03/11/2021	664.00
86495	CenLin	CenturyLink	03/11/2021	50.96
86496	CINTA	Cintas Corporation	03/11/2021	175.69
86497	CON188	Consolidated Supply Co.	03/11/2021	1,638.48
86498	CTX	Copytronix	03/11/2021	45.12
86499	DOCU	DocuTRAK Imaging, Inc.	03/11/2021	29.00
86500	Earth2O	Earth2O	03/11/2021	36.88
86501	EDMS	EDMS	03/11/2021	639.49
86502	EME131	Emerald People's Utility	03/11/2021	61.36
86503	HDFow	HD Fowler Company	03/11/2021	80.63
86504	HUNTER	Hunter Communications	03/11/2021	315.11
86505	IRO100	Iron Mountain	03/11/2021	262.91
86506	KORN	Alexis Koran	03/11/2021	15.99
86507	LAN129	Lane Council of Governments	03/11/2021	1,402.99
86508	LanDe	Lane County Deeds & Records	03/11/2021	194.00
86509	Lanfin	Lane County Finance Department	03/11/2021	571.79
86510	LC SO	Lane County Sheriff's Office	03/11/2021	18,310.00
86511	JLOND	London & Paris, LLP	03/11/2021	947.50
86512	NMM	Nation's Mini Mix, Inc.	03/11/2021	335.25
86513	NOR146	NW Natural	03/11/2021	163.74
86514	OffDep	Office Depot Credit Plan	03/11/2021	280.00
86515	OreRev	Oregon Dept. of Revenue	03/11/2021	2,253.30
86516	PUMP	PumpTech Inc.	03/11/2021	1,952.50
86517	RVBD	Riverbend Materials	03/11/2021	443.69
86518	RoyFlu	Royal Flush Environmental	03/11/2021	1,035.00
86519	Stanley	Stanley Convergent Security Solutions, Inc.	03/11/2021	94.92
86520	Verizon	Verizon Wireless	03/11/2021	598.46
86521	WelWel	Welt & Welt, Inc	03/11/2021	602.48
Total for 3/11/2021:				72,014.86
86522	ANA165	Analytical Laboratory Group	03/18/2021	337.00
86523	CenLin	CenturyLink	03/18/2021	173.62
86524	CINTA	Cintas Corporation	03/18/2021	182.20
86525	COB122	Coburg Chamber of Commerce	03/18/2021	105.00
86526	CobQua	Coburg Road Quarry, LLC	03/18/2021	313.96
86527	CON188	Consolidated Supply Co.	03/18/2021	1,911.11
86528	Earth2O	Earth2O	03/18/2021	119.73
86529	EDMS	EDMS	03/18/2021	963.49
86530	EME131	Emerald People's Utility	03/18/2021	5,524.03
86531	HDFow	HD Fowler Company	03/18/2021	174.07
86532	HERC	Herc Rentals Inc.	03/18/2021	576.24
86533	KenJen	Kennedy/Jenks Consultants	03/18/2021	1,788.75
86534	LAN129	Lane Council of Governments	03/18/2021	7,270.16

Check No	Vendor No	Vendor Name	Check Date	Check	Item 9.
86535	MCKINLEY	McKinley Printing Co.	03/18/2021		2,607.00
86536	MidState	Mid-State Industrial Service inc	03/18/2021		1,838.40
86537	PAC150	Pacific Power	03/18/2021		1,271.04
86538	TYLE	Tyler Technologies	03/18/2021		594.00
86539	TYR392	Tyree Oil, Inc.	03/18/2021		373.14
86540	WeiWel	Welt & Welt, Inc	03/18/2021		576.69
					<hr/>
				Total for 3/18/2021:	26,699.63
					<hr/> <hr/>
				Report Total (50 checks):	98,714.49
					<hr/> <hr/>

CITY OF COBURG
GENERAL FUND BUDGET PERFORMANCE ANALYSIS
March 31, 2021

CURRENT BUDGET YEAR 2020-21

Account #	Account Name	HISTORICAL ACTUALS										2019-20	2018-19	2017-2018	2016-17	2015-16	2014-15	2013-14	Actual	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Budget	YTD ACT/PROJ	YTD BUDGET	Variance <small>(fwd)/unshd</small>	YTD %
		2013-14	2014-15	2015-16	2016-17	2017-2018	2018-19	2019-20																											
	TOTAL GENERAL FUND REVENUE	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	106,714	130,181	146,041	204,020	204,020	204,018	2,440,482	2,448,238	7,756.00	100%		
	PERSONAL SERVICES																	36,122	29,827	46,249	35,429	37,281	33,598	43,271	35,286	50,447	44,500	44,500	44,500	481,010	534,009	-52,999	-10%		
	ADMINISTRATION	100,974	296,470	279,982	305,091	339,253	412,997	448,344										7,589	-1,304	0	2,324	3,305	4,211	3,514	4,836	7,836	7,836	7,836	51,435	94,040	-42,605	-45%			
	PLANNING	52,923	1,173	32,473	49,664	60,154	87,192	79,098										14,508	34,264	55,590	35,032	36,270	37,011	40,363	37,473	52,605	43,817	43,817	474,567	525,796	-51,229	-10%			
	POLICE	313,959	268,003	279,231	284,948	354,383	390,597	401,572										6,060	8,176	10,707	8,176	8,705	8,176	9,146	11,753	9,158	9,158	106,724	109,889	-3,165	-3%				
	COURT	67,721	76,394	80,072	86,201	95,160	97,451	104,352										23,506	38,715	42,807	31,096	24,255	32,321	33,364	31,618	45,427	34,382	34,382	406,255	412,575	-6,320	-2%			
	PUBLIC WORKS	0	209,057	306,212	298,864	273,993	330,627	397,303										87,785	109,678	155,353	112,057	109,816	115,317	129,658	116,180	165,068	139,693	139,693	1,519,991	1,676,309	-156,318	-9%			
	TOTAL PERSONAL SERVICES	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	129,658	116,180	165,068	139,693	139,693	1,519,991	1,676,309	-156,318	-9%			
	MATERIALS AND SERVICES																	9,737	19,980	16,979	54,338	15,166	9,524	22,908	15,726	24,710	21,014	21,014	252,109	252,167	-58	0%			
	ADMINISTRATION	1,337,527	245,910	186,639	226,043	248,187	220,817	219,341										1,963	4,143	21,739	10,348	-10,431	2,174	5,637	10,834	4,201	8,290	8,290	75,483	99,485	-24,002	-24%			
	FACILITIES	0	0	77,228	97,833	170,524	82,624	153,795										15,306	2,084	1,691	16,536	34,355	2,387	17,951	19,969	4,115	13,328	13,328	154,372	159,930	-5,558	-3%			
	PLANNING	58,665	37,522	59,027	151,662	235,060	258,088	101,478										5,000	2,378	16	195	1,097	0	3,096	150	979	1,800	1,800	18,311	21,600	-3,289	-15%			
	ECONOMIC DEVELOPMENT	6,968	16,793	11,887	50,451	23,836	42,939	80,991										50,098	42,768	6,958	6,948	4,086	3,402	2,039	2,194	736	8,121	8,121	143,590	97,450	46,140	47%			
	PARK & PARK CAPITAL	0	0	0	0	0	0	0										-36	839	20,484	6,790	2,248	25,524	2,860	3,223	20,518	13,400	13,400	122,650	160,800	-38,150	-24%			
	POLICE	95,943	91,704	90,252	115,200	117,469	118,724	142,855										824	528	2,685	1,136	3,291	1,040	839	1,246	2,426	3,504	3,504	24,527	42,050	-17,523	-42%			
	COURT	64,848	44,586	22,943	19,796	28,606	27,291	38,908										82,892	72,720	70,552	96,291	49,812	44,051	55,330	53,342	57,685	69,457	69,457	791,042	833,482	-42,440	-5%			
	TOTAL MATERIALS AND SERVICES	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	55,330	53,342	57,685	69,457	69,457	791,042	833,482	-42,440	-5%			
	INTERFUND TRANSFERS-OUT																	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PARK FUND	0	82,342	97,000														0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	WATER CAPITAL FUND																	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PAYROLL ALLOCATION-PLANNING																	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	STREET FUND																	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SEWER FUND																	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL TRANSFERS OUT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL EXPENSES	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	184,988	169,522	222,753	209,150	209,150	2,311,033	2,509,791	-198,758	92%			
	TOTAL REVENUE/(LOSS)	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	-78,274	-39,341	-76,712	-5,130	-5,130	129,449	129,449	250,000	Contingency			
	CASH IN BANK BEGINNING																	960,747	989,637	784,768	641,242	557,458	797,685	1,219,147	1,138,946	1,102,061	1,048,666	1,043,536	1,038,406	129,449	129,449	583,675	Ending Fund Balance		
	Revenue/(Loss)																	28,890	-204,869	-73,393	-79,832	246,649	421,719	-78,274	-39,341	-76,712	-5,130	-5,130	-5,128	-5,128	-5,128	583,675	Ending Fund Balance		
	Balance Sheet Adjustments																	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	CASH IN BANK ENDING																	989,637	784,768	641,242	557,458	797,685	1,219,147	1,138,946	1,102,061	1,048,666	1,043,536	1,038,406	1,033,278	Projected Ending Cash	1,048,666	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.

