CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, April 13, 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 February 23, 2021 Council & Planning Joint Work Session
2. Minutes March 9, 2021 City Council

SPECIAL GUEST

ORDINANCES AND RESOLUTIONS

3. RESOLUTION **2021-05** A RESOLUTION ACCEPTING GRANT FUNDING AWARD FROM TRAVEL OREGON'S DESTINATION READY PROGRAM

COUNCIL ACTION ITEMS

4. Vacation Procedure
5. Park | Tree Citizen Advisory Committee Bylaw Amendment

ADMINISTRATIVE INFORMATION REPORTS

6. Financial Written Update
7. Citizen Inquiry Quarterly Report
8. American Rescue Plan
9. Administration Monthly Report
10. Committee Minutes

COUNCIL COMMENTS

UPCOMING AGENDA ITEM
IOOF Hall Lease Agreement

Transportation Utility Fee
Annexation Application

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

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.egbert@ci.coburg.or.us.
All Council meetings are recorded and retained as required by ORS 166-200-0235.

City Council & Planning Work Session
February 23, 2021
Coburg City Hall
91136 North Willamette St., Coburg, Oregon
Virtual via Zoom

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

COUNCILORS ABSENT: Kyle Blain

COMMISSIONERS PRESENT: Paul Thompson, Chair; Marissa Doyle, John Marshall

COMMISSIONERS ABSENT: Judith Behney, Seth Clark, Jon Derby, William Wood,

STAFF PRESENT: Anne Heath, City Administrator; Sammy Egbert, City Recorder; Henry Hearley, LCOG Associate ; Brian Harmon, Public Works Director; Gary Darnielle Attorney.

1. Call Work Session to Order
Mayor Smith convened the joint work session of the Planning Commission and City Council at 6:05 p.m.

2. Roll Call
Ms. Egbert called roll for the Planning Commission and City Council.

3. Annexation
Mr. Darnielle laid out what should not be discussed. He explained that the annexation was a legislative matter, and the zone change was a judicial matter. Both areas had their own rules so it could be a hard conversation to maneuver around. Mr. Darnielle reminded everyone that if they had questions on the zone change, they had to be general.

Mr. Hearley shared that the annexation application was submitted to the City on September 6, 2020 and the zone change application was submitted November 5, 2020. The hearing of the ordinances would happen in April and May and potentially June. The application was a request to annexation the subject property into Coburg City limits. He stated that the annexation and zone change would happen at the same time. Since both were being done together the zone change did not have to go the Planning Commission unless they wanted to know more.

Mr. Hearley said that the Master Plan overlay would be given to the property. This meant that any further development would have to go through an application process. A traffic study would also be required.

Mr. Darnielle noted that an annexation agreement was required by the City code. At the meeting they would address zoning and utility needs. Mr. Darnielle mentioned that the annexation determined the impact and land dedication fees. He shared that this agreement was different then a normal one because the applicant was not who would be developing the property. At this time there was no development being planned. As a result, the City could not bind the application to specifics around development. Mr. Darnielle said that if the property failed to be developed than the City could withdraw the property.

Mr. Darnielle shared that they still had to talk to the applicant's real estate attorney about the provisions. One concern was around a provision that talked about marketing the property for sale and commencing development in a five-year period. The City wanted to make sure that more was done to sell the property than just putting up a sign saying it was for sale. There would be more specifics on what triggered extending the five-year period. The Planning Commission and City Council had to come to a consensus on the City's expectations for development time frame.

4. Public Comment

Kevin Dwyer, resident of Diamond Ridge, was curious on how this timeline would handle the renovation of the I-5 interchange. He wanted to know why they would develop this property when there was still space on the East side of I-5 and property to the North away from residential space.

Mayor Smith replied that the issue with the I-5 interchange was based on funding. They were looking at two years for development and it would not get funded in that time. The annexation would be developed before that. Commissioner Thompson said that regional and State funds were dedicated through 2024 and there were projects being put forward through 2027.

Mayor Smith said that the property east of I-5 was a Lane County regional demand. It was 107 acres with 20 acre minimum lot sizes of light industrial which was hard to get in the area.

Mayor Smith said that the North property was originally an annexation candidate, but it was eliminated. Mr. Darnielle remembered there was a severe wetland issue. Mayor Smith added that the West region had floodplain issues.

Mayor Smith mentioned that the State law required the City to plan for growth.

5. Discussion

Councilor Lehmann stated that the annexation agreement included language regarding the start of development. He wanted to know if it said anything about a completion date. Mr. Darnielle responded that without knowing the type of development it was hard to set an end date. It could be a staged development which takes longer. Councilor Lehmann stated they should have some type of language around it, so a developer does not do something small to start the project and then do nothing else. Mayor Smith asked what incentive there was to for the developer to start. Mr. Darnielle was unsure how much control the developer would have once construction began. He emphasized that these parameters were best defined when they were looking at a developer.

Commissioner Thompson wanted to know if asides from withdrawing land for no development what else could crop up before development where the City might want to reopen the annexation. Mr. Darnielle responded that that would probably only happen if the applicant decided to develop the land. In that case both parties would have to agree on reopening the annexation.

Councilor Lehmann asked what types of utility services and facilities the City was working on anticipation for the development. Mayor Smith replied that they did not know what the development would be. They had the I-5 bore in the works and they were looking at an additional bore for the water system. Councilor Lehmann asked about the water tank. Mayor Smith replied that that would be included in the water master plan during the engineering phase.

Commissioner Marshall asked if they could include the interchange into the annexation development. Mayor Smith responded that the prioritization of interstate projects was hard. It was common for a high priority project, like the I-5 interchange, to have a four-to-six-year timeline. Councilor Fox knew that the interchange had been talked about for a long time but was always put off. If they developed the east side, then the interchange would become more important. Mayor Smith said that the I-5 ramp design was almost done. All they needed was infrastructure funding. He agreed with Councilor Fox that adding more development just increased their priority. Commissioner Thompson brought up that there were five regional priorities near Coburg that together cost close to one billion dollars. What they needed to do was lobby to the legislature, not ODOT. There was some confusion because the legislature passed a bill which told ODOT where to spend money on highway infrastructure. ODOT themselves did not have the money to make those decisions. He said that a similar bill might happen again in a few years.

Ms. Heath said that a Master Planned Development and transportation analysis was required for development. Mayor Smith stated that the Master Plan allowed them to get into more details and be flexible.

Mayor Smith noted that the City has tried to expand their noticing to the citizens and developers to try and get information out before their public hearing. He emphasized that the public hearings would lead to a lot of work from staff. This annexation had been in the works for fifteen years and was very detailed.

Councilor Lehmann asked in what circumstance the annexation would go to the Planning Commission. Mr. Hearley replied that the Commission could look at it if they wanted. That would include another public hearing and review. He said they would only look at the zone change, not the annexation. Commissioner Thompson asked what the Planning Commissions role would be. Mr. Hearley mentioned that the code was unclear, but they would normally make a recommendation to City Council. However, the code made it sound like the Commission made the decision. Mr. Darnielle added that City Council had the authority to appeal the Planning Commission's decision. He agreed that the code was confusing.

Councilor Lehmann wanted the Planning Commission to look at the zoning change. Mayor Smith agreed. Commissioner Thompson wanted the City Council to have the final say. Commissioner Marshall did not see a reason for the Commission to see the zoning change if it was light industrial and would not change to campus industrial. Commissioner Thompson understood what he was saying and did not disagree. However, he saw the value of the Commission looking at it. He thought that they should allow for every opportunity for public comment. The more times and place for the community to speak the better.

Councilor Alexander, Councilor Bell, Councilor McConnell, and Councilor Fox wanted the zoning change to go the Planning Commission. Councilor Lehmann agreed and said they would need to vote at a regular City Council meeting for it to go to the Commission.

Councilor Lehmann noted that under the section D of the provisions it said that applicants planned to subdivide the property for light industrial. He asked what qualification or criteria the City had over that provision. Mr. Darnielle replied that if the developer did a partition of the property it would go before the City.

Ramon Fisher, the applicant, said that they had a lot of people calling them about the property. He thanked the City and acknowledged how long the process had been.

Patrick Wingard was looking at the Consolidated Land Use Application Proceedings and thought it seemed clear that City Council made the final decision. He thought that the Planning Commission made a recommendation. Mr. Wingard wanted them to be careful with who made the decision. He would send what he found to Ms. Heath and Mr. Hearley. Mr. Darniell mentioned that they legally had some concerns with the code. He said they would have the Planning Commission decide and then have the City Council verify the Commission decision officially.

Commissioner Thompson asked if they could do a joint Planning Commission and City Council meeting. Mr. Darnielle thought that would create a lot of problems.

Mayor Smith thought staff had enough to work with. Ms. Heath said they would report to City Council to give direction to the Planning Commission.

6. Adjournment
Mayor Smith adjourned the meeting at 7:32 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Mayor and Council of the City of Coburg this 13th day of April, 2021.

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Ray Smith, Mayor

ATTEST:

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Sammy L. Egbert, City Recorder

APPROVED by the Planning Commission of the City of Coburg this 31st day of April, 2021.

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Paul Thompson, Planning Commission Chair

ATTEST:

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Sammy L. Egbert, City Recorder

Coburg City Council
March 9, 2021
Coburg City Hall – ZOOM meeting
91069 North Willamette St., Coburg, Oregon

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

ABSENT: None.

STAFF PRESENT: Anne Heath, City Administrator; Sammy Egbert, City Recorder; Anne Davies, City Attorney; Tim Gaines, Finance Director; Brian Harmon, Public Works Director; Larry Larson, Police Chief; Henry Hearley, City Planner.

RECORDED BY: Jack Moran, LCOG

CALL TO ORDER:

Mayor Smith called the Regular Session of the Coburg City Council to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE:

Ms. Egbert presented a video of the Pledge of Allegiance.

ROLL CALL:

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

MAYOR COMMENTS:

1. Child Abuse Prevention Proclamation: Mayor Smith read a proclamation declaring April 2021 as Child Abuse Prevention Month. A copy of the proclamation was included in the agenda packet.
2. Arbor Day Proclamation: Mayor Smith read a proclamation declaring April 30, 2021, as Arbor Day in Coburg. A copy of the proclamation was included in the agenda packet. The mayor said the city hoped to plan a tree-planting activity with students, after that tradition was canceled in 2020 due to pandemic concerns.

AGENDA REVIEW:

Mayor Smith said an improper portion of the code was attached to Agenda Item 10 in the packet. Councilors later received an email with the proper attachment.

The topic of potential in-person meetings would be discussed as part of the City Administrator's report, Mayor Smith said.

CITIZEN TESTIMONY:

Ms. Egbert said none was received.

RESPONSE(S) BY CITY COUNCIL:

None

CONSENT AGENDA:

3. Minutes January 12, 2021 City Council
4. January 26, 2021 State of the City
5. Minutes February 9, 2021 City Council

Mayor Smith asked that the minutes for the State of the City be corrected (first page, fourth paragraph) to say "Budget Committee and City Council" instead of "Budget and Planning Committee"

Mayor Smith asked that the minutes for the Feb. 9 City Council meeting be amended (second-to-last paragraph on page 6) to specify the water line in question would run "to the new reservoir site."

Councilor Lehmann asked that the minutes for the Jan. 12 City Council meeting be corrected (page 3) after it incorrectly said he had made a motion to approve an item regarding the Harrisburg police contract. He actually had voted against the motion. Ms. Egbert said she would check the recording. Councilor Blain said he had made the motion, with Councilor Alexander seconding it.

Councilors did not remove any items from the consent agenda.

Councilor Fox moved, seconded by Councilor Bell, to ACCEPT THE CONSENT AGENDA, AS AMENDED. Approved 6:0.

SPECIAL GUEST

6. Travel Lane County - Mayor Smith introduced Andy Vobora of Travel Lane County, who made a slideshow presentation. A copy of Travel Lane County's semiannual report covering July-December 2020 was included in the agenda packet.

Mr. Vobora said total travel spending in Lane County had topped $1 billion in 2019. He then talked about how the pandemic had impacted visitor spending in categories such as room-tax revenue.

Mr. Vobora spoke in detail about how his agency had worked with its partners to adapt strategies at several points after the pandemic began. He said Travel Lane County focuses on three different markets: leisure/tourism; conventions; and sports. Many of those types of activities had been restricted during the pandemic, he said.

After becoming unable to market travel, Travel Lane County unveiled the #LoveLane campaign. Its goals included supporting local business; fostering community pride; and keeping the county top-of-mind for future trip planning, Mr. Vobora said.

He then detailed Travel Lane County's subsequent marketing campaigns during a year that included challenges such as the Holiday Farm Fire and an increase in COVID cases later in 2020.

Mr. Vobora said there were about 2,700 page views of the Coburg pages on Travel Lane County's website over the last year. A number of travel blogs had recently mentioned Coburg, he said.

Councilor Fox asked how Travel Lane County compiled data about businesses that had gone out of business, considering not all cities have business registries. Mr. Vobora acknowledged the data could be difficult to obtain, but that his agency worked with a number of partners to compile its information.

Mayor Smith said Travel Lane County was a great resource, and that Coburg was stepping forward in the area of economic development. Vobora said his agency was excited about the city receiving a Destination Ready grant.

7. ODOT Interchange Presentation - Mayor Smith introduced Oregon Department of Transportation Area Manager Frannie Brindle. She was joined during the presentation by Jen Hedlind of ODOT and consultants Stuart Bennion and Sierra Laventura-Volz, both of WSP USA.

Ms. Brindle said money left over from a previous improvement project on Pearl Street was used to pay for the right-of-way purchase of one property and also funded a concept-level design for the I-5 Coburg interchange.

The Project Design and Grant Analysis report for the interchange was included in the agenda packet.

Ms. Brindle said there was no money yet for construction. The presentation was intended to give councilors an idea of the design, and an opportunity to review it. Ms. Brindle said ODOT intended to apply for construction funding that would hopefully become available.

Ms. Hedlind said the consultants led the design and grant-analysis work. She spoke further about the project's background, which was detailed in the report provided and presented to Council.

Mr. Bennion provided further information regarding the current design results. He discussed portions of the project that had been completed; and those that still needed to be done. He also discussed city responsibilities pertaining to the project area. The total project cost is estimated to be $35.7 million. The information was detailed in the report.

Mayor Smith asked Mr. Bennion about the amount of acreage required for the project and expressed concern that if more than 7 acres of an adjacent lot were used, it could present an issue because the land is only developable in 20-acre minimums.

Ms. Hedlind said she would follow-up with additional information. She added the adjacent property owner was aware of the design. Mr. Bennion added that the property owner had at one point said his company had considered doing similar construction, and had wondered if he or another party would end up building it.

Mayor Smith mentioned discussions were continuing regarding the city potentially taking responsibility for roadways from the county in the project area.

Mayor Smith also asked about storm-drainage and wetland-mitigation issues. Mr. Bennion said there was a placeholder in the cost estimate to address potential mitigation measures. In response to a question from Mr. Fox, Mr. Bennion said the project would define the wetland's aesthetics.

In response to questions from Mr. Fox, Mr. Bennion said the current design includes six-foot-wide sidewalks with six-foot-wide shoulders; and Ms. Hedlind said public involvement would determine the fencing design. Approximately $50,000 was budgeted for fencing, Ms. Hedlind said. Additionally, Mr. Bennion said the intersection currently had lighting and that the issue of potentially adding more lights could be discussed in the future.

In response to a question from Mr. Lehmann, Mr. Bennion said the inflation factor was included in the construction cost provided to Council. The target for construction was 10 years out, he added.

Ms. McConnell asked for clarification on the location of noise walls that could be the city's responsibility to maintain. Mr. Bennion said the locations included a section along the freeway's northbound lanes near the off-ramp.

Mr. Bennion said walls would be six- to eight-feet high, and built of material that could handle settling during construction, in response to questions from Mr. Alexander.

Mr. Alexander also asked if anything would stop people from potentially camping or loitering along the access road. Mr. Bennion said local businesses and users of a nearby RV park would be using it, and that its design would not allow people to park there.

Mr. Alexander also asked about the percentage of trucks to cars on the bridge, and mentioned a concern that the sidewalks on the interchange would be too narrow. Mr. Bennion did not have specific information on traffic counts, but said he believed fewer trucks used the bridge now than had several years ago.

Ms. Heath followed up on a previous discussion city staff had with ODOT a year ago regarding city utilities on the bridge, and asked if an empty conduit for future broadband was part of the plan. Mr. Bennion said those details were part of the phased construction on the north part of the bridge.

Ms. Brindle then redirected the presentation to the funding slides. Ms. Hedlind and Ms. Laventure-Volz presented information included in the packet regarding competitive grant funding. Two funding sources were recommended for further consideration: the Better Utilizing Investments to Leverage Development (BUILD) program; and the Infrastructure for Rebuilding America (INFRA) Program.

Ms. Laventure-Volz discussed recommendations for strong federal applications; identified next steps for funding; and noted grant programs are changing under the current federal administration.

In response to a question from Mayor Smith, Ms. Laventure-Volz said a planning grant proposal could potentially be completed by the end of 2021.

It would take a few months of post-pandemic, normal traffic to complete an accurate traffic study, the consultants said in responses to a question from Mr. Fox and Mayor Smith.

Ms. Brindle said, in response to a question from Mr. Fox, that there was a funding source that potentially could be tapped in the future to provide matching funds for the project.

In response to a question from Ms. Heath, ODOT officials and the consultants agreed it could take two or more years to complete environmental and right-of-way phases needed to develop a final project design.

Ms. Brindle concluded the presentation. She said many aspects of the project would need to be addressed before construction could proceed. Both Ms. Brindle and Mayor Smith said they looked forward to the city and state working together on the project.

ORDINANCES AND RESOLUTIONS

COUNCIL ACTION ITEMS

8. Budget Officer Appointment for Fiscal Year 2021-22 - Ms. Heath introduced the topic and said the Finance Director typically serves as the city Budget Officer. She requested the Council appoint Mr. Gaines to the position.

Councilor Bell moved, seconded by Councilor Blain, to DESIGNATE TIM GAINES AS THE CITY OF COBURG BUDGET OFFICER FOR FISCAL YEAR 2021-2022 PROCESS: The motion carried unanimously, 6:0.

9. City Council Goals for Fiscal Year 2021-22 - Ms. Heath introduced the topic and said staff had recommended the Council add a seventh goal to the list, that addresses committee and commission communication. Council had agreed to that addition at their annual retreat.

Mr. Lehmann suggested changing the language listed under fiscal stewardship to say the Council would conduct “deliberations on the TUF” funding rather than simply ‘implement’ it to fund street repairs, since discussions are continuing.

Mr. Fox said he has heard comments that the city’s planning code is convoluted and could use refining. Heath said the Council work plan included an update to the development code.

Councilor McConnell moved, seconded by Councilor Fox, to ADOPT THE PREAMBLE STATEMENT AND LIST OF GOALS SO STATED IN ATTACHMENT 'A' FOR FISCAL YEAR 2021-2022, AS AMENDED: The motion carried unanimously, 6:0.

10. Annexation Zone Change Application Process - City Attorney Anne Davies introduced the topic. A related memorandum to Council concerning annexation and zone-change applications submitted by owners of the 107-acre property in question was included in the agenda packet.

Ms. Davies said she had concluded in her legal analysis that the Council was not required to refer the matter to the Planning Commission for a recommendation on the zone-change application, but may choose to do so.

In response to a question from Councilor Bell, Mr. Hearley said the Planning Commission had not reviewed the application. Ms. Heath added that she recalled a discussion in which several planning commissioners had indicated being open to doing whatever Council wants in regard to the issue.

Planning Commission Chair Paul Thompson said the commission’s participation would provide an opportunity for additional public involvement.

Mr. Hearley said the commission could potentially review the request as early as April 21. The Council could then potentially review the issue on May 11. Those dates were tentative, Mr. Hearley emphasized.

After additional discussion, councilors confirmed they did want the Planning Commission to review the zone-change and annexation requests, and subsequently provide a recommendation to Council.

ADMINISTRATIVE INFORMATION REPORTS

11. Financial Written Update - Mayor Smith asked if councilors had questions for Mr. Gaines. There were none.

12. Committee Minutes - Mayor Smith asked if councilors had any comments on committee minutes. Ms. McConnell said she appreciated having the minutes.

13. Transportation System Plan Revision Update - Ms. Heath presented a planner's memo on the Transportation System Plan revision update. The memo was included in the agenda packet.

Ms. Heath said it was important to make needed changes to the plan by summer. Staff would subsequently submit it to the state for consideration.

14. Administration Monthly Report - Ms. Heath noted Lane County was moving to the moderate-risk category and that the city was looking at options for public meetings. She said City Hall would reopen to the public on March 12.

Ms. Heath's monthly report was included in the agenda packet.

As part of her presentation, Ms. Heath discussed the city having received a grant award to design a bike kiosk. In response to a question from Mr. Alexander, Ms. Heath spoke about potential features of the kiosk, and said the city may place it in Pavilion Park.

The placement would be on city property, Ms. Heath said in response to a question from Mr. Lehmann.

Ms. Egbert then further discussed the council's options for future meetings. She said public attendance and participation had increased at both City Council and Planning Commission meetings since the city began livestreaming the groups' meetings online.

Ms. Egbert said capacity and distancing were considerations in planning in-person meetings; and that it was important for the city to be clear about how people could participate in public hearings, whether they happened online or in-person.

Ms. Egbert recommended allowing city committees to hold in-person meetings if they desired; and to continue virtual City Council and Planning Commission meetings through at least April.

Mayor Smith and Mr. Fox both said they agreed with the recommendations. Both mentioned the increased public participation during virtual meetings as well as health concerns associated with in-person meetings.

COUNCIL COMMENTS

The Council's goals and work plan were briefly discussed, in response to questions from Mr. Lehmann. Ms. Heath said some activities had been rolled over to the next year, some had been restated and others still could be completed during the current fiscal year.

Mayor Smith advised Mr. Lehmann to put in writing any proposed changes to the goals and plan. Mr. Fox said he wanted timelines added to the Council's broad goals.

ADJOURNMENT

Mayor Smith adjourned the meeting at 9:48 p.m.

APPROVED by the Mayor and Council of the City of Coburg this April day of 13, 2021.

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Ray Smith, Mayor

ATTEST:

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Sammy L. Egbert, City Recorder

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: RESOLUTION 2021-05 Accepting Grant Funding Award from Travel Oregon's Destination Ready Program

Meeting Date: April 13, 2021
Staff Contact: Megan Winner
Contact: 541-682-7862

REQUESTED COUNCIL ACTION
Approval of Resolution 2021-04, a resolution accepting the grant funding award of $11,700 from Travel Oregon's Destination Ready program for the development of a bike hub in Coburg.

Suggested motion:
I move to approve Resolution 2021-05, a Resolution accepting the grant funding award from Travel Oregon's Destination Ready program.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED
City Council Goal #1: Livability, Health, and Vitality
City Council Goals #6: Economic Development

BACKGROUND
In March 2021, Travel Oregon launched the Destination Ready program to provide funding and assistance to destination-based organizations to develop and bolster visitor experiences that follow appropriate public health and safety protocols, and that will aid economic recovery, enhance local livability and provide access to a diversity of explorers. Project awards range from $10,000 - $50,000 in cash and consulting time per project category; all projects are expected to be completed within six months of the execution of a financial agreement.

In Coburg, the southern anchor to the Willamette Valley Scenic Bikeway (WVSB), our project is a bike hub in Pavilion Park. This project will support the development, enhancement and stewardship of visitor experiences by creating a functional and enjoyable space where cyclists want to come and by doing so, support the Coburg community. Desired amenities include a fix-it station, lockers, bike rack, picnic table, informational signage and solar charging stations. The bike hub will promote year-round tourism by drawing visitors during the late summer months and also encouraging cycling visitors in rainy months as they will have a covered area to rest, relax and recharge. The bike hub is a triple win situation to drive community enhancement and economic development; our visitors win, our businesses win and our residents win.

BUDGET
Negligible impacts

PUBLIC INVOLVEMENT
The bike hub project will be presented to the Park\Tree Committee to seek approval on final design and location. It is also a Main Street project with volunteer representation from community members.

NEXT STEPS
- Design, seek bids and construction
- Business outreach
- Coordinate with other bike hubs in Lane County through Travel Lane County collaboration
- Promotion and grand opening

ATTACHMENTS
A. Resolution 2021-05: A Resolution accepting the grant funding award from Travel Oregon's Destination Ready program
B. Travel Oregon's Destination Ready program award announcement press release

REVIEWED BY:

Anne Heath, City Administrator

RESOLUTION 2021-05

A RESOLUTION ACCEPTING GRANT FUNDING AWARD FROM TRAVEL OREGON'S DESTINATION READY PROGRAM

WHEREAS, the City of Coburg has been awarded $11,700 in funding from Travel Oregon's Destination Ready program; and

WHEREAS, the acceptance of this grant will help the City of Coburg develop a bike hub to enhance and expand the visitor experience; and

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

WHEREAS, the City of Coburg will provide adequate funding for on-going oversight and maintenance of this bike hub development;

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

1. The City Council demonstrates its support for the acceptance of a grant award from Travel Oregon's Destination Ready program.
2. The City Council authorizes the City Administrator to sign the grant agreement.
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 6 for and 0 against, this 13th day of April 2021.

