CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, June 08, 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.)*

1. Written Testimony Richard Leach
2. Written Testimony Anonymous

RESPONSE(S) BY CITY COUNCIL

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

3. Prosecutor Contract Extension
4. Minutes May 11, 2021 City Council

SPECIAL GUEST

ORDINANCES AND RESOLUTIONS

5. **Public Hearing | First Reading**
   ORDINANCE **A-163-S** AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING CONFLICTING ORDINANCES
6. **Public Hearing | First Reading**
   ORDINANCE **A-252** AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF COBURG
7. **Public Hearing**
   RESOLUTION **2021-08** A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES
8. RESOLUTION **2021-09** A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE-SHARED REVENUES
9. RESOLUTION **2021-10** A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2021-22

10. **Public Hearing**
RESOLUTION **2021-11** A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2021-22 CREATING APPROPRIATIONS, SETTING THE TAX , AND IMPOSING THE TAX AND CATEGORIZING THE TAX

11. RESOLUTION **2021-13** A RESOLUTION AUTHORIZING THE CITY TO SEEK STATE TRANSPORTATION FUNDS THROUGH THE 2021 SMALL CITY ALLOTMENT GRANT PROGRAM

COUNCIL ACTION ITEMS

12. Alley Encroachment and Vacation
13. Budget Committee Appointment
14. Intergovernmental Agreement with Lane Council of Governments to Information Systems Management
15. Intergovernmental Agreement with Lane County Sheriff for Dispatch

ADMINISTRATIVE INFORMATION REPORTS

16. Administration Monthly Report

COUNCIL COMMENTS

UPCOMING AGENDA ITEMS
Ordinance A-252 Transportation Utility Fee
Ordinance A-163 Criminal Code

FUTURE MEETINGS
June 9 Heritage Committee
June 15 Park Tree Committee
June 16 Planning Commission
June 17 Code Review Ad-Hoc
July 1 Code Review Ad-Hoc
July 5 City Hall Closed Independence Day
July 14 Heritage Committee
July 15 Code Review Ad-Hoc
July 20 Park Tree Committee
July 21 Planning Commission
July 27 City Council & Planning Commission Work Session
July 27 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.

Written Testimony

Item 1.

From: richard leach <richard_leach_2000@yahoo.com>
Sent: Thursday, May 20, 2021 11:02 PM
To: EGBERT Sammy
Subject: TUF love

Hi

I just wanted to comment on the proposed Transportation Utility Fee. If this is something deemed necessary and it will be included in the monthly utility bill, it should be attached to the water bill and not just those paying the sewer
fee, i.e., everyone "eligible" should chip in.

Thanks.
Richard Leach
91019 S Willamette St
*******WARNING: This email has been sent from OUTSIDE the City of Coburg. Please proceed with caution********

Comment left on City website

Tue, 06/01/2021 - 11:14am
It would and should seem that the voted on and passed gas tax is and should be sufficient. Adding another tax on businesses, who may just be headquartered in Coburg is not a fair solution. In our instance, most of our work is around Oregon and Washington, so most of our employees rarely are in Coburg.

It wouldn't take people long, watching semi-trucks and trailers - going into GCR, Truck and Travel, Pacific Pride, Camping World, etc. to see what vehicles are hardest on the asphalt pavement.

And as Ryan Thomas wrote, most and nearly all of the travel done by businesses of Coburg, occurs on the county and state maintained roads. This seems like another tax that will start small, increase, and never go away.

COBURG CITY COUNCIL
MONTHLY REPORTS

Contract: Contract Extension of City Prosecutor Services

Meeting Date: June 8, 2021
Staff Contact: Mandy Balcom, Court Administrator
Contact: 541-682-7859   mandy.balcom@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Consider approval of the Contract Extension of the City Prosecutor contract as presented for Jesse London / London & Paris, LLP

Suggested Motion: "***I move that the Coburg City Council approve*** the contract extension for Jesse London / London & Paris, LLP for prosecutorial services for the City of Coburg."

CITY COUNCIL GOAL
Responsible Fiscal Stewardship

BACKGROUND

We brought on London & Paris, LLP in 2019 as the City Prosecutor for the City of Coburg. Jesse London and the London & Paris law firm have continued to provide the City these services under a contract that is due to expire June 30, 2021. As the Court Administrator, with the support from Judge Phillip Williams and Chief Larry Larson, we feel it is in the City's best interest to continue these services through FY 2022. Per the current contract, it states that the "agreement may be modified or extended by written amendment signed by both parties".

BUDGET
No change. Jesse London and his law firm, London Paris, LLP have proposed that they will continue with the previous City Prosecutor budgeted contract amount. Therefore, this contract will not exceed $11,000 in FY2022.

RECOMMENDATION
Staff recommends that the Council approve the contract extension.

NEXT STEPS

The next steps would be to sign and implement the extended contract.

ATTACHMENTS

A. **Contract Amendment – Extension of City Prosecutor Services**

REVEWED THROUGH:

Anne Heath, City Administrator
Gary Darnielle, City Attorney

ATTACHMENT

Contract Amendment
Extension of City Prosecutor Services

1. The City of Coburg currently has a contract with London & Paris, LLP, titled "City Prosecutor Services," for the provision of city prosecutor services through June 30, 2021. Agreement #5 of that contract provides that the contract could be modified or extended by written amendment signed by both parties. It is the intent of the City to extend this contract through June 30, 2022.

2. This contract amendment is between the following two parties named in the attached contract:

   City of Coburg
   91136 N. Willamette Street
   Coburg, OR 97408

   London & Paris, LLP
   66 Club Rd., Suite 200
   Eugene, OR 97401

3. It is agreed that these two parties to extend the contract for 1 year from the original end date of 06/30/2021. All terms and conditions stated in the original contract will remain the same for the new dates of this contract extension except for the last sentence in #3 Compensation, which shall now read:

   "The total cost of this agreement shall not exceed $11,000.00 in City Fiscal Year 2022."

___________________________________ Date: _____________
Jesse London, Attorney at Law
Representative of London & Paris, LLP

___________________________________ Date: ______________
Ray Smith, Mayor

____________________________________ Date: ______________
Anne Heath, City Administrator

Coburg City Council
Regular Meeting
May 11, 2021 7 P.M.
Virtual Meeting via Zoom

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

COUNCILORS ABSENT: None

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Megan Winner, Planning and Economic Development; Brian Harmon, Public Works Director; Tim Gaines, Finance Director; Gary Darnielle, City Attorney

CALL MEETING TO ORDER

Mayor Smith called the meeting of the City Council at 7:01 p.m.

PLEDGE OF ALLEGIANCE

Ms. Egbert played the pledge of allegiance.