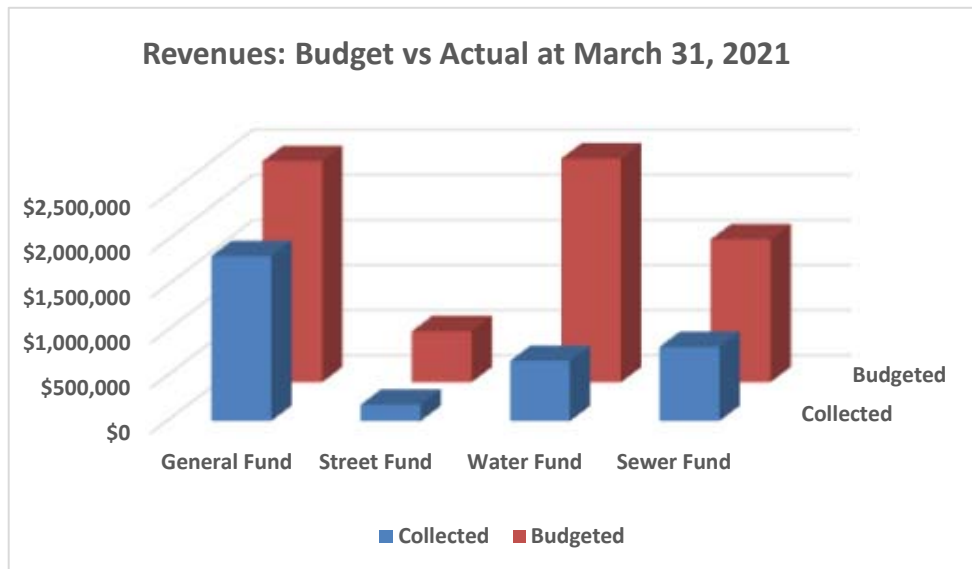
General Fund Cash
Park Reserve
Total Cash on Hand

921,518
127,148
1,048,666

CITY OF COBURG

REVENUES COLLECTED COMPARED TO BUDGET Fiscal Year To Date As Of March 2021

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$1,828,375	\$2,448,238	\$619,863	75%
Street Fund	\$182,425	\$564,822	\$382,397	32%
Water Fund	\$667,062	\$2,478,360	\$1,811,298	27%
Sewer Fund	\$821,638	\$1,582,603	\$760,965	52%
TOTAL ALL FUNDS	\$3,499,500	\$7,074,023	\$3,574,523	49%



Important Notes:

Overall revenues should be 75% if spread evenly throughout the year.

Budgeted revenues are net of Beginning Fund balance,

which means the budgeted amounts do not include Beginning Fund Balance

Property tax receipts for the month of February were \$20,701.

Water and Sewer Fees are above budget by 3% and 4%.

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

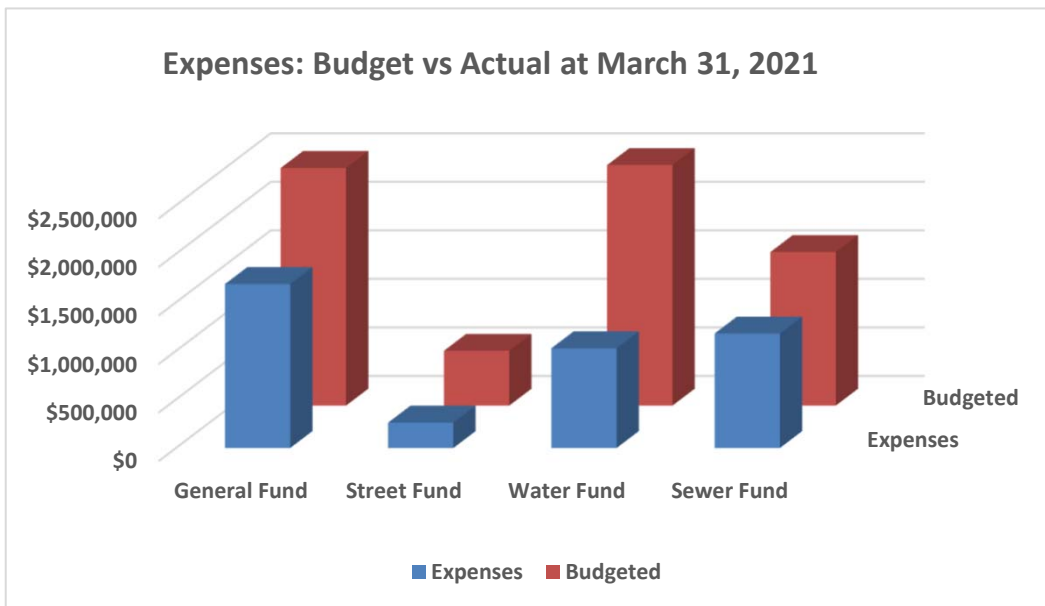
URA transfer to Sewer is made at the end of the year.

State shared revenues for the first quarter were \$12,283. We budgeted \$15,640 for FY 2021.

As of April 30th, the City has received \$818,209 in property taxes.

**CITY OF COBURG
EXPENSES INCURRED COMPARED TO BUDGET
Fiscal Year To Date As Of March 2021**

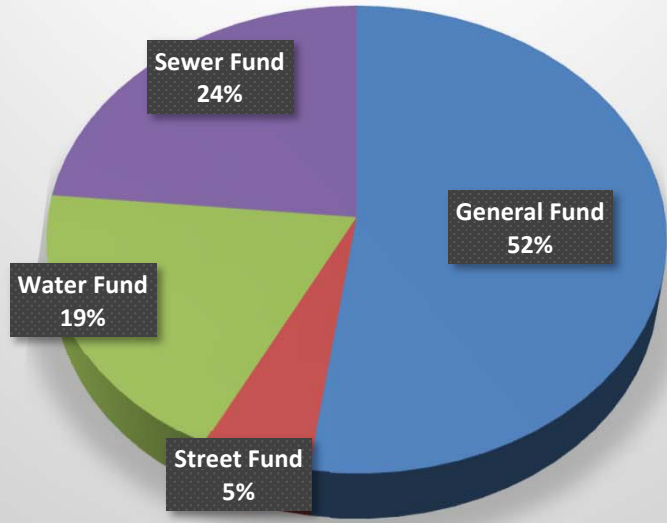
Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$1,688,413	\$2,448,238	\$759,825	69%
Street Fund	\$261,261	\$564,822	\$303,561	46%
Water Fund	\$1,026,747	\$2,478,360	\$1,451,613	41%
Sewer Fund	\$1,178,933	\$1,582,603	\$403,670	74%
TOTAL ALL FUNDS	\$4,155,354	\$7,074,023	\$2,918,669	59%



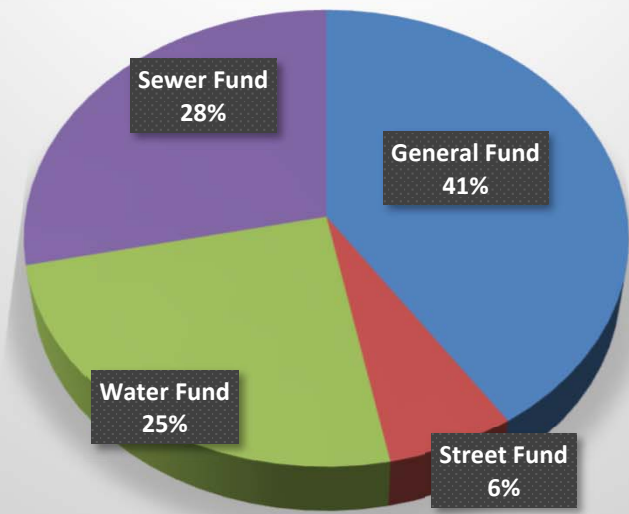
Important Notes

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

CITY WIDE REVENUES 3/31/2021



CITY WIDE EXPENSES 3/31/2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,343,466.00	146,041.21	1,828,374.79	1,515,091.21	0.00	1,515,091.21	45.31
	Fund Expense Sub Totals:	3,343,466.00	228,603.51	1,688,413.21	1,655,052.79	0.00	1,655,052.79	49.50
	Fund 001 Sub Totals:	0.00	82,562.30	-139,961.58	139,961.58	0.00		

General Fund

Item 9.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	1,254,312.00	19,795.99	182,425.39	1,071,886.61	0.00	1,071,886.61	85.46
	Fund Expense Sub Totals:	1,254,312.00	17,951.77	261,261.14	993,050.86	0.00	993,050.86	79.17
	Fund 003 Sub Totals:	0.00	-1,844.22	78,835.75	-78,835.75	0.00		

Street Fund

Item 9.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,459,251.00	475,150.79	1,089,716.95	2,369,534.05	0.00	2,369,534.05	68.50
	Fund Expense Sub Totals:	3,459,251.00	67,739.14	1,026,747.31	2,432,503.69	0.00	2,432,503.69	70.32
	Fund 004 Sub Totals:	0.00	-407,411.65	-62,969.64	62,969.64	0.00		

Water Fund

Item 9.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,879,686.00	82,342.09	821,637.58	3,058,048.42	0.00	3,058,048.42	78.82
	Fund Expense Sub Totals:	3,879,686.00	45,738.25	1,178,933.05	2,700,752.95	0.00	2,700,752.95	69.61
	Fund 005 Sub Totals:	0.00	-36,603.84	357,295.47	-357,295.47	0.00		

Sewer Fund

Item 9.