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Ray Smith, Mayor

ATTEST:

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Sammy L. Egbert, City Recorder

TRAVEL OREGON

FOR IMMEDIATE RELEASE

Media Contact:

Jaime Eder
Jaime@traveloregon.com
425.268.5479

Travel Oregon's Destination Ready program awards $913,000 to projects across the state

Portland, ORE. – Feb. 25, 2021 – The Oregon Tourism Commission, dba Travel Oregon, has awarded $913,000 for the development, enhancement and stewardship of key visitor experiences that are COVID-19 appropriate, will aid in economic recovery, enhance local livability and provide access to a diversity of explorers through the Destination Ready program.

"These 'Destination Ready' projects are crucial in ensuring visitors and Oregonians have access to safe and enjoyable experiences as we rebuild Oregon's tourism economy while navigating the pandemic," said Todd Davidson, CEO Travel Oregon. "Communities across the state rely on tourism as an essential component of their economic fabric. These communities need visitor-ready attractions and experiences that continue to prioritize public health measures and Travel Oregon is excited to support these local initiatives that will play a significant role in the state's economic recovery."

Originally announced as a $250,000 opportunity, Travel Oregon received more than $4 million in requests through 135 applications. In response to this high demand, the agency reviewed internal program dollars and reallocated resources to increase the award amount $913,000, which allowed 34 projects to be awarded across the state. Projects will be managed by the agency's Destination Development team and range from direct investments to more collaborative projects, where staff will work closely with awardees through implementation.

The Destination Ready program awardees are:

- **Greater Hells Canyon Council** ($21,711) to help with mapping and trail maintenance operations for The Blue Mountains Trail, a 556-mile thru-hiking experience through northeast Oregon.
- **Salmonberry Trail Foundation** ($22,000) for trail improvements and a new volunteer program in support of the Salmonberry Trail.
- **Mt. Hood & Columbia River Gorge Regional Tourism Alliance** ($30,000) towards creation of a Columbia Gorge Waterfall Corridor hop-on-hop-off trolley system.
- **Visit Central Oregon** ($40,000) to launch "Navigate Oregon" transportation pilot project in partnership with Oregon-based transportation company, Northwest Navigator.
- **Eastern Oregon Visitors Association** ($20,000) for land stewardship and maintenance efforts to prepare Eastern Oregon's most visited public lands for the coming season including Wallowa Whitman National Forest, The Owyhee Region, The Steens Mountain Wilderness and the Alvord Desert.

- **Discover Your Forest** ($12,500) to help install trailhead signage in the Deschutes and Ochoco National Forests that will promote stewardship by providing visitors access to resources and information to get involved in supporting their national forests.
- **Trailkeepers of Oregon** ($11,100) to integrate the Take Care Out There responsible recreation messaging pillars into materials used by the Trailhead Ambassador program.
- **Travel Southern Oregon** ($40,000) to make important infrastructure improvements to Spring Creek access points that address high-use impacts at Collier State Park.
- **Cascade Volunteers** ($18,175) to work with tour operators to create voluntourism travel packages that will both support local lodging properties and trail recovery efforts in the wildfire-impacted McKenzie River corridor.
- **Applegate Trails Association** ($25,171) to fund installation of a vault toilet and safe recreation signage in the East Applegate Ridge Trail trailhead parking lot.
- **Mt. Hood & Columbia River Gorge Regional Tourism Alliance** ($31,375) for design and construction of a comprehensive trail signage program for 8.6 miles of new hiking trails developed by Mt. Hood Meadows in 2020.
- **Port of Cascade Locks** ($25,000) to fund enhancements to Cascade Locks Port parking lot that will provide access to multiple recreation modalities.
- **Southern Oregon Trail Alliance** ($16,622) for rehabilitation of sections of the Taylor Creek Trail following the Klondike Fire and construction of five trailhead kiosks along Taylor Creek Trail.
- **Eastern Oregon Visitors Association** ($24,500) for updates to six Eastern Oregon Farm Trail brochures with distribution, and creation of a new on-the-ground kiosk.
- **Columbia Gorge Tourism Alliance** ($15,000) for updates to East Gorge Food Trail brochure, creation of new bilingual signage, trainings and a digital footprint for businesses.
- **Visit Corvallis** ($13,400) for updates and distribution of a Mid-Willamette Valley Food Trail brochure and digital footprint audit, and assistance for businesses.
- **Rogue Valley Vintners** ($31,300) for a “digital footprint” audit and technical assistance to support for 19 wineries in the Rogue Valley improve their on-line information and presence.
- **US Farm Stay Association** ($11,500) for a “digital footprint” audit and technical assistance for 12 farm stays across Oregon to improve their on-line information and presence.
- **Columbia County Economic Team** ($28,600) to develop four bike hubs that include rack, bench, repair station, signage and an informational kiosk in three communities in Columbia County.
- **Prosper Portland** ($50,000) to offer safe experiences on bicycle and foot and enhance locations where people can stop to enjoy local businesses along the Portland Green Loop.
- **City of Coburg** ($11,700) to develop a bike hub that includes a fix-it station, lockers, picnic table, signage and device chargers on the southern anchor of the Willamette Valley Scenic Bikeway.
- **City of Westfir** ($17,506) for bike hub development to complement wash and repair stations for the mountain bike destinations of greater Oakridge and Westfir area.
- **Tugman State Park** ($23,378) for the installation of an ADA accessible kayak launch on Eel Lake.
- **Willamette Valley Visitors Association** ($50,000) for enhancements along the Willamette Water Trail including portable floatation devices, safety kiosks, river guardians, river sanitation support and discovery paddles for BIPOC community groups.
- **Oregon Department of Fish & Wildlife** ($25,000) to make infrastructure and accessibility improvements to establish Marr Pond as the only ADA accessible fishing facility in Wallowa County.

- **Tillamook Coast Visitors Association** ($10,000) to install two kayak launchers at water access points in Nehalem and purchase an additional beach wheelchair for the Netarts/Oceanside area.
- **City of Garibaldi** ($16,715) for additional infrastructure for trash receptacles as well as COVID-19 appropriate visitor seating for the Oregon Coast Scenic Railroad.
- **Portland Bureau of Transportation** ($47,600) for development and implementation of temporary wayfinding and placemaking for 20 Portland Healthy Business Plazas directing people towards outdoor dining areas in high-visitation neighborhoods.
- **Albany Downtown Association** ($43,487) for enhancements to parking and public spaces to increase outdoor seating and expand outdoor dining in historic downtown Albany.
- **City of Cottage Grove** ($30,000) for construction of three outdoor public parklets in that will support restaurant and business activity the Downtown Cottage Grove Historic District.
- **City of Florence** ($44,161) for additional seating areas, trash receptacles and bike racks in Florence’s Old Town and along the Port of Siuslaw’s Boardwalk.
- **City of John Day** ($35,000) to create a community “pit stop” with food truck stalls, improved parking and new public restrooms.
- **Port of Bandon** ($20,000) for creation of an outdoor seating area along Bandon’s historic waterfront.
- **The Dalles Main Street** ($50,000) to expand the 2020 Parklet/Pedestrian Bypass infrastructure to support additional outdoor dining on main street in 2021.

About Travel Oregon The Oregon Tourism Commission, dba Travel Oregon, works to enhance visitors' experiences by providing information, resources and trip planning tools that inspire travel and consistently convey the exceptional quality of Oregon. The commission aims to improve Oregonians' quality of life by strengthening the state’s tourism economy that employs thousands of Oregonians statewide. Visit traveloregon.com to learn more.

###

LANE COUNCIL OF GOVERNMENTS

MEMORANDUM

TO: Coburg City Council

FROM: Henry Hearley, City Planner

RE: Procedures for Vacation

DATE: April 2, 2021

BACKGROUND: There is an alley located in between the properties located at 91097 N Miller Street, 32872 E McKenzie Street, 32878 E McKenzie Street, 32803 E Lincoln Way, and 32811 E Lincoln Way (see **Exhibit 1**). The alley appears to have first been platted in 1902 on Coleman's Second Addition to Coburg (see **Exhibit 2**). According to the recitals on the plat, the streets and alleys included on the plat were dedicated to the public. The alley in question presently contains grasses and no pavement and the status of utility lines or other city infrastructure located underground within the alley is unknown.

Information was passed to staff about the history (goes back about 20 years) of the alley and the presence of fences and other small accessory structure that may encroach into the alley. Staff have been informed the alley is not free and clear of obstructions, making it difficult or impossible to travel from one end to the other. The present issue was most recently raised when an adjacent property owner inquired about development into the alley, as it seems to have occurred in the past.

QUESTIONS PRESENTED: Vacate the alley in question or explore further investigation into removing the protruding fences and other structures from the alley right-of-way.

If the alley is to be vacated the Coburg Development Code offers two options for initiation of vacation: 1) City Council can take up the issue, or 2) a petition of adjoining and area owners in accordance with ORS 271.080.

Additionally, if the alley is to be vacated, staff are looking for direction from City Council to look at whether or not other alleys in Coburg also should be vacated.

DISCUSSION: This memo is intended to serve as informational only. No decision is asked or expected of City Council, only staff direction as to the questions posed above. The purpose of the alley and its interest to the City is unknown, as is what, if any, legal development can occur within an alley. Answers to these questions require further investigation. Public Works has indicated support of vacation of the alley in question and believes that there may be additional alleys in Coburg that no longer serve their intended purpose and should also be vacated. One benefit of vacation to Public Works staff is no longer having to maintain this alley or other alleys in Coburg. Vacation turns over ownership of the alley to the adjacent property owners, whom would now be responsible for the maintenance and upkeep of the alley.

As alluded to earlier, the alley in question appears to have fences and other small accessory structures that protrude into it, staff present **Exhibit 3** as one example. Staff would also like to point out, the alley itself and the existing fences and other small accessory structures have not been surveyed, so there is no way to know the exact location and width of the alley in relation to the aforementioned structures.

The alley located between the block located to the west is free and open of obstructions. The alley located immediately to the east of the alley in question enters into the Hayden Homes subdivision and offers access and frontage to several homes. Connection to the Hayden Homes alley with the alley in question is presently blocked by a fence and flowerbeds, but the fence and flowerbed appear to have been built in a manner that would permit future connection with minor alterations (see **Exhibit 4**).

If vacation is pursued, per the Coburg Development Code, vacation is a TYPE IV application and process. A TYPE IV process requires a minimum of two public hearings, one before Planning Commission and one before City Council. Planning Commission would issue a recommendation onto City Council for final action[1].

OPTIONS: (1) The City Council can direct staff to vacate the alley in question. In this case, a sub option is posed.

(a) City Council can initiate this action; or

(b) If the neighbors are serious about pursuing vacation of the alley, they can petition the City Council.

(2) If vacation of the alley is not desired, City Council can either:

(a) Do nothing (leave the situation as is) or;

(b) 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.

(3) The City Council can also direct staff to review all alleyways for possible vacation.

More than one option could be chosen.

[1] See Article X.E “Type of Review Procedures” and Article XXIII “Vacation” of the Coburg Development Code for the process and criteria for vacation of an easement, right-of-way or plat.

CONSIDERATIONS: If the neighbors petition the City Council for vacation, that petition must be in conformance with ORS 271.080, which in short outlines that the petition shall include consent of all abutting property owners and not less than two-thirds in area of the real property affected. In this instance, staff would recommend the petitioners consult an independent land use attorney or professional planner in preparing their request.

EXHIBITS:

Exhibit 1: Aerial View of Subject Alley (outlined in red)

Exhibit 2: Plat of Coleman's Second Addition to Coburg

Exhibit 3: Pictures of Structures/Fences in Alley

Exhibit 4: Picture of Fence/Flowerbed at Hayden Homes (on opposite side of alley in question)

EXHIBIT 1


400
401
500
91097 N
MILLER ST
32872 E
MCKENZIE ST
32878 E
MCKENZIE ST
700
600
800
32811 E
LINCOLN WAY
32803 E
LINCOLN WAY

EXHIBIT 2

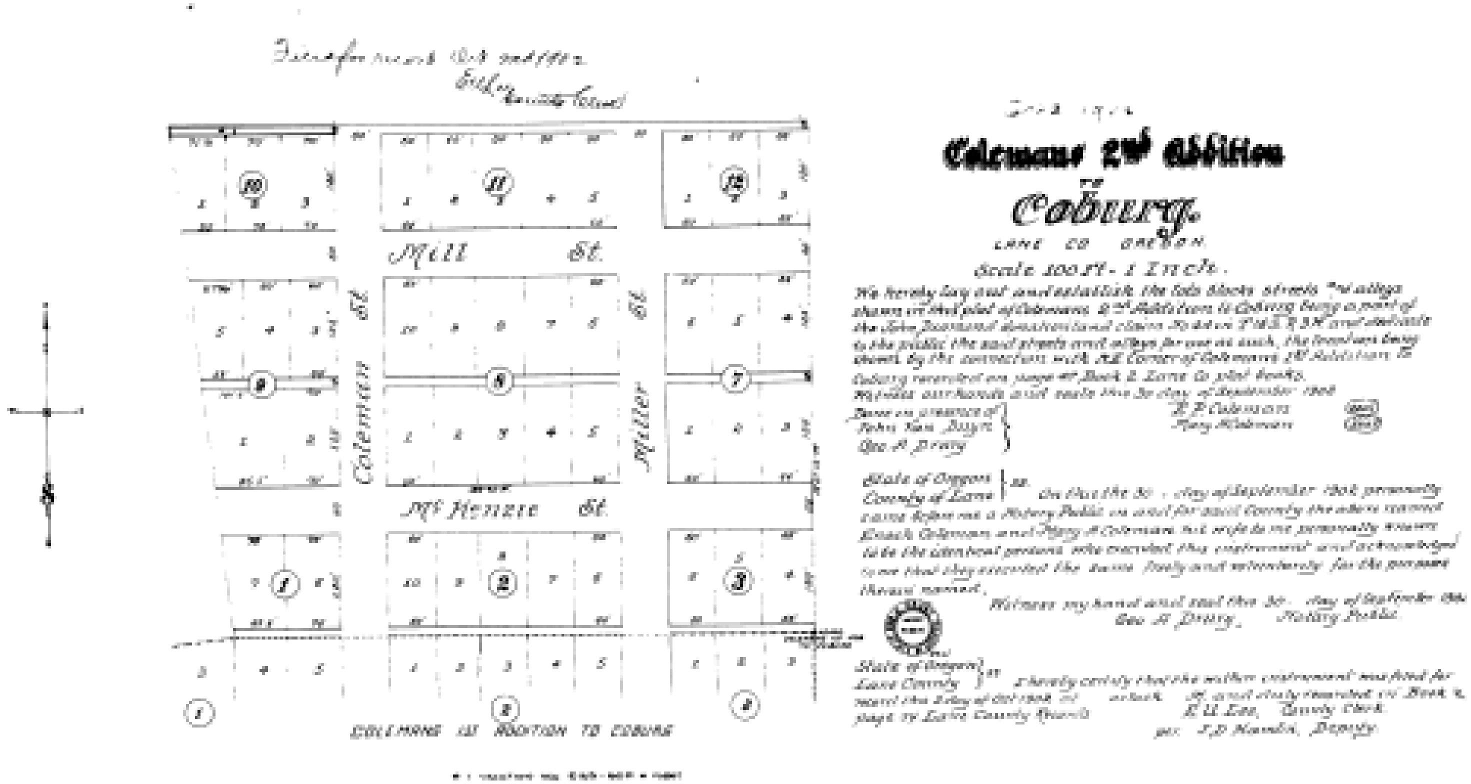
Colemans 2nd Addition
to
Coburg
Lane Co Oregon
Scale 100 ft - 1 Inch
Mill St.
McKenzie St.
Coleman St.
Miller St.
Colemans 1st Addition to Coburg

EXHIBIT 3

EXHIBIT 4

COBURG CITY COUNCIL
MONTHLY REPORTS

TOPIC: Park/Tree Citizen Advisory Committee Bylaw Amendment

B

Meeting Date: April 13, 2021
Staff Contact: Brian Harmon, Public Works Director
Contact: 541-682-7857, brian.harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION:
Consider amending the Park /Tree Citizen Advisory Committee Bylaws.

Suggested Motion: "*I* ***move to approve the amendments to the Park/Tree Citizen Advisory Committee Bylaws as presented."***

CITY COUNCIL GOAL
N/A

BACKGROUND
The Parks/Tree Citizen Advisory Committee Bylaws were adopted in January of 2013 and amended in 2015 & 2016. The committee reviewed the by-laws and have recommend some amendments to City Council for consideration.

BUDGET
N/A

RECOMMENDATION
Staff has no issues with the recommended amendments.

NEXT STEPS
If amendments are approved by City Council, the Bylaws will be updated and staff will provide to the Park/Tree committee in final format.

ATTACHMENTS

A. Written recommendations from the Park/ Tree Chair.
B. Bylaws – Showing recommended changes.

REVIEWED THROUGH:

Park/Tree Citizen Advisory Committee
Sammy Egbert, City Recorder
Anne Heath, City Administrator

ATTACHMENT A

September 16, 2020

Coburg City Council

Council Members,

The Park and Tree Committee, after reviewing our current committee bylaws, recommends to Council like the following corrections to the PARKS/TREE CITIZEN ADVISORY COMMITTEE BYLAWS, Adopted by City Council on January 8, 2013 and Amended September 13, 2016.
Please see the attached document.
Sincerely,

Coburg Park/Tree Committee
Mary Mosier, Chair

PARKS/TREE CITIZEN ADVISORY COMMITTEE BYLAWS
CHANGES VOTED BY THE COMMITTEE TO BE AMENDED BY CITY COUNCIL

ARTICLE II – PURPOSE

Participate in and/or organize fund raising events, as approved by City Council for the purpose of promoting donations for future park improvements.

STRIKE: and/or organize fund raising events, as approved by City Council for the purpose of

ARTICLE IV – MEMBERSHIP

Section I. Membership

And one non-voting staff representative, referred to as Staff, appointed by the City Administrator, and one non-voting Council Member.

STRIKE: and one non-voting Council Member

ARTICLE V

Section 8. Duties of the Vice Chair

STRIKE: The Vice Chair will be responsible for recording and preparing the monthly meeting minutes and agenda for all scheduled meetings. It is the responsibility of the Vice Chair to notify all members in a timely manner of the meeting schedules and any changes to the schedules, in addition to notifying City Officials as required with related information.

ARTICLE IX

Section 4. Quorum

A quorum shall consist of three (3) voting Members, whether or not there are vacancies on the Committee.

STRIKE: three (3) and insert four (4)

ARTICLE XIII

Section 2. Minutes

STRIKE: The Vice Chair or designee is responsible for taking meeting minutes.

PARKS/TREE CITIZEN ADVISORY COMMITTEE BYLAWS

ARTICLE I – NAME AND/OR AUTHORITY

The Name of this organization shall be the Parks/Tree Citizen Advisory Committee for the City of Coburg Oregon; hereinafter referred to as Committee.

ARTICLE II – PURPOSE

Utilize the Parks and Open Space Master Plan as a guide to accomplish the goals as set forth within the Plan as adopted by City Council.

Participate in ~~and/or organize fund raising events, as approved by City Council, for the purpose of~~ promoting donations for future park improvements.

The Committee will advise City Council on matters pertaining to Parks, Trails, Street Trees and related facilities.

ARTICLE III – DUTIES AND RESPONSIBILITIES

The Committee shall have the ability, as vested by the City Council, and be required to: Recommend to the City Council, after public input, the adoption, amendment or repeal of ordinances, resolutions, or requirements pertaining to the preservation, enhancement and advancement of the viability and attractiveness of the Parks, Street Trees, and related facilities.

Make recommendations to the City Council concerning City policies and decisions relating to Street Trees

Participate in studies in the area of Parks

Act in an advisory capacity to the City Council in matters pertaining to public recreation, including playgrounds

Review and make recommendations to the City Council pertaining to the annual budget of the Parks Fund

Make recommendations to City Council for revisions to the Parks and Open Space Master Plan. Review and make long-range recommendations concerning the planning of a program for parks and recreation. Promote and stimulate public interest and involvement.

Perform other duties as may from time to time be prescribed by City Council.

ARTICLE IV – MEMBERSHIP

Section 1. Membership

The Committee shall consist of a maximum of seven (7) voting Committee Members, hereinafter referred to as Members. And one non-voting staff representative, referred to as Staff, appointed by the City Administrator.~~, and one non-voting Council Member~~.

Section 2. Qualifications

The voting Members must reside within the Coburg Fire District with a majority residing within Coburg City limits.

Section 3. Application for Membership

Prospective Members shall file an application with the City Recorder. If the applicant is a minor the application must be co-signed by a parent or guardian.

Section 4. Method of Appointment

All voting Members shall be appointed by City Council. An applicant must have the approval of the Committee prior to appointment by City Council. All existing members wishing to continue to serve will automatically be included in the appointments for the upcoming calendar year.

Section 5. Good Standing and Reporting of Absences

It is the responsibility of Staff to bring serious attendance issues to the attention of City Council.

Section 6. Termination

If a Member accrues three (3) or more consecutive absences with a total lack of participation and/or communication, the Committee may recommend, to the City Council, to remove the Member from the Committee.

The City Council reserves the right to terminate a Member for any reason at any time.

All terms expire on December 31

Section 7. Ex-Officio Membership “Optional”

The Committee may find that, because of the complexity of its work, it is desirable to add member(s) at-large to the Committee to serve as non-voting Ex-Officio Member to lend other opinions or expertise. The Committee shall recommend to City Council such member(s) for temporary appointment as a non-voting Ex-Officio Member.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1. Officers

Officers of the Committee shall consist of a Chair and Vice Chair.

Section 2. Election of Officers

In the regular scheduled meeting in January of every year, there shall be an election from among the Members of the Committee to elect a Chair and Vice Chair.

Section 3. Term of Office

The term of office for the Chair and Vice Chair is one calendar year (January-December).

Section 4. Nominations/Voting

In the absent of a Chair or Vice Chair, a Designee will be temporarily appointed by the Committee to chair the nomination process.

The Chair or Designee will open the floor to nominations. Any Member may nominate a candidate including the Designee for the position of Chair or Vice Chair.

Once the nominations are complete, the Chair or Designee will ask for a motion to close the nominations; a second of, and vote on the motion is required.

The Chair or Designee then declares that it has been moved and seconded, that the nominations be closed, and the members proceed to the election.

The candidate who receives a majority of the votes is then declared to be legally elected to fill the office of Chair, and will immediately chair the remainder of the meeting.

The same procedure is followed for the election of Vice Chair.

Section 5. Vacancy of an Officer

Should a vacancy occur, for any reason, in the office of Chair or Vice Chair a special election shall be held to fill the vacant office from among the Members. Refer to ArticleV.

Section 6. Removal of Elected Officers

The Chair or Vice Chair may be removed by a majority vote of the Committee at a regularly scheduled meeting. In order for the Committee to entertain a motion to remove an officer an agenda item must be placed on the meeting agenda prior to a regular scheduled meeting. Any officer removed ceases to hold the office once the vote has been tallied and announced. If the Chair is removed, the Vice Chair shall become the new Chair. An item to elect a new officer will be placed on the agenda of the next scheduled meeting

Section 7. Duties of the Chair

The Chair shall preside at all regular meetings and may call special meetings. The Chair may amend the agenda and shall use all points of order and procedure during the meeting; the Chair may be overruled by a majority vote of the Committee. The Chair may not make motions, but may second motions. The Chair acts as primary contact for Staff and may represent the Committee before City Council. The Chair and Staff shall jointly set the meeting agenda. The Chair may delegate the recording of the minutes to other Members.

Section 8. Duties of the Vice Chair

The Vice Chair shall assume all duties of the Chair in the absence or disability of the Chair. ~~The Vice Chair will be responsible for recording and preparing the monthly meeting minutes and agenda for all scheduled meetings. It is the responsibility of the Vice chair to notify all members in a timely manner of the meeting schedules and any changes to the schedules, in addition to notifying City Officials as required with related information.~~

Section 9. Duties of the Acting Chair

In case of absence of both the Chair and the Vice Chair from any meeting, an acting Chair shall be elected from among the Members present, to serve only during the absence of the Chair or Vice Chair.

ARTICLE VII – STAFF SUPPORT

Section 1. Staff

Staff support and assistance is provided, but the Committee does not have supervisory authority over City Employees. While they may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately to the City Administrator.

The City Administrator shall designate appropriate staff to act as Staff person(s) to assist and support the Committee. Staff shall attend all regular and special Committee meetings. Staff shall be responsible for coordination of such reports, studies, and recommendations as are necessary to assist the Committee in the conduct of its business according to City Council policy. Staff may enlist the assistance of other departments as required. Staff shall be responsible for all public notification regarding all regular and special Committee meetings and related events. From time to time and/or at the request of the Committee, the City Administrator may appoint addition Staff to assist the Committee.

Staff shall supervise volunteers and interns, shall work closely with the Chair between meetings, shall make recommendations, prepare reports and proposals to the Committee, may represent the Committee at other meetings, presentations, and other public functions as requested, and shall perform administrative tasks.