ROLL CALL

Ms. Egbert called roll and a quorum was present.

MAYOR COMMENTS

Mayor Smith shared that staff capacity continues to be an issue in day-to-day operation and the city was unable to find an acceptable candidate for Planner. He outlined the 15 minute rule; If the mayor or a councilor wishes to request information or assistance from city staff the request must be directed to the City Administrator. If the administrator determines that the request will take 15 or fewer minutes of staff time, the administrator will assign the matter to the appropriate staff. If the request will take more than 15 minutes of staff time the mayor or a councilor must attain the support of a majority of the council before the administrator may proceed with the request. A motion to request council support for use of city staff was an appropriate item to be addressed during the council comments portion of our regular meeting.

Mayor Smith stressed that the council should do better to vote on matters that will take considerable staff time. He added that any changes to the City Goals and Priorities should also be voted on by the council.

Councilor Lehmann noted two matters that had not been voted on; surveying the number and location of alleys in the city, and looking at the TUF impact on several businesses. He added that there was still consensus on these items and that staff was given direction to carry them out. Mayor Smith responded that these actions were considered in an informal manner and were in the works.

Councilor Fox inquired how much staff time these would require, Mayor Smith said that the 15 minute rule was implemented for a reason and he would rely on staff guidance to decide if council approval was needed for significant issues.

In response to inquiry from Councilor Fox, Ms. Heath explained that there were many projects in the works and that they were down in administrative staff but would be posting a position. Councilor Fox asked if there was any funding to attempt to offset this burden and Ms. Heath answered that they were having trouble retaining temporary hires.

Mayor Smith explained that the water project was extensive and taking up much staff time.

Mayor Smith asked the staff for an informal confirmation that a council motion was not needed, the staff agreed.

Ms. Heath noted that the alley survey was a major project and that issues like this should be added to the work plan. Mayor Smith responded that this would be appropriate to bring up under Councilor Comments at the end of the meeting.

Councilor Lehmann asked for clarification if the request was for only a listing of the alleys, Ms. Heath responded that there was also a need to determine which alleys could be abandoned and which had easements or public utilities.

Councilor McConnell asked if there was a form to add items onto the work schedule, Mayor Smith explained that Ms. Egbert had been taking notes and suggested that the council take notes also.

AGENDA REVIEW

Ms. Egbert explained that agenda item #6 Ordinance A-252 was only a discussion item. She also said she received feedback on past minutes and sent out an edited version to consider on the consent agenda.

CITIZEN TESTIMONY

There was no citizen testimony.

RESPONSE(S) BY CITY COUNCIL

There were no responses by city council.

CONSENT AGENDA

Mayor Smith asked the council wished to remove any item from the consent agenda.

1. **Minutes March 30, 2021 City Council Special Meeting**
2. **Minutes March 30, 2021 Work Session | Transportation Utility Fee**

3. **Minutes April 13, 2021 City Council**

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

Mayor Smith wished for more accurate minutes in the future and asked the council to bring any amendments to Ms. Egbert before the next meeting.

SPECIAL GUEST

There were no special guests.

ORDINANCE AND RESOLUTIONS

4. **RESOLUTION 2021-06 A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2020-21**

Finance Director Tim Gained shared his staff report on a resolution to transfer funds from contingency. He asked for any questions from the council.

Councilor Bell asked what the total amount to be transferred was and when it was expected, Mr. Gaines explained that no funds were actually changing but just moving from one place to another. He said that contingency was set up to cover unexpected expenses. In response to inquiry from Councilor Bell, Mr. Gaines explained that the contingency fund would be replenished on the upcoming budget.

Mayor Smith added that supplemental budgets were necessary in the past as there was no contingency fund to rely on until now.

Mayor Smith asked the council for any further questions.

Hearing none, Mayor Smith asked for a motion to approve RESOLUTION 2021-06 A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2020-21.

MOTION: Councilor Bell moved, Councilor Fox seconded a motion to approve RESOLUTION 2021-06 A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2020-21. The motion passed unanimously.

5. **RESOLUTION 2021-07 A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE (SHPO) FOR PRESERVING OREGON GRANT PROGRAM**

Ms. Winning shared her presentation on a resolution to approve an application to the State Historic Preservation Office for the Preserving Oregon Grant. The goal of the grant was to rehabilitate properties on the national historic register, particularly those with a public value. The project will be for the IOOF Hall to make it ADA compliant. Ms. Winning outlined issues with the door clearance, the angle of the ramp, the lip of the door, and the bathrooms, in addition to electrical wiring and lighting issues. Letters of support have been received from the community including IOOF Noble Grand Dale Hunt and if awarded, notification will be received by July 1st.

Councilor Bell asked if the grant was available even though the building was only leased, Ms. Winning responded yes.

Councilor Lehmann asked what would happen if the grant was not approved, Mayor Smith responded that fundraising of some kind would be sought in lieu of city expense.

Councilor Fox asked what the expense for the renovation was, Mayor Smith estimated that $20k would be spent if awarded by the grant. Councilor Fox asked where the matching funds would come from and Mayor Smith answered that there would be an offset from donated time and staff time. Councilor Fox asked if this put additional burden on staff, Mayor Smith replied that this was already part of the job description and was a key element of economic development. He hoped that Foundation and other groups would become more involved as the project moves along.

Councilor McConnell asked how the labor would be covered. Mayor Smith considered doing the labor himself as a volunteer along with other volunteers.

Councilor Alexander asked what the building would be used for, Mayor Smith responded that an additional community center and a meeting room available to the community was a long term goal. Mayor Smith expressed desire to be more involved in festivals and other events. He also wished to see an office addition to the back of the building for a community coordinator. Councilor Alexander asked if the building was available for purchase and Mayor Smith answered no, it was owned by the national IOOF.

Councilor Blain noted that the community supported this option and volunteered his labor to help.

Mayor Smith suggested that the community kitchen could be updated to bring in more revenue and was an investment into the community. He hoped that other community agencies would continue to help.

Hearing no further questions, Mayor Smith asked for a motion to approve RESOLUTION 2021-07 A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE (SHPO) FOR PRESERVING OREGON GRANT PROGRAM.

MOTION: Councilor McConnell moved, Councilor Blain seconded a motion to approve RESOLUTION 2021-07 A RESOLUTION AUTHORIZING GRANT FUNDING APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE (SHPO) FOR PRESERVING OREGON GRANT PROGRAM for an amount up to $20k. The motion passed unanimously.