87 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)

KeyNotes

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For business accounts, if you have questions, you can speak to your Relationship Manager or call us at 800-821-2829.

For clients using a TDD/TTY device, please call 1-800-539-8336.

Public Transaction
CITY OF COBURG
GENERAL ACCOUNT

Beginning balance 2-28-21	\$1,568,164.74
91 Additions	+234,116.86
108 Subtractions	-285,409.58
Net fees and charges	-525.73
Ending balance 3-31-21	\$1,516,346.29

Additions

Deposits	Date	Serial #	Source	
	3-1		Key Capture Deposit	\$9,411.54
	3-1		Key Capture Deposit	6,463.41
	3-1		Key Capture Deposit	3,761.95
	3-1		Key Capture Deposit	1,614.97
	3-1		Merchant Svcs Merch Dep 8008238126	534.35
	3-1		Direct Deposit, Merchant S 8030298668	86.25

Additions
 (con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	3-2		Key Capture Deposit	10,449.87
	3-2		Merchant Svcs Merch Dep 8008238142	970.00
	3-2		Merchant Svcs Merch Dep 8008238126	758.80
	3-2		Key Capture Deposit	227.00
	3-3		Key Capture Deposit	4,723.21
	3-3		Key Capture Deposit	1,854.41
	3-3		Merchant Svcs Merch Dep 8008238126	1,471.37
	3-3		Merchant Svcs Merch Dep 8008238142	1,028.00
	3-4		Key Capture Deposit	2,882.11
	3-4		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,676.70
	3-4		Merchant Svcs Merch Dep 8008238142	182.00
	3-4		Key Capture Deposit	97.50
	3-5		Direct Deposit, City of Coburg Consumer	19,713.48
	3-5		Key Capture Deposit	8,434.66
	3-5		Direct Deposit, City of Coburg Cons Coll	3,576.00
	3-5		Key Capture Deposit	3,300.46
	3-5		Merchant Svcs Merch Dep 8008238126	1,416.71
	3-5		Key Capture Deposit	79.00
	3-8		Merchant Svcs Merch Dep 8008238126	1,231.25
	3-8		Merchant Svcs Merch Dep 8008238142	215.00
	3-9		Key Capture Deposit	20,332.10
	3-9		Key Capture Deposit	3,962.14
	3-9		Key Capture Deposit	3,390.99
	3-9		Merchant Svcs Merch Dep 8008238126	1,030.52
	3-9		Merchant Svcs Merch Dep 8008238142	770.00
	3-9		Key Capture Deposit	150.00
	3-10		Merchant Svcs Merch Dep 8008238126	7,764.74
	3-10		Key Capture Deposit	2,240.57
	3-10		Merchant Svcs Merch Dep 8008238142	25.00
	3-11		Direct Deposit, Pcs OR Trust Pcs OR Tr	3,538.65
	3-11		Key Capture Deposit	1,236.49
	3-11		Merchant Svcs Merch Dep 8008238126	694.88
	3-12		Merchant Svcs Merch Dep 8008238126	1,034.40
	3-12		Merchant Svcs Merch Dep 8008238142	545.00
	3-15		Merchant Svcs Merch Dep 8008238126	649.52
	3-15		Direct Deposit, Merchant S 8030298668	115.00
	3-16		Merchant Svcs Merch Dep 8008238126	1,466.12
	3-16		Merchant Svcs Merch Dep 8008238142	595.00
	3-16		Deposit Branch 0067 Oregon	232.00
	3-16		Deposit Branch 0067 Oregon	180.00
	3-16		Deposit Branch 0067 Oregon	100.00
	3-16		Deposit Branch 0067 Oregon	88.70
	3-16		Deposit Branch 0067 Oregon	73.75
	3-16		Deposit Branch 0067 Oregon	60.00
	3-16		Deposit Branch 0067 Oregon	35.00
	3-17		Key Capture Deposit	3,283.61
	3-17		Merchant Svcs Merch Dep 8008238142	1,270.50
	3-17		Merchant Svcs Merch Dep 8008238126	425.10
	3-18		Direct Deposit, Pcs OR Trust Pcs OR Tr	975.79
	3-18		Merchant Svcs Merch Dep 8008238126	927.20



Additions
 (con't)

Deposits	Date	Serial #	Source	
	3-18		Merchant Svcs Merch Dep 8008238142	640.00
	3-19		Key Capture Deposit	16,331.46
	3-19		Key Capture Deposit	5,588.48
	3-19		Key Capture Deposit	4,474.97
	3-19		Merchant Svcs Merch Dep 8008238126	1,126.04
	3-22		Merchant Svcs Merch Dep 8008238126	1,073.31
	3-23		Merchant Svcs Merch Dep 8008238126	830.96
	3-23		Merchant Svcs Merch Dep 8008238142	695.00
	3-24		Key Capture Deposit	23,454.51
	3-24		Merchant Svcs Merch Dep 8008238142	885.00
	3-24		Key Capture Deposit	470.00
	3-24		Merchant Svcs Merch Dep 8008238126	441.12
	3-24		Key Capture Deposit	100.00
	3-24		Direct Deposit, Merchant S 8030298668	86.25
	3-25		Key Capture Deposit	3,266.63
	3-25		Merchant Svcs Merch Dep 8008238126	571.80
	3-25		Merchant Svcs Merch Dep 8008238142	50.00
	3-26		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,322.80
	3-26		Merchant Svcs Merch Dep 8008238126	795.10
	3-26		Merchant Svcs Merch Dep 8008238142	465.00
	3-29		Merchant Svcs Merch Dep 8008238126	1,265.73
	3-29		Merchant Svcs Merch Dep 8008238142	325.00
	3-29		Direct Deposit, Merchant S 8030298668	86.25
	3-30		Key Capture Deposit	9,713.39
	3-30		Key Capture Deposit	8,311.92
	3-30		Merchant Svcs Merch Dep 8008238126	2,466.37
	3-30		Key Capture Deposit	245.00
	3-30		Merchant Svcs Merch Dep 8008238142	40.00
	3-31		Direct Deposit, Merchant S 8030298668	3,481.83
	3-31		Merchant Svcs Merch Dep 8008238126	430.10
	3-31		Deposit Branch 0067 Oregon	365.07
	3-31		Deposit Branch 0067 Oregon	145.00
	3-31		Deposit Branch 0067 Oregon	100.00
	3-31		Deposit Branch 0067 Oregon	100.00
	3-31		Deposit Branch 0067 Oregon	20.00
Total additions				\$234,116.86

Subtractions

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86266	3-25	\$10.00	86458	3-2	455.38	86466	3-2	1,051.91
*86390	3-12	45.25	86459	3-9	170.55	86467	3-1	108.00
*86430	3-16	100.00	86460	3-3	3.00	86468	3-1	1,861.16
*86440	3-1	352.27	86461	3-3	1,450.98	86469	3-1	19,294.52
*86454	3-2	691.21	86462	3-2	6,435.46	86470	3-2	28.65
86455	3-4	520.18	86463	3-3	240.00	86471	3-9	165.00
86456	3-1	958.32	86464	3-22	44.00	86472	3-1	171.91
86457	3-12	25.00	86465	3-4	426.20	86473	3-8	407.00

Subtractions

(con't)