Staff shall be responsible for the maintenance of proper records and files pertaining to Committee business. Staff shall receive and record all documents or other materials presented to the Committee in support of, or in opposition to, any question before the Committee. Staff shall sign all notices prepared in connection with Committee business, shall attest to all records of actions, transmittals, and referrals as may be necessary or required by law, and shall be responsible for compliance with all Brown Act postings and noticing requirements.

Section 2. Staff Relationship to the Committee

Given limited staff resources, the Chair or individual members shall not make separate requests of Staff without approval of the Committee. The staff's supervisor shall determine whether the request will be granted. If a member has a research or report request, it shall be brought to the Committee for discussion, consideration, and recommendation prior to making the request of staff. If not approved by the Committee, the individual member shall be responsible for his/her own research or report. Staff and the Chair shall jointly set the meeting agenda.

ARTICLE VIII – MEETINGS

Section 1. Time and Location of Meetings

The Committee will meet monthly, time, date and location as posted by the City Recorder.

Section 2. Cancellation

If a majority of the membership deems it necessary or desirable, a scheduled regular meeting may be cancelled or rescheduled upon giving notice to the Staff. This determination may be made via email or phone with members.

Section 3. Special Meetings

The Chair of the Committee, Staff, or a majority of the membership of the Committee may call a special meeting.

ARTICLE IX – CONDUCT OF MEETINGS

Section 1. Compliance with City Council Policies

All regular, special, and adjourned meetings of the Committee shall be open meetings to which the public and the press shall be encouraged. Meetings will be held at City facilities which are accessible to persons with disabilities.

Section 2. General Conduct of Meetings

Points of order and conduct, including those not addressed by these Bylaws, shall be settled by the Chair, unless overruled by a majority vote of the Committee. Points of order should use Robert's Rules of Order. The Chair will consult with staff as necessary.

Section 3. How Items Are Placed on the Agenda

A request to have an item placed for consideration on a future agenda may be made by Staff, Committee Member or a member of the public. The Chair and Staff will consider if that item should be placed on an agenda

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Section 4. Quorum

A quorum shall consist of three ~~(3)~~ 4 voting Members, whether or not there are vacancies on the Committee.

Section 5. Absence of a Quorum

In the absence of a quorum at any meeting, no formal recommendations or actions may be taken.

Section 6. Agenda

The Chair and staff shall jointly set the meeting agenda and its format shall conform to any framework set by City Council Policy.

Section 7. Order of Business

The Chair or a majority vote of the Committee may change the order of business. The Chair may be overruled by the majority of the membership.

ARTICLE X – PROCESSING MOTIONS (Robert's Rules of Order)

Section 1. Call for Motion

Upon conclusion of preliminary discussion, any member other than the Chair may place a motion on the floor. The motion shall contain the proposed action.

Section 2. Seconding a Motion

The Chair shall receive all motions and shall call for a second to each motion. The Chair may second a motion.

Section 3. Lack of a Second

If, after a reasonable time, no second has been made, the motion shall be declared dead for lack of a second and the Chair shall state this. This shall not be considered an action of the Committee and shall not be included in the minutes.

Section 4. Discussion/Debate

After a motion has been made and seconded, the Chair shall call for a discussion of the question. All discussion shall be limited to the motion on the floor. At the close of the discussion, the Chair shall put the matter to a vote. The Chair may, at his/her discretion, limit debate of any motion; except that each member shall have the opportunity to speak.

Section 5. Amending a Motion

A motion to amend may be made by any member to revise a motion on the floor; but it cannot be a freestanding motion on its own, nor can it substitute for a main motion. The motion to amend must be voted upon, unless the maker and the second accept it as a friendly amendment, and, if it passes, it then becomes part of the main motion.

Section 6. Withdrawing a Motion

Any motion may be withdrawn by the maker and the second and shall not be included in the meeting minutes.

Section 7. Motion to Table

A motion to table may be made to suspend consideration of an item that appears on a meeting agenda for reasons of urgency or to end an unproductive discussion. A motion to table is not in order when another Member has the floor. A motion to table requires a second, is not debatable, is not amendable, requires a majority vote for passage, and, if adopted, cannot be reconsidered at the meeting at which it is adopted. Members will refrain from using a motion to table as a means of capriciously limiting debate among Members, to suppress a minority of the Committee, or to avoid public input on an agenda item under consideration by the Committee.

Section 8. Results of Voting

The Chair shall state the results of each vote, e.g., “The motion passes by a vote of five to two.”

ARTICLE XI – VOTING

Section 1. Conflict of Interest

No member shall make or participate in a governmental decision which she/he knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally. Any member who has a disqualifying interest on a particular matter shall do all of the following:

1) Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required;
2) Recuse himself or herself from discussing and voting on the matter;

Any question regarding conflicts of interest shall be referred to the City Attorney.

Section 2. Voice Vote

All questions shall be resolved prior to the voice vote. Each member shall vote “Yea” or “Nay” and the vote shall be so entered into the minutes. A Member may state the reasons for his or her vote, which reasons shall also be entered into the minutes of the meeting. All members including the Chair shall vote on all matters, except where she/he has a conflict of interest.

ARTICLE XII – REPORTS

Section 1. Agenda Reports to Committee

All agenda items require a written or an oral report. Written reports serve as the analysis, detail, history, and justification for each agenda item. Oral and written reports shall include recommendation(s) and background. Draft reports not submitted in a timely manner shall be placed on a future agenda.

Section 2. Preparation of Committee Generated City Council Agenda Reports

All resolutions and recommendations adopted by the Committee and addressed to the City Council shall be delivered to the City Administrator, generally fourteen days before the Council Meeting. Reports to the City Council from the Committee shall be written reports consistent with content, style, and formatting of City Council agenda reports.

ARTICLE XIII – RECORD KEEPING

Section 1. Maintenance of Records

All records shall be maintained according to the State of Oregon Retention Schedule.

Section 2. Minutes

Minutes shall be reviewed, corrected as appropriate, and or amended and approved by the Committee at a subsequent meeting. Minutes are a permanent document and shall be maintained in hard copy in addition to an electronic version.

~~The Vice Chair or designee is responsible for taking meeting minutes.~~

ARTICLE XIV – AMENDMENTS

A majority of the full membership of the Committee may amend these Bylaws, subject to the approval of the City Council.

ARTICLE XVI – ADOPTION OF BYLAWS

Upon adoption of the City Council, these Bylaws shall be in full force and effect. Any and all previously adopted Bylaws are hereby superseded.

These Bylaws shall not be considered or construed as superseding any ordinance or directive of the City Council of the City of Coburg, nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the Committee may direct its activities.

Adopted by City Council on January 8, 2013
Amended January 13, 2015
Amended September 13, 2016
Amended April 13, 2021

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Finance Department Monthly Report

Meeting Date: April 13, 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 February 28, 2021
- February is the 8th month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 67% of budget with each.
    - Whole City Revenue received $3,198,824 or 45% of budgeted. Compared to $3,092,29 last year at February month end.
    - Whole City Expenses are $3,795,322 which is 54% of budgeted. Compared to $3,717,141 last year at February month end.
    - There is a 9% difference between Revenues received and Expenditures.
- All Funds, General, Streets, Water, Sewer are operating within their budgets.
- As of February 28, 2021, tax receipts were $793,079 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 71% and Sewer User Fees are at approximately 70%.
- Revenues budgeted are often time sensitive such as grant funds or reimbursements for projects. Therefore, revenues may seem behind, but in reality, they are fine. Good examples of this would be County Taxes that are mostly received in November, and URA transfer to Sewer for Debt service that usually happens at the end of the year.
- As we are only six months into the year, it is very early to provide analysis for the full year. However, the important revenues we track are our utility fees and County Taxes. We are happy to report that both of these are exceeding budget.

The Finance Department sent a Water Project reimbursement request of $658,378 to Denise Walters from Lane Council of Governments for submission to Business Oregon. This request was from the period of July 2020 to December 2020. This funding will make the Water Fund revenues as reimbursements were budgeted for 2021 from Business Oregon. We will be submitting these quarterly going forward.

PUBLIC INVOLVEMENT
N/A

NEXT STEPS
- Budget Preparation
- Water Project Reimbursement
- Draft Supplemental Budget

ATTACHMENTS

A. **Cash on Hand**
B. **Checks written list for January/February 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
February 28, 2021 Fiscal Year 2021
CASH ON HAND PER FUND

Funds	KEY BANK - GEN	SP GEN.	SP SDC	For	SP SAVINGS	For	SUMMIT BANK	POLICE EVID.	TOTAL
	Bank Accounts								
GEN 001	181,464	771,780			21,692				974,936
PD Drug Educ.									-
Park Cap	82,370		44,755	Park SDC					127,125
STREET 003	57,661	258,611	407,901	Street SDC					724,173
WATER 004	484,762	150,592	48,455	Water SDC					683,809
SEWER 005	176,380		902,041	Sewer SDC	27,205	Membrane Replace			1,105,626
SEWER DEBT	542,593				34,194	Sewer Debt Reserve	87,104	Sewer Debt Res	663,891
EVIDENCE		-						100	100
TOTAL	1,525,230	1,180,983	1,403,152		83,091		87,104	100	4,279,660

CIP SDCs

Cash Balance 2/28/2021	$4,279,660
Cash Balance 2/28/2020	$4,464,171
Difference	*(184,511)*

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

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COBURG OREGON

Check No	Vendor No	Vendor Name	Check Date	Check Amount
86343	ANA165	Analytical Laboratory Group	01/07/2021	590.00
86344	BEST	Best Septic Tank Pumping	01/07/2021	3,100.00
86345	BRA344	Branch Engineering	01/07/2021	39,574.87
86346	CasCol	Cascade Columbia Dist Co	01/07/2021	508.32
86347	CenLin	CenturyLink	01/07/2021	285.63
86348	CINTA	Cintas Corporation	01/07/2021	97.38
86349	CitEug	City of Eugene	01/07/2021	873.66
86350	CON188	Consolidated Supply Co.	01/07/2021	73.47
86351	CTX	Copytronix	01/07/2021	1,411.73
86352	CPR	CPR Cell Phone Repair	01/07/2021	149.99
86353	DOCU	DocuTRAK Imaging, Inc.	01/07/2021	29.00
86354	EME131	Emerald People's Utility	01/07/2021	60.72
86355	EGG132	Eugene Sand & Gravel Co	01/07/2021	4,517.10
86356	FORMOS	Farmers Insurance	01/07/2021	300.00
86357	FCSG	FCS Group	01/07/2021	1,800.00
86358	HDEPOT	Home Depot Credit Services	01/07/2021	1,524.41
86359	HUNTER	Hunter Communications	01/07/2021	315.11
86360	IRO100	Iron Mountain	01/07/2021	262.91
86361	JJK	James J. Kolstoe	01/07/2021	181.50
86362	JONES	Jones Drilling Co,, Inc.	01/07/2021	23,280.00
86363	LAN129	Lane Council of Governments	01/07/2021	913.03
86364	Lanfin	Lane County Finance Department	01/07/2021	2,106.40
86365	LESST	Les Schwab Tire	01/07/2021	1,905.21
86366	JLOND	London & Paris, LLP	01/07/2021	3,256.00
86367	MUNICODE	Municode	01/07/2021	2,100.00
86368	VN	Vic Nguyen	01/07/2021	440.00
86369	NOR146	NW Natural	01/07/2021	228.74
86370	OreRev	Oregon Dept. of Revenue	01/07/2021	2,970.32
86371	PacificS	PacificSource Administrators	01/07/2021	1,823.16
86372	PUMP	PumpTech Inc.	01/07/2021	2,950.00
86373	RoyFlu	Royal Flush Environmental	01/07/2021	1,897.50
86374	SHEL	Shell Gas Station	01/07/2021	2.50
86375	Speer	Speer Hoyt LLC	01/07/2021	2,373.50
86376	TANG	Tangent	01/07/2021	327.00
86377	TSSinc	Traffic Safety Supply Co, Inc	01/07/2021	293.40
86378	TrkTrv	Truck & Travel	01/07/2021	10.00
86379	USA426	USA Blue Book	01/07/2021	125.20
86380	Valvln	Valvoline Instant Oil Change	01/07/2021	114.71
86381	OSGP	Voya-Oregon Savings Growth Plan	01/07/2021	200.00
86382	WelWel	Welt & Welt, Inc	01/07/2021	1,645.96
86383	PhWill	Phillip Williams	01/07/2021	337.50
86384	ZENevco	Zenon Enviromental Corp	01/07/2021	10,818.00
			Total for 1/7/2021:	115,773.93
86385	AFL250	AFLAC	01/26/2021	520.18
86386	ANA165	Analytical Laboratory Group	01/26/2021	253.00

Check No	Vendor No	Vendor Name	Check Date	Check ...
86387	BRA344	Branch Engineering	01/26/2021	2,865.00
86388	CAR476	Carquest Auto Parts	01/26/2021	106.62
86389	CasCol	Cascade Columbia Dist Co	01/26/2021	1,476.32
86390	CasEng	Cascade Engraving & Awards	01/26/2021	45.25
86391	CASHS	Cascade Health	01/26/2021	397.00
86392	Petty	Petty Cash Reimbursement Cash	01/26/2021	228.44
86393	CenLin	CenturyLink	01/26/2021	450.87
86394	CINTA	Cintas Corporation	01/26/2021	174.05
86395	CIS180	CIS Trust	01/26/2021	17,785.99
86396	CityCott	City of Cottage Grove	01/26/2021	14,257.50
86397	EDMS	EDMS	01/26/2021	2,350.31
86398	EME131	Emerald People's Utility	01/26/2021	6,046.81
86399	Gene	Gene Stringfield Bldg Mat Co	01/26/2021	188.72
86400	HDFow	HD Fowler Company	01/26/2021	878.40
86401	KORN	Alexis Koran	01/26/2021	15.99
86402	LAN129	Lane Council of Governments	01/26/2021	359.25
86403	MidState	Mid-State Industrial Service inc	01/26/2021	365.62
86404	NWSIGN	Northwest Sign Company	01/26/2021	170.00
86405	ONE193	One Call Concepts, Inc.	01/26/2021	12.00
86406	OreDeq	Oregon DEQ Business office	01/26/2021	384,655.00
86407	DivAud	Oregon Secretary of State	01/26/2021	250.00
86408	PAC150	Pacific Power	01/26/2021	1,612.75
86409	KEI	Bryan Pitzer	01/26/2021	240.00
86410	RoyFlu	Royal Flush Environmental	01/26/2021	9,147.33
86411	SDP	San Diego Police Equipment Co. Inc	01/26/2021	258.06
86412	TYLE	Tyler Technologies	01/26/2021	272.25
86413	Verizon	Verizon Wireless	01/26/2021	597.56
86414	OSGP	Voya-Oregon Savings Growth Plan	01/26/2021	200.00
86415	WelWel	Welt & Welt, Inc	01/26/2021	1,001.73
			Total for 1/26/2021:	447,182.00
			Report Total (73 checks):	562,955.93

Accounts Payable

Checks by Date - Summary by Check Date

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Check No	Vendor No	Vendor Name	Check Date	Check Amount
86417	ANA165	Analytical Laboratory Group	02/05/2021	99.00
86419	BAT400	Batteries Plus	02/05/2021	96.24
86420	BRA344	Branch Engineering	02/05/2021	8,041.25
86421	CAR476	Carquest Auto Parts	02/05/2021	472.18
86422	CINTA	Cintas Corporation	02/05/2021	62.00
86423	DOCU	DocuTRAK Imaging, Inc.	02/05/2021	58.00
86424	EME131	Emerald People's Utility	02/05/2021	37.27
86425	FCSG	FCS Group	02/05/2021	1,615.00
86426	HDEPOT	Home Depot Credit Services	02/05/2021	419.37
86427	HUNTER	Hunter Communications	02/05/2021	315.11
86429	Lanfin	Lane County Finance Department	02/05/2021	467.74
86430	LAN410	Lane Utilities Coord Council	02/05/2021	100.00
86431	MCKINLEY	McKinley Printing Co.	02/05/2021	464.00
86432	NOR146	NW Natural	02/05/2021	242.19
86433	OreRev	Oregon Dept. of Revenue	02/05/2021	1,557.62
86434	PacificS	PacificSource Administrators	02/05/2021	105.50
86435	ULINE	Uline	02/05/2021	518.79
86436	WelWel	Welt & Welt, Inc	02/05/2021	413.37
			Total for 2/5/2021:	15,084.63
86437	AllSea	All Seasons Equipment	02/10/2021	922.60
86438	BRA344	Branch Engineering	02/10/2021	2,731.25
86439	CenLin	CenturyLink	02/10/2021	101.20
86440	CINTA	Cintas Corporation	02/10/2021	352.27
86441	CTX	Copytronix	02/10/2021	90.24
86442	Earth2O	Earth2O	02/10/2021	56.04
86443	EME131	Emerald People's Utility	02/10/2021	24.18
86444	TCG	Tim Gaines	02/10/2021	34.79
86445	IRO100	Iron Mountain	02/10/2021	277.64
86446	LAN129	Lane Council of Governments	02/10/2021	3,621.82
86447	LEA115	League of Oregon Cities	02/10/2021	20.00
86448	LGLG	Local Government Law Group P.C.	02/10/2021	188.00
86449	JLOND	London & Paris, LLP	02/10/2021	242.00
86450	TSSinc	Traffic Safety Supply Co, Inc	02/10/2021	1,209.89
86451	TYLE	Tyler Technologies	02/10/2021	330.00
86452	Verizon	Verizon Wireless	02/10/2021	598.76
86453	WelWel	Welt & Welt, Inc	02/10/2021	377.49
			Total for 2/10/2021:	11,178.17
86454	911Sup	911 Supply	02/25/2021	691.21
86455	AFL250	AFLAC	02/25/2021	520.18
86456	CasCol	Cascade Columbia Dist Co	02/25/2021	958.32
86457	CasEng	Cascade Engraving & Awards	02/25/2021	25.00
86458	CenLin	CenturyLink	02/25/2021	455.38
86459	CINTA	Cintas Corporation	02/25/2021	170.55

Check No	Vendor No	Vendor Name	Check Date	Check
86460	DMV145	DMV	02/25/2021	3.00
86461	EDMS	EDMS	02/25/2021	1,450.98
86462	EME131	Emerald People's Utility	02/25/2021	6,435.46
86463	FCSG	FCS Group	02/25/2021	240.00
86464	HEAR	Hearing Associate, Inc.	02/25/2021	44.00
86465	HDEPOT	Home Depot Credit Services	02/25/2021	426.20
86466	IDEX	Idexx Laboratories, Inc.	02/25/2021	1,051.91
86467	Kimball	Kimball Midwest	02/25/2021	108.00
86468	LakeSid	Lakeside Industries Inc	02/25/2021	1,861.16
86469	LAN129	Lane Council of Governments	02/25/2021	19,294.52
86470	LANCOEL	Lane County Elections	02/25/2021	28.65
86471	LA	Langan Auto	02/25/2021	165.00
86472	LESST	Les Schwab Tire	02/25/2021	171.91
86473	JLOND	London & Paris, LLP	02/25/2021	407.00
86474	NMSC	National Main Street Center	02/25/2021	150.00
86475	NWSIGN	Northwest Sign Company	02/25/2021	200.00
86476	OffDep	Office Depot Credit Plan	02/25/2021	1,063.92
86477	OGFOA	OGFOA	02/25/2021	250.00
86478	PAC150	Pacific Power	02/25/2021	1,254.95
86479	PACI	Pacific Power Group LLC	02/25/2021	961.96
86480	PacificS	PacificSource Administrators	02/25/2021	281.50
86481	PUMP	PumpTech Inc.	02/25/2021	1,425.00
86482	TSSinc	Traffic Safety Supply Co, Inc	02/25/2021	204.75
86483	UQVF	Umpqua Valley Financial	02/25/2021	8,450.00
86484	USA426	USA Blue Book	02/25/2021	2,521.14
86485	OSGP	Voya-Oregon Savings Growth Plan	02/25/2021	200.00
86486	WaltNels	Walter E. Nelson Co.	02/25/2021	89.00
86487	WelWel	Welt & Welt, Inc	02/25/2021	758.11
86488	PhWill	Phillip Williams	02/25/2021	637.50
86489	JEUB	James Edmonds	02/25/2021	45.95
86490	JJUB	Janice Johnston	02/25/2021	165.40
			Total for 2/25/2021:	53,167.61
			Report Total (72 checks):	79,430.41

Item 6.

CITY OF COBURG
GENERAL FUND BUDGET PERFORMANCE ANALYSIS
February 28, 2021

CURRENT BUDGET YEAR 2020-21

Account #	Account Name	HISTORICAL ACTUALS							Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	YTD	YTD	Variance	YTD
		2013-14	2014-15	2015-16	2016-17	2017-2018	2018-19	2019-20	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACT/PROJ	BUDGET	(fav)/UnFav	%
	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	204,020	204,020	204,020	204,018	2,498,461	2,448,238	-50,223.00	102%
																						895,228	Beginning Fund Balance	
	PERSONAL SERVICES																					3,343,466		
	ADMINISTRATION	100,974	296,470	279,982	305,091	339,253	412,997	448,344	36,122	29,827	46,249	35,429	37,281	33,598	43,271	35,286	44,501	44,500	44,500	44,500	475,064	534,009	-58,945	-11%
	PLANNING	52,923	1,173	32,473	49,664	60,154	87,192	79,098	7,589	-1,304	0	2,324	3,305	4,211	3,514	3,452	7,836	7,836	7,836	7,836	54,435	94,040	-39,605	-42%
	POLICE	313,959	268,003	279,231	284,948	354,383	390,597	401,572	14,508	34,264	55,590	35,032	36,270	37,011	40,363	37,473	43,817	43,817	43,817	43,817	465,779	525,796	-60,017	-11%
	COURT	67,721	76,394	80,072	86,201	95,160	97,451	104,352	6,060	8,176	10,707	8,176	8,705	8,176	9,146	8,351	9,158	9,158	9,158	9,158	104,129	109,889	-5,760	-5%
	PUBLIC WORKS	0	209,057	306,212	298,864	273,993	330,627	397,303	23,506	38,715	42,807	31,096	24,255	32,321	33,364	31,618	34,381	34,382	34,382	34,382	395,209	412,575	-17,366	-4%
	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	139,693	139,693	139,693	139,693	1,494,616	1,676,309	-181,693	-11%
																					1,494,616	proof		
	MATERIALS AND SERVICES																							
	ADMINISTRATION	1,337,527	245,910	186,639	226,043	248,187	220,817	219,341	9,737	19,980	16,979	54,338	15,166	9,524	22,908	15,726	21,014	21,014	21,014	21,013	248,413	252,167	-3,754	-1%
	FACILITIES	0	0	77,228	97,833	170,524	82,624	153,795	1,963	4,143	21,739	10,348	-10,431	2,174	5,637	10,834	8,290	8,290	8,290	8,295	79,572	99,485	-19,913	-20%
	PLANNING	58,665	37,522	59,027	151,662	235,060	258,088	101,478	15,306	2,084	1,691	16,536	34,355	2,387	17,951	19,969	13,328	13,328	13,328	13,322	163,585	159,930	3,655	2%
	ECONOMIC DEVELOPMENT	6,968	16,793	11,887	50,451	23,836	42,939	80,991	5,000	2,378	16	195	1,097	0	3,096	150	1,800	1,800	1,800	1,800	19,132	21,600	-2,468	-11%
	PARK & PARK CAPITAL	0	0	0	67,307	90,399	59,280	450,213	50,098	42,768	6,958	6,948	4,086	3,402	2,039	2,194	8,121	8,121	8,121	8,119	150,975	97,450	53,525	55%
	POLICE	95,943	91,704	90,252	115,200	117,469	118,724	142,855	-36	839	20,484	6,790	2,248	25,524	2,860	3,223	13,400	13,400	13,400	13,400	115,532	160,800	-45,268	-28%
	COURT	64,848	44,586	22,943	19,796	28,606	27,291	38,908	824	528	2,685	1,136	3,291	1,040	839	1,246	3,504	3,504	3,504	3,504	25,605	42,050	-16,445	-39%
	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	69,457	69,457	69,457	69,453	802,814	833,482	-30,668	-4%
																					802,814	proof		
	INTERFUND TRANSFERS-OUT																							
	PARK FUND	0	82,342	97,000		0	0	0	[redacted]															
	WATER CAPITAL FUND			84,403		0	0	0																
	PAYROLL ALLOCATION -PLANNING			22,398	19,601	0	0	0																
	STREET FUND						50,000	50,000																
	SEWER FUND	0	50,000	621,205	50,000	0	0	0																
	TOTAL TRANSFERS OUT	0	132,342	825,006	69,601	0	50,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0			[redacted]
						0		0	[redacted]															
	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	209,150	209,150	209,150	209,146	2,297,430	2,509,791	-212,361	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	-5,130	-5,130	-5,130	-5,128	201,031			

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN			
													Net Income/Loss		
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	1,096,931	1,091,801	1,086,671	*201,031*	250,000	Contingency
Revenue/(Loss)	28,890	-204,869	-73,393	-79,832	246,649	421,719	-78,274	-39,341	-5,130	-5,130	-5,130	-5,128		583,675	Ending Fund Balance
Balance Sheet Adjustments			-70,133	-3,952	-6,422	-257	-1,927	2,456						3,343,466	Budget Expenditures
CASH IN BANK ENDING	989,637	784,768	641,242	557,458	797,685	1,219,147	1,138,946	1,102,061	1,096,931	1,091,801	1,086,671	1,081,543	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

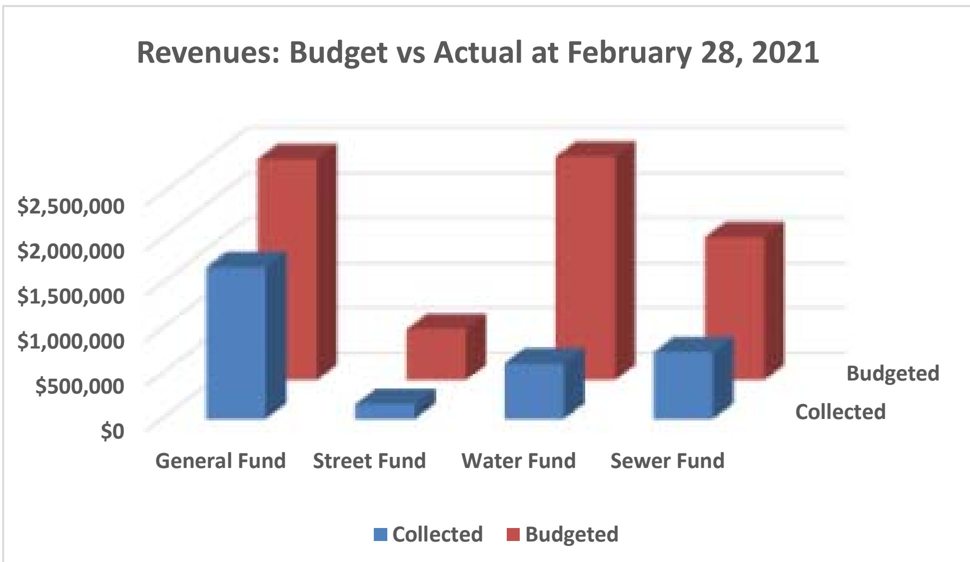
General Fund Cash	974,936
Park Reserve	127,125
Total Cash on Hand	1,102,061

CITY OF COBURG

REVENUES COLLECTED COMPARED TO BUDGET

Fiscal Year To Date As Of February 2021

Fund	Collected	Budgeted	Difference	Percentage
General Fund	$1,682,334	$2,448,238	$765,904	69%
Street Fund	$162,629	$564,822	$402,193	29%
Water Fund	$614,566	$2,478,360	$1,863,794	25%
Sewer Fund	$739,295	$1,582,603	$843,308	47%
TOTAL ALL FUNDS	**$3,198,824**	**$7,074,023**	**$3,875,199**	**45%**



Important Notes:

Overall revenues should be 67% if spread evenly throughout the year.