6. ORDINANCE A-252 AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF COBURG

Ms. Heath began a presentation on Ordinance A-252. She noted that council action was not needed, only input on final decisions. This ordinance has had a preliminary legal review and will have another legal review before completion. Ms. Heath said there had been staff discussion about the best way to implement this within existing financial systems and the ordinance was nearly finished. She asked the council to discuss what to charge as a standard fee and other questions included in the council packet. Ms. Heath noted that regional funding was available for streets as well as the small cities grant. She asked the council to discuss what the fund would look like over a 10 year period.

Mayor Smith asked to review dollar amounts for difference scenarios, noting that estimated street expenditures for 2031 would be about $337k dollars. He asked if cost would go down after the 10th year. Ms. Heath answered that these numbers were standard operations and would not go down but added that maintenance would be included in this. Mayor Smith asked what advantage there was to charging more and having a larger ending balance, Ms. Heath said she wanted to make sure there was room to maintain a healthy contingency fund. Mayor Smith asked if SDCs were included in the ending fund balance and if there was any concern about having a little more than normal, Ms. Heath responded that around $500k was desired to be able to cover SDCs and contingency. She gave an example of the street fund for the new budget, noting that SDC balances can range from $150k to $350k depending on what work was done during the year. Ms. Heath wanted to make sure to leave room to reserve SDC balances as well as covering contingencies. Mayor Smith noted that this was the same as maintaining a reserve or contingency of $250k if there was a $500k ending balance.

Councilor Lehmann inquired about page 30, section R of the ordinance regarding property primarily used for personal domestic accommodation and suggested adding RV parks. He also cited page 31, section Y and suggested offering a 60 day period with no occupant to consider a property building or unit vacant to suspend property use for seasonal closure. Councilor Lehmann mentioned page 34, section D regarding the order that collections were applied. Ms. Heath explained that collections were always applied in this manner so as to leave the water bill last and encourage people to pay their bill. Councilor Lehmann agreed and suggested that once the fee was paid that it should apply to the transportation purpose. Mayor Smith added that the fee priority was in place as standard.

Councilor Fox asked for clarification on page 38, section C about the city acknowledging contractual agreements between property owners and tenants but the owner ultimately being responsible for the full fee. He asked why the fee wasn't just collected from the owner. Ms. Heath answered that many of the utility accounts were in rentals and that paying utility fees was part of the agreement with the property owner, who was ultimately responsible.

Councilor Blain asked for clarification that if there was no tenant then the landlord was responsible to pay fees.

Mayor Smith asked what input Ms. Heath was looking for and if more discussion was required on how to classify businesses. Ms. Heath responded that each business would be classified individually based on their use of the roadway and that setting a standard fee for both residential and business would be ideal. She offered a few options for fee rates and added that she would be comfortable with a $7 rate dropping off to $5 in year 5 or 6 with the option for the council to revisit annually.

Councilor Blain asked if this would be a purely residential rate and Ms. Heath answered yes and that businesses were based on the usage of the roadway per thousand feet of business space. Councilor Blain hoped to decide fees separately between residential and commercial areas.

Councilor Bell asked if there was enough input to make a decision on whether the tree fee would be included in the TUF and Ms. Heath answered that the tree fee would not be included.

Councilor Fox asked for clarification on fee rates and Ms. Heath answered there would be an annual review to adjust rates if needed. Councilor Fox asked about a possible $6 factor and Ms. Heath considered this an acceptable amount.

Councilor Lehmann asked if there was an example of what a $5 or $6 business equitable unit would be for a sampling of businesses and Ms. Heath responded that a report of about 10 different business was sent out outlining various fee amounts. Councilor Lehmann asked for a ballpark estimate of annual cost and what the maximum would be, Ms. Heath offered an example of $540 per year for a 1000 square foot business and a maximum of several thousand dollars a year for larger businesses. Councilor Lehmann asked what the average residence rate would be and Ms. Heath answered $60 per year at $5 per month. Councilor Lehmann asked if the amount asked for a bond or loan was contingent on the amount of money raised annually and Ms. Heath responded that the entire budget and revenue would be taken into account. Councilor Lehmann suggested $5 for residential units and $6 for business equitable units.

Councilor McConnell asked what this rate was based on and if growth was factored in, Ms. Heath responded yes and that decisions were made based on expected growth, available lands, and what would be developed.

Mayor Smith reminded the council that they were looking for staff direction to be better informed for the first hearing next month.

Councilor Blain agreed that $5 for residential areas made sense and that commercial rates should be a little higher due to traffic flow. Mayor Smith agreed that $5 or $6 residential would leave enough contingency and wanted to further examine factors effecting commercial areas. He noted that commercial traffic sometimes never touched city streets and wanted to be sure to reach a fair decision. Ms. Heath added that a national standard was set for expected traffic to various types and sizes of businesses and Mayor Smith agreed with sticking to the national standard.

Councilor Alexander noted that the national average was $4.50 for residential in similar sized cities but agreed with $5-$6 residential and possibly $7 for businesses. Councilor Fox asked what the national average was for commercial and Councilor Alexander answered $7. Ms. Heath clarified that the average trips per day was around 10 for a residential unit.

Councilor Lehmann suggested adding diesel sales to the gas tax and Mayor Smith responded that part the state revenue included PUC fees from diesel sellers.

Councilor Fox asked to look at the outcome for each proposed fee rate and how they would compare to national averages. He said that commercial entities were used to paying $7 TUF fees on average.

Mayor Smith asked if any councilors would like to see a $5 and $6 rate for residential and suggested $5, $6, and $7 commercial rates. Councilor Fox was willing to back off the $6 residential rate as it was not the standard. Ms. Heath asked for clarification that a financial comparison between $5 and $6 residential and between $5, $6, and $7 commercial was being considered. Mayor Smith asked for confirmation from the staff resulting in 4 up and 2 down votes.

Councilor McConnell said she was comfortable offering $5 for residential and possibly $6 residential but nothing higher.

Councilor Lehmann was comfortable with $5 residential and $6 or $7 commercial rates.

Ms. Heath asked if the council would like to review this information in the next meeting and the council answered that they wanted the information before the next meeting.

Councilor McConnell asked if a motion would be required, Mayor Smith answered that this was already a tasked resolution and that direction from staff was needed.

Councilor Blain felt like business rates had been lower than they should be and would like to see them contribute more to the community but noted that water and sewer fees were already high. He suggested pushing some of the street burden onto the businesses. Mayor Smith stressed the need to stick to national standard rates.

Ms. Heath asked whether the city would allow waivers for nonprofits or entities exempt from property tax, Mayor Smith suggested offering a revenue based fee rate and assistance for low income businesses. Councilor Blain agreed that a revenue based system made the most sense. Councilor Fox agreed that low income should be taken into consideration.

Councilor Lehmann asked how businesses like Coburg Sanitary were assessed and Mayor Smith responded that they were out of the city and therefor not applicable, and that they were already included in part of the standard daily trip average.