Paper Checks

* check missing from sequence

<i>Check</i>	<i>Date</i>	<i>Amount</i>	<i>Check</i>	<i>Date</i>	<i>Amount</i>	<i>Check</i>	<i>Date</i>	<i>Amount</i>
86474	3-17	150.00	86495	3-17	50.96	86517	3-18	443.69
86475	3-4	200.00	86496	3-24	175.69	86518	3-15	1,035.00
86476	3-3	1,063.92	86497	3-16	1,638.48	86519	3-19	94.92
86477	3-17	250.00	86498	3-15	45.12	86520	3-22	598.46
86478	3-1	1,254.95	86499	3-16	29.00	86521	3-16	602.48
86479	3-3	961.96	86500	3-17	36.88	86522	3-22	337.00
86480	3-1	281.50	86501	3-15	639.49	86523	3-24	173.62
86481	3-1	1,425.00	86502	3-16	61.36	86524	3-30	182.20
86482	3-1	204.75	86503	3-15	80.63	*86526	3-22	313.96
86483	3-2	8,450.00	86504	3-16	315.11	86527	3-22	1,911.11
86484	3-8	2,521.14	86505	3-15	262.91	86528	3-23	119.73
86485	3-5	200.00	*86507	3-15	1,402.99	*86530	3-23	5,524.03
86486	3-2	89.00	86508	3-17	194.00	86531	3-22	174.07
86487	3-2	758.11	86509	3-18	571.79	86532	3-22	576.24
86488	3-2	637.50	86510	3-17	16,310.00	*86534	3-22	7,270.16
86489	3-2	45.95	86511	3-22	947.50	86535	3-22	2,607.00
86490	3-9	165.40	86512	3-15	335.25	86536	3-19	1,838.40
86491	3-15	62.85	86513	3-17	163.74	86537	3-23	1,271.04
86492	3-17	40,075.77	86514	3-17	280.00	86538	3-22	594.00
86493	3-15	675.00	86515	3-18	2,253.30	86539	3-22	373.14
86494	3-15	664.00	86516	3-15	1,952.50	86540	3-22	576.69

Paper Checks Paid \$149,516.39

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	3-1		Merchant Svcs Merch Fee 8008238126	\$1,346.13
	3-1		Direct Withdrawal, Asi Hc210226	435.00
	3-1		Merchant Svcs Merch Fee 8008238142	304.80
	3-2		Direct Withdrawal, City of Coburg Dir Dep	27,869.06
	3-2		Direct Withdrawal, Merchant S 8030298668	155.09
	3-3		Direct Withdrawal, Invoice PA 2065Billing	91.05
	3-5		Direct Withdrawal, City of Coburg Return	26.00
	3-8		Direct Withdrawal, Cis Trust 5037633834	22,350.01
	3-10		Direct Withdrawal, Irs Usataxpymt	9,043.89
	3-10		Direct Withdrawal, OR Revenue Dept Taxpayment	2,580.90
	3-10		Direct Withdrawal, KeyBank Auto Pymt	2,499.15
	3-10		Direct Withdrawal, Asi Asi Fees	18.75
	3-12		Direct Withdrawal, Employer Contrb Pers Cntrb	10.27
	3-16		Direct Withdrawal, City of Coburg Dir Dep	25,697.62
	3-17		Direct Withdrawal, Invoice PA 2065Billing	94.15
	3-24		Direct Withdrawal, Irs Usataxpymt	8,456.29
	3-24		Direct Withdrawal, OR Revenue Dept Taxpayment	2,413.63
	3-29		Direct Withdrawal, Valic Eremit Prm	4,114.69
	3-29		Direct Withdrawal, Asi Hc210326	435.00
	3-30		Direct Withdrawal, City of Coburg Dir Dep	27,860.66
	3-31		Direct Withdrawal, Invoice PA 2065Billing	91.05

Total subtractions \$285,409.58



Fees and charges

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
3-8-21	Feb Analysis Service Chg	1	525.73	-\$525.73
Fees and charges assessed this period				-\$525.73

See your Account Analysis statement for details.



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

RTMLX T 908 00000 R EM T1
CITY OF COBURG
POLICE EVIDENCE TRUST
PO BOX 8316
COBURG OR 97408-1310

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Public Transaction
CITY OF COBURG
POLICE EVIDENCE TRUST

Beginning balance 2-28-21	\$100.00
Ending balance 3-31-21	\$100.00

Fees and charges

See your Account Analysis statement for details.



RETURN SERVICE REQUESTED

>000259 7369414 0001 092348 10Z

Received by
City of Coburg





APR 08 2021

00309949
NSP 720

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



Managing Your Accounts

-  Office Address 96 East Broadway
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
02/27/2021	Beginning Balance	\$87,103.76
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
03/31/2021	Ending Balance	\$87,103.76





Account Statement - Transaction Summary

For the Month Ending **March 31, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Oregon LGIP

Opening Balance	1,180,982.73
Purchases	31,911.09
Redemptions	(0.15)

Asset Summary

Oregon LGIP	March 31, 2021	February 28, 2021
	1,212,893.67	1,180,982.73
Total	\$1,212,893.67	\$1,180,982.73

Closing Balance

Dividends	\$1,212,893.67
	611.75



Account Statement

For the Month Ending **March 31, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					
03/01/21	03/01/21	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 5969) - February 2021	1.00	(0.05)	1,180,982.68
03/01/21	03/01/21	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - February 2021	1.00	(0.10)	1,180,982.58
03/11/21	03/11/21	Lane County - Tax Seg for Feb 01-28-2021	1.00	20,701.06	1,201,683.64
03/16/21	03/16/21	ODOT - ODOT PYMNT	1.00	10,598.28	1,212,281.92
03/31/21	04/01/21	Accrual Income Div Reinvestment - Distributions	1.00	611.75	1,212,893.67

Closing Balance **1,212,893.67**

Opening Balance		Closing Balance	1,212,893.67
Purchases	1,180,982.73	Average Monthly Balance	1,200,495.69
Redemptions	31,911.09	Monthly Distribution Yield	0.60%
	(0.15)		

Closing Balance	1,212,893.67	Fiscal YTD July-March	625,978.90
Dividends	611.75		1,086,915.92
			(500,001.15)



Account Statement - Transaction Summary

For the Month Ending **March 31, 2021**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Oregon LGIP

Opening Balance	1,403,152.05
Purchases	715.03
Redemptions	0.00

Closing Balance	\$1,403,867.08
Dividends	715.03

Asset Summary

Oregon LGIP	March 31, 2021	February 28, 2021
	1,403,867.08	1,403,152.05
Total	\$1,403,867.08	\$1,403,152.05



Account Statement

For the Month Ending **March 31, 2021**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					
03/31/21	04/01/21	Accrual Income Div Reinvestment - Distributions	1.00	715.03	1,403,867.08
Closing Balance					

	Month of March	Fiscal YTD July-March	
Opening Balance	1,403,152.05	1,492,958.48	Closing Balance
Purchases	715.03	9,234.80	Average Monthly Balance
Redemptions	0.00	(98,326.20)	Monthly Distribution Yield
			0.60%

Closing Balance	1,403,867.08	1,403,867.08
Dividends	715.03	9,234.80



Account Statement - Transaction Summary

For the Month Ending **March 31, 2021**

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

Oregon LGIP

Opening Balance	83,091.21
Purchases	42.34
Redemptions	0.00

Closing Balance

Dividends	\$83,133.55
	42.34

Asset Summary

Oregon LGIP	March 31, 2021	February 28, 2021
	83,133.55	83,091.21
Total	\$83,133.55	\$83,091.21



Account Statement

For the Month Ending **March 31, 2021**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					
03/31/21	04/01/21	Accrual Income Div Reinvestment - Distributions	1.00	42.34	83,091.21
Closing Balance					
83,133.55					
Opening Balance					
83,133.55					
Purchases					
				83,133.55	
Redemptions					
				83,092.58	
				0.60%	
Closing Balance					
83,133.55					
Dividends					
				533.27	



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Committee and Commission Meeting Minutes

Meeting Date: May 11, 2021

Staff Contact: Sammy Egbert, City Recorder

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

REQUESTED COUNCIL ACTION:

No action requested information report requested by City Council.

Suggested Motion: Information only

CITY COUNCIL GOAL

Committee & Commission Communication

BACKGROUND

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

PURPOSE

The purpose is to provide City Council with monthly updates on what Planning Commission, Heritage Committee, Park/Tree Committee, Ad-Hoc Committees and Finance Audit Committee are working on.

ATTACHMENTS

- A. 3/31/2021 Planning Commission Special Meeting
 - B. 4/8/2021 Code Review Ad-Hoc (Mtg 4)
 - C. 4/14/2021 Heritage Committee
 - D. 4/20/2021 Park Tree Committee
-



Coburg Planning Commission
Special Meeting
March 31, 2021 7:00 P.M.
Via Video Conference

COMMISSIONERS PRESENT: Chair Paul Thompson, Marissa Doyle, Seth Clark, John Marshall, Commissioners.

COMMISSIONERS ABSENT: Jon Derby, William Wood, Judith Behney.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Henry Hearley, LCOG Associate Planner; Megan Winner, Planning Technician and Economic Development Assistant and Nancy Bell, City Council Liaison

GUESTS: Mike McNutt, Teresa Bishow, Dave Bakke, Duane Farnham.