Budgeted revenues are net of Beginning Fund balance,

which means the budgeted amounts do not include Beginning Fund Balance

Property tax receipts for the month of January were $17,218.

Water and Sewer Fees are above budget by 6% and 4%.

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

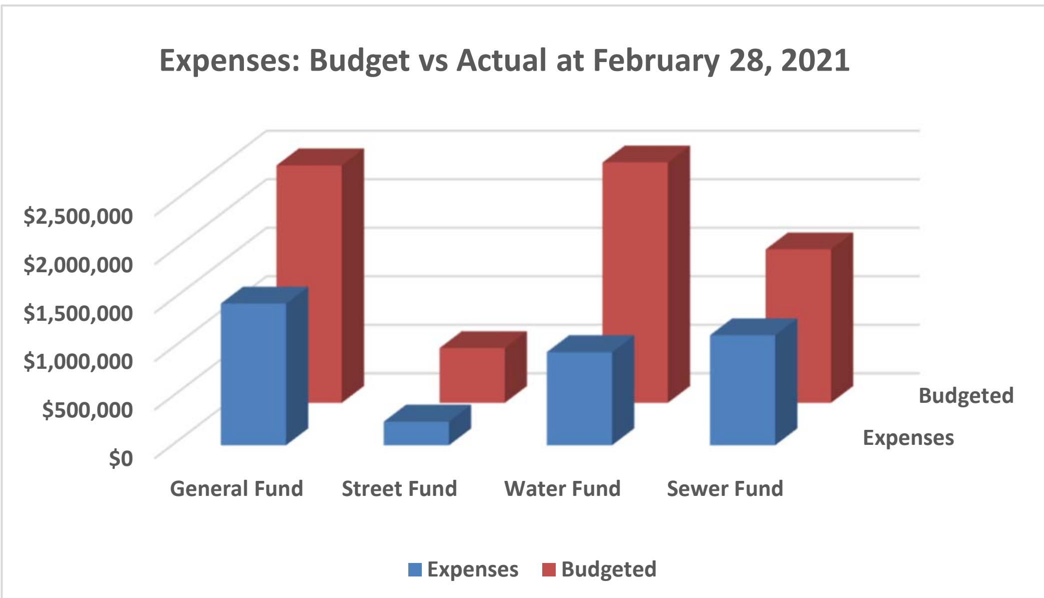
URA transfer to Sewer is made at the end of the year.

State shared revenues for the first quarter were $5,669. We budgeted $3,910 per quarter.

As of February 11th, the City has received $787,185 in property taxes.

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

Fund	Expenses	Budgeted	Difference	Percentage
General Fund	$1,459,810	$2,448,238	$988,428	60%
Street Fund	$243,309	$564,822	$321,513	43%
Water Fund	$959,008	$2,478,360	$1,519,352	39%
Sewer Fund	$1,133,195	$1,582,603	$449,408	72%
TOTAL ALL FUNDS	$3,795,322	$7,074,023	$3,278,701	54%



Important Notes

Overall expenses should be 67% if spread evenly throughout the year.

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

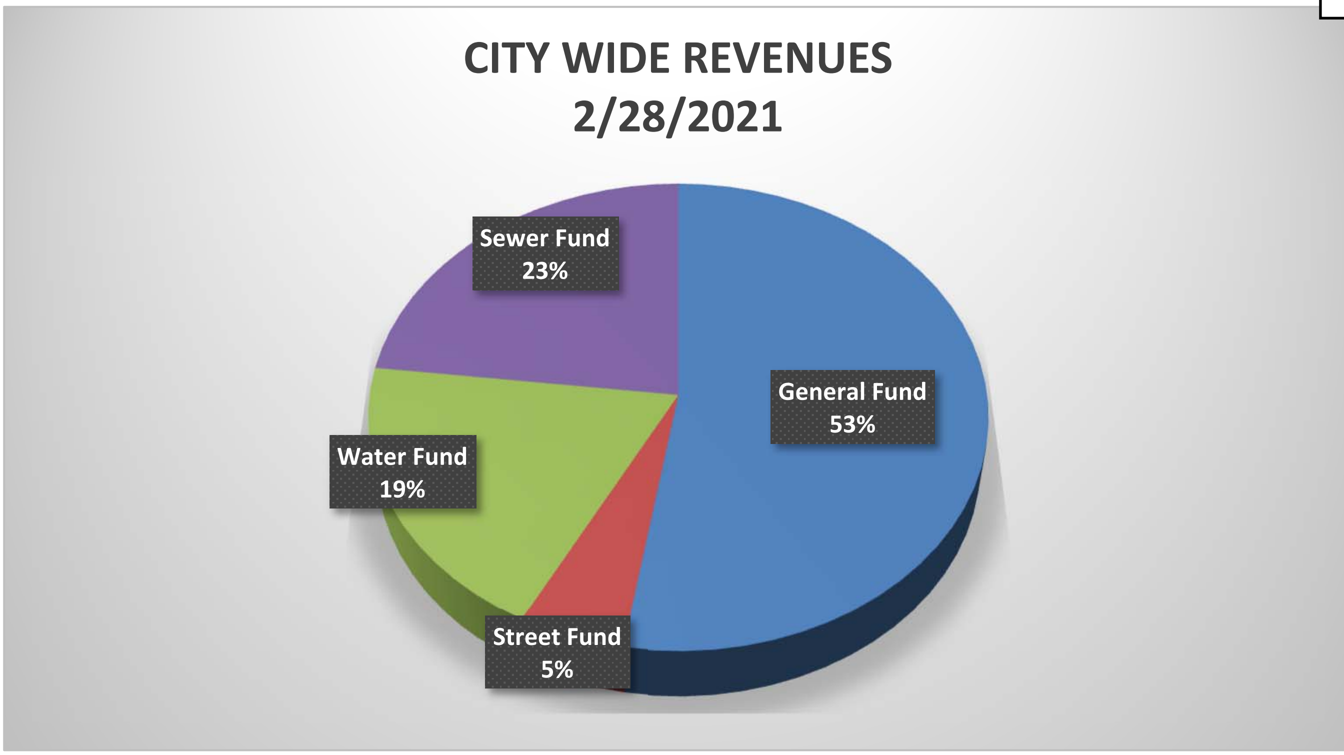
Budgeted expenses are net of Beginning Fund balance,

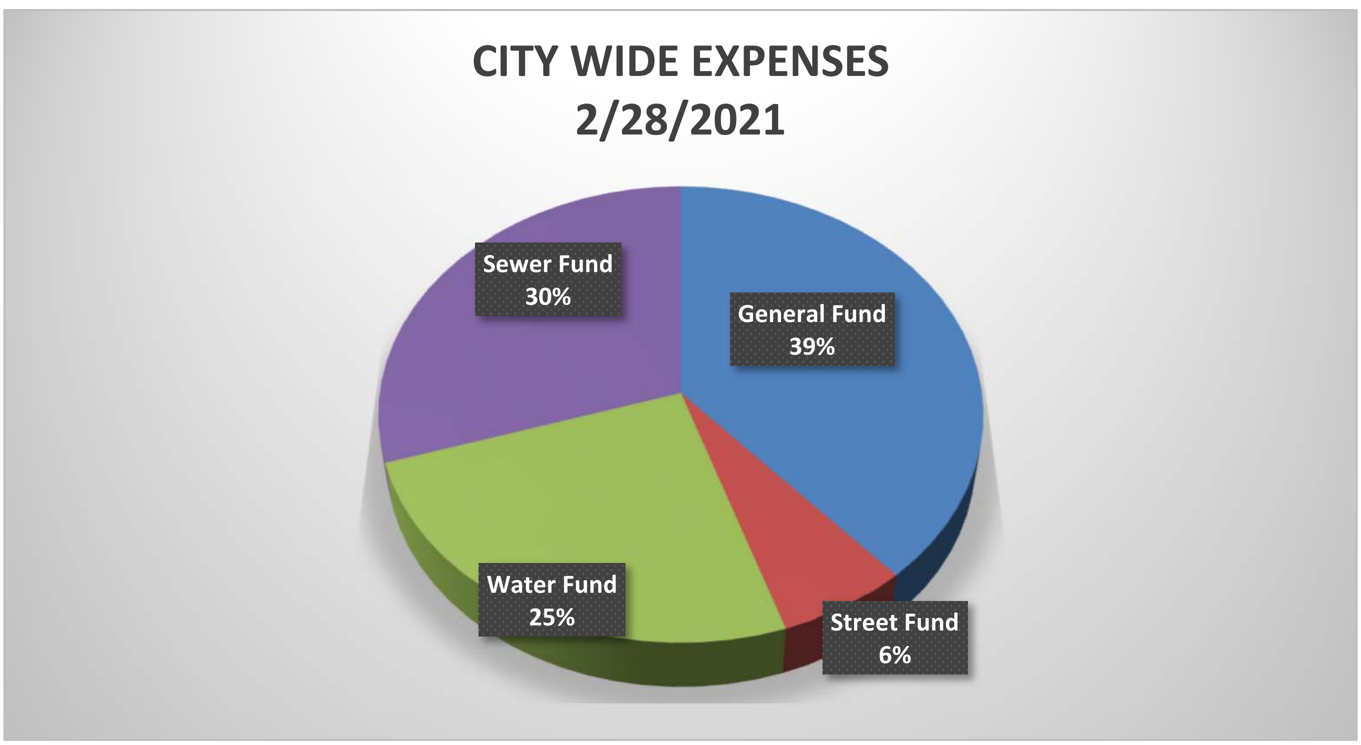
which means the budgeted amounts do not include Beginning Fund Balance

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
2/28/2021
Sewer Fund 23%
General Fund 53%
Water Fund 19%
Street Fund 5%


CITY WIDE EXPENSES
2/28/2021
Sewer Fund 30%
General Fund 39%
Water Fund 25%
Street Fund 6%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,343,466.00	130,180.72	1,682,333.58	1,661,132.42	0.00	1,661,132.42	49.68
	Fund Expense Sub Totals:	3,343,466.00	168,496.41	1,459,809.70	1,883,656.30	0.00	1,883,656.30	56.34
	Fund 001 Sub Totals:	0.00	38,315.69	-222,523.88	222,523.88	0.00		

General Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	1,254,312.00	24,244.50	162,629.40	1,091,682.60	0.00	1,091,682.60	87.03
	Fund Expense Sub Totals:	1,254,312.00	17,162.73	243,309.37	1,011,002.63	0.00	1,011,002.63	80.60
	Fund 003 Sub Totals:	0.00	-7,081.77	80,679.97	-80,679.97	0.00		

Street Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,459,251.00	54,058.65	614,566.16	2,844,684.84	0.00	2,844,684.84	82.23
	Fund Expense Sub Totals:	3,459,251.00	36,895.66	959,008.17	2,500,242.83	0.00	2,500,242.83	72.28
	Fund 004 Sub Totals:	0.00	-17,162.99	344,442.01	-344,442.01	0.00		

Water Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,879,686.00	74,674.28	739,295.49	3,140,390.51	0.00	3,140,390.51	80.94
	Fund Expense Sub Totals:	3,879,686.00	37,047.94	1,133,194.80	2,746,491.20	0.00	2,746,491.20	70.79
	Fund 005 Sub Totals:	0.00	-37,626.34	393,899.31	-393,899.31	0.00		

Sewer Fund

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

Item 6.

379681084602

62 T 908 00000 R EM T1
CITY OF COBURG
GENERAL ACCOUNT
PO BOX 8316
COBURG OR 97408-1310

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

Public Transaction 379681084602
CITY OF COBURG
GENERAL ACCOUNT

Beginning balance 12-31-20	$1,756,081.89
67 Additions	+169,526.02
88 Subtractions	-674,056.88
Net fees and charges	-514.17
Ending balance 1-31-21	**$1,251,036.86**

Additions

Deposits

Date	*Serial #*	*Source*	
1-4		Merchant Svcs Merch Dep 8008238126	$650.50
1-4		Direct Deposit, Merchant S 8030298668	201.25
1-4		Direct Deposit, Pcs OR Trust Pcs OR Tr	140.28
1-5		Direct Deposit, City of Coburg Consumer	18,526.33
1-5		Direct Deposit, City of Coburg Cons Coll	3,593.00
1-5		Merchant Svcs Merch Dep 8008238126	2,090.44
1-5		Merchant Svcs Merch Dep 8008238142	1,000.00
1-6		Merchant Svcs Merch Dep 8008238142	1,903.00
1-6		Merchant Svcs Merch Dep 8008238126	1,308.17
1-7		Key Capture Deposit	23,538.42
1-7		Key Capture Deposit	2,274.36
1-7		Key Capture Deposit	2,090.55
1-7		Key Capture Deposit	1,870.25
1-7		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,235.84
1-7		Merchant Svcs Merch Dep 8008238126	711.80
1-7		Key Capture Deposit	593.73
1-7		Key Capture Deposit	250.00
1-7		Direct Deposit, Merchant S 8030298668	101.20
1-7		Key Capture Deposit	79.00
1-8		Merchant Svcs Merch Dep 8008238126	1,086.80
1-8		Merchant Svcs Merch Dep 8008238142	520.00
1-11		Key Capture Deposit	1,539.29
1-11		Key Capture Deposit	845.00
1-11		Merchant Svcs Merch Dep 8008238126	360.00

Item 6.

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Additions
(con't)

Deposits	Date	Serial #	Source	
	1-12		Merchant Svcs Merch Dep 8008238126	1,941.89
	1-12		Key Capture Deposit	771.79
	1-13		Merchant Svcs Merch Dep 8008238126	820.11
	1-13		Merchant Svcs Merch Dep 8008238142	100.00
	1-14		Key Capture Deposit	2,858.69
	1-14		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,575.94
	1-14		Direct Deposit, Merchant S 8030298668	2,006.25
	1-14		Merchant Svcs Merch Dep 8008238126	246.70
	1-15		Merchant Svcs Merch Dep 8008238126	1,701.10
	1-19		Key Capture Deposit	9,229.26
	1-19		Merchant Svcs Merch Dep 8008238126	1,842.96
	1-19		Merchant Svcs Merch Dep 8008238142	215.00
	1-20		Merchant Svcs Merch Dep 8008238126	1,239.44
	1-20		Merchant Svcs Merch Dep 8008238142	665.00
	1-20		Direct Deposit, Merchant S 8030298668	86.25
	1-21		Key Capture Deposit	3,691.15
	1-21		Merchant Svcs Merch Dep 8008238126	742.63
	1-21		Deposit Branch 0067 Oregon	260.00
	1-21		Key Capture Deposit	165.00
	1-21		Merchant Svcs Merch Dep 8008238142	150.00
	1-21		Deposit Branch 0067 Oregon	100.00
	1-21		Deposit Branch 0067 Oregon	50.00
	1-21		Deposit Branch 0067 Oregon	20.00
	1-22		Key Capture Deposit	15,419.58
	1-22		Merchant Svcs Merch Dep 8008238126	2,155.99
	1-22		Key Capture Deposit	526.10
	1-22		Direct Deposit, Pcs OR Trust Pcs OR Tr	406.88
	1-22		Merchant Svcs Merch Dep 8008238142	265.00
	1-25		Merchant Svcs Merch Dep 8008238126	1,131.35
	1-25		Merchant Svcs Merch Dep 8008238142	265.00
	1-26		Key Capture Deposit	16,194.23
	1-26		Key Capture Deposit	770.00
	1-26		Merchant Svcs Merch Dep 8008238126	141.70
	1-27		Merchant Svcs Merch Dep 8008238126	401.15
	1-27		Merchant Svcs Merch Dep 8008238142	345.00
	1-28		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,069.37
	1-28		Merchant Svcs Merch Dep 8008238142	935.00
	1-28		Merchant Svcs Merch Dep 8008238126	283.40
	1-28		Direct Deposit, Merchant S 8030298668	51.50
	1-28		Deposit Branch 0067 Oregon	50.00
	1-29		Key Capture Deposit	24,100.14
	1-29		Key Capture Deposit	5,916.26
	1-29		Key Capture Deposit	110.00
			Total additions	**$169,526.02**

Item 6.

379681084602

Subtractions

Paper Checks ** check missing from sequence*

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86244	1-28	$10.00	*86362	1-15	23,280.00	86383	1-20	337.50
*86257	1-5	10.00	86363	1-11	913.03	86384	1-12	10,818.00
*86295	1-8	275.00	86364	1-11	2,106.40	86385	1-29	520.18
*86343	1-13	590.00	86365	1-13	1,905.21	86386	1-29	253.00
86344	1-14	3,100.00	86366	1-11	3,256.00	*86388	1-28	106.62
86345	1-13	39,574.87	86367	1-13	2,100.00	86389	1-28	1,476.32
86346	1-11	508.32	86368	1-19	440.00	*86391	1-28	397.00
86347	1-12	285.63	86369	1-12	228.74	86392	1-28	228.44
86348	1-15	97.38	86370	1-13	2,970.32	86393	1-29	450.87
86349	1-14	873.66	86371	1-11	1,823.16	*86395	1-29	17,785.99
86350	1-11	73.47	86372	1-15	2,950.00	86396	1-29	14,257.50
86351	1-11	1,411.73	86373	1-13	1,897.50	*86398	1-29	6,046.81
86352	1-11	149.99	86374	1-26	2.50	86399	1-27	188.72
86353	1-25	29.00	86375	1-15	2,373.50	86400	1-28	878.40
86354	1-12	60.72	86376	1-15	327.00	*86402	1-29	359.25
86355	1-11	4,517.10	86377	1-12	293.40	*86406	1-28	384,655.00
86356	1-15	300.00	86378	1-13	10.00	*86408	1-28	1,612.75
86357	1-13	1,800.00	86379	1-19	125.20	*86415	1-28	1,001.73
86358	1-14	1,524.41	86380	1-12	114.71	*100144	1-22	956.64
86359	1-12	315.11	86381	1-15	200.00	*100146	1-21	1,539.48
86360	1-11	262.91	86382	1-12	1,645.96			

Paper Checks Paid **$548,602.13**

Withdrawals

Date	Serial #	Location	Amount
1-4		Merchant Svcs Merch Fee 8008238126	$1,058.76
1-4		Merchant Svcs Merch Fee 8008238142	89.21
1-4		Direct Withdrawal, Merchant S 8030298668	18.16
1-5		Direct Withdrawal, City of Coburg Return	26.00
1-5		Direct Withdrawal, City of Coburg Dir Dep	27,336.84
1-5		Direct Withdrawal, Valic Eremit Prm	2,545.67
1-6		Chargeback	476.10
1-6		Chargeback	25.00
1-6		Direct Withdrawal, Invoice PA 2065Billing	91.05
1-7		Direct Withdrawal, Cis Trust 5037633834	22,373.69
1-11		Direct Withdrawal, Asi Asi Fees	18.75
1-12		Direct Withdrawal, Employer Contrb Pers Cntrb	8,683.19
1-12		Direct Withdrawal, Employer Contrb Pers Cntrb	3,824.93
1-12		Direct Withdrawal, Employer Contrb Pers Cntrb	19.32
1-13		Direct Withdrawal, Irs Usataxpymt	8,802.45
1-13		Direct Withdrawal, KeyBank Auto Pymt	3,042.01
1-13		Direct Withdrawal, OR Revenue Dept Taxpayment	2,528.31
1-19		Direct Withdrawal, City of Coburg Dir Dep	26,128.85
1-20		Direct Withdrawal, Invoice PA 2065Billing	366.90
1-25		Direct Withdrawal, Valic Eremit Prm	2,560.56
1-25		Direct Withdrawal, Asi Hc201225	575.01
1-27		Direct Withdrawal, Irs Usataxpymt	10,157.82
1-27		Direct Withdrawal, OR Revenue Dept Taxpayment	2,960.24
1-27		Direct Withdrawal, Employer Contrb Pers Cntrb	255.94
1-27		Direct Withdrawal, Employer Contrb Pers Cntrb	19.32

Subtractions
(con't)

Withdrawals	*Date*	*Serial #*	*Location*	
	1-29		Direct Withdrawal, OR Revenue Dept Taxpayment	1,470.67
			Total subtractions	**$674,056.88**

Fees and charges

Date		*Quantity*	*Unit Charge*	
1-13-21	Dec Analysis Service Chg	1	514.17	-$514.17
	Fees and charges assessed this period			**-$514.17**

See your Account Analysis statement for details.

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

Item 6.