Councilor Alexander asked if waivers would be to not pay or to adjust, and suggested that waivers to adjust were better. Ms. Heath offered a sliding scale for nonprofits or based on revenue.

Councilor McConnell asked what category nonprofits would fall into, Mayor Smith said they would have a commercial rate but would use the engineer's standard for the use of that building. Councilor McConnell asked for clarification between Countryside Church and Serenity Lane as an example, Mayor Smith responded that the engineering standard factored in the size and types of businesses.

Councilor Blain asked if Serenity Lane fell under that category, noting they were largest driver of traffic in the community. Mayor Smith confirmed that they would pay their portion based on building size and traffic generated. Ms. Heath suggested making the waiver application available and deciding on rates on an individual basis. Mayor Smith added that waivers for nonprofits were standard practice, including for government agencies.

Councilor Blain remarked that even large nonprofits should pay their fair share.

Councilor Lehmann said that government organizations should also be charged and wondered if the Darimart that had a post office attached would accrue two charges. Ms. Heath answered that each entity would be charged individually.

Ms. Heath asked if the city would charge itself and if a clause should be left in to establish a local improvement district for some part of town if desired. Mayor Smith suggested leaving options open and asked if there was information driving this concern. Ms. Heath answered that several ordinances from other cities were used in drafting this ordinance. Mayor Smith worried that conflict or mistrust could arise if an LID were included, and Ms. Heath agreed that a LID could be established at a later time.

Councilor Fox suggested that nonprofits be treated like commercial properties and charged based on their budget. Ms. Fox replied that she would look into this and add language to the ordinance.

Hearing no further comments, Mayor Smith reminded the council that public hearings would begin next month with a second reading being the following month.

COUNCIL ACTION ITEMS

7. IOOF Real Estate Lease Agreement

Ms. Heath explained that after discussion the council wanted to enter into a lease with the Westpoint Lodge #62. The city negotiated a 2 year lease of $1000 per month with the city taking over the lease of the downstairs including the bathrooms and kitchen, which can be rented out as a maker's space. She said grant funds could also be sought for repairs and maintenance. Ms. Heath recommended the council sign the lease with the IOOF.

Councilor Alexander asked what determined the needs of the community and Ms. Heath answered that this hall had previously been a part of community life and left a void for available community meeting space. She added that there was already community interest in using this hall for this summer. Councilor Alexander asked if there would be a chance for more grants, Ms. Heath answered yes, especially since this was a historical building. Councilor Alexander asked how parking would be managed and Ms. Heath suggested offering reserved parking for building renters. Mayor Smith added that there would be citizen input for determining community need.

Councilor Blain asked how many parking spaces were available and Ms. Heath responded between 20 and 30 but that the lot still needed to be striped. Mayor Smith suggested offering the north side of the lot for reserved parking.

Councilor Lehmann mentioned page 61, section 2.4 about additional rent and noted that owners were able to pass along taxes and insurance costs to renters. Mayor Smith responded that they were an exempt agency and that their current insurance was minimal. He added that the income from renting out the parking lot covered insurance costs.

Councilor Alexander noted that obligation in leasing this building included the upstairs despite not all of it being used. Mayor Smith responded that obligation was split and the leaser was responsible the outer shell of the building and roof. Councilor Blain asked if the entire building was leased as a whole and Mayor Smith answered that only the ground floor and parking lot would be leased. Ms. Heath added that the upstairs was used for storage and that most activity was downstairs.

Councilor Fox asked if the city would be responsible for fixing in-wall plumbing, Mayor Smith said that the lessee would be responsible. Councilor Fox shared that he would like to see more activity there again. Mayor Smith agreed that this public space was a significant part of the culture of Coburg.

Councilor Alexander asked if any crime was created by this building in the past. Mayor Smith could not recall a negative experience in 30 years. Councilor Fox added that there was much cultural diversity in renters and a recalled an incident where 3 trees were cut down. Councilor Blain recalled weekly community parties. Councilor Alexander wondered about possible liability from leasing the building for parties. Ms. Heath added the possibility of requiring renter's insurance.

Councilor Lehmann wanted to see the building re-sided and wondered if rent could be reduced if projects like these would be offered. Mayor Smith and Councilor Blain wished to preserve historic sites instead.

Hearing no further comment, Mayor Smith asked for a motion.

MOTION: Councilor Fox moved, Councilor McConnell seconded to approve the City Administrator to sign a lease agreement with Westpoint Lodge #62 for the IOOF. The motion passed unanimously.

8. American Rescue Plan

Ms. Heath sent out a rating system for the council to consider and received federal guidelines on how to spend this money. She explained that infrastructure was limited to water, sewer, and broadband and excluded transportation. Ms. Heath added that economic recovery and housing were large factors, but that the public workshop was questionable and resiliency was not included in options for spending. Ms. Heath recommended the council make a decision on granting money to the chamber for economic recovery but added that the money did not need to be spent until 2024. She noted that if Lane county reached a 65-70% vaccination rate then summer events could become available again and the chamber would need funding to begin covering these events.

Councilor McConnell noted that the bottom three projects rated by the council were the top three projects recommended by the government. Ms. Heath responded that projects such as business assistance funding and economic recovery which will strengthen the community were being prioritized.

Mayor Smith noted that funding for the chamber was important as they held community events. Councilor Blain agreed and added that broadband was needed to develop the community in the long term.

In response to inquiry from Councilor McConnell, Ms. Heath recommended deciding on either $10k or $15k to disperse to the chamber.

Councilor Blain asked what the chamber's plan for the money was, Ms. Heath responded that this would restore events in the park.

MOTION: Councilor McConnell moved, Councilor Fox seconded a motion to approve the transfer of funds amounting to $15k to the Coburg Chamber of Commerce when available. The motion passed unanimously.

ADMINISTRATIVE INFORMATION REPORTS

9. Financial Written Update

Mayor Smith asked the council for any questions on the finance report.

Hearing none, Mayor Smith moved on.

10. Committee Minutes

Mayor Smith asked the council for any questions on the committee minutes.

Hearing none, Mayor Smith moved on.

11. City Administration Update

Mayor Smith asked the council for any questions on the administrative report.

Ms. Heath mentioned that the City of Coburg was invited to participate in a multi-county and multi-city EDA grant to conduct a feasibility study by a broadband action team to look at areas of collaboration, geographic partnerships, and to move broadband infrastructure forward. LCOG would be covering a $5000 match but was asking for cities to contribute what they can. The outcome would be some form of broadband infrastructure plan to incorporate in Coburg.