1. CALL MEETING TO ORDER

Chair Thompson called the meeting to order at 7:00 p.m.

2. ROLL CALL

Chair Thompson took the roll and stated that a quorum was present.

3. AGENDA REVIEW

There were no changes made to the agenda.

4. APPROVAL OF MINUTES

MOTION: Commissioner Marshall moved, seconded by Commissioner Doyle, to approve the January 20, 2021 and February 23, 2021 Planning Commission minutes as presented. The motion passed unanimously.

5. PUBLIC TESTIMONY

There was no public comment.

6. COMMISSION BUSSINESS | Public Hearing

Mr. Hearley noted that the property fronted Roberts Road and was zoned as light industrial. The applicant wanted to do interior renovations to house the new collision auto-body repair and paint shop. They also wanted to create a breeze way between the two buildings. The applicant hired a traffic engineer to do a traffic study. All issues that were found were fixed.

The Coburg Code did not specify off-street parking for industrial zones, so the issue came to the Planning Commission for direction. The applicant proposed 30 off-street parking spaces. That number was based off the 25 employees and five spots for additional guests. Staff found the proposal to be acceptable.

Mr. Hearley mentioned that a Landscape Architect was hired to submit the Landscape Plan. The sight would have 21% landscaped areas. The applicant would be adding four new shrubs and one new tree, as well as an underground irrigation system.

There were two recommended conditions for approval from staff to the Planning Commission. First, prior to the commencement of construction activities, the applicant shall submit for and obtain the required building permits. Second, details of utility connections, including wastewater system design, pretreatment and waterline details shall be reviewed during the building permit process, and approved prior to occupancy. Mr. Hearley stated that staff recommended approval of the application.

Commissioner Thompson opened the public hearing.

Ms. Bishow thanked staff for their dedication to assisting them moving forward with the location. She said that the people at Kendall Auto Group were compassionate and knowledgeable about cars and how they can be helpful to drivers. Ms. Bishow thought their presence would stimulate the community and add to the Coburg community.

Mr. Farnham appreciated all the work from staff and was happy to see how quickly they were moving through the timeline.

Commissioner Marshall asked how far out the traffic study went from the location. Traffic on Willamette and Pearl had been an ongoing issue and he wondered if they should have been included. Mr. Hearley replied that they looked at that intersection and Lane County got involved. The concern Lane County raised was that more traffic would come from that area.

Commissioner Thompson closed the public hearing.

MOTION: Commissioner Marshall moved, seconded by Commissioner Doyle, to approve land use file SR-01-21 Kendall Auto Group Site Design Review based on the recommendations, conclusions, findings, and conditions included in the staff report.

VOTE: The motion passed – 4:0.

7. CITY UPDATES

Ms. Heath mentioned that Lane County moved into a COVID-19 low-risk rating. City Hall opened, but everyone was continuing to stay six feet apart and wear masks. There was still a minimum number of people inside the building.

The I-5 bore project had just been finished. Ms. Heath said everything went well and the next step would be connecting the waterlines. The annexation application had been received and a traffic study was being done through ODOT. She mentioned that the Planning Commission might not see that until May. Commissioner Thompson asked if City Council would be making that decision or if the Planning Commission would. Ms. Heath replied that the Planning Commission would make a recommendation, but City Council would make the final decision.

Ms. Heath shared that the City applied for a few grants. One was a Travel Oregon grant to create a bike hub. For that grant they received \$11,000. Partnered with other funding the project had a total of \$50,000 behind it. They hoped it would be done by July or August. There would be a bike parking area with tables (potentially picnic tables) and maybe some lockers.

Another grant was submitted that day to fund a pop-up pavilion through Travel Oregon. They hoped that having it would make more people stop in Coburg. It included circle tables with solar panels attached to them so they could be used as charging stations. They would be useful during power outages. Ms. Heath said that Travel Lane County wrote them a letter of support along with their application. They were asking for \$100,000.

Ms. Heath said that they were going to look at City Planner applications the next day. They were hopefully that there would be applicants that would lead to interviews. If they did not find anyone, they would continue working with Henry Hearley through LCOG.

City Council had met the day before in a work session to talk about the Transportation Utility Fee (TUF). The program was moving forward and would go to City Council in June for a public hearing.

Ms. Heath shared the Planning Commission's working goals. The document would be sent out to everyone after the meeting. They had made one of their goal's education, but she wanted to know if they had anything specific in mind when they said that. Commissioner Clark said they wanted to do broad education. Ms. Heath said they were looking at having trainings at future Commission meetings.

Commissioner Thompson was curious about how public safety had not been included in the goals. He knew that it was an issue that was talked about a lot among the residents. Ms. Heath informed him that that was included in their goals and that the police were also aware and working on the issue. Police hours had been expanded to cover more late hours as a result.

Commissioner Marshall asked for an update on the Code Review. Ms. Heath said that the Committee was working on reviewing the code. They were looking to tie the Transportation Plan to the Code Review as well. She said they would see more information in May.

8. ADJOURNMENT

Commissioner Thompson adjourned the meeting at 7:56 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Planning Commission of the City of Coburg on this 21st day of April 2021.

Paul Thompson, Planning Commission Chair

ATTEST:

Sammy L. Egbert, City Recorder



**Code Review
Ad-Hoc Committee**
April 8, 2021 5:30 p.m.
Coburg City Hall
91136 N Willamette St.

MEMBERS PRESENT: John Fox, Patty McConnell, City Councilors; Marissa Doyle, Planning Commission; Alan Wells, Business Owner; Cathy Engebretson, Jerry Behney, Citizens At-large.

MEMBERS ASBENT: Paul Thompson.

STAFF: Megan Winner, Anne Heath

1. Call the Meeting to Order

Councilor Fox opened the meeting of the Code Review Ad-Hoc Committee at 5:36 p.m.

2. Roll Call

Ms. Heath called roll. A quorum was present.

3. Approval of Minutes

Councilor Fox noted that the beginning time on the minutes said “7:00 p.m.” but they started at 5:30 p.m.

MOTION: Councilor McConnell moved, seconded by Mr. Behney, to approve the March 25, 2021 Code Review Ad-Hoc Committee minutes as amended. The motion passed unanimously.

4. Identify Topics for Review

a. Code Specific

Councilor Fox found a light ordinance which he wanted the Committee to talk about at a future meeting.

Councilor Fox was concerned with parking and making sure buildings fit a specific look. Councilor McConnell had talked with Ms. Engebretson about what could be done to restrict buildings. Ms. Winner asked if issues were around the type of store, Dollar General, or how it looked. Councilor McConnell replied that both were an issue.

Ms. Heath said that they were able to put restrictions into the code to make a building look a certain way. Mr. Wells noted that it could be a slippery slope. While they could restrict certain types of usage, he was unsure how they could legally restrict building façade. The issue was what a City wanted a building to look like and what an owner might want it to look like could be very different. Mr. Wells was unsure if the City should restrict owners, since it would apply to more than just big corporations like Dollar General. Councilor Fox thought restricting building size would be the most beneficial. Mr. Wells agreed that it was more reasonable. Restricting type of business could hurt all business owners. Ms. Engebretson said that they should get professional advice, but she thought they could restrict certain uses without issue.

Ms. Engebretson noticed that people had an issue with chains being in Coburg. She questioned if having local chains (Market of Choice, Café Yum, etc.) would be better. She thought it was more appropriate than national chains. Ms. Heath knew that there were cities that were able to get large corporations to modify their normal structure to fit the façade of the rest of the town. She was unsure what their code looked like to allow it but would investigate more details. Ms. Doyle thought that there were distance limits as well to keep businesses from being on every corner.

Councilor McConnell wanted them to promote small local businesses. She thought that the citizens of Coburg were interested in the community. Mr. Wells agreed with her but said that it was a land use issue since they could not keep corporations out. The best they could do was restrict how large of a building they could have or limit the design. He added that limiting parking might also keep corporations out.

Ms. Doyle said that limiting franchises might not be in their best interest. There were some stores, like Ben & Jerry's which could fit in well and make a lot of the community happy. She had fond memories growing up of going there with her family. The way to limit development was to focus on parking, facades, building size, and other things like that.

Ms. Winner had heard from the State Historic Office that putting regulations on buildings could be hurtful to buildings that were already registered. If they specified what historic homes should look like it might limit what could be considered historic and leave some structures out.

Councilor Fox said that next steps would be getting more code information from staff about what other cities do.

Ms. Engebretson knew that Coburg had a Historic District and certain rules around those houses but wondered if they could add anything for structures outside of the District. Ms. Winner mentioned that they had maps available that listed the properties in the Historic District. Councilor Fox thought it would be nice to add plaques to houses which were older. Ms. Winner said that for each house to do it themselves would be a lot of paperwork. Ms. Doyle mentioned that the Heritage Committee had received a grant which they would use partially to give out awards which would be in the form of plaques. They had just started those conversations.