379681084602

48 T 908 00000 R EM T1
CITY OF COBURG
GENERAL ACCOUNT
PO BOX 8316
COBURG OR 97408-1310

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

Public Transaction 379681084602
CITY OF COBURG
GENERAL ACCOUNT

Beginning balance 1-31-21	$1,251,036.86
76 Additions	+493,250.00
73 Subtractions	-175,636.69
Net fees and charges	-485.43
Ending balance 2-28-21	**$1,568,164.74**

Additions

Deposits

Date	*Serial #*	*Source*	
2-1		Merchant Svcs Merch Dep 8008238126	$595.19
2-1		Key Capture Deposit	265.00
2-1		Merchant Svcs Merch Dep 8008238126	250.00
2-1		Direct Deposit, Merchant S 8030298668	86.25
2-2		Merchant Svcs Merch Dep 8008238126	1,818.90
2-2		Merchant Svcs Merch Dep 8008238142	265.00
2-3		Merchant Svcs Merch Dep 8008238126	844.93
2-3		Direct Deposit, Merchant S 8030298668	86.25
2-4		Direct Deposit, Merchant S 8030298668	3,844.21
2-4		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,467.94
2-4		Merchant Svcs Merch Dep 8008238126	695.14
2-4		Merchant Svcs Merch Dep 8008238142	265.00
2-5		Direct Deposit, City of Coburg Consumer	19,196.63
2-5		Direct Deposit, City of Coburg Cons Coll	3,576.00
2-5		Merchant Svcs Merch Dep 8008238126	1,564.27
2-5		Direct Deposit, Merchant S 8030298668	99.82
2-8		Merchant Svcs Merch Dep 8008238126	1,362.41
2-8		Merchant Svcs Merch Dep 8008238142	355.00
2-9		Key Capture Deposit	27,034.13
2-9		Key Capture Deposit	13,139.91
2-9		Key Capture Deposit	4,553.21
2-9		Merchant Svcs Merch Dep 8008238126	585.10
2-9		Key Capture Deposit	265.00
2-9		Key Capture Deposit	100.00

Additions
(con't)

Deposits	Date	Serial #	Source	
	2-9		Merchant Svcs Merch Dep 8008238142	25.00
	2-10		Direct Deposit, Merchant S 8030298668	2,415.10
	2-10		Merchant Svcs Merch Dep 8008238126	297.92
	2-11		Merchant Svcs Merch Dep 8008238126	388.48
	2-11		Key Capture Deposit	361.91
	2-11		Merchant Svcs Merch Dep 8008238142	265.00
	2-12		Merchant Svcs Merch Dep 8008238126	737.70
	2-12		Direct Deposit, Pcs OR Trust Pcs OR Tr	702.27
	2-16		Merchant Svcs Merch Dep 8008238126	1,100.00
	2-16		Direct Deposit, Merchant S 8030298668	86.25
	2-17		Merchant Svcs Merch Dep 8008238142	4,356.70
	2-17		Merchant Svcs Merch Dep 8008238126	1,365.43
	2-18		Key Capture Deposit	7,201.11
	2-18		Merchant Svcs Merch Dep 8008238126	4,479.80
	2-18		Direct Deposit, Asi Hc210129	575.01
	2-18		Direct Deposit, Pcs OR Trust Pcs OR Tr	202.70
	2-18		Merchant Svcs Merch Dep 8008238142	50.00
	2-19		Key Capture Deposit	3,931.51
	2-19		Merchant Svcs Merch Dep 8008238126	1,384.62
	2-19		Key Capture Deposit	755.00
	2-19		Merchant Svcs Merch Dep 8008238142	265.00
	2-19		Direct Deposit, Merchant S 8030298668	55.69
	2-22		Key Capture Deposit	2,411.08
	2-22		Merchant Svcs Merch Dep 8008238126	1,127.99
	2-22		Merchant Svcs Merch Dep 8008238142	150.00
	2-22		Key Capture Deposit	79.00
	2-23		Direct Deposit, Oregon St Treas Lgip ACH	300,000.00
	2-23		Key Capture Deposit	15,941.05
	2-23		Merchant Svcs Merch Dep 8008238126	836.80
	2-24		Merchant Svcs Merch Dep 8008238126	1,305.56
	2-24		Merchant Svcs Merch Dep 8008238142	535.00
	2-24		Direct Deposit, Merchant S 8030298668	92.00
	2-25		Key Capture Deposit	7,492.08
	2-25		Merchant Svcs Merch Dep 8008238126	683.16
	2-25		Direct Deposit, Merchant S 8030298668	152.01
	2-26		Key Capture Deposit	39,666.92
	2-26		Key Capture Deposit	3,400.38
	2-26		Key Capture Deposit	2,725.00
	2-26		Direct Deposit, Pcs OR Trust Pcs OR Tr	837.33
	2-26		Deposit Branch 0067 Oregon	490.00
	2-26		Direct Deposit, Merchant S 8030298668	329.35
	2-26		Deposit Branch 0067 Oregon	300.00
	2-26		Merchant Svcs Merch Dep 8008238126	291.70
	2-26		Deposit Branch 0067 Oregon	265.00
	2-26		Deposit Branch 0067 Oregon	150.00
	2-26		Deposit Branch 0067 Oregon	140.00
	2-26		Deposit Branch 0067 Oregon	100.00
	2-26		Deposit Branch 0067 Oregon	100.00
	2-26		Key Capture Deposit	100.00
	2-26		Deposit Branch 0067 Oregon	86.10

Item 6.

379681084602

Additions
(con't)

Deposits

Date	Serial #	Source	Amount
2-26		Deposit Branch 0067 Oregon	85.00
2-26		Deposit Branch 0067 Oregon	60.00
		Total additions	**$493,250.00**

Subtractions

Paper Checks ** check missing from sequence*

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
86387	2-1	$2,865.00	86420	2-11	8,041.25	86439	2-16	101.20
*86394	2-8	174.05	86421	2-10	472.18	*86441	2-22	90.24
*86397	2-4	2,350.31	86422	2-18	62.00	86442	2-16	56.04
*86401	2-5	15.99	86423	2-16	58.00	86443	2-17	24.18
*86403	2-1	365.62	86424	2-11	37.27	86444	2-26	34.79
86404	2-4	170.00	86425	2-16	1,615.00	86445	2-24	277.64
86405	2-3	12.00	86426	2-16	419.37	86446	2-16	3,621.82
*86407	2-1	250.00	86427	2-12	315.11	86447	2-26	20.00
*86409	2-2	240.00	*86431	2-11	464.00	86448	2-23	188.00
86410	2-1	9,147.33	86432	2-17	242.19	86449	2-16	242.00
86411	2-3	258.06	86433	2-16	1,557.62	86450	2-17	1,209.89
86412	2-1	272.25	86434	2-23	105.50	86451	2-23	330.00
86413	2-1	597.56	86435	2-18	518.79	86452	2-25	598.76
86414	2-8	200.00	86436	2-12	413.37	86453	2-16	377.49
*86417	2-10	99.00	86437	2-18	922.60	*100145	2-3	747.07
*86419	2-12	96.24	86438	2-16	2,731.25	*100148	2-24	554.71

Paper Checks Paid **$43,562.74**

Withdrawals

Date	Serial #	Location	Amount
2-1		Merchant Svcs Merch Fee 8008238126	$1,060.27
2-1		Merchant Svcs Merch Fee 8008238142	213.77
2-2		Direct Withdrawal, City of Coburg Dir Dep	27,812.34
2-2		Direct Withdrawal, Merchant S 8030298668	83.92
2-3		Direct Withdrawal, Invoice PA 2065Billing	94.15
2-4		Direct Withdrawal, Office Depot Online Pmt	170.00
2-5		Direct Withdrawal, City of Coburg Return	26.00
2-8		Direct Withdrawal, Cis Trust 5037633834	22,398.13
2-10		Direct Withdrawal, Irs Usataxpymt	8,985.87
2-10		Direct Withdrawal, OR Revenue Dept Taxpayment	2,563.71
2-10		Direct Withdrawal, KeyBank Auto Pymt	1,844.30
2-10		Direct Withdrawal, Asi Asi Fees	22.50
2-11		Direct Withdrawal, Asi Hc210129	575.01
2-12		Direct Withdrawal, Employer Contrb Pers Cntrb	9,857.09
2-12		Direct Withdrawal, Employer Contrb Pers Cntrb	4,058.85
2-12		Direct Withdrawal, Employer Contrb Pers Cntrb	31.40
2-16		Direct Withdrawal, City of Coburg Dir Dep	25,670.50
2-17		Direct Withdrawal, Invoice PA 2065Billing	91.05
2-18		Direct Withdrawal, Asi Hc210131	435.00
2-24		Direct Withdrawal, Irs Usataxpymt	8,478.96
2-24		Direct Withdrawal, Valic Eremit Prm	2,528.59
2-24		Direct Withdrawal, OR Revenue Dept Taxpayment	2,415.76

Item 6.

379681084602

Subtractions
(con't)

Withdrawals	*Date*	*Serial #*	*Location*	
	2-26		Direct Withdrawal, Employer Contrb Pers Cntrb	8,868.39
	2-26		Direct Withdrawal, Employer Contrb Pers Cntrb	3,768.76
	2-26		Direct Withdrawal, Employer Contrb Pers Cntrb	19.63
			Total subtractions	**$175,636.69**

Stop payments

Number	*Check Date*	*Amount*	*Issued*	*Expires*
86235	2-25-21	$789.88	2-25-21	8-25-21

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

Fees and charges

Date		*Quantity*	*Unit Charge*	
2-8-21	Jan Analysis Service Chg	1	485.43	-$485.43
	Fees and charges assessed this period			**-$485.43**

See your Account Analysis statement for details.

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

Item 6.

379681084610

RTM1X T 908 00000 R EM T1
CITY OF COBURG
POLICE EVIDENCE TRUST
PO BOX 8316
COBURG OR 97408-1310

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

Public Transaction 379681084610
CITY OF COBURG
POLICE EVIDENCE TRUST

Beginning balance 12-31-20	$100.00
Ending balance 1-31-21	**$100.00**

Fees and charges

See your Account Analysis statement for details.

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

Item 6.

379681084610

RTM1X T 908 00000 R EM T1
CITY OF COBURG
POLICE EVIDENCE TRUST
PO BOX 8316
COBURG OR 97408-1310

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

Public Transaction 379681084610
CITY OF COBURG
POLICE EVIDENCE TRUST

Beginning balance 1-31-21	$100.00
Ending balance 2-28-21	**$100.00**

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

SUMMIT BANK

Statement Ending 01/29/2021

THE CITY OF COBURG LANE

Page

Customer Number:XXXXXXXX2301

Item 6.

Received by
City of Coburg
FEB 04 2020

RETURN SERVICE REQUESTED

>000281 5941947 0001 092348 10Z

0097817 MSP 1574

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
01/01/2021	**Beginning Balance**	**$87,103.76**
	0 Credit(s) This Period	$0.00
	0 Debit(s) This Period	$0.00
01/29/2021	**Ending Balance**	**$87,103.76**

EQUAL OPPORTUNITY LENDER

Member FDIC

SUMMITBANK

Statement Ending 02/26/20[illegible]

THE CITY OF COBURG LANE

Customer Number:XXXXXXXX2301

Received by City of Coburg MAR 04 2021

RETURN SERVICE REQUESTED

>000292 7143153 0001 092348 10Z

00713119 MSP 907

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
01/30/2021	**Beginning Balance**	**$87,103.76**
	0 Credit(s) This Period	$0.00
	0 Debit(s) This Period	$0.00
02/26/2021	**Ending Balance**	**$87,103.76**

OREGON STATE TREASURY

Account Statement

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

COBURG CITY OF - COBURG CITY OF / URBAN RENEWAL DISTRICT - 5968

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					**395,368.19**
01/14/21	01/14/21	Lane County - Tax Seg for Dec 01-31-2021	1.00	8,298.99	403,667.18
01/29/21	02/01/21	Accrual Income Div Reinvestment - Distributions	1.00	254.90	403,922.08
Closing Balance					**403,922.08**

	Month of January	Fiscal YTD July-January
Opening Balance	395,368.19	21,864.18
Purchases	8,553.89	382,057.95
Redemptions	0.00	(0.05)
Closing Balance	**403,922.08**	**403,922.08**
Dividends	254.90	620.33

Closing Balance	403,922.08
Average Monthly Balance	400,211.63
Monthly Distribution Yield	0.75%

OREGON STATE TREASURY

Account Statement - Transaction Summary

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

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Oregon LGIP	
Opening Balance	1,435,502.90
Purchases	25,938.45
Redemptions	(0.10)
Closing Balance	**$1,461,441.25**
Dividends	922.63

Asset Summary		
	January 31, 2021	**December 31, 2020**
Oregon LGIP	1,461,441.25	1,435,502.90
Total	**$1,461,441.25**	**$1,435,502.90**

OREGON STATE TREASURY

Account Statement

For the Month Ending **January 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					**1,435,502.90**
01/04/21	01/04/21	LGIP Fees - Received ACH (1 @ $0.10 - From 5969) - December 2020	1.00	(0.10)	1,435,502.80
01/14/21	01/14/21	Lane County - Tax Seg for Dec 01-31-2021	1.00	17,218.58	1,452,721.38
01/20/21	01/20/21	ODOT - ODOT PYMNT	1.00	7,797.24	1,460,518.62
01/29/21	02/01/21	Accrual Income Div Reinvestment - Distributions	1.00	922.63	1,461,441.25
Closing Balance					**1,461,441.25**

	Month of January	Fiscal YTD July-January
Opening Balance	1,435,502.90	625,978.90
Purchases	25,938.45	1,035,463.25
Redemptions	(0.10)	(200,000.90)
Closing Balance	**1,461,441.25**	**1,461,441.25**
Dividends	922.63	4,977.08

Closing Balance	1,461,441.25
Average Monthly Balance	1,448,608.27
Monthly Distribution Yield	0.75%

Account Statement - Transaction Summary

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

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Oregon LGIP	
Opening Balance	1,401,452.57
Purchases	892.65
Redemptions	0.00
Closing Balance	**$1,402,345.22**
Dividends	892.65

Asset Summary	January 31, 2021	December 31, 2020
Oregon LGIP	1,402,345.22	1,401,452.57
Total	**$1,402,345.22**	**$1,401,452.57**

OREGON STATE TREASURY

Account Statement

For the Month Ending **January 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					**1,401,452.57**
01/29/21	02/01/21	Accrual Income Div Reinvestment - Distributions	1.00	892.65	1,402,345.22
Closing Balance					**1,402,345.22**

	Month of January	Fiscal YTD July-January
Opening Balance	1,401,452.57	1,492,958.48
Purchases	892.65	7,712.94
Redemptions	0.00	(98,326.20)
Closing Balance	**1,402,345.22**	**1,402,345.22**
Dividends	892.65	7,712.94

Closing Balance	1,402,345.22
Average Monthly Balance	1,401,538.96
Monthly Distribution Yield	0.75%

OREGON STATE TREASURY

Account Statement - Transaction Summary

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

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

Oregon LGIP	
Opening Balance	82,990.57
Purchases	52.86
Redemptions	0.00
Closing Balance	**$83,043.43**
Dividends	52.86

Asset Summary	January 31, 2021	December 31, 2020
Oregon LGIP	83,043.43	82,990.57
Total	**$83,043.43**	**$82,990.57**

OREGON STATE TREASURY

Account Statement

For the Month Ending **January 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					**82,990.57**
01/29/21	02/01/21	Accrual Income Div Reinvestment - Distributions	1.00	52.86	83,043.43
Closing Balance					**83,043.43**

	Month of January	Fiscal YTD July-January
Opening Balance	82,990.57	82,600.28
Purchases	52.86	443.15
Redemptions	0.00	0.00
Closing Balance	**83,043.43**	**83,043.43**
Dividends	52.86	443.15

Closing Balance	83,043.43
Average Monthly Balance	82,995.69
Monthly Distribution Yield	0.75%

OREGON STATE TREASURY

Account Statement - Transaction Summary

For the Month Ending **February 28, 2021**

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Oregon LGIP	
Opening Balance	1,461,441.25
Purchases	19,541.58
Redemptions	(300,000.10)
Closing Balance	**$1,180,982.73**
Dividends	808.92

Asset Summary	February 28, 2021	January 31, 2021
Oregon LGIP	1,180,982.73	1,461,441.25
Total	**$1,180,982.73**	**$1,461,441.25**

OREGON STATE TREASURY

Account Statement - Transaction Summary

For the Month Ending **February 28, 2021**

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

Oregon LGIP	
Opening Balance	83,043.43
Purchases	47.78
Redemptions	0.00
Closing Balance	**$83,091.21**
Dividends	47.78

Asset Summary	February 28, 2021	January 31, 2021
Oregon LGIP	83,091.21	83,043.43
Total	**$83,091.21**	**$83,043.43**

OREGON STATE TREASURY

Account Statement

For the Month Ending **February 28, 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					**83,043.43**
02/26/21	03/01/21	Accrual Income Div Reinvestment - Distributions	1.00	47.78	83,091.21
Closing Balance					**83,091.21**

	Month of February	Fiscal YTD July-February
Opening Balance	83,043.43	82,600.28
Purchases	47.78	490.93
Redemptions	0.00	0.00
Closing Balance	**83,091.21**	**83,091.21**
Dividends	47.78	490.93

Closing Balance	83,091.21
Average Monthly Balance	83,048.55
Monthly Distribution Yield	0.75%

Account Statement

For the Month Ending **February 28, 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					**1,461,441.25**
02/01/21	02/01/21	LGIP Fees - Received ACH (1 @ $0.10 - From 5969) - January 2021	1.00	(0.10)	1,461,441.15
02/11/21	02/11/21	Lane County - Tax Seg for Jan 01-31-2021	1.00	5,893.14	1,467,334.29
02/18/21	02/18/21	ODOT - ODOT PYMNT	1.00	12,839.52	1,480,173.81
02/23/21	02/23/21	Redemption - ACH Redemption	1.00	(300,000.00)	1,180,173.81
02/26/21	03/01/21	Accrual Income Div Reinvestment - Distributions	1.00	808.92	1,180,982.73
Closing Balance					**1,180,982.73**

	Month of February	Fiscal YTD July-February
Opening Balance	1,461,441.25	625,978.90
Purchases	19,541.58	1,055,004.83
Redemptions	(300,000.10)	(500,001.00)
Closing Balance	**1,180,982.73**	**1,180,982.73**
Dividends	808.92	5,786.00

Closing Balance	1,180,982.73
Average Monthly Balance	1,406,074.65
Monthly Distribution Yield	0.75%

OREGON STATE TREASURY

Account Statement - Transaction Summary

For the Month Ending **February 28, 2021**

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Oregon LGIP	
Opening Balance	1,402,345.22
Purchases	806.83
Redemptions	0.00
Closing Balance	**$1,403,152.05**
Dividends	806.83

Asset Summary	February 28, 2021	January 31, 2021
Oregon LGIP	1,403,152.05	1,402,345.22
Total	**$1,403,152.05**	**$1,402,345.22**

OREGON
STATE
TREASURY

Account Statement

For the Month Ending **February 28, 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					**1,402,345.22**
02/26/21	03/01/21	Accrual Income Div Reinvestment - Distributions	1.00	806.83	1,403,152.05
Closing Balance					**1,403,152.05**

	Month of February	Fiscal YTD July-February
Opening Balance	1,402,345.22	1,492,958.48
Purchases	806.83	8,519.77
Redemptions	0.00	(98,326.20)
Closing Balance	**1,403,152.05**	**1,403,152.05**
Dividends	806.83	8,519.77

Closing Balance	1,403,152.05
Average Monthly Balance	1,402,431.67
Monthly Distribution Yield	0.75%

COBURG CITY COUNCIL
MONTHLY REPORTS

TOPIC: Citizen Inquiry Quarterly Report

Meeting Date: April 13, 2021
Staff Contact: Sammy Egbert, City Recorder
Contact: 541-682-7852, sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

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

Suggested Motion: Information only

CITY COUNCIL GOAL
Citizen Communication

BACKGROUND

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

This report covers all inquiries received January, February, and March 2021. Additional information including staff responses and history on the inquiry are available if requested.

Date Received	Inquirer Name	Description	Date Closed
1/15/2021	Jennifer Rhee	Live traps in Johnny Diamond Park | Stray cats	1/15/2021
3/18/2021	David Fendrich	Hole at corner of N Miller & Sarah St end of sidewalk	3/18/2021
3/23/2021	Katie Schoen	Speed at Hatfield Subdivision	3/23/2021

PROCESS for Inquires received by the City

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

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

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

BUDGET
Not Applicable

RECOMMENDATION
None

NEXT STEPS
Next quarterly report will be at the July 2021 Council Meeting.

ATTACHMENTS
None

REVIEWED THROUGH:

Anne Heath, City Administrator

COBURG CITY COUNCIL
MONTHLY REPORTS

TOPIC: American Rescue Plan

Meeting Date: April 13, 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 employment level. One important part of the bill provides that funds be directly issued to local government agencies in every state.

In late March, Governor Kate Brown released a 10-point Economic Recovery Plan which provided for action items for which stimulus dollars could be spent. However, in some cases, there is more information and clarification needed regarding what would qualify under these 10 points.

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10 POINT RECOVERY PLAN
The following were listed as part of the 10-point plan:

1. Investing in Oregon's hardest hit workers (unemployed and underemployed)
2. Reinventing in Innovative Housing
3. Supporting Resilient Rural Communities
4. Supporting Oregon's Workforce
5. Creating Opportunities for Workforce Development
6. Getting Small Business Back on its Feet
7. Investing in Oregon's Infrastructure
8. Oregonians Investing in Oregon
9. Safely Opening Oregon's Economy

10. Innovation in Manufacturing.

Attached is an informational article regarding the American Rescue Plan

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COBURG ECONOMIC NEEDS

Each community in Oregon is vastly different and the needs of those communities are unique to the economic make-up and industry which provides employment. Also unique to communities is housing availability and needs, as well as infrastructure and utility investments.

When considering which of these points Coburg should and could consider for spending the stimulus dollars the following are good fits for Coburg to consider:

1. **Reinvesting in Innovative Housing**
    a) Coburg has available properties where unique and innovative housing could be built. This could reduce the footprint on transportation and urban sprawl by encouraging multi-family or cottage style developments that provide for walking and multi-modal transportation. The City could participate in some form of Private/Public partnerships for the planning and design of this form of housing. There is a severe housing shortage in our region and state as a whole.
2. **Community Economic Development - Getting Main Street/Small Business Back on its Feet**
    a) Providing for **additional business relief**, and funding strategies related to Main Streets and downtown revitalization.
    b) Providing for the **loss of revenues for the Chamber**. All Chamber events were cancelled in 2020 which left them with no revenues to continue their work in festival and events while continuing to have expenses throughout the year. $10,000-$15,000 would provide them the revenues to restart events such as the concerts in the park, antique faire, block party, and other community events.
    c) Funding could be utilized for some of the **Main Street Projects** that are currently in the works including murals, public spaces, IOOF hall lease and updates, and marketing of Coburg.
3. **Investing in Oregon's Infrastructure**
    a) Entering into Private/Public Partnerships to expand the **broadband capabilities** in Coburg. Funds could be utilized as a local match for larger broadband grants that will begin becoming available to local communities.
    b) Funds could be utilized for purchasing **emergency response** and community resilience equipment/infrastructure such as solar panels on City Hall and/or the sewer plant, or an emergency fueling stations. In addition, small items identified by our Emergency Manager for the Emergency Response Trailer could be purchased.

c) Funds can possibly be utilized for the design aspect of the public works shop which could get a shovel ready project plan completed. This could serve as a local match for a grant or loan for construction. **It is unclear at this time if this would be an approved project for the funding.**

RECOMMENDATION

Staff recommends the Council consider the following:

- The City partner with the Chamber to hold listening sessions with local businesses in order to gain clarity as to how they are doing and if they have specific needs. This would help to answer the question as to whether there is need to provide funding specific to small business.
- The Council consider whether assisting the Chamber is in the best interest of the whole community in order to provide normalcy to the community summer season
- If housing is a priority of the Council, the City should engage in conversation with property owners of lots that could be developed into multi-family or innovative housing to see if there is an interest, need and the possibility of a private/public partnership for this kind of an investment of funds.
- Broadband is a crucial need for our community in the downtown business district and in residential neighborhoods. Consider investing in public/private partnership and utilize some of the funding for match for larger grants that would make this work possible.
- Investing in the design stage of the public works shop would provide for a shovel ready project for which match funds could be utilized to gain funding of grants or loans.

City Council does not need to decide on one project to fund. There could be multiple projects funded that would make a big difference to the community as a whole.

CONCLUSION

Ultimately, it will be up to the City Council to decide the most urgent and useful application of these funds. Leveraging the funds as local matches for larger funding opportunities seems to be a reasonable use. Council should discuss and share with staff any further information that they might need in order to make a decision.

Staff will be budgeting the funds in the General Fund at this time and they may be moved to appropriate funds (possibly before the budget is passed) when the Council makes their decision as to where they wish the funds to be utilized

WHAT IT MEANS FOR STATES

The American Rescue Plan Act Provisions

The latest COVID-19 relief package provides $1.9 trillion in mandatory funding, program changes and tax policies aimed at mitigating the continuing effects of the pandemic.

The American Rescue Plan builds upon previously enacted aid measures in 2020:

- The year-end spending and aid package.
- The Coronavirus Aid, Relief, and Economic Security (CARES) Act.
- The Families First Coronavirus Response Act (FFCRA).

Please see below for a summary of provisions of interest.

State and Local Aid

- Provides $350 billion to help states, counties, cities and tribal governments cover increased expenditures, replenish lost revenue and mitigate economic harm from the COVID-19 pandemic.
- State and local government recipients could use the funds to cover costs incurred by Dec. 31, 2024. The funds would be distributed in two tranches, with 50% delivered no later than 60 days from the date of enactment, and the remainder delivered no earlier than one year later. States would have to distribute funds to smaller towns within 30 days of receiving a payment from the department. States that miss the deadline would have to pay back any undistributed funds. A town cannot receive more than 75% of its budget as of Jan. 27, 2020. The Treasury Department could also withhold up to half of a state or territory's allocation for as long as 12 months based on its unemployment rate and require an updated certification of its funding needs.
- **Provides $195.3 billion to states and the District of Columbia:**
  - $25.5 billion would be equally divided to provide each state a minimum of $500 million.
  - $169 billion would be allocated based on the states' share of unemployed workers over a three-month period, from October-December 2020.

- **Provides $130.2 billion to Local Governments:**
  - $65.1 billion for counties.
  - $45.6 billion for metropolitan cities.
  - $19.5 billion for towns with fewer than 50,000 people.
- Provides $4.5 billion to U.S. territories.
- Provides $20 billion to tribal governments.
- Provides $10 billion for a Coronavirus Capital Projects Fund to carry out projects to support work, education and health monitoring during COVID-19.

- **Use of funds:**
  - Respond to the COVID-19 emergency and address its economic effects, including through aid to households, small businesses, nonprofits, and industries such as tourism and hospitality.
  - Provide premium pay to essential employees or grants to their employers. Premium pay couldn't exceed $13 per hour or $25,000 per worker.
  - Provide government services affected by a revenue reduction resulting from COVID-19.
  - Make investments in water, sewer and broadband infrastructure.
- State and local governments cannot use the funds towards pensions or to offset revenue resulting from a tax cut enacted since March 3, 2021.
- State and local governments could transfer funds to private nonprofit groups, public benefit corporations involved in passenger or cargo transportation, and special-purpose units of state or local governments.