Ms. Heath outlined how city was working on a possible land swap, trading the piece of property next to the building at Pavilion Park for a parking area with the hope to retain the land as park land. She added that lot line adjustment proposals and an appraisal were in the works.

Ms. Heath explained that the city had opportunity to apply for a grant through the small city allotment to be used for transportation, public and pedestrian safety, and encouraging multi-modal transportation. She noted that McKenzie Street was a popular route for school children and proposed writing a $100k grant to improve McKenzie Street including a sidewalk and possible on-street parking to make it safer for downtown pedestrians and residents. Ms. Heath added that other grants could also be used as well as street funding. McKenzie street was the only street that fit the parameters of this grant.

Councilor McConnell asked if there would be sidewalks on both side of the street as well as parking. Ms. Heath answered that the engineers recommended a sidewalk on one side and on-street parking on the other side. Councilor Blain liked the idea of making the street safer for school children.

Ms. Heath also explained the need to consider who would take possession of Van Duyn Rd which does not appear on the map after a property was annexed by the city, possibly in error. Ms. Heath recommended moving forward with an ordinance to correct this to be able to apply local design standards to the road. She stressed the importance of upgrading Van Duyn Rd to a two-lane road to facilitate future truck traffic heading east.

Mayor Smith asked for clarification that this was an annex only to have control over design of the road and not ownership of the road. Mr. Darnielle confirmed that this was annex only and added that Lane county staff was in support of the proposed interpretation.

Councilor Bell asked if there was an engineer report on the alley survey, Ms. Heath responded that there would be a staff report available in June.

COUNCIL COMMENTS

Councilor Fox asked if landscape presentations could be better formatted in electronic packets. Ms. Heath answered that she would do her best but that spreadsheets were difficult to format.

Councilor Lehmann mentioned that the wording of ordinance relating to system development fees was currently written in a way which could cause an owner to have to pay twice in some scenarios. He suggested changing the wording to allow the council the ability to approve a 10-year installment instead of automatically allowing one. Ms. Heath noted that this could take up a substantial amount of staff time but agreed that clarification was needed for the ordinance, or possibly a change to the fee schedule. She recommended adding this to the council's work plan. Ms. Heath noted that SDCs were large contributors to the community and made sense for large developments, but questioned funding residential SDCs. Mayor Smith hoped to change the fee schedule to discourage smaller amounts and save on staff time.

MOTION: Councilor Bell moved, Councilor McConnell seconded a motion to assign considerations for the SDC ordinance and associated services and fees to the council's priorities. The motion passed unanimously.

Councilor Bell expressed concern over crosswalks and the failure of drivers to yield to pedestrians. She asked about the possibility of adding signal lights and additional crosswalks crossing Pearl Street. Councilor Bell also suggested adding park lighting, including at the new bike kiosk. She also suggested adding emergency contact signage to the park. Councilor Blain and Mayor Smith agreed that crosswalks needed to be a priority.

Councilor Lehmann described a sting operation by Salem police to catch motorists failing to yield to pedestrians and wondered if something similar could be implemented. Mayor Smith agreed to consider other ways to enforce traffic safety.

UPCOMING AGENDA ITEMS

Budget Hearing

Ordinance A-252 Transportation Utility Fee

Urban Renewal Agency Meeting

FUTURE MEETINGS

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

ADJOURNMENT

Mayor Smith adjourned the meeting at 9:45 p.m.

(*Minutes recorded by Jayson Hayden)*

APPROVED by the City Council of the City of Coburg on this ____ day of xx 2021.

ATTEST:

______________________________ ______________________________

Sammy L. Egbert, City Recorder Ray Smith, Mayor of Coburg

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Adoption of State Statutes as Coburg Violations

Meeting Date: June 8th, 2021
Staff Contact: Larry Larson, Chief of Police
Contact: 541-682-7855, larry.larson@ci.coburg.or.us

REQUESTED COUNCIL ACTION

First Reading of Ordinance A-163-S.

Suggested Motion*: First Reading of Ordinance A-163S AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING CONFLICTING ORDINANCES.*

CITY COUNCIL GOAL (S):

None. This item is operational.

BACKGROUND

Coburg Police can only issue summons to appear in Coburg's Municipal Court for violations of a Coburg Ordinance. By adopting certain state statutes as also being violations of Coburg's ordinances, the Coburg Police are able to issue summons for these violations into the Coburg Municipal Court. The alternative would be that all summons for these violations would be to the Lane County Circuit Court.

Ordinance A-163-S is the latest in a regular series of ordinances accomplishing this purpose. It makes violations of the traffic laws, similar violations and minor criminal offenses violations of the City ordinance.

RECOMMENDATION AND ALTERNATIVES

The adoption of Ordinance A-163-S is recommended.

The alternative is to not adopt the updated Ordinance. This would mean that changes in the law since 2020 would not be included and it would be improper to issue summons for those offenses.

BUDGET / FINANCIAL IMPACT

There is no immediate budget impact if the Ordinance is adopted. Failure to act would mean an increasing number of offenses for which summons to Coburg Municipal Court could not be issued.

PUBLIC INVOLVEMENT

Public Hearing and First Reading June 8th 2021 City Council Meeting.

NEXT STEPS

Ordinance A-163-S would become effective 30 days after adoption.

ATTACHMENTS

A. Draft Ordinance A-163-S.

REVIEWED THROUGH:

Anne Davies, City Attorney
Anne Heath, City Administrator
Sammy Egbert, City Recorder

ATTACHMENT A
DRAFT
ORDINANCE NO. A-163-S

AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING CONFLICTING ORDINANCES.

THE CITY OF COBURG ORDAINS AS FOLLOWS:

Section 1. Oregon Criminal Code Adopted. Violation of any provision of Oregon Revised Statutes chapters 161 through 167, as now constituted, is an offense against this city.

Section 2. Oregon Uniform Controlled Substances Act Adopted. Violation of any provision of Oregon Revised Statutes chapter 475, as now constituted, is an offense against this city.

Section 3. Oregon Liquor Control Act Adopted. Violation of any provision of Oregon Revised Statutes chapter 471 and 472, as now constituted, is an offense against this city.

Section 4. Oregon Motor Vehicle Code Adopted. Except for Oregon Revised Statute 813.170, violation of provisions of Oregon Revised Statutes chapter 153 and chapters 801 through 822, as now constituted, is an offense against this city.

Section 5. Jurisdiction. In the above Acts, Codes, and laws of the State of Oregon which are adopted hereby, the City shall have jurisdiction over infractions, violations, offenses, and misdemeanors only.

Section 6. Severability. Should any section or provision of this ordinance or the laws adopted hereby be declared unconstitutional or invalid, such decision shall not affect the validity of this ordinance as a whole, or any part hereof, except that part so declared to be unconstitutional or invalid.