5. Future Meetings | Dates to Remember

Next Code Review Ad-Hoc Committee Meeting: April 22, 2021

6. Adjournment

Councilor Fox adjourned the meeting at 6:36 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Code Review Ad-Hoc Committee on this 6th day of May 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Chair of Ad-Hoc Committee



Coburg Heritage Committee
 April 14, 2021 – 6:00 p.m.
 Virtual Meeting – City Hall
 91136 North Willamette St.

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

COMMITTEE MEMBERS ABSENT: Stephan Sheehan

STAFF PRESENT: Megan Winner, Anne Heath.

1. Call Meeting to Order

Ms. Doyle opened the Heritage Committee meeting at 6:01 p.m.

2. Roll Call

Ms. Winner called roll. A quorum was present.

3. City Council Goals and Workplan

Ms. Heath said that she was talking to each Committee about their goals. She said that each quarter they would list new goals and talk to City Council about the progress with their other goals. Committee goals were submitted to City Council because they incorporated some goals from each group into their own goals. City Council set goals every five years. Currently they were three years in, and City Council added the Citizen Committees and Commissions goal to their plan.

Ms. Heath shared City Council's goals for 2021-2022 and the Committee work sheet for keeping track of their goals.

Ms. Sardell asked if they had to use the work sheet. Ms. Heath replied that they did not, it was just created to give all Committees something to start with.

Ms. Heath stated that the City would get the Independent Order of Odd Fellows (IOOF) building on June 1, 2021. Ms. Winner would be talking with Mayor Smith about infrastructure on the building and possible grants they could apply for. If the Heritage Committee wanted to be a part of the buildings redesign, then they should reach out to Ms. Heath.

4. Committee Business

- Preservation Award Plaques Selection Process Discussion

Ms. Winner said that they were awarded the grant and since applications were low, they might get an extra \$1,500. Without the extra funds, they would receive \$7,223.

Ms. Winner wanted them to start talking about the type of plaque they wanted and which structures got them. Ms. Sardell wondered if they could do community nominations for the first round. Ms. Shattuck added that they could use the community newsletter to advertise. Ms. Winner said that the newsletter deadline for the May/June addition was the following week.

Ms. Sardell thought flat plaques might be a good choice but was unsure how quickly they deteriorated.

Ms. Shattuck asked how much each plaque would cost. Ms. Winner responded that it depended on what type of plaque they wanted. They had a nice budget with the extra funds to do whatever plaque they wanted. She was unsure if there was a standard plaque. Ms. Sardell knew there was a standard. She said that online plaques ranged from \$54 to \$315 but they were more basic. Ms. Sardell wanted them to prioritize buying them local.

Ms. Winner asked what they wanted to put on the plaque. She liked the idea of having some information on it and not just the structure title. Ms. Doyle wondered if they could put the new Coburg Historic logo on the plaques. Ms. Winner would investigate adding the logo.

Ms. Sardell asked if any structures came to mind for awards. Ms. Winner thought they could start with the downtown locations and then move to residential. She thought the Committee should pick recipients that year and then maybe they could have the City vote in 2022. Ms. Sardell thought they should award the oldest buildings first. It would be quick and would not show any bias.

Ms. Sardell thought they could wait until the next meeting to move forward on the plaques. In the meantime, they should make the public aware that these awards would be given out. Hopefully, they could keep people involved in the process until the next year.

Ms. Winner asked if someone wanted to volunteer to write something for the newsletter. Ms. Sardell volunteered.

Ms. Doyle asked when they would get plaques out to recipients. Ms. Winner responded that they wanted to announce recipients in May, but they still had to agree on what they would say. She hoped they would have the plaques installed by the Fall.

Ms. Shattuck asked how many plaques they would give out. Ms. Winner replied that they would give out three in 2021 and three in 2022.

- Development Code Discussion

Ms. Doyle said that the Code Review Ad-Hoc Committee met the week before. She informed them that they would be awarding plaques to some historic structures. They talked about issues around parking and building size and how restricting them could keep corporations out. She informed them that what was included for historic code was vague. Ms. Doyle would update them as more happened.

Ms. Doyle said the Ad-Hoc Committee would continue talking about what they wanted changed in the code and then go to City Council. Afterwards the code would be reworked.

5. Future Meetings | Dates to Remember

- Next Heritage Committee Meeting: May 12, 2021
- Oregon Heritage Virtual Summit: April 29 – 30, 2021

Ms. Winner said that if any Committee members wanted to go to the Oregon Heritage Virtual Summit to let her know.

6. Approval of Minutes

MOTION: Ms. Sardell moved, seconded by Ms. Shattuck, to approve the March 10, 2021 Heritage Committee minutes as presented. The motion passed unanimously.

7. Adjournment

Ms. Doyle adjourned the meeting at 6:48 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by Heritage Committee on this 12th day of May 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Marissa Doyle, Chair

DRAFT



Coburg Parks | Tree Committee
City Hall, 91136 N. Willamette
April 20, 2021 – 6:00 p.m.

5:00 PM

Park Tree Committee Work Session

Park Tree Committee met at the Memorial flag pole area at Norma Pheiffer Park prior to the regular scheduled meeting. They discussed design and ideas for updating the flag pole area of the park.

6:00 PM

Park Tree Committee Regular Meeting

COMMITTEE MEMBERS PRESENT: Mary Mosier, Chair; Lonna Meston, Coleen Marshall, Joe Morneau, Claire Smith, Karen Coury, Tom Beatty,

COMMITTEE MEMBERS ABSENT:

STAFF PRESENT: Brian Harmon, Public Works; Ty Wilson, Public Works; Megan Winner, Planning and Economic Planning Assistant; Anne Heath, City Administrator.

1. Call to Order and Roll Call

Ms. Mosier called the Park | Tree Committee to order at 6:00 p.m.

2. Agenda Review

Ms. Smith wanted them to look at their work plan if they had time. It would be good to go over what they wanted to keep on it and what to remove.

3. Approve Minutes from the March 16, 2021 Work Session and Regular Meeting

Ms. Mosier noted that on page two there was a note from Sammy about clarifying their recommendation.

Ms. Smith noted under the sub-Committee report it said that “too” trees were tagged, that should be “two”.

MOTION: Ms. Coury moved, seconded by Ms. Meston, to approve the March 16, 2021 Park | Tree Committee minutes as amended. The motion passed unanimously. 7:0

4. City Updates

- City Administrator’s Report

5. Committee Business

a. Flagpole Design Options

Mr. Beatty presented the Committee with some designs for the flag poles. He went over the dimensions for the plan. Ms. Mosier asked if he could get the medallions.

MOTION: Ms. Smith moved, seconded by Mr. Morneau, to approve the plan presented to approve the Veteran’s Area at Norma Pfeiffer park. The motion passed unanimously.

Mr. Beatty would work with Mr. Harmon concerning the sidewalk.

Ms. Meston asked if the City Council or Heritage Committee should be involved in this plan before it moved forward. Ms. Heath said once their final drawing and budget were finalized, they should inform City Council. They did not have to go to the Heritage Committee, but they could. Ms. Mosier thought they should at least let them know that it was being done.

b. Jacob Spores Planting

Mr. Beatty said that him and Ms. Meston would be planting two additional trees at Jacob Spores park along with Public Works. Some landscaping and planting had to be done around the sign. They planted their traditional plants as well as some grass. He said that him and Ms. Meston were talking about moving the hydrangeas because they were not doing well in their new spot because of the weather.

c. Tree Sub Committee Report (Cherry Trees at Norma Pfeiffer)

Mr. Beatty, Ms. Meston, and Public Works had a conversation about pruning the cherry trees at Norma Pfeiffer park. Some of them had been badly pruned in the past, possibly as a result from all the traffic on the street. He had a friend who was a certified arborist who would look at them.

There were two spruce trees and one golden chain tree at the North end of the park that the sub-Committee thought should be removed. They were mostly dead wood and should be taken down.

Mr. Beatty mentioned the maple trees across the park needed some type of protection to keep cars safe from debris. There was also a filbert tree behind the restrooms that was dead and should be removed.

Ms. Mosier asked what they would do with the dead wood. She wondered if they could make it into firewood for the community. Mr. Harmon responded that they could. They usually chipped the wood and used it for other projects.

d. Arbor Day Plan

Ms. Mosier said that they could plant the two trees at Jacob Spores and the one tree at Pavilion park for Arbor Day. She asked who would be there. Mr. Harmon replied that it would be the Committee and some of staff. He did not expect all the Public Works team to be there.

e. City Administrator Multiply Topics

Ms. Heath reported that the City got funding for an outdoor space which would bring people into the area. The proposal was for a pop-up plaza, which would have tables, potentially with charging stations, trashcans, and signs. The tables were wheelchair accessible as well. She said that the plaza could either be put out all season and put away the rest of the year, or it could be moved around. Staff had been talking about creating some type of patio area across from the ice cream parlor in the park. They thought it could be a good spot for the plaza since it would encourage people to get take-out from the area. Also, groups sometimes met there, and this would provide more sitting options for them. Staff wanted to get input from the Park | Tree Committee on the idea of building a brick patio in that area of the park.