Direct Payments to Citizens

- Provides another round of direct payments of $1,400 for individuals, $2,800 for joint filers, and $1,400 for each qualifying dependent.
- Dependents would include full-time students younger than 24 and adult dependents.
- The payments would begin to phase out for individuals with an adjusted gross income (AGI) of $75,000 ($150,000 for couples) and would be zero for AGIs of $80,000 ($160,000 for couples) or more. Heads of households will receive the full amount if they earned up to $112,500, and it will phase out completely at $120,000.
- Payments would be based on 2019 or 2020 tax returns. The Treasury Department could provide payments to individuals who have not filed based on return information available to the department.

Tax Provisions

- **Earned Income Tax Credit**: Raises the maximum Earned Income Tax Credit (EITC) for adults without children from $543 to $1,502. It would also lower the age eligibility for the childless EITC from 25 to 19 and eliminate the upper age limit, which currently bars the credit for childless people age 65 and older. Other changes include eliminating a rule that bars individuals who have children without Social Security numbers from claiming the childless EITC and allowing individuals who are separated from their spouses to claim the EITC on a separate return if they live with their child for more than half of the year.
- **Child Tax Credit**: Increases the Child Tax Credit maximum amount to $3,000 per child and $3,600 for children under age 6. It would also extend the credit to 17-year-olds. The increase in the maximum amount would begin to phase out at $150,000 in income for married couples, $112,500 for heads of households and $75,000 for other parents. Other changes to the Child Tax Credit include making it fully refundable, meaning the entire credit could be provided as a refund if it exceeds an individual's income tax liability, instead of partially refundable under current law.
- **Dependent Care:** Temporarily increases the value of the child and dependent care tax credit, which currently covers 35% of care expenses up to $3,000 for one dependent or $6,000 for two or more dependents. The measure would make the credit refundable, increases the maximum allowable expenses to $8,000 for one dependent and $16,000 for two or more, and allows the credit to cover 50% of expenses.

- **Employee Retention Credit:** Extends the employee retention credit established by the CARES Act through Dec. 31, 2021. The measure also would expand eligibility for the credit to new startups that were established after Feb. 15, 2020, and companies if their revenue declined by 90% compared to the same calendar quarter of the previous year. The credit would be capped at $50,000 per calendar quarter for startups.
- **Paid Leave Credits**: Extends tax credits for employer-provided paid sick and family leave established under the Families First Coronavirus Response Act through Sept. 30, 2021. The measure would also increase the wages covered by the paid family leave credit to $12,000 per worker, from $10,000; cover as many as 60 days of paid family leave for self-employed individuals, instead of 50; and bar employers from receiving credits if their paid leave favors highly compensated employees, full-time workers, or employees based on tenure.
- Makes state and local governments eligible for the FFCRA paid leave reimbursable tax credit.
- Due to budget reconciliation rules the reimbursable tax credit will not be retroactive (for state and local governments) prior to FFCRA becoming law, and the effective date begins after March 31, 2021.

Expanded Unemployment Benefits

- Extends the Pandemic Unemployment Assistance program through Sep. 6, 2021, while increasing the total number of weeks of benefits available to individuals who are not able to return to work from 50 to 79 weeks and provides guidance to states on coordinating with other unemployment benefits when needed.
- Extends the CARES Act provisions that provided a 75% subsidy for costs incurred by employers who provide unemployment benefits on a reimbursable basis rather than via tax contributions through Sep. 6, 2021.
- Extends the Federal Pandemic Unemployment Compensation (FPUC) through Sep. 6, 2021, while maintaining the FPUC benefit amount of $300.
- Exempts the first $10,200 in 2020 unemployment benefits from federal income tax for households with incomes below $150,000 per year.
- Restores full reimbursement for state costs related to waiving the waiting week beginning Dec. 31, 2020, and continues it through Sep. 6, 2021.
- Extends temporary exceptions to state unemployment insurance staffing restrictions from the CARES Act through Sep. 6, 2021.
- Increases the number of weeks of benefits an individual worker may receive in the Pandemic Emergency Unemployment Compensation (PEUC) program from 24 to 53 and extends the length of time in which workers can receive PEUC benefits if they exhaust regular state unemployment insurance benefits to last until Sep. 6, 2021.
- Extends full federal financing of benefits provided in the Short-Time Compensation program for states that have laws establishing such programs through Sep. 6, 2021.
- Ensures the earliest date on which states would begin accumulating interest of federal loans they have taken out to pay state unemployment benefits would be Sep. 6, 2021.
- Extends the FFCRA provisions that provided temporary full federal financing of extended benefits (EB) through Sep. 6, 2021. States are traditionally required to pay 50% of the cost of the EB.
- Appropriates $2 billion to the Department of Labor specifically to support program integrity and timely and equitable access to benefits. The secretary of Labor would be authorized to use the funds directly to develop system-wide program integrity solutions and address access barriers or processing backlogs, distribute funds to state and territorial unemployment insurance programs for these purposes, or make transfers to the Office of the Inspector General or the Department of Justice, or other agencies to support unemployment fraud investigations or prosecutions.

Small Business Provisions

- Provides $7.25 billion for the Paycheck Protection Program (PPP) forgivable loans.
    - With about half of the $284 billion in current funding available, the American Rescue Plan Act appropriates just $7.25 billion in additional funding and does not extend the PPP's current application period, which is scheduled to close March 31.
    - Makes more not-for-profits eligible for the PPP by creating a new category called "additional covered nonprofit entity," which are those not-for-profits listed in Sec. 501(c) of the Internal Revenue Code other than 501(c)(3), 501(c)(4), 501(c)(6), or 501(c)(19) organizations, that can receive an initial PPP loan, provided that:
        - The organization does not receive more than 15% of receipts from lobbying activities.
        - The lobbying activities do not comprise more than 15% of activities.
        - The cost of lobbying activities of the organization did not exceed $1 million during the most recent tax year that ended prior to Feb. 15, 2020.
        - The organization employs not more than 300 employees.
    - Also made eligible for the PPP are some larger not-for-profits.
        - Larger 501(c)(3) organizations and veterans' organizations that employ not more than 500 employees per physical location.
        - Larger 501(c)(6) organizations, domestic marketing organizations, and additional covered not-for-profit entities that employ not more than 300 employees per physical location.
- $15 billion for targeted Economic Injury Disaster Loan (EIDL) advance payments.
    - Provides funds to businesses located in low-income communities that have no more than 300 employees and that have suffered an economic loss of more than 30%, as determined by the amount that the entity's gross receipts declined during an eight-week period, between March 2, 2020 and Dec. 31, 2021, relative to a comparable eight-week period immediately preceding March 2, 2020.
    - Funds from Targeted EIDL Advances shall not be included in the gross income of the person who receives the grant and that no tax deductions will be denied, no tax attribute reduced, and no basis increase denied due to the exclusion of the grant funds from gross income.
- $25 billion for restaurants, bars, and other eligible providers of food and drink.
    - Allows for grants equal to the pandemic-related revenue loss of the eligible entity, up to $10 million per entity, or $5 million per physical location. The grants are calculated by subtracting 2020 revenue from 2019 revenue. Entities are limited to 20 locations.
- $1.25 billion for shuttered venue operators.
- $175 million to create a "community navigator" pilot program to increase awareness of and participation in COVID-19 relief programs for business owners currently lacking access, with priority for businesses owned by socially and economically disadvantaged individuals, women, and veterans.

Health and Human Services Provisions

HEALTH FUNDING

- The bill provides:
- $8.5 billion to the Centers for Disease Control and Prevention (CDC) for vaccine activities.
- $47.8 billion for testing and tracing activities for COVID-19.
- $8.5 billion for vaccine activities at the CDC, including a supplemental funding opportunity for state, locality and territory vaccine distribution grants from the December COVID relief package based on entities receiving the higher of the two distribution formulas as well as clarifies use of standards for data and data sharing.
- $7.66 billion for state, local and territorial public health departments to establish, expand and sustain their public health workforce.
- $7.6 billion for community health centers.
- $3 billion for block grant programs under the Substance Abuse and Mental Health Services Administration.
- $6.09 billion to the Indian Health Service.
- $800 million for the health workforce.
- $200 million to support COVID-19 infection control in skilled nursing facilities and $250 million for "strike teams" to assist skilled nursing facilities, funding will be provided until one year after the end of the public health emergency. Clarifies that secretary of Health and Human Services (HHS) most require Quality Improvement Organizations to provide support to skilled nursing facilities and add vaccination uptake support as a part of required activities.
- In total, $92.2 billion allocated for various activities aimed at improving public health and responding to COVID-19.

HUMAN SERVICES FUNDING

The bill provides:

- $39 billion for child care through:
  - $15 billion for the Child Care and Development Block Grant (CCDBG) and
  - $24 billion for newly created child care stabilization grants.
- $1 billion for Head Start programs.
- $150 million in additional funds for the Maternal, Infant, and Early Childhood Home Visiting program.
- $1 billion for the Pandemic Emergency Fund, which provides one-time benefits such as cash and vouchers to eligible families with low incomes.
- $1.5 billion for Community Mental Health Services Block grant for 2021.
- $1.5 billion for Prevention and Treatment of Substance Abuse Block grants for 2021.
- $420 million for grants to Certified Community Behavioral Health Clinics.
- $450 million for programs under the Family Violence Prevention and Services Act, including $198 million for grants to support survivors of sexual assault.
- $250 million for programs under the Child Abuse Prevention and Treatment Act.

- Permanently increases the total funding for the Child Care Entitlement to States from $2.9 billion to $3.05 billion per year (an increase of $130 million) and temporarily waived state matching funds for 2021 and 2022.

ADDITIONAL HHS PROGRAMS FUNDING

The bill provides:

- $1.434 billion for programs under the Older Americans Act, including $750 million for nutrition programs for 2021.
- $4.5 billion for the Low-Income Home Energy Assistance Program.
- $50 million for the Title X Family Planning program.

Medicaid/Medicare Policy Funding

- Requires state Medicaid and Children's Health Insurance Program (CHIP) to cover vaccines and COVID treatment without any cost sharing and extends the period of this policy by a year for one year after the end of the Public Health emergency. Would increase federal FMAP to 100 percent for vaccine costs during this period.
- States that extended a Medicaid option to provide testing and treatment to uninsured people must also do so without cost sharing.
- Outpatient drugs used for COVID-19 treatment will be included in the Medicaid Drug Rebate program.
- Provides a five-year state plan option of health coverage for women enrolled in Medicaid for 12 months after the birth of a child, instead of the previous 60 days.
- Establishes a minimum wage index for hospitals in all-urban states for Medicare hospital payments starting Oct. 1, 2021.
- Allows CMS to waive a Medicare requirement that a ground ambulance service include the transportation to a hospital to receive Medicare payments, if they didn't transport the beneficiary due to COVID-19 related protocols.
- Creates an $8.5 billion fund for rural providers.

MEDICAID FMAP FUNDING

- Provides a temporary (two year) 5 percentage point increase in the Medicaid FMAP to states that enact the Affordable Care Act's (ACA) Medicaid expansion and covers the newly eligible adult population per requirements of the ACA.
- Provides a 100 % FMAP for services to Medicaid enrollees, who access care in the Urban Indian Health Programs or the Native Hawaiian Health Care System for two years.
- Provides an 85% FMAP for the first three years that a state covers mobile crisis intervention services for mental health or substance use disorders, expiring after five years.
- Increases the federal FMAP by 10 percentage points for state expenditures on home and community-based services (HCBS) for four fiscal quarters.
- Eliminates the cap on the rebate amount manufacturers are required to pay Medicaid on covered drugs, starting in 2024. Currently, the cap is limited to 100% of the average manufacture price. Once this cap is reached prescription drug manufacturers can raise their prices without increasing the net rebates that have to be paid.

- Modifies Medicaid allotments for disproportionate share hospitals (DSH) to account for the 6.2 percentage point increase to states' FMAP. The HHS would have to ensure that the total DSH payments that a state may make in a fiscal year is equal to the total payments it could have made without the FMAP increase during the pandemic.

HEALTH INSURANCE FUNDING AND POLICY PROVISIONS

- Subsidizes 100% of premiums for individuals eligible for the *Consolidated Omnibus Budget Reconciliation Act* continuation coverage if they lose their job through September 30, 2021. The individual won't have to pay any premiums, and the employer or health insurance plan could claim a refundable tax credit against its Medicare payroll tax liability for the cost of the premiums.
- If someone becomes eligible for coverage under another group health plan or Medicare, a $250 penalty could be imposed if individuals who do not notify the plan when they are no longer eligible or as much as 110% of the premium assistance due after they are no longer eligible for a fraudulent failure to notify.
- Provides $20 million to the HHS for grants to eligible states to modernize the health insurance marketplaces established under the ACA with funding limited to two years.
- Would expand the ACA's premium tax credits for health insurance purchased through an exchange.
- Provides refundable credits for households with income that is 100% to 400% of the federal poverty level (FPL), capping health insurance premium costs based on a percentage of income and the credit would cover any amount above that cap up to the cost of a "benchmark" insurance plan.
- For 2021 and 2022, eliminates insurance premiums for individuals at 150% of FPL or less and reduces insurance premiums for all other households. Also makes households above 400% of the FPL eligible for a premium cap of 8.5% of income. Premium caps currently range from around 2% to 9.8% and are adjusted annually for inflation.
- Taxpayers receiving unemployment compensation in 2021, to qualify for reduced cost-sharing under the ACA, would require insurers to reduce out-of-pocket costs, for enrollees whose income is between 100% and 400% of the FPL and who enroll in a silver plan through the law's exchanges. Disregards income exceeding 133% of the FPL for purposes of determining the cost-sharing reduction amounts.

Nutrition Provisions

- Extends a 15% increase to monthly benefits under the Supplemental Nutrition Assistance Program (SNAP) through Sept. 30; currently scheduled to lapse on June 30.
- Provides $1.15 billion to states for SNAP administration, as well as $1 billion for grants for nutrition assistance programs in U.S. territories.
- Provides $490 million to the USDA to increase the amount of the cash-value voucher provided under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) to up to $35 during the pandemic.
    - Participating states can apply the increase for as long as four months after opting in, but not after it expires on Sept. 30.
    - Allocates $390 million to increase participation in WIC through outreach and program modernization.
- Directs the USDA to reimburse emergency shelters under the National School Lunch Program for meals provided to individuals younger than 25 who receive services there.

- Extends the Pandemic Electronic Benefit Transfer program through any school year or summer period following a designated public health emergency. The program, which provides food aid to families during school closures, had initially been limited to fiscal years 2020 and 2021 and to school year 2020-2021, and now includes select American territories.

Homeland Security Provisions

- Appropriates $50 billion to the Disaster Relief Fund for COVID-19 and other disaster assistance under FEMA. The assistance is meant to bolster vaccine rollout efforts under FEMA and provide assistance to state and local governments at 100% federal cost share.
- Directs the President to provide disaster-related funeral expenses to individuals and households at 100% federal cost share.
- Provides $400 million to the Emergency Food and Shelter Program.
- Provides $300 million for assistance to firefighter grants.
- Provides $100 million via the Emergency Management Performance Grants to state and local emergency management agencies to help communities address COVID-19 and facilitate vaccine rollout.

Agriculture Provisions

- Provides $4 billion to the U.S. Department of Agriculture (USDA), of which:
    - $3.6 billion is dedicated to supporting the food supply chain, including purchasing food and agricultural commodities; making grants and loans for small to mid-size processors; seafood processing facilities; farmers markets, producers and other organizations responding to COVID; providing assistance to maintain and improve food and agricultural supply chain resiliency; and making payments for expenses related to crop losses pursuant to the Wildfire Hurricane Indemnity Program Plus.
    - $300 million is dedicated to the surveillance and monitoring of animals susceptible to COVID-19 transmission.
    - $100 million is dedicated to reducing the amount of overtime meat, poultry and egg inspection costs at small establishments.
- $1.01 billion is dedicated for grants and loans to improve land access for socially disadvantaged farmers, ranchers, and forest landowners, in addition to scholarships, outreach, financial training, and other technical assistance.
- $800 million is provided to use the Commodity Credit Corporation to make purchases and distributions under the Food for Peace Program.
- Appropriates funds as may be necessary for loan modifications and payments to farmers and ranchers, who are members of groups that have been socially disadvantaged in the USDA programs. The department could pay as much as 120% of each such farmer’s or rancher’s debt on loans it made or guaranteed.

Transportation and Infrastructure Provisions

TRANSIT FUNDING

- Provides $30.5 billion for grants to transit agencies for use for operating expenses, including payroll and personal protective equipment costs.
    - $26.1 billion for Urbanized Area Formula Grants to aid transit service in urbanized areas.

- $2.21 billion for urban and rural area grantees that require additional assistance due to the pandemic.
- $1.7 billion for Capital Investment Grants.
- $281 million in operating assistance formula grants for states to support rural transit agencies in areas with fewer than 50,000 people.
- $100 million for intercity bus services to support essential connections in rural areas.

AVIATION FUNDING

- Provides $8 billion for airports and airport concessions, with a caveat that those receiving funding must retain a minimum of 90% of personnel employed as of March 27, 2020 thru Sept. 30. However, the *Department of Transportation* can issue a waiver if the airport is experiencing significant economic hardship, or if the requirement has negative impacts on aviation safety or security. Of that amount:
    - $6.4 billion is distributed for costs related to operations, personnel, and combating the spread of COVID-19 at airport facilities.
    - $800 million for sponsors of primary airports ad concession relief.
    - $600 million to ensure all airports receive 100% federal cost share for any airport improvement grant awarded to them in FY 2021.
    - $100 million to non-primary airports to aid in the costs related to the pandemic.
- Provides $18 billion for aviation manufacturers and airlines.
    - $3 billion for airline manufacturers to create a payroll support program.
    - $14 billion to airlines to extend the payroll support program.
    - $1 billion for contractors to extend the payment of wages, salaries and benefits.

RAILWAY FUNDING

- Provides $1.7 billion for Amtrak in FY 2021.
    - $970 million to support the Northeast Corridor.
    - $730 million to support the National Network, of which:
        - $175 million is to be used by Amtrak to offset amounts required to be paid by states for state-supported routes.
    - $166 million out of the amounts allocated for the Northeast Corridor, and the National Network, to support the restoration of long-distance service and employee recalls.

Education Provisions

- Provides $122.7 billion for the existing Elementary and Secondary School Emergency Relief Fund to remain available through Sept. 30, 2023.
    - States receive funds based on the same proportion that each state receives under the Elementary and Secondary Education Act (ESEA) Title-IA. State Education Agencies (SEAs) must distribute at least 90% of funds to local education agencies (LEAs) based on their proportional share of ESEA Title I-A funds.

  - The LEAs must reserve at least 20% of the funding they receive to address learning loss. Remaining funds are flexible and can address a variety of needs, including repairing ventilation systems, reducing class sizes and implementing social distancing guidelines, purchasing personal protective equipment, and hiring support staff to care for students' health and well-being. School districts will be required to create and share plans publicly for returning to in-person instruction within 30 days.
  - The SEAs are also required to reserve their allocations to carry out activities: 5% to address learning loss, 1% for afterschool activities, and 1% for summer learning programs. Funds to the SEAs must be spent within one year of receipt.
- Provides $3.03 billion in additional FY21 funding for IDEA
  - $2.58 billion for grants to states under Part B of IDEA
  - $200 million for preschool grants under IDEA
  - $250 million for programs for infants and toddlers under Part C of IDEA
- Provides $2.75 billion to governors through the existing Emergency Assistance to Non-Public Schools Program to provide services or assistance to non-public schools that enroll a significant percentage of low-income students and are most impacted by the qualifying emergency.
- Provides $800 million to support the identification, enrollment, and school participation of children and youth experiencing homelessness, including through wrap-around services.
- Provides $850 million for grants to Bureau of Indian Education-operated and funded elementary and secondary schools and Tribal Colleges or Universities.
- Provides $40 billion through the existing Higher Education Emergency Relief (HEER) Fund.
  - $36 billion is allocated to public and private non-profit institutions to remain available through Sept. 30, 2023. Institutions must spend at least 50% of their allocation on emergency financial aid grants provided directly to students. Institutions can use remaining funds to replace lost revenue, reimburse for emergency expenses, and more. Funds are allocated as follows:
    - 37.5% based on full-time equivalent (FTE) enrollment of Federal Pell Grant recipients.
    - 37.5% based on headcount enrollment of Pell recipients.
    - 11.5% based on FTE enrollment of non-Pell recipients.
    - 11.5% based on headcount enrollment of non-Pell recipients.
    - 1% based on the relative share of FTE enrollment of students who were Federal Pell Grant recipients and who were exclusively enrolled in distance education courses prior to the qualifying emergency.
    - 1% based on the relative share of the total number of students who were Federal Pell grant recipients and who were exclusively enrolled in distance education courses prior to the qualifying emergency.
  - Provides $3 billion to historically Black colleges and universities, tribal colleges and minority-serving institutions.
  - Provides $400 million to for-profit colleges to provide financial aid grants to students.
  - Provides $200 million for institutions with the greatest unmet need related to the pandemic or those not served by the HEER formula.
- **Maintenance of Effort (MOE)**: States must maintain spending on both K-12 and higher education in FY 2022 and FY 2023 at least at the proportional levels relative to a state's overall spending, averaged over FY 2018, FY 2019 and FY 2020. The MOE can be waived by the secretary of Education.

- **Maintenance of Equity:** All provisions apply to FY 2022 and FY 2023.
  - State Maintenance of Equity:
    - States cannot cut per-pupil spending for "high-need" LEAs (group of LEAs that serve the highest percentages of low-income, which collectively serve at least 50% of state's total student enrollment) at a rate steeper than overall cuts in per-pupil spending across all local education agencies.
    - States cannot fund "highest poverty" LEAs (group of LEAs that serve highest percentages of low-income students which collectively serve at least 20% of state's total student enrollment) below their FY 2019 funding.
  - LEA Maintenance of Equity:
    - LEAs cannot cut per-pupil spending for any high-poverty school at a rate steeper than overall cuts in per-pupil spending across all schools served by the LEA.
    - LEAs cannot reduce per-pupil staffing for any high-poverty school at a rate steeper than overall cuts in per-pupil staffing across all schools served by the LEA.
    - The provision does not apply if an LEA serves less than 1,000 students or operates a single school or serves all students in single grade span in one school or is granted waiver by secretary of Education.
- Makes changes to the federal 90/10 rule, which prohibits for-profit colleges from receiving more than 90% of their revenue from federal aid programs. Regulations would not take effect until January 2023.
- Treats any student loan forgiven or discharged on a tax-free basis from 2021 through 2025.

Environmental Provisions

- Provides $100 million for the Environmental Protection Agency to provide grants to address disproportionate environmental harms to minority and low-income populations, in addition to funding air quality monitoring grants under the Clean Air Act.
- Provides $95 million to the Fish and Wildlife Service for wildlife inspections, care of captive endangered species, and research related to wildlife disease outbreaks.

Energy and Utility Provisions

- Provides $4.5 billion for the Low-Income Home Energy Assistance Program to assist eligible low-income households with heating and cooling energy costs.
- Provides $500 million for the Low-Income Household Drinking Water and Wastewater Emergency Assistance Program created under the FY 2021 Omnibus to assist with payments for drinking water and wastewater expenses.

Consumer Protection Provisions

- Provides $50 million in funding for Consumer Product Safety Fund to protect consumers from potentially dangerous products related to Covid-19.
  - Enhance targeting, surveillance and screening of consumer products entering the United States at ports of entry.

Housing Provisions

- Appropriates $27.4 billion in emergency rental assistance including:
  - $21.55 billion for emergency rental assistance via Corona Relief Fund (remains available through Sept. 30, 2027 if obligated by Oct. 1, 2022).
  - $5 billion for emergency housing vouchers (funds available through Sept. 30, 2030).
  - $750 million for tribal housing needs.
  - $100 million for rural housing.
- Appropriates $305 million to Puerto Rico, the U.S. Virgin Islands, the Northern Mariana Islands and American Samoa for emergency rental assistance.
- Appropriates $5 billion to assist people who are homeless with immediate and long-term assistance (emergency housing vouchers). Funds will remain available until September 20, 2030.
- Provides $9.96 billion for a Homeowner Assistance Fund.
  - $100 million for housing counseling via NeighborWorks America (funding remains available through Sept. 30, 2022).
- The first 40% of funding for the emergency rental assistance program will be provided within 60 days of enactment.
- Appropriates $750 million for the Native American Housing Block Grants, Native Hawaiian Housing Block Grant and Indian Community Block Grant programs.
- Not more than 15% of funds paid to state and local governments can be used for administrative costs.
- Appropriates $39 million to assist rural homeowners through the USDA's Section 502 and Section 504 direct loan programs.

Veterans

- Provides $14.4 billion for the Veterans Health Administration (VA) to provide healthcare services and related support to eligible veterans, which includes funding for sustainment of CARES Act-supported staffing and service-level expansions, inclusive of areas such as suicide prevention, women's health, the VA homelessness programs and telehealth.
- Includes $750 million for the VA to provide construction funds to states, provided they have required matching funds to projects that will upgrade and enhance safety and operation of state veterans' homes.
- Provides $250 million in one-time emergency federal payments to support these state-operated facilities, to be allocated based on the number of beds at each home that could be occupied by eligible veteran residents. This emergency funding can be used to enhance treatment of veterans during the pandemic, including by enhancing cleaning services, procuring personal protective equipment or other equipment, and temporarily expanding staffing levels to care for veterans.
- Allocates $386 million for up to 12 months of retraining assistance for veterans who are unemployed due to COVID-19 and do not have other veteran education benefits. This funding covers the cost of the retraining program and provides a housing allowance for veterans while they undergo this training.