Section 7. Repeal. Ordinance No. A-163-R of the City of Coburg is hereby repealed in its entirety. All other ordinances in conflict herewith are hereby repealed to the extent of such conflicts.

This ordinance was read as required by the City of Coburg Charter at the June 8th, 2021 regular meeting of the City Council, and, at the July 27thth, 2021 City Council. It was put to a vote.

ADOPTED by the City Council of the City of Coburg this _____day of_________, 2021, by a vote of ______ for and _____ against.

APPROVED by Mayor of City of Coburg this ___day of _____________, 2021.

____
Ray Smith, Mayor

ATTEST:

____
Sammy Egbert, City Recorder

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

Topic: Ordinance A-252 Implementing a Transportation Utility

Meeting Date: June 9, 2021
Staff Contact: Anne Heath, City Administrator
Contact: 541-682-7870. Anne.heath@Ci.Coburg.Or.Us

REQUESTED COUNCIL ACTION
First Reading in Public Hearing

Recommended Motion: *No recommended motion at this time.*

POLICIES OR CITY COUNCIL GOAL(S)

- Address Street Funding

BACKGROUND
One of the biggest concerns that the Coburg City Council and staff hear about is the conditions of the roads in Coburg. To address this issue, the City Council approved a Pavement Management Program be designed in order to establish the condition of all streets in Coburg, and to address the treatment needed to bring streets up to an acceptable condition.
Upon receiving the completed Pavement Management Program, the City Council appointed a Citizen Committee to review the report and make recommendations for how the City would fund the repairs needed as reported in the program. The Committee designed and sent out a community survey asking which funding sources the citizens would support

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

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

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

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

At the June, 2021, City Council meeting a draft ordinance was reviewed and discussed by the City Council. In addition, City Councilors were polled regarding input on outstanding questions regarding the ordinance and the fees associated. The results of the poll are attached.

ORDINANCE A -252

The draft ordinance contained in this packet is the result of the input from Councilors as well as legal representation, and professional consultants.

The Council are considering charging a base fee to residential units. In the recommended rate schedule the non-commercial users will also pay the same base fee plus and additional fee of approximately .27 per associated trip. These trips will be identified by the adopted Transportation SDC Schedule for associating business code with associated trips per 1000 square feet of business space. This is also attached.

COSTS ASSOCIATED WITH STREET REPAIRS

The amount that the City needs to raise per month is between $11,000 and $12,000, or $132,000 to $140,000 per year. Growth and additional residents and businesses will increase this amount in future years to cover the cost of new streets and continued maintenance on existing streets. In addition, the City staff will continue to seek and apply for grant funding to cover some of the costs associated with the street repairs and maintenance.

It is highly recommended and included in the ordinance that an annual analysis and recommendation for changes to rates take place. This would result in a resolution if in any year the Council decides to change the rates.

Based upon the current transportation project list the cost of addressing the current street conditions is $3,500,000. Approximately $2,650,000 of this cost should be absorbed by the non-resident customers. This includes all industrial streets and one-half of the collector streets. Residents should cover all residential streets and approximately one-half of the collectors. This comes out to one-third or approximately $4,000 covered by the residents, and two-thirds by the businesses. Setting a rate for residents and non-residential properties, and an additional rate for non-residential properties raises the required and projected needed funds.

In a meeting with a consultant on the billing method under this ordinance, it was highly recommended that we utilize the already approved SDC ITE Trip Schedule be utilized in determining business code and associated trips per 1000 feet. This adopted schedule is what the staff uses to determine the charge for SDC's associated with trips for a business. Therefore, it is the recommended method for determining business trips for the TUF. The SDC ITE Schedule is attached. Failure to utilize this schedule would result in inconsistent analysis of projected use of the roadway by a business.

MEETING WITH BUSINESSES
It is the intention of the staff to meet with the majority of businesses in Coburg prior to the second reading of the ordinance. In these meetings we will identify their business code, their square footage and give them an idea of what the TUFF rate and fee for them will be. We hope that this will alleviate many appeals by working with the businesses up front.

APPEAL PROCESS
A simple appeal process form has been developed and is attached to the draft ordinance. This allows a business owner to specify which part of the assignment of fees they believe is incorrect. The ordinance clearly defines the process for an appeal.

STEPS FOR COMPLETION
1. Complete First Reading in Public Hearing – Hear Public Comment
2. Complete Second Reading in Public Hearing – Hear Public Comment
3. Adopt Ordinance
4. Approve Resolution to set fee schedule
5. Staff to meet with each business to discuss ITE Business Code and Business Square Footage
6. Staff to assign fee to each non-resident property
7. Resident properties will be charged base rate
8. Staff will implement as soon as possible but no more than 30 days after adoption.

RECOMMENDATION AND ALTERNATIVES
Staff recommends that Council discuss and consider draft ordinance, and draft fee schedule. Staff recommends a base fee charged for residential units and a base fee plus additional fee based up ITE Business Code as well as square footage for businesses.

BUDGET / FINANCIAL IMPACT
The fee will raise approximately $130,000 in the first year.

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

NEXT STEPS
1. 2ND Reading and City Council Vote
2. Staff Implementation

ATTACHMENTS

A. Draft Ordinance A-252
B. SDC ITE Business Code and Associated Trip List
C. Draft Fee Schedule
D. Council Poll results

REVIEWED THROUGH

Gary Darnielle, City Attorney
Sammy Egbert, City Recorder

DRAFT ORDINANCE

ORDINANCE NO. A-252

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

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

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

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

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

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

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

SECTION 1. Creation and Purpose.

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

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

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

A. **APPEAL**. An appeal shall be the process for which a property owner may challenge the ITE code, associated trips, business square footage and assignment of a TUF Fee.

B. **BOND PURCHASE.** The purchase of bonds in order to fund street repairs & maintenance with the intention of utilizing the Street Utility Fee revenue to pay back/retire the bond.

C. **CITY**. City of Coburg

D. **CITY ADMINISTRATOR**. The City's Administrator or the City Administrator's designee.

E. **COUNCIL**. The City Council for the City of Coburg.

F. **DEVELOPED PROPERTY**. A parcel or legal portion of real property, on which an improvement exists or has been constructed. Improvement on developed property includes, but is not limited to buildings, parking lots, landscaping and outside storage.

G. **FEES**. Fees shall mean the amount owed after applying the appropriate rate to a particular developed property based upon factors as established by this ordinance.

H. **FINANCE DIRECTOR**. The City Finance Director or the Finance Director's designee

I. **GROSS SQUARE FOOTAGE**. Gross Square footage shall mean the calculated area of all non-residential structures, including but not limited to enclosed courtyards, stairwells, and square footage on each level of multi-story structures, but not including fences and parking areas which are not enclosed within a building.