Ms. Mosier asked if the plaza could be put in the grass or if a patio had to be built first. Ms. Heath replied that it could be put in the grass, but they would eventually want to decide on a more permanent location for it.

Ms. Meston liked the idea of having the plaza near McKenzie Street, since it was an underused portion of the City. She had seen people bring chairs into the park so including tables would be great. She asked if they had space to store the plaza. Mr. Harmon replied that they were hoping to get funds for a trailer to keep the plaza in. It would be great to have in case they wanted to move the plaza.

Ms. Mosier was concerned with the charging stations. It might invite people to stay there all day. She wondered if it was necessary. Ms. Heath noted that there was electricity at the park at that time and it had not caused any issue. In an emergency and someone needed to charge a device, it would be very helpful. They could make it so not every table had a charging port. Mr. Harmon noted that more grants were being funded if they incorporated resiliency into the project. That was one reason they included the charging ports into their grant. If they had an issue in the future, they could always take the ports off.

Mr. Morneau asked if they could get charging ports for electric vehicles. Mr. Harmon said that was not an issue for them yet. Ms. Heath mentioned someone who wanted to buy property in the area and who would need an electric charging station.

Ms. Heath reported on the annexation property. She was in favor of incorporating the open space into the annexation property. Their code said that the same kind of space as a park had to be included. It could be a walking path, trees, or sports areas. The developers could opt out of a park area if they wanted to give money instead. The City could then use that money to purchase land in another area and build a park. Ms. Heath recommended that they dealt with this issue at the time of the annexation instead of waiting for the master plan to be developed.

Ms. Mosier liked the idea of having one big green space instead of a few small spots. They could put a sports field on it and provide kids with more areas to play. Mr. Harmon noted that their options were limited because of the annexation. Ms. Heath added that if they wanted to consider keeping the space, they should remember that the land is currently zoned as light industrial. She would have to look into the code more to see if building a sports field was possible.

Ms. Heath was going to contact the owner and see if they were comfortable coming to talk to the Committee in May.

f. Bike Hub Presentation and Discussion

Ms. Winner reported that they had already secured funding for the bike hub, so the project was moving forward. Coburg was the bottom anchor of a Willamette scenic bike path. The bike hub would provide shelter, information on the area, water bottle filling station, lockers, and a bike repair station. It would be put in Pavilion park at the North end. Ms. Winner met with the architect that morning to work on the design. After that they would open for construction bids in May. They hoped to have it completed by the latest in August 2021. \$38,000 was granted through regional partnerships, and \$11,700 through Travel Oregon if they finished the project in six months.

Ms. Marshall asked if there would be restrooms as well. Mr. Harmon replied that there were bathrooms available in the park and they should not need to build more.

g. Dari Mart Landscaping

Mr. Morneau said that he got the approval of Dari Mart to do make improvements along the front along Mill Street. The plan was to put in a dry riverbed, which Mr. Beatty and Ms. Meston had designed. He said there would be ten to twelve shrubs, mostly on the North side of the planter boxes.

Ms. Smith noted that that area used to be where a pond was. She understood that they could not put a pond or anything in that area but asked if they could have something that would hold water when it rained. Mr. Morneau replied that they could not since it would cause draining issues. Ms. Smith thought it would be fun to include a picture of the pond.

h. Work Party Plan for April at Johnny Diamond Park

Ms. Marshall reported that her and Mr. Beatty, Ms. Meston, and Ms. Mosier started working at Johnny Diamond park around 9:00 a.m. pulling weeds around the fence. They got a lot done but were not able to finish in time. More work should be done around the sign.

Ms. Mosier asked if finishing the work around the sign was a good project for their next work party. Ms. Marshall thought it would work well. She said they would meet on May 10, 2021 at Johnny Diamond Park at 9:00 a.m. Ms. Mosier added that if they had time left over, they could go to Pavilion park and clean up around there.

Ms. Meston noted that they had leftover grass that they could give to Public Works to use.

i. Booth Kelly Signs

Ms. Coury found some signs that she really liked but was unsure how many they would want to order. She thought everyone could type up a blurb on what the botanical signs would say. Then Ms. Smith could take them to the Heritage Committee to look at. They might be able to get a grant for more signs. She could attend one of their meetings, or a Heritage Committee member could come to a Park | Tree meeting.

j. Work Plan Projects

Everyone looked at their current list of projects. The first one on there was about putting chess tables in Norma Pfeiffer. She wondered if that could be included in the pop-up plaza. They would put that project on hold.

Ms. Mosier thought that painting the lamp posts was a maintenance issue so they could take that off the list. If they wanted to change the color, they could be involved.

Mr. Harmon said he was working on the trails and signs on industrial way so it should stay on the list. He said that the information kiosk was getting new rain gutters, after that they would move to cleaning the pavilion. They just purchased a new power washer that could clean the structure.

k. Budget

Mr. Harmon said that they had \$15,000 total. It would be \$4,000 for the kiosk roofing and another \$4,000 for the trailer. That left around \$7,000 for the Committee to use to potentially get play equipment for Jacob Spores park. He wanted a quick decision to get it purchased in the current fiscal year.

Mr. Harmon will be asking for more capital money in the budget. He wanted to buy a new lawn mower and allow for some extra funds for other projects or anything that popped up. The proposed budget would be shown to the Committee at their next meeting.

6. Adjournment

Ms. Mosier adjourned the meeting at 7:42 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Parks & Tree Committee of Coburg this 16th day of March 2021.

Chair, Mary Mosier

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: April 13, 2021

Staff Contact: Anne Heath, City Administrator

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

The following is an overview of important activities during the month of March, 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

- As the County moved back to extreme on April 20, 2021, all public meeting are anticipated to be by zoom for the month of May and possibly June. Staff continues to plan for conducting hybrid meetings for City Council and Planning Commission. This would allow for an in-person meeting while installed cameras in the City Council Chambers would allow for a public stream so that they could watch the meeting from home. Those wanting to make public comment could do so in person, or they would have the option to phone in. As soon as the staff can arrange for the project to be complete, the Council may return to in person meetings so long as the Covid risk does not increase in the county.
- City hall front door is unlocked. However, staff meetings are by appointment only. Visitors must maintain a six-foot distance and wear masks when inside City Hall. Staff are encouraged to continue all Covid-19 protocols while working in City Hall.

Water Project Update

- The survey of the easements to the reservoir site has been completed. It has been determined that some easements can be moved and alleviate some unnecessary logging of timber, boulder removal, etc. The City will maintain all easements until the engineering and construction of the project in the event that we run into issues that must be resolved.

Economic Development

- The City of Coburg did not receive the grant for the pop-up plaza. Staff will continue to look for grants for providing more visitor seating and gathering in the downtown area.
- The Bike Kiosk is being designed. Once a draft design is completed it we will share it with the kiosk committee which has representatives of the Park & Tree Committee. It is anticipated that this project will be completed by late summer.

Planning Position

- Due to the fact that we did not have the candidate expertise to hold a hiring process for Planning Director, we have made the decision to post an internal position for a staff planner. We will then continue to contract with Lane Council of Governments for higher level planning projects.

American Rescue Plan

- Staff continue to seek and receive information regarding the disbursement of the funds, as well as the requirements for spending them. The Council poll that was sent out received responses back from four Councilors and the Mayor. Information regarding the rating of projects is contained in this packet.

Budget Process

- The budget meeting will be held by zoom. Packets will be available both electronically and with the traditional binders. Information is tentatively scheduled to be disbursed by May 11th. Binders will be delivered to the doors of the Councilors and Citizen Budget Committee members

Transportation Plan

- The necessary changes to the plan are being completed and it is anticipated that there will be a draft available to City Council in June. The changes to this document will only be to correct the items that were tied to the Urban Growth Boundary as well as make a recommendation for solving the transportation issue created by the land-locked residential lands.

Alley Vacation

- At the last City Council meeting there was a discussion regarding an alley vacation. Several residents were encroaching on the Alley. Council directed staff to have the alley surveyed so that it could be determined which were actually encroaching and by how much. Staff engaged the City Engineering staff to conduct and survey and the results of that survey are expected very soon. Staff will bring the results and a staff report on the situation to the June City Council meeting. Council discussed other alleys in the City that the City needed to look at. This would be a substantial amount of resources and staff time and is currently not on the staff work plan. If City Council wish to add it to the workplan then they should make a motion and give staff direction to do so.