Technology, Broadband and Cyber

- Creates a $7.2 billion Emergency Connectivity Fund to reimburse schools and libraries for internet access and connected devices.
    - Includes wi-fi hotspots, modems, routers, devices that combine a modem and router, connected devices.
- Provides $650 million for cybersecurity risk mitigation at the Cybersecurity and Infrastructure Security Agency, which is leading the federal response to the SolarWinds Corp. breach of government networks.
- Provides $1 billion for the Technology Modernization Fund.
- Provides $200 million for the U.S. Digital Service.
- Provides $150 million to the National Institute of Standards and Technology to fund awards for research, development, and testbeds to prevent, prepare for, and respond to coronavirus.
- Provides $175 million to the Corporation for Public Broadcasting to prevent, prepare for, and respond to coronavirus.
    - Includes fiscal stabilization grants to public telecommunications entities to maintain programming and services and preserve small and rural stations threatened by declines in non-Federal revenues.

NCSL Contacts

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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

- Staff is working on a way to conduct a hybrid meeting 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.

WATER PROJECT UPDATE

- The connection from Roberts Road to the I-5 Bore is currently under design. This will connect the City's infrastructure to the eastside of the freeway. It is anticipated that this will take place in the summer months.
- We are working on the water rights for the new well property which requires that we relinquish a right on an old well that has been decommissioned and move it to the new well site. In addition, we are conducting an informal bid process for installing a fence at the new well property.
- A survey is in the process for a possible move of the easements to the Reservoir site. This would simplify the easements, and alleviate some unnecessary logging of timber, boulder removal, etc. Staff has been communicating with all property owners who have been supportive of the project and are willing to work with the City.

Economic Development

- As approved by City Council we applied for a grant to provide a pop-up plaza in the downtown area. We should hear by the end of April if we will receive this funding. Staff will meet with the Park and Tree Committee in April to ask their opinion on the initial placement of the plaza should it be funded.
- The Bike Kiosk project is underway. Staff will also be speaking with the Park & Tree Committee about this project at their April meeting. It is anticipated that this project will be completed in July or August.

Planning Position

- We completed the recruitment process on March 31. The City received many applications but only five candidates were suitable candidates for an interview process. The process will include a first round interview with each candidate in which we discuss skills and experience. We will then hold a 2nd round interview with finalists from the first round. This process should be completed in the month of April. If we do not find a finalist that is a good fit for the City, then we will continue with our current planning contract with LCOG for the near future. Staff are happy with the services that we receive from Henry Hearly and feel that the City would be fine if this is the outcome. However, the preference and ultimate goal is to have an in-house planner in Coburg.

Work session for Transportation Utility Fee

- Council are reminded that if you have not provided input on the TUF ordinance, that you should do so as soon as possible. Staff will gather all input and come to City Council with a draft ordinance for review in May. Staff has discussed the timeline and believe that the following is a reasonable time frame for this process:
  - Draft ordinance presented to City Council for review in May. Staff will provide presentation for the input received. Customers will receive information in their May utility billing statements. We will also deliver brochures to all homes by the end of April.
  - June, will be the first reading of the ordinance – Public Hearing
  - July, will be the 2nd reading of the ordinance and vote of the City Council.
  - If passed, the staff will implement the TUF as soon as possible with a projected goal of it being September or October, 2021.

Council are reminded that if they wish to meet with the City Administrator to go over information related to the TUF, they are welcome to do so. Please contact the City Administrator to set up an appointment.

Budget Process

- The budget process calendar has been set for 2021-22 and the meeting calendar is attached to this packet.

Zoning Code Review Committee

- The Committee continues to meet and is led by Chair, John Fox. They are currently discussing code reflecting the downtown corridor.

Kendall Auto Group Coming to Coburg

- The Planning Commission approved an application for Kendall Auto Group to reconstruct the old Mill-Log building/property on Roberts Road in order to create a collision repair facility which will serve as an extension of their business in Lane County. A simple site plan is attached. If Councilors would like more information on this project please reach out to Megan Winner at megan.winner@ci.coburg.or.us.

Coburg Creek Subdivision – Next Steps

- Coburg Creek Subdivision public improvements process is underway. This is a requirement for subdivisions. They must submit a plan for public infrastructure improvements to the City Planner and then City Engineers and the Public Works staff review. This review has taken place and they have provided feedback and requirements to the developers. An example of that is an empty conduit must be installed for future fiber line for the neighborhood.

<u>Upcoming Meetings</u>

Heritage Committee – 4/14/2021 – 6:00 p.m.
Park & Tree Committee – 4/20/2021 – 6:00 p.m.
Planning Commission – 4/21/2021– 7:00 p.m.
City Council Work Session – 4/27/2021 – 6:00 p.m. – Tentative – Employee Compensation
Finance/Audit Committee – 4/28/2021 – 5:30 p.m.
Code Review Ad-Hoc Committee – 4/22/2021 – 5:30 p.m.

DEPARTMENTS AND OPERATIONS

City Recorder/Administration

- **COVID-19 front office**
  - Doors are OPEN!!! We require masks be worn and monitor how many people are in the front office to comply with 6’ social distancing.
  - The maximum occupancy of the City Council Chambers is 25 at this time. This capacity will not change until the 6’ distancing requirement is removed.
  - Starting in April most Committees that choose to can meet in the Council Chambers. City Council, Planning Commission and the Budget Committee will continue to meet virtually. We are working on getting camera and microphone system for the Council Chambers to continue to live streaming these meetings when held in house.
- **City Recorder Administration**
  - March 10^{th} to April 13^{th} we had eight Public Meetings. These were noticed, electronic and paper retention completed, minutes recorder scheduled and virtual meeting set up with invites to press and committee members.
  - Recruitment to fill the administrative assistant position will be posted April 19, 2021 through May 17, 2021.
  - Budget Committee Recruitment is open. The two members whose terms expire have been notified and encouraged to re-apply. Application will be accepted through April 30, 2021. Budget Committee will review applications and interview at May 25, 2021. Council will consider Budget Committee recommendation at the June 8, 2021 meeting.
  - Attend the Oregon Associations of Municipal Recorders mid-year virtual conference. I received 3 educational points for attending Dr. De Hicks Class “Built for the Storm – The Habits and Disciplines of Resilient People”.
  - Finished the recruitment for the Planning & Community Development vacancy. Turned applications in to City Administrator.
  - Promote Child Abuse Awareness throughout the month of April to support the Council Proclamation.
  - Statement of Economic Interest reminders and track elected officials to make sure they are all in compliance.
  - Met with the City Administrator and reviewed the administration budget discussed next years purposed changes.
  - 5 lien search’s completed.
  - Processed four applications for facility reservations to rent park structures, four OLCC temporary applications and starting the first special event application.
  - New updated address and zoning maps for front lobby, City Council Chambers and upstairs.

- **Utility Billing this month**
  - February Utility Billing Stats
    - 594 Utility bills
    - 83 Past dues
    - 14 Door hangers for billing issues
    - 7 Active payment plans
    - 3 Change is service
    - 10 Accounts signed up for ACH

Finance

- **See Finance Report under separate tab**

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Annexation agreement complete and under applicants' review;
- SR 01-21: Site Review (industrial) application approved by Planning Commission on March 31, 2021. Kendall Auto Group will establish a new collision repair facility on Roberts Rd (site formerly occupied by Mill Log Equipment Company). The applicants have submitted for a building permit which is under review;
- SUB 02-20: Coburg Creek Subdivision public improvements process is underway. This is a requirement for subdivisions. They must submit a plan for public infrastructure improvements to the City Planner and it is reviewed by the City Engineer and the Public Works Team;
- Five Structural/Plumbing/Mechanical/Electrical Permits issued in March;
- Applied to Travel Oregon's Competitive and Recovery Grants Program for a mobile pop-up plaza;
- Code Review Ad-Hoc Committee has commenced, next meeting is April 8th;
- Work on Main Street Committee projects, including a mural, flower baskets, bike hub, unified marketing campaign, and IOOF lease, continues to progress.
- Applied for permission to submit a Transportation Management Grant for contract assistance for updating the development code and the transportation plan and aligning the two documents. We requested to write the grant in the amount of $50,000. This permission was granted on April 6th. The City staff will be meeting with representatives of the grant staff to receive advice and conditions for submitting the grant.

Public Works

- **Streets and ROW.**

- **Sidewalk Repairs**
  - Crews replaced 3 panels on Pearl St. between Diamond St and N Skinner
- **Street Signs**
  - Replaced two stop signs on E Van Duyn St
- **Storm water**
  - Completed the drainage project on Rustic Ct. We plan on working on Shane Ct this spring and summer. This is replacing the drainage rock in the shoulders of the street.

- **Water Utility**
  - **Services**
    - Crews installed a new 1.5” service for Ponsse on Huntly Ct.
  - **Training**
    - Brian Harmon and Grant Richardson attended a 3-day school for water utilities
  - **Repairs**
    - Crews worked on an emergency that occurred on March 14th and went through the next day the 15th at the main well head building that houses the power for both well #1 and well #2. The drive that powers and controls well #2 burned up from a transistor that exploded, this caused the main breaker for the entire building to also burn up. Crews worked throughout the evening into the early morning and the majority of the 15th to get these repaired. We ran the water system on emergency power for almost two days. A crew member had to make an early morning run to Portland to receive the parts. Total costs for this repair are currently sitting around $12,000.
    - Crews replaced the packing on well #1 before this well will be doing the bulk of the production coming up later this spring.
- **Sewer Utility**
  - **Collections**
    - **Pumping**
      - 3 tank
    - **Inspections**
      - 13 inspections
    - **Callouts**
      - 10 callouts
  - **Training**
    - Brian Harmon and Grant Richardson attended a 3-day school for wastewater utilities
- **Parks Dept**
  - **Parks and Tree Committee**

        - Committee worked on Jacob Spores Park and helped out with a design and will later work on the area on Mill St in the Dari Mart planter boxes. This is donated for beatification from Dari Mart.
    - **Park Maintenance**
        - Crews installed a short fence around part of Johnny Diamond Park to reduce the impact of rodent destruction of the plantings in this Park.
        - Sprayed and Fertilized most of the Parks
        - Installed some chips and removed jumps on Booth Kelly Trail. There is still more that needs to be done on this Project. These chips were installed to level out some dips in the trail.
- **Misc.**
    - **Vehicle Maintenance**
        - Placed orders for the two beds for the new service trucks that should be here in the next few weeks.
        - Replaced wheel bearings and breaks on one of the service trucks.
    - **Locates**
        - 15 Locates
    - **Work Orders**
        - Crews turned in 51 work orders. Most of these are additional work done other than the daily work Public Works does.

<u>**Municipal Court**</u>

- **March 2021 Activity Measures:**
    - **Citations (Crimes and Violations)**
        - New Citations for March 2, 2021 Court Date: 36

    - **March 2021 Receipts Including Collections**,
        - **Total Fines**: $18,996.44 (total monies taken in for the month, nothing deducted), *compared to $ 13,106.00 in March of 2020*
        - **Net Fines**: $ 10,482.50 (City share only, NOT including collections), *compared to $7,084.50 in March of 2020*

    - **March 2021 Professional Credit Service Collections**:
        - **Total Collection Revenue**: $8,513.94 *compared to $5,301.50 in March of 2020*
        - **Turned over to collection**: $ 30,300.00 *compared to $0 in March 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:

- **Next Court session scheduled for April 6, 2021**
- **Jury Trials: Friday, April 16, 2021**
  Monday, April 26, 2021

<u>Police Department</u>

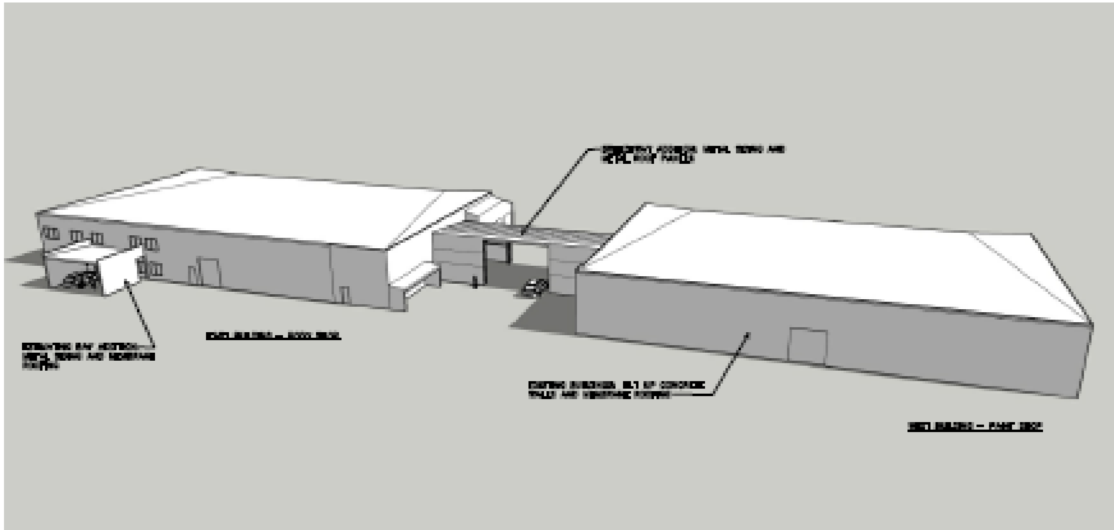
- Officers issued a violation citation of $100 for Unlawful Possession of Methamphetamine.
- Officers arrested a male for felony Assault IV (APA) – Abuse Prevention Act. The male slammed his wife's head into a wall in front of their children and during a fit of rage, broke most everything in the house. The suspect resisted arrest and fought the officers while being arrested. The victim has obtained a restraining order.
- Officers developed probable cause and obtained an arrested warrant for a burglary suspect. We have tried to locate the suspect in Eugene with no success. Lane County Sheriff's Department also has an PC for arrest on the same suspect.
- Officers contacted a subject sleeping in his car in the cul-de-sac on Roberts Road. The male had an attempt to locate out of the Lane County Sheriff Department to be interviewed about a crime; a Deputy responded for the interview. The Deputy obtained a confession regarding multiple thefts. I was also able to obtain suspect information from a burglary that occurred in Coburg in December 2020. The main suspect has fled to Nevada. We will be obtaining a warrant for his arrest.
- The Police Department has had 6 residents and 2 businesses sign up for the Surveillance Camera Registration and Mapping Program (SCRAM) since its launch.
- Officers assisted the Lane County Sheriff's Department on 2 calls for service. LCSO was actively working a Homicide in Cheshire and were short on resources. Officers responded to Junction City to assist JCPD on a dispute; that case was resolved. Officers responded to a shots fired call around Armitage Park; officers patrolled the area, but were unable to locate the source of the shots - cleared unable to locate.
- Officers investigated a reckless motorcyclist south bound on Coburg Road. The Dari Mart Store located the driver. The driver was arrested for DUII - methamphetamine. The next day the motorcycle was found to have been stolen from the Eugene Club House for the Free Souls M/C. The owner was located and the stolen motorcycle was returned to the owner.
- Officers contacted a semi-truck parked in front of a fire hydrant on Roberts Road. The semi-truck moved and the issue was resolved.
- Officer used CHETT funds to buy fuel for a homeless man who ran out of gas. Because of the assistance, the man was able to move on.

- Officers arrested a local male on outstanding warrants for Probation Violation.
- Officers assisted the Lane County Sheriff's Department looking for a woman walking around Coburg Bottom Loop carrying a scoped rifle. The woman was walking down the road, running into the bushes hiding, and acting strangely. We were unable to locate the female.
- Officers worked with ODOT and Lane County Weight Masters doing truck inspections at the Marcola scales.
- Officers investigated a motor vehicle crash on the I5 Northbound off-ramp. A semi-truck took out the crosswalk control. The driver was contacted and all the information was forwarded to ODOT for repair.
- Officers towed a vehicle blocking a resident's driveway.
- Officers completed their required truck inspections for the FMCSA (Federal Motor Carrier Safety Administration).
- Officers obtained a Trespass Letter of Consent from a business to be served on people camping on their private property (Roberts Road).
- Offices took a report of found contraband at the Shell station. The substance tested positive for heroin.
- Officers investigated a Hit & Run at the Truck & Travel. A semi-truck hit another semi-truck and left the area. There were no witnesses.
- Officers took a report for two bicycles being stolen from a house on Coleman Street. There are no suspects and the owner did not have any serial numbers.
- Officers took a theft report for a stolen table and chairs from the Coburg Inn patio.
- Officers took a report of two catalytic converts being stolen from two company vehicles parked at Eugene Camping World.
- Officers worked with ODOT and State Weight Masters doing truck inspections at the Woodburn port of entry scales.
- Officers investigated a DHS referral regarding domestic violence where kids were present. The female filed a restraining order against the male. Investigation showed no crime at this time.
- Offices investigated a motor vehicle crash on Pearl Street. The driver was issued citations for Failing to Perform the Duties of a Driver (Hit & Run).
- Officers completed a VIN inspection for a business on Roberts Road.
- Officers arrested a male for DUII. It was determined the driver was under the influence of controlled substances.
- Officers investigated a motor vehicle crash at Pearl and Industrial Way. A jeep was driving westbound and made a dangerous left turn in front of a pickup driving East bound. Both air bags deployed. One driver was transported to the hospital and the other was arrested for DUII (alcohol).

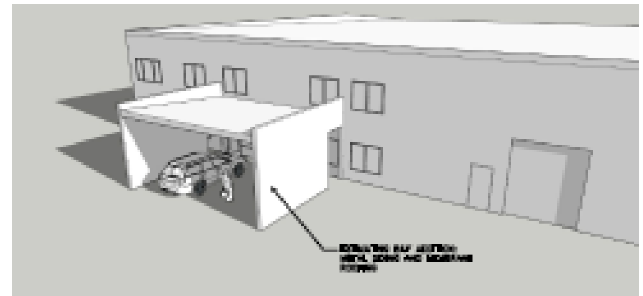
- Officers took 2 Unlawful Entry into Motor Vehicle reports. In one of the cases a credit card had been stolen. The credit card was used at the Eugene Walmart. Officers have obtained video surveillance and are trying to identify the suspect.

Upcoming Events:

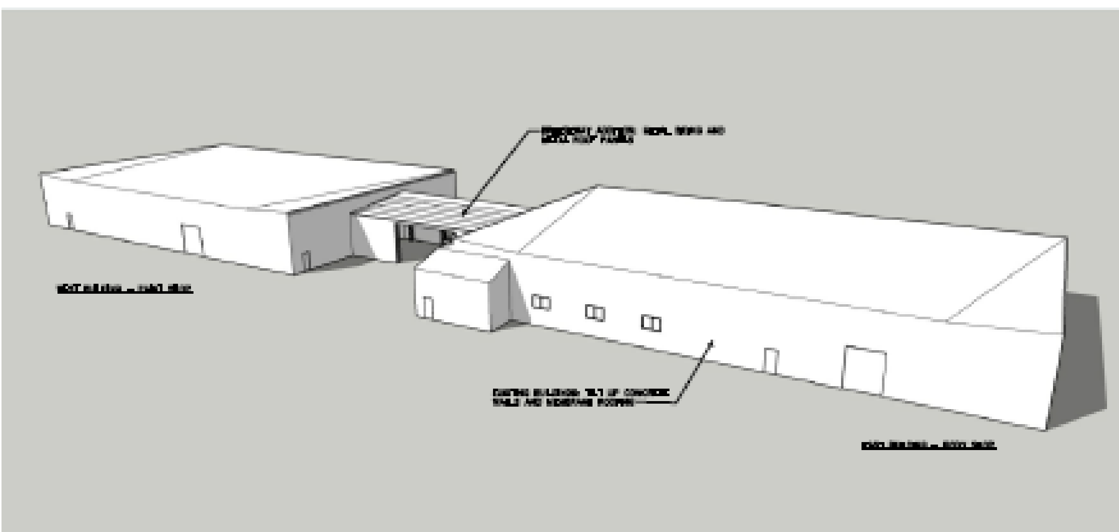
- Community Shred Day Saturday April 17th 10:00 am to 2:00 pm
- DEA Drug Take Back Saturday April 24th 10:00 am to 2:00 pm
- Lane County District Attorney's Office Training April 8th on Ballet Measure 110 - Decriminalizing Controlled Substances
- Firearms Training Saturday April 24th



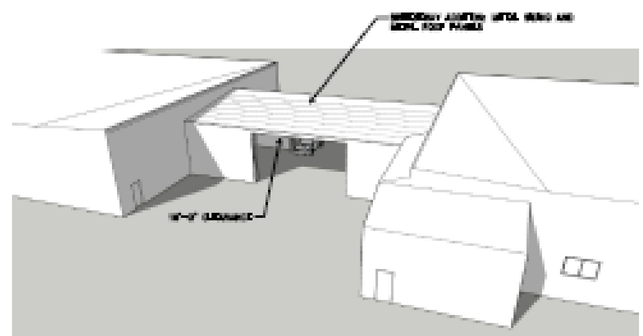
VIEW FROM NORTHWEST



VIEW OF ESTIMATING BAY ADDITION



VIEW FROM SOUTHEAST



VIEW OF BREEZEWAY ADDITION

CITY OF COBURG BUDGET CALENDAR

FISCAL YEAR 2021-22

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

Item 10.

COBURG CITY COUNCIL
MONTHLY REPORTS

TOPIC: Committee and Commission Meeting Minutes

Meeting Date: April 13, 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 they are 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

2/24/2021	Code Review Ad-Hoc (Mtg 1)
3/10/2021	Heritage Committee
3/11/2021	Code Review Ad-Hoc (Mtg 2)
3/16/2021	Park Tree Committee
3/25/2021	Code Review Ad-Hoc (Mtg 3)

Code Review Ad-Hoc Committee
Virtual Meeting via Zoom
Feb. 24, 2021 – 7 P.M.
Coburg City Hall
91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Patty McConnell, City Councilor; John Fox, City Councilor; Paul Thompson, Planning Commission Chair; Marissa Doyle, Planning Commissioner; Alan Wells, Business Owner; Cathy Engebretson, Citizen At-large; Jerry Behney, Citizen At-large

COMMITTEE MEMBERS ABSENT: None

STAFF PRESENT: Anne Heath, City Administrator; Megan Winner, Planning and Economic Development; Ray Smith, Mayor

RECORDED BY: Jack Moran, LCOG

CALL TO ORDER

Ms. Heath started the meeting of the Coburg Development Code Review Ad-Hoc Committee at 7 p.m.

ROLL CALL

Ms. Heath took roll.

INTRODUCTIONS

Ms. Heath made the introductions, noting it was the group's first meeting. She said the committee's function is to meet and make a recommendation on zoning code changes in response to citizen input to Coburg's Build-Out Scenario Report. Mayor Smith also attended the meeting, and participated in the discussion.

OFFICER ELECTIONS - Chair and Vice Chair

Ms. Winner read the chair's duties. The group deferred a decision on electing a committee chair and vice chair, as not all committee members were present at that point of the meeting. The topic was revisited later in the meeting.

SPECIAL GUEST -

- **Zoe Anton, Urban Collaborative LLC, presents Build-Out Scenario Report**

Ms. Heath introduced Ms. Anton, who presented a slideshow highlighting aspects of the recently completed Build-Out Scenario Report and a related survey. The City Council formed the committee so it could review the report and provide follow-up recommendations, Ms. Heath said.

Ms. Anton presented a 2019 Portland State University projection that showed Coburg's population would grow by 383 people by 2044, bringing the city's population to 1,678 people. A total of 142 homes could be needed to accommodate that growth. Additional economic development would be expected to occur along with new-home construction, Ms. Anton said.

The city's Community Vision Statement, adopted in 2017, provided a basis for the report, Ms. Anton said.

The report looked at eight different settings for future development. Four involved residential or central-business properties; while the others involved properties zoned for highway commercial use.

A total of 208 people responded to the report survey. Medium- to higher-density development scenarios were preferred by survey respondents to lower-density scenarios in all but one situation, Ms. Anton said.

She reviewed survey comments received in response to multiple scenarios. Those comments addressed a number of concerns and interests, including the need for a mix of housing and more green space. The community also seemed very interested in the city's planning and development codes. Traffic and parking represented a huge concern among survey respondents, Ms. Anton said.

Recommended next steps include continuing to engage residents as new development happens in Coburg; considering simplifying the zoning code; considering the development of a form-based code for the central business district and other areas where new development may occur; and prioritizing walkability and green space in public areas. Ms. Anton said there was no need for Coburg to consider expanding the Urban Growth Boundary to accommodate projected population growth.

Discussion followed. In response to a question from Ms. McConnell, Ms. Anton defined form-based zoning as a code that primarily focuses on the "form and character" of a structure, rather than the use. She also recommended the group use a regulating plan, create planning patterns, update code language and connect building, street and landscape standards to the patterns. Ms. Anton discussed in detail a similar project she had managed in Emporia, Kansas. That city produced a simple, two-page code for developers regarding building standards, she said.