J. **ITE MANUAL**. ITE Manual means the Institute of Transportation Engineers Trip Generation Manual.

K. **LOW INCOME ASSISTANCE**. Low Income Assistance means reduction in the fees associated with the Transportation Fee as it pertains to a resident qualifying application for utility rate adjustments in the water and sewer funds.

L. **MULTI-FAMILY.** Multi-Family residence shall mean a residential structure accommodating two or more dwelling units.

M. **NON-RESIDENTIAL PROPERTY**. Property that is not primarily used for personal domestic accommodation. Non-residential Property includes industrial, commercial, institutional, hotel and motel, group homes, and other non-residential uses.

N. **SCHOOL**. School shall mean all schools, kindergarten through grade twelve, providing busing or parent delivery of students and located within the city limits of City of Coburg.

O. **OCCUPIED UNIT**. Any structure or any portion of any structure occupied for residential, commercial, industrial, or other purposes. For example, in a multi-family residential development, each dwelling unit shall be considered a separate Occupied Unit. An Occupied Unit may include more than one structure if all structures are part of the same dwelling unit or commercial or industrial operation. For example, an industrial site with several structures that form an integrated manufacturing process operated by a single manufacturer constitutes on Occupied Unit. An industrial site that shares a common entry and parking areas, and where there are several businesses on the site which all have different uses, each business will be considered a separate occupied unit.

P. **PUBLIC RIGHT OF WAY (PROWAG).** Prowag means the Public Right-of-Way Accessibility Guidelines as published by the United States Access Board. These guidelines cover pedestrian access to sidewalks and streets, including crosswalks, curb ramps, street furnishing, pedestrian signals, parking and other components of Public Right-of Ways.

Q. **PUBLIC WORKS DIRECTOR**. The City Public Works Director or the Public Works Director's designee

R. **RESIDENTIAL PROPERTY**. Property that is used primarily for personal domestic accommodation, including single-family, multi-family residential property and home occupations, but not including group homes, hotels and motels.

S. **RESPONSIBLE PARTY**. The person or persons who by occupancy or contractual arrangement are responsible to pay for utility and other services provided to an Occupied Unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the City, the person(s) paying the City's water or sewer bill for an Occupied Unit shall be deemed the Responsible Party as to that Occupied Unit. For any Occupied Unit not otherwise required to pay a City Utility Bill, "Responsible Party" shall mean the person or persons legally entitled to occupancy of the Occupied Unit, unless another Responsible Party has agreed in writing to pay and a copy of the writing is filed with the City. Any person who has agreed in writing to pay is considered the Responsible Party if a copy of the writing is filed with the

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

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

U. **STREET REPAIR, RECONSTRUCTION, AND MAINTENANCE**. Any action to repair, reconstruct, resurface, replace, or maintain the roads within the City of Coburg. Street Maintenance does not include work that increases the capacity of a street such as a street widening, adding bike lanes or sidewalks, or the construction of new streets or street lighting. It does not include the maintenance or removal of trees within in the right-of-way of any City Street. Street maintenance shall include the resurfacing of existing streets; the repair, replacement or addition of curb and gutters, installation and maintenance of storm drainage; updates to ADA access; repair or replacement of the entire existing street structural section; repair or replacement of existing street shoulders, pavement markers, striping and other street markings; repair or replacement of existing channelization devices; adjustment of existing utilities to match finish grades; and any other related work within existing streets.

V. **UNIT RATE**. Fee amount charged per Transportation Rate Schedule as adopted by City Council. There shall be a unit rate applied to residential land uses, identified as the residential unit rate, and a unit rate schedule applied to all other land uses, identified as the non-residential rates.

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

X. **USE CATEGORY.** Use category or **Category of Use** means the ITE business code and resulting trip generation estimate determined with reference to the ITE SDC Fee Schedule.

Y. **VACANT.** Vacant means that the entire developed property, building, or unit has no occupant for more than sixty (60) continuous days; when the property use is suspended for a seasonal closure lasting more than sixty (60) days, or property remodel, repair, or reconstruction

SECTION 3. TRANSPORTATION UTILITY FEES ALLOCATED TO THE STREET FUND

A. **Collection of Fees**. All Transportation Utility Fees received shall be deposited into the Street Fund and dedicated to the operation of the City street system.

Other revenue sources may also be used for street maintenance. Amounts in the Street Fund may be invested by the Finance Director in accordance with State law. Earnings from such investments shall be dedicated to the Street Fund.

B. **Designation of Use**. The Street Fund shall not be used for other governmental or proprietary purposes of the City, except to pay for an equitable share of the city's overhead costs including accounting, management and other costs related to management and operation of the Street Fund. Engineering design, pavement evaluation, construction management, and other related costs, including project advertisements for bid, in the implementation of street maintenance projects shall also be considered as appropriate use for street maintenance funds collected through the Transportation Utility Fee.

SECTION 4. ADMINISTRATION

A. **Implementation**. Except as provided in subsections (B), C) and D of this section, the City Administrator shall be responsible for the implementation of the Transportation Utility Fee created by this title when administratively feasible, but not sooner than 30 days after this Ordinance is adopted. The City Administrator shall be responsible for developing or delegating the development of administrative procedures, administration of rates, and for the purposes of establishing the rate for the specific Occupied Unit, and the consideration and assignment for categories of use subject to appeal.

B. **Street Maintenance Program**. The Public Works Director shall be responsible for developing and maintaining Street Maintenance programs for the maintenance of City streets and, subject to the review of the Over-Site Committee if appointed, City Budget Committee review and City Council approval, allocation and expenditure of budget resources for street system maintenance in accordance with this chapter.

C. **Review/Oversite**. An oversite committee/commission appointed by the City Council will review the Public Works reports, and be given periodic updates to the street maintenance programs.

D. **Collection.** The Finance Director will be responsible for the collection and calculation of the fees.

SECTION 5. CATAGORIES OF USE

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

A. Assignment. The City Administrator will direct the establishment of assignment of categories of use for each non-residential property utilizing the ITE Codes as established in the City of Coburg Transportation SDC Schedule.

SECTION 6. DETERMINATION OF TRANSPORTATION UTILITY RATE

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

1. The City's priority corrective and preventative street maintenance projects.
2. For Residential Property, a base rate shall be set by the City Council by resolution.
3. Non-residential properties shall pay the same base rate as residential properties plus an additional rate to be charged according to the following formula: the number of daily trips calculated based upon land use by the ITE Code Transportation Rate schedule adopted by the City. The specified Average Daily Person Trips shall be calculated times the existing 1000 square feet of business space, and then times the rate set per the resolution adopted by Council. This shall be detailed in the rate schedule adopted by resolution and may be updated annually by resolution of the City Council.