Zoning Code Review Committee

- The Committee has decided to focus their energy on the Downtown Corridor Central Business District. They will be discussing changes over the next couple of months and then a draft plan be prepared with their recommended changes. It is anticipated that this will come in late summer.

Upcoming Meetings

Heritage Committee – 5/12/2021 – 6:00 p.m.

Park & Tree Committee – 5/13/2021 – 6:00 p.m.

Planning Commission – 5/19/2021– 7:00 p.m.

Budget Committee – 5/18/2021 – 6:00 p.m. - #1

URA Budget Meeting – 5/25/2021 – 6:00 p.m.

Budget Committee – 5/25/2021 – 6:15 p.m. - #2

Urban Renewal Agency – 6/8/2021 – 6:45 P.m.

City Council – 6/8/2021 – 7:00 p.m.

DEPARTMENTS AND OPERATIONS

City Recorder/Administration

- **COVID-19 Front Office**
 - Back to extreme. Front doors remain open, face mask required, 6' social distancing, require all people who enter to sign in.
 - No public meetings will be held in the Council chambers in May.
- **Administration Tasks & Projects**
 - Noxious Vegetation notice and reminders included in Our Town and online. Enforcement happens June – September.
 - Processing two Special event applications and several requests to rent park structures.
 - Budget Binders for 22 assembled.
 - Child Abuse Awareness promoted all month.
 - Social Media posts and updates weekly.
- **City Recorder**
 - April 14th to May 11th managed 7 Public Meetings. (4 in person and 3 Zoom). Meetings noticed, minutes recorder coordinated, electronic & paper retention files completed.
 - Budget Committee Recruitment closed on April 30, 2021. We received one application for the two vacancies. We will continue recruitment until position is filled.
 - Judith Behney resigned her position on the Planning Commission. The recruitment is posted and closes on June 4, 2021.
 - Seven lien searches completed.
 - Limited Income assistance annual renewal begins. Forms updated, reminder letter sent with the May utility bills. This program provides assistance for residential utility customers in the City limits. Open enrollment is June 1st to June 30th.
 - Legal notice for Budget and URA Budget Committee posted.
 - City Council Chamber sound and camera project in progress. We toured Springfield City Hall with the City of Veneta to look at the new system they've installed. Pro Sound was out and took measurement of the Council Chambers. They are preparing an estimate to add sound, TV's and cameras in the Council Chambers. This maybe a phased project depending on costs.

- **Utility Billing**

- Creating a Utility Billing page on the website. This page will provide all the information in one spot to do with Utility Billing. Easy access to information for Limited Income Assistance, change in service forms, auto pay forms, rates etc.
- **Monthly Totals**
 - 595 Utility Bills
 - 83 Past Dues
 - 6 Active Payment Plans
 - 2 Change in service
 - 5 accounts signed up for Auto Pay

Finance

- **See Finance Report under separate tab**

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Annexation agreement under review, significant effects analysis being conducted as required by ODOT;
- Issued two new residential and two new commercial addresses: 32773 E McKenzie Unit 2, 91117 N Diamond St, 91118 N Harrison St and 90714 Huntley Ct;
- 14 Structural/Plumbing/Mechanical/Electrical Permits issued in April;
- Submitted letter of intent to apply for Preserving Oregon grant for rehabilitation to historic IOOF building;
- Code Review Ad-Hoc Committee continues work, next meeting is May 6th;
- Work on Main Street Committee projects, including a mural, flower baskets, bike hub, unified marketing campaign, and IOOF lease, continues to progress;
- Heritage Committee chose preservation award selection process and engagement strategies;
- Awarded additional \$2,000 over requested amount in funding for Certified Local Government (CLG) grant;

Public Works

- **Streets and ROW.**
 - Mowing has started and crews are continually working on the Right of Way maintenance

Water Utility

- **Services & Meter Replacement**

- Replaced 4 large meters
 - Investigated one water leak
 - **Repairs**
 - Crews repaired one leak on a service line
 - **Training**
 - Crews participated in two short trainings on Cla-Valves and Repair bands for water leaks
 - **Backflow Devices**
 - Had all of the City owned backflow devices tested.
- **Sewer Utility**
 - **Collections**
 - **Pumping**
 - 1 tank
 - **Inspections**
 - 6 inspections
 - **Callouts**
 - 6 callouts for collection system and 3 plant callouts
 - **Repairs and Replacement**
 - Working with the Engineering Dept. on replacing the tanks and pumps at Premier RV Resort
 - **Plant Repairs**
 - Crews replaced an aeration mixer
 - Working with vendors on replacing the influent meter
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work party pulling weeds at Johnny Diamond Park
 - Worked on finalizing work plan for the City Council
 - **Park Maintenance**
 - Crews worked on pulling weeds at Johnny Diamond Park
 - Crews replaced the roof on the information kiosk and installed rain gutters
 - Started irrigation throughout the Parks systems
 - **Arbor Day**
 - Crews with the help of the Parks & Tree Committee planted 3 trees for Arbor Day
- **Misc.**
 - **Locates**
 - 15 Locates
 - **Work Orders**
 - Crews turned in 34 work orders. Most of these are additional work done other than the daily work Public Works does.

Municipal Court

- **April 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for April 6, 2021 Court Date: 54
 - **April 2021 Receipts Including Collections,**
 - **Total Fines:** \$ 19,044.12 (total monies taken in for the month, nothing deducted), *compared to \$ 7,758.46 in April of 2020*
 - **Net Fines:** \$ 12,404.00 (City share only, NOT including collections), *compared to \$6,821.00 in April of 2020*
 - **April 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 6,640.12 *compared to \$937.46 in April of 2020*
 - **Turned over to collection:** \$14,670.00 *compared to \$0 in April 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: May 18, 2021**
- **Jury Trial May 20, 2021**
- **Court Administrator attended a Zoom meeting with the Coburg Police and the Lane County DA Office to discuss the procedures and impacts of Measure 110**

Police Department

- Officers investigated a Criminal Trespass on Roberts Rd / Roberts Ct. w/ subjects parking and camping in vacant lot – resolved with trespass letter on file.
- Officers investigated an Unlawful Entry into a Motor Vehicle @ Premier RV Park; a camera was reported stolen. No Suspect information obtained.
- Officers made (3) DUII arrests. (2) were controlled substance related & (1) was alcohol related. (1) arrest involved a vehicle pursuit.
- Officers investigated a stolen vehicle. Victim loaned his vehicle and it was never returned.
- Officers investigated (2) Thefts. (1) was at Serenity Lane involving theft of clothing & (1) was at Kamping World RV Park involving the theft of propane tanks.
- Officers investigated (3) natural cause deaths.
- Officers investigated a Physical Harassment. Offender arrested (CLC).

- Officers arrested an individual stemming from a Burglary investigation.
- Officers arrested an individual stemming from an Unlawful Entry into a Motor Vehicle investigation.
- Officers investigated a Hit & Run w/ property damage at the Shell Station; a tree was damaged belonging to the City. Awaiting security video to see if any suspect information can be obtained.
- Officers made (5) warrant arrests. (4) were misdemeanor offenses & (1) was for felony drug possession.
- Officers made an arrest for Unlawful Possession of a Controlled Substance (violation).
- Officers participated in the National Drug Take Back Initiative. Roughly 50 lbs. of waste medications were collected for proper disposal.
- Officers participated in the Annual Shred-a-Thon. More than 2800 lbs. of waste paper was collected, 154 lbs. of food was collected for the Coburg Food Pantry and \$275.00 was collected in donations for the Coburg Food Pantry. This is a joint effort initiative between CPD & CRFD.



COBURG HERITAGE COMMITTEE WORK PLAN GOALS – FISCAL YEAR 2022

1. To seek funding for identifying markers for National Historic District Resources.
2. To increase community involvement in heritage work
3. To increase committee involvement in CLG Network and training opportunities
4. To update catalog of artifacts
5. To participate in planning of Heritage Park
6. To review Coburg Development Code and research Historic District codes in other jurisdictions
7. To Conduct a community survey to measure support and value of historic preservation in Coburg
8. To involve elementary school in youth heritage program
9. To establish museum/place to store artifacts and antiquities (long-term)
10. To incorporate Ordinance A-226 into Development Code (long-term).

QUARTERLY REPORT TO CITY COUNCIL - Qtr _ 1 _, 2021

January: Set goals and objectives for Coburg Heritage Committee. Welcomed new committee member to the board.

February: Worked with Goals 2 and 3 above. Outlined Coburg's approach for Certified Local Government (CLG) grant. Goals were established to fund six commemorative plaques on significant Historic Resources in the Historic District over the next two years, highlight a diversity of building types and events in Coburg, and also raise community awareness / involvement around the Historic District.

March: Worked with Goals 6 and 10. Reviewed Heritage Development Code template as available from the Oregon State Historic Preservation Office website. Tabled for future discussion and reference to as Coburg reviews its current Development Code. Welcomed City Council Liaison to the committee.