Mr. Behney asked about potential development restrictions along Main and Pearl streets, since the county controls the right-of-way there. Ms. Anton said the potential existed for the city and county to work together, and that a positive partnership had happened between the county and the city of Lowell in another project in which she had been involved.

Ms. Anton clarified for Mr. Fox the process that led to the two-page development code in Emporia, and said in response to a question that considering planning processes should precede code refinement.

Mr. Behney asked about the amount of protection the city had established for significant, vacant pieces of property in Coburg. In response, Ms. Anton said a set of established rules did provide that protection.

In response to a question from Mayor Smith, Ms. Anton said form-based coding can help Coburg perhaps enhance the historic character of buildings. The group further discussed balancing property owners' desires and the city's interest in maintaining the character of historic buildings in Coburg. Mayor Smith recalled obtaining government incentives in order to restore a historic home.

Mr. Thompson shared his interest in lessening the city Planning Commission's work through the process, and Ms. Anton said form-based codes can work to reduce that load because they serve as a simple checklist for developers and property owners.

The group revisited the topic of form-based zoning, and incentives were again discussed. Ms. Doyle mentioned the importance of having a well-thought out development code. Committee members thanked Ms. Anton for her work.

IDENTIFY CODE TOPICS FOR REVIEW

Ms. Heath reviewed the committee's general responsibilities in regard to reviewing the Build-Out Scenario Report. Mayor Smith said the group could choose to take action after looking at the survey and scenarios presented in the report and identifying known issues with the existing code.

Ms. Engebretson mentioned portions of the development code that she believed needed attention, in addition to the information presented in the Build-Out Scenario Report. Mayor Smith said the Council understood there were additional issues, and that the committee could indeed broaden its work. He and Ms. Heath suggested the committee make a list of concerns to dictate its work plan. Ms. Heath said she believed the group should consider one issue at a time. She added that it was not clear how long the committee's work would take to complete.

The group discussed prioritizing work focusing on the downtown commercial area. Committee members were expected to review public comments and make notes of their own relating to settings 1 through 4, which were detailed in the report.

After comments from Mr. Fox, Mr. Behney nominated and moved, seconded by Ms. McConnell, to name Mr. Fox as the committee's chair. With no other nominations, the motion to name Mr. Fox committee chair passed unanimously. Ms. McConnell will serve as vice-chair.

FUTURE MEETINGS/DATES TO REMEMBER

- Next - Code Review Ad-Hoc Committee Meeting - The next meeting was scheduled for 5 p.m., Thursday, March 11.

- Frequency of meetings/Hopeful completion date - The group decided it would meet every two weeks and that hour-long meetings would be scheduled.

ADJOURNMENT

Chair Fox adjourned the meeting at 8:54 p.m.

APPROVED by the Code Review Ad-Hoc Committee of Coburg this ____ day of xx 2021.

____
Chair, John Fox

ATTEST:

____
Sammy L. Egbert, City Recorder

Coburg Heritage Committee
March 10, 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, Mark Alexander; City Council Liaison.

1. Call Meeting to Order
Ms. Doyle called the Heritage Committee meeting at 6:01 p.m.

2. Roll Call
Ms. Winner called roll. A quorum was present. She mentioned that because of the City Council retreat a City Council member would act as a liaison for every Committee. Mark Alexander volunteered to be part of their Committee. Councilor Alexander was excited to be more involved, especially since he lived in the Historic District.

3. Committee Business
- Information Share & Updates

Ms. Winner reported that the Certified Local Government (CLG) grant had been submitted. They ended up asking for a little over $7,000. They wanted to get six commemorative plaques, send out mailings for the Historic District, host workshops and trainings for homeowners, and bring back art contest in 2022. They focus was on reinvigorating heritage interest in the Coburg community. She said they would find out how much they would get by the end of March.

Ms. Shattuck knew that in the past families had paid for a part of the plaques for their homes and if they would do that again. Ms. Winner said that they would pay the whole amount with the grant. She mentioned that they were still unsure of how they would choose which houses got plaques.

Ms. Winner shared that she attended the Preserving Oregon Grant workshop. The grant was for structural preservation for buildings in the Historic Districts. The City was looking to lease the Independent Order of Odd Fellows (IOOF) building which was eligible for those funds.

- Development Code Discussion

Ms. Sardell said that she had not gotten too in-depth with the code yet since it was very detailed. It talked about everything from inventory work to designating landmarks. She noted that there was nothing to stop someone from painting their house a certain color or not fixing a window. However, the design and demolition processes were included.

Ms. Sardell wondered if they should have the Planning Commission go through the document and give them feedback or have a work session where each Committee member took a section and summarized it. Ms. Winner saw the overlap with the development code review that recently started. Ms. Doyle noted that the Development Code Committee's first task was to review the downtown development code and the buildout scenario survey results. She said that there was a Historic District section in the code, but it was very short. Ms. Sardell mentioned that they would need to be careful with what was written in the code and that they could always add their own Historic code.

Ms. Sardell did not want their code to get too detailed and controlling, it could rub the community the wrong way. It could also affect their Historic District negatively in the long run. Ms. Winner thought the local significant designation and demolition sections of the historic code were interesting. The Development Code Committee was looking at what they wanted to address and were building a work plan around that. She wondered if their ideas could be added to their list.

Ms. Sardell asked if HB 2001 would change the code. She knew it meant a lot in Eugene. Ms. Winner replied that Coburg was exempt from the bill because it was so small.

Ms. Sardell knew that Corvallis had a Historic code and wondered if they should go through it. Ms. Doyle mentioned that it was very strict, and that Independence's code might be better to look at. Ms. Sardell thought they could talk to someone about what worked and what had not. They could get someone from the State Preservation Office to talk to them.

Ms. Sardell thought the next step would be to send copies of the code out to everyone to look through. Then they could split it into sections and make comments and discuss it, figure out what would work and what would not. She was unsure what the Committee's role was and when they would bring staff in.

Ms. Doyle mentioned that in the buildout scenarios there was one that put a Dollar General near City Hall. The issue was less with the store type or brand and rather about the building not fitting in with the rest of Coburg. She thought that incorporating code around all buildings needing to fit a certain look would be incredible. Ms. Shattuck asked if the Main Street project would deal address those issues. Ms. Winner replied that the Development Code Committee would be looking at Main Street and how it would interact with their downtown and Historic areas. It had potential to restrict building appearances.

Ms. Winner said they should notify Ms. Doyle of anything they wanted brought to the Development Code Committee. Then they could start focusing on preservation month activities.

4. Future Meetings | Dates to Remember

Next Heritage Committee Meeting: April 14th, 2021

Oregon Heritage Virtual Summit: April 29th – 30th, 2021

Ms. Winner said that the City would cover the costs of the Oregon Heritage Summit if anyone wanted to go. She would be attending and encouraged others to go if they had time. Ms. Shattuck was interested in attending.

5. Approval of Minutes

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

6. City Administrator's Report

Ms. Winner noted that Lane County had moved into the moderate risk for COVID-19. Overall, cases were decreasing. She said that City Hall doors would open soon.

7. Adjournment

Ms. Doyle adjourned the meeting at 7:00 p.m.

APPROVED by Heritage Committee of the City of Coburg on this 14th day of April 2021.

(Minutes recorded by Lydia Dysart)

ATTEST:

______________________________ ______________________________

Sammy L. Egbert, City Recorder | Marissa Doyle, Chair

Code Review Ad-Hoc Committee
Virtual Meeting via Zoom
March 11, 2021 – 5 P.M.
Coburg City Hall
91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Patty McConnell, City Councilor; John Fox, City Councilor; Paul Thompson, Planning Commission Chair; Marissa Doyle, Planning Commissioner; Cathy Engebretson, Citizen At-large; Jerry Behney, Citizen At-large

COMMITTEE MEMBERS ABSENT: Alan Wells, Business Owner

STAFF PRESENT: Anne Heath, City Administrator; Megan Winner, Planning and Economic Development; Ray Smith, Mayor

RECORDED BY: Jack Moran, LCOG

CALL TO ORDER

Chair Fox called the meeting of the Coburg Development Code Review Ad-Hoc Committee to order at 7 p.m.

ROLL CALL

Chair Fox took roll.

APPROVAL OF MINUTES

Ms. Engebretson moved, seconded by Ms. McConnell, to APPROVE THE FEB. 24, 2021 MEETING MINUTES. The motion passed unanimously.

IDENTIFY CODE TOPICS FOR REVIEW - Settings 1 through 4

Chair Fox introduced the topic, which related to the build-out scenario report. He expressed appreciation for the report presentation that the committee had received, but said he had questions about each setting being presented with different "existing conditions."

Mayor Smith said the differences occurred because some settings had structures while others did not. Following additional discussion, Chair Fox said he would have liked to have seen more consistency in the presentation.

In regard to Setting 1, Ms. Doyle spoke about how some have misinterpreted the word "character" in a zoning code as being something that refers to people rather than as an aspect of architectural design. She noted the property is in a historic overlay area, and said the city would need to address the mix of housing it wants in Coburg.

Mayor Smith asked Ms. Doyle to cite specific code sections that need attention during the committee's review.

Ms. McConnell suggested "architectural character" could easily replace "character" within the code, to clarify the term.

Ms. Engebretson then suggested committee members first list individual concerns and avoid immediately discussing them, in the interest of efficiency.

Ms. Doyle provided additional information regarding historic overlays and said the group would need to decide how detailed or restrictive it should be with its design guidelines.

Mayor Smith agreed the historic design section should be reviewed, particularly in Coburg's commercial area. Additional discussion followed.

Chair Fox asked the group if they had additional concerns. Ms. Engebretson pointed out in the interest of clarification that the buildout scenarios included photographs of development aspects that are not currently allowed under the current code.

Ms. McConnell commented the committee had a huge job to do, and asked how the group should go about prioritizing its work.

Mayor Smith agreed the committee had a big job and said he believes the primary issue related to addressing community expectations regarding building aesthetics. He also expressed interest in setting a potential "Coburg standard" for developers to address, rather than using a national or engineering standard.

Ms. Engebretson said one task the group could easily complete dealt with correcting a clerical error that inserted a section of the partition code into the subdivision section of the code. That change would help in regard to traffic concerns, she said.

Mr. Behney commented on the issue of having county maintained roads in Coburg, and how to address that. Mayor Smith reiterated the importance of setting its own standard, and said Coburg in the past has not been able to hold developers responsible for traffic issues related to developments.

Additional discussion followed in regard to Coburg drive-through businesses on Main Street. Food and beverage drive-throughs are prohibited, Ms. Engebretson said.

Chair Fox critiqued the report's residential-parking calculations, which he said appeared unworkable in a city without mass transit.

Ms. Engebretson suggested the group also review the city's Transportation System Plan, and commented it could be beneficial to know where community members wanted new streets.

Mayor Smith said the city is working to update the TSP, which he said had been tightly woven with the city's Urban Growth Boundary plan. The City Council would soon receive a presentation on the issue, he said.

Mr. Thompson, in response to comments on developers' responsibility to address transportation impacts, mentioned the group might consider how developers already pay system-development charges to address those impacts.

Ms. McConnell spoke about the residential areas addressed in the report, and said she felt it was very important to look at affordability and lot sizes. Coburg is a city that provides a broad range of homes, she said. Other group members agreed. Mayor Smith mentioned the public had been resistant to approving smaller lots.

Mayor Smith also brought up the issue of Coburg allowing metal-clad buildings in residential areas, and hoped that would be reviewed in consideration of historic-character issues. The group then discussed the merits of metal-clad and metal-roofed homes, and how they fit into neighborhoods.

The group then further discussed the importance of Coburg offering a mix of housing types. Ms. Engebretson said people can be leery of multifamily housing, but that she felt the city should have it as part of its mix. Mayor Smith suggested better informing the public about the different types of housing that fits in Coburg.

Mr. Behney then discussed Setting 2 in Scenario 2 of the report, which involved a vacant property on Pearl Street. He said he felt development there should both blend in with the existing neighborhood but also provide a "statement" as people enter the downtown core. Discussion followed.

Ms. McConnell spoke about cottages, and how they could serve as homes for the older population as the city considers smaller and more-affordable lots. Mayor Smith said the city could set flexible standards for smaller homes.

Ms. Doyle said the current code addresses cottage requirements. She added it can be difficult to get developers to build cottages without government incentives. Mayor Smith agreed that was an issue.

Ms. Engebretson said she felt the group should address landscaping standards in parking lots in the central business district. Chair Fox agreed that was important.

Committee members then discussed the importance of adding parking requirements to their list, as well. Mayor Smith said parking was a longstanding issue.

The committee discussed its next steps. Mayor Smith requested the group connect specific sections of the development code to issues with settings presented in the report. He added that the committee's job was to recommend specific changes to the code.

FUTURE MEETINGS/DATES TO REMEMBER

- Next Code Review Ad-Hoc Committee Meeting - The next meeting was scheduled for 5 p.m., Thursday, March 25

ADJOURNMENT

Chair Fox adjourned the meeting at 6:21 p.m.

APPROVED by the Code Review Ad-Hoc Committee of Coburg this 8th day of 2021.

____
Chair, John Fox

ATTEST:

____
Sammy L. Egbert, City Recorder

Coburg Parks | Tree Committee
March 16, 2021 – 6:00 p.m.
Virtual Meeting – Coburg City Hall
91136 North Willamette St.

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, Patty McConnell, City Council Liaison

1. CALL MEETING TO ORDER
Ms. Mosier called the meeting to order at 6:01 p.m. She mentioned that Councilor McConnell would be their City Council liaison.

2. Roll Call
Mr. Wilson called roll. A quorum was present.

3. Agenda Review
Mr. Harmon said that he would give the Booth Kelly Signs update since Terry Dawson was not there.

4. Approve Minutes From 1/19/21 & 2/16/21

MOTION: Ms. Marshall moved, seconded by Ms. Coury, to approve the January 19, 2021 Park & Tree Committee minutes as presented. The motion passed unanimously.

MOTION: Ms. Marshall moved, seconded by Ms. Coury, to approve the February 16, 2021 Park & Tree Committee Work Session minutes as presented. The motion passed unanimously.

MOTION: Ms. Smith moved, seconded by Ms. Meston, to approve the February 16, 2021 Park & Tree Committee minutes as presented. The motion passed unanimously.

5. City Updates
Ms. Marshall appreciated the public work time on pulling weeds for Johnny Diamond Park but was surprised that it took 33 hours. She thought they could have a volunteer group do the work in the future or have their Committee members take turns doing it. Ms. Smith agreed.

6. Review Bylaws
Ms. Mosier noted that Sammy Egbert had sent out the bylaws. She asked about removing the section on City Council having a member seat, but since liaisons were active again, they would continue on with how the bylaws were written. They would now go to City Council for approval.

7. COMMITTEE BUSINESS

- Flagpole Design Options

Ms. Mosier inquired into if anyone had put anymore thought into the designs that Mr. Harmon and Mr. Beatty presented. Ms. Smith liked Mr. Beatty's medallion design but was worried they would get dirty near the ground.

Ms. Courty wanted to know what size they would be. Ms. Mosier replied that they could be made to whatever size the Committee wanted.

Ms. Mosier asked how much it would cost. Mr. Harmon responded that they had to find someone to do the work first before they knew the cost.

Ms. Mosier stated that they had to finalize their plans so the work could be done once funding was available. Mr. Beatty said that he would finish his design and send it in to the City.

- Jacob Spores Planting Plan

Mr. Beatty said that they had to continue developing the mound under the sign. They needed a few additional yards of planting mix for the space. Ms. Meston had plants available to put in that spot. He said that it would be an easy project.

Ms. Mosier asked if this should be a work party project. Mr. Beatty responded that only a few people would need to go down and do it for a few hours. They could talk as a Committee about flower color. Ms. Mosier said that they would leave everything to Mr. Beatty and Ms. Meston

- Tree Sub-Committee Report

Mr. Beatty said that he tagged too trees to be planted in Jacob Spores Park. They would be planted after the City picked them up. He asked if it would just be City employees planting them or if the school would participate. Mr. Harmon replied that the school would not be able to participate, however that could change by the time the trees were picked up.

The sub-Committee reviewed the cherry trees in Norma Pfeiffer park and felt that they could be cleaned up. They had to figure out if they wanted to have public works cut the branches or a Committee member. Mr. Harmon told him that public works could meet them at the park and cut the branches. Ms. Meston wanted to document the trees in some way since they were heritage trees. Ms. Mosier asked if they could put a sign near the tree to identify it. Mr. Beatty replied that they could easily put a plaque in the ground. They just had to figure out what material they wanted to use and get them made.

Ms. Smith thought it would be good to take pictures of trees after they were trimmed to document what type they were. They could then have that information available if the Heritage Committee ever wanted to do anything with them.

- Dari Mart Landscaping

Mr. Beatty said that he and Ms. Meston had been working on the design. They still had to talk with Dari Mart about how to proceed. Mr. Morneau said that he could meet with Kurt about the design once it was sent in. Ms. Meston asked if he had an idea of what their budget would be. Mr. Morneau replied that under $1,000 would work but they were hoping it would cost $500.

Mr. Beatty said that they looked at putting large stones with some plants around them. They did not know how to get water to the area. Mr. Morneau told him they could get water from the grange after the initial planting.

Ms. Smith noted that there had been talk of hanging plants in front of businesses. She wondered if they could use the Dari Mart water to water those plants. Mr. Morneau told them that Dari Mart had someone who came and pulled weeds for them, but they did not water anything.

- Park Donation Policy Recommendation to City Council

Ms. Smith and Ms. Meston had met with Anne Heath to talk about the recommendation.

Ms. Smith mentioned that the language used talked about “public spaces” instead of parks, so that all Committees could use the policy. City Council was supportive of the policy but might have to change a few parts of it before it got approved. She said that the Committee had to vote to recommend the policy to City Council.

Ms. Marshall pointed out that the first sentence should use “affect” instead of “effect”.

Ms. Mosier asked if the policy covered all types of donations. Ms. Smith replied that the City said it was a good start, but it might need to be changed in order to include more types of donations.

> **MOTION:** Ms. Smith moved, seconded by Ms. Marshall, to recommend the Park Donation Policy to City Council as amended. The motion passed unanimously.

- Mural Placement on Informational Kiosk

Ms. Mosier said that the Main Street Committee was looking to put murals on buildings around the City. When they were ready the designs would be shown to the Park and Tree Committee. She said that they wanted to put a draft up on the kiosk.

Councilor McConnell said that the mock-up of the mural would be on plastic vinyl to get community input and potentially get donations.

- Work Party Plan for April

Ms. Marshall said that at the last work party they cleaned up Norma Pfeiffer Park weeds and trimmed the shrubs. That took a total of two hours. Those who participated talked about adding woodchips to keep weeds from growing. Ms. Mosier noted that Mr. Beatty had also pruned the roses. There was still one rose bush that had to either be pruned or moved. Mr. Beatty replied that he would prone the bush and they could investigate moving the bush later.

Ms. Mosier asked if there were any ideas for the next work party. Ms. Marshall replied that they could weed outside of the fence at Johnny Diamond Park along Pearl Street. Mr. Beatty said that would be a good idea and they could figure out what they wanted to replace the damaged plants at the sign with. Mr. Harmon said that the nutria had been relocated, but there was a possibility they could come back. Their idea was to add chicken wire at the bottom of the fence to keep them away. It would not be visible. Ms. Smith noted that the plants would hide the wire.

Ms. Smith stated that the tree at Pavilion Park looked dead. Mr. Beatty said that it could be replaced with a crab apple tree to match all the other trees in the park.

Ms. Mosier said that they would meet the morning of April 12, 2021 at 9:00 a.m. at Johnny Diamond Park. Ms. Marshall would send out a reminder.

- Committee Work Plan for Each Park

Ms. Smith said that projects would become part of the work plan according to Ms. Heath. They could add a goal around up keeping parks to their Committee list.

Mr. Harmon said they were fixing the kiosk roof and were trying to figure out if they would do normal shingles or something more decorative. The Committee decided that shingles would work.

- Terry Dawson on Booth Kelly Signs

Mr. Harmon said that Terry wanted to do historical signs around the Booth Kelly Mill. He wanted to know if the Committee was interested in that idea. Ms. Mosier said that one issue was that some of the historic plants were no longer present in the area. Mr. Marshall liked the historical signs. Ms. Coury thought having the invasive ivy included would be good, but it was not historical. Ms. Mosier thought they could do vegetation and historical signs.

8. ADJOURNMENT
Ms. Mosier adjourned the meeting at 7:10 p.m.

Minutes recorded by Lydia Dysart

APPROVED by Park | Tree Committee on this 20th day of April 2021.

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Mary Mosier, Chair

ATTEST:

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Sammy L. Egbert, City Recorder

Code Review Ad-Hoc Committee
Virtual Meeting via Zoom
March 25, 2021 – 5 P.M.
Coburg City Hall
91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Chair John Fox, City Councilor; Patty McConnell, City Councilor; Marissa Doyle, Planning Commissioner; Alan Wells, Business Owner; Cathy Engebretson, Citizen At-large; Jerry Behney, Citizen At-large

COMMITTEE MEMBERS ABSENT: Paul Thompson, Planning Commission Chair

STAFF PRESENT: Anne Heath, City Administrator; Megan Winner, Planning and Economic Development

RECORDED BY: Jack Moran, LCOG

CALL TO ORDER

Chair Fox called the meeting of the Coburg Development Code Review Ad-Hoc Committee to order at 5 p.m.

ROLL CALL

Ms. Winner took roll.

IDENTIFY TOPICS FOR REVIEW

Chair Fox asked Ms. Winner to share her notes from the previous meeting, as formal minutes were not ready for review.

After the group reviewed Ms. Winner's notes, Chair Fox asked how the code should be linked to specific settings presented in the build-out report. He talked about potential on-street parking issues associated with at least one site.

Ms. Doyle shared with the group a document from a design charrette she'd previously worked on in downtown Springfield. It included detailed examples of a variety of storefront design features.

Ms. McConnell sought clarification on the committee's scope of work and asked how detailed it should be. Ms. Heath said the City Council hoped the group would look at the development code while considering the build-out report, and identify big items that the city should immediately address.

Ms. Heath also said the city had applied for a $50,000 grant to update the code and integrate it with the Transportation System Plan. If successful, that effort would involve detailed code revisions, she said.

Discussion followed on the group's scope of work. Mr. Behney commented on the grant application and noted there had been citizen comments related to traffic and transportation issues. He asked about one comment in particular that mentioned hiring an architect to conduct a study, potentially in the business district. Ms. Doyle said an architect would consider "the human context" of design, and how people interact with a site while taking a broader look at the area.

Mr. Wells noted some communities have taken charrette elements, and inserted them into their zoning codes. He said the committee could suggest specific revisions to the City Council or Planning Commission, in the interest of efficiency and also to avoid passing along that responsibility to another group.

Ms. Engebretson discussed two areas in which she felt the code was weak: requirements for architectural detail; and parking design standards for the central business district.

Chair Fox revisited the idea of including elements of a charrette in a development code. He mentioned a lot could be done to improve facades in the downtown area.

Ms. McConnell referenced the term "architectural character" and said she felt the group should focus on defining that in its work. She additionally reminded the group about setting and defining a "Coburg standard" rather than relying upon an engineering standard. Clear definitions, potentially with pictures, could eliminate any potential problems, she said.

In response to a question from Chair Fox, Ms. Heath said the Transportation Growth Management grant that had been applied for was a planning grant. She added Coburg had adopted uniform national standards for certain types of roads, so transportation-design standards are not Coburg-specific. Once code changes are proposed, the city must align those with details of its transportation plan, she said.

Ms. Engebretson said the committee could at least suggest draft language for any potential changes. She also discussed photos and other visual aspects included in "model code" documents. Ms. McConnell spoke in support of Ms. Engebretson's comments, and asked if the group could develop a list of desired changes in the downtown area.

Ms. Doyle said she reviewed the downtown code, and it lacks specific standards for parking lots. She directed the group to Page 52 of the code. She opined landscaping requirements were too minimal; pedestrian-access and planter-island requirements seemed vague; and said she found no rules regarding landscape buffers in residential areas.

Mr. Behney mentioned there were properties in Coburg with large shipping containers outside, and that the accessory buildings section of the code does not specifically address those types of containers.

Ms. Heath suggested the group select items they wanted to address, perhaps starting with the downtown corridor. Then the group could move to subdivisions and other areas.

Chair Fox and Ms. McConnell both said they believed it made sense to begin with the downtown area.

Committee members briefly discussed addressing the shipping-container issue as part of its work. Ms. Doyle mentioned some people turn shipping containers into homes.

Ms. McConnell said she had made a list of downtown issues, and suggested group members could do the same.

FUTURE MEETINGS/DATES TO REMEMBER

- After discussion, the committee agreed to schedule an in-person meeting at City Hall for 5:30 p.m. on April 8.

ADJOURNMENT

Chair Fox adjourned the meeting at 6:12 p.m.

APPROVED by the Code Review Ad-Hoc Committee of Coburg this ____ day of xx 2021.

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Chair, John Fox

ATTEST:

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Sammy L. Egbert, City Recorder