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

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

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

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

In January of each year the City shall send non-residential properties a reminder of the Transportation Fee charged to a property. At this time a non-residential business may request a review of fee if circumstances creating the original fee has changed.

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

D. Collections. Collections from responsible parties shall be applied first to interest and penalties, second to the Transportation Utility Fee, third to the tree Fee, fourth to the sewer utility, and last to the water fee.

SECTION 7. REDUCTION OF FEES

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

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

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

1. The City Administrator is further authorized to develop and use a standard form of application for determination of vacancy is submitted to verify any of the information contained on the application. The City Administrator is further authorized to develop and use a standard for of application, provided it shall contain a space for verification of the information and the person signing such form affirms under penalty for false swearing the accuracy of the information therein.
2. Any occupancy or use of the property terminates the waiver. The City may charge any property with the appropriate transportation rate, including charges for prior billing periods, upon determining by whatever means that a property did not qualify for a waiver or changes during the relevant time. The decision of the City Administrator under this section shall be final.

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

SECTION 9. COMMENCEMENT OF CHARGES AND COLLECTION

A. **New Construction.** For new construction, fees charges shall commence with the issuance of a building permit or installation of a water meter, whichever comes first.

B. **Annexation.** Occupied and developed property annexed to the City shall begin paying the fee the first month following their annexation. Properties annexing into the City that contains empty land shall begin paying when the first utility bill is established for the property

C. **Monthly Collection.** The fees imposed by this chapter shall be collected with the monthly City utility bill according to the rate schedule approved by resolution. This includes those parcels connected to water or billed alone as a Transportation Utility Fee for those users not connected to or not otherwise charged for water service.

SECTION 10 APPEALS

A. **Authority.** The City Administrator shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this chapter and to determine the appropriate charges thereunder. The responsible party for an Occupied Unit may request reconsideration of the determination of the amount of the fee by submission of a written application to the City Administrator. The application shall be supported with sufficient factual details to enable the City Administrator to render an informed decision.

B. Decision. Within thirty (30) days of the submission of a complete application requesting reconsideration of the amount of the Transportation Utility Fee to be charged to an Occupied Unit, the City Administrator shall render a decision on the application. The decision shall be provided in written form and shall include findings of fact and conclusions for the particular aspects of the decision, based upon available criteria. A copy of the decision shall be mailed to the person submitting the request.

C. Use Categories. For the purpose of reviewing the fee, the City Administrator may determine that the land use category is proper and that the fee charged is appropriate. However, if the decision of the City Administrator results in a change in category of land use, the City Administrator shall, for the purpose of establishing the fee, assign a new use category and notify the Finance Director so that the appropriate change may be made in the applicable fee to be charged in the future.

D. Refunds or Credits. If the City Administrator determines that there is a change in category of land use necessary, and that the client has been overcharged for the Transportation Utility Fee, the City shall issue a credit or refund to the responsible party of the Occupied Unit who pays the utility billing.

E. Appeal of City Administrator Decision. The Responsible Party may appeal the City Administrator's determination to the City Council. The notice of appeal must be filed on the Transportation Utility Fee Appeal Form. An appeal must be filed in writing within ten (10) days of the date of receipt of notice of assignment of fee, or change of use code for ITE Trips according to land use. This form must be filed with the office of the City Recorder in writing, stating:

1. The name and address of the appellant
2. The address of the affected premises
3. The nature of the determination being appealed
4. The reason the determination is incorrect
5. What the correct determination of the appeal should be.

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

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

SECTION 11. RATES AND COLLECTION.

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

B. The Council may establish, by resolution, other methods for the collection of all rates authorized by this ordinance. All rates levied or charged pursuant to this ordinance shall be payable in the same manner and at the same time as water use charges. In addition to all other remedies, the Council may provide for the termination of water service for any property where any rate authorized by this Ordinance is not paid.

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

SECTION 12. REVIEW OF FUND AND ANNUAL REPORT.

The Public Works Director or other City Staff as delegated by the City Administrator shall perform a full rate review no less frequently than every 12 months which shall be reviewed by the City Council. The following are examples of circumstances that council may consider when adjusting fees:

a. Grants and funding received by the City that offset the cost of repairs and maintenance of the roads.
b. Larger than expected costs to complete any transportation projects.
c. Recession or undue financial distress placed on the community as a whole.

Annual reviews of the fee and adjustments shall consider the November Engineering News 20 City Construction Index, or other means determined by the City Engineer to be acceptable in determining the increase or decrease of the cost of construction of any one or all of the projects to be completed.

Any adjustments to fees shall be made by City Council resolution.

SECTION 13. SEVERABILITY

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

SECTION 14. CLASSIFICATION OF CHARGES

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

SECTION 15. EFFECTIVE DATE.

This ordinance shall become effective ________________________.

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

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

____
Ray Smith, Mayor

ATTEST:

____

Sammy L. Egbert, City Recorder

CITY OF COBURG
TRANSPORATION UTILITY FEE APPEAL FORM

Date__________________

Name of Person Submitting Appeal______________________

Business Address_____________________________________

Contact Phone _________________ Email_________________

____

I am submitting an appeal for the following reasons:

_____ITE Code Assigned to My Business

_____Associated Trips Assigned

_____Square Footage Considered for setting my fee

____

In order for an Appeal to be considered by the City it must be submitted within 10 days of receipt of assigned fee.   In addition, the following must be attached to this form:

1. A written description of why you are appealing the fee. Please provide proof or alternate information to support your appeal

2. A building footprint with square footage prepared and stamped by a licensed Engineer if appealing square footage assigned

____

Received by City of Coburg on: ____________________________________
Date Received

Acknowledgment of Receipt ____________________________________
Name and Signature of Staff Member

Date Appeal will be considered ______________________________
Date

City of Coburg
Transportation SDC Fee Schedule
Associated Trips per ITE Code

Transportation SDC Fee Schedule

ITE Code	Land Use	Unit	Primary Average Daily Vehicle Trips	Percent Primary Trips	Adjusted Average Daily Vehicle Trips	Average Daily Person Trips
21	Commercial Airport	CFD	123.11	100%	123.11	206.83
30	Intermodal Truck Terminal	Acre	62.51	100%	62.51	105.02
110	General Light Industrial	1,000 SFGFA	5.26	100%	5.26	8.84
130	Industrial Park	1,000 SFGFA	5.34	100%	5.34	8.97
140	Manufacturing	1,000 SFGFA	3.03	100%	3.03	5.09
151	Mini-Warehouse	1,000 SFGFA	2.37	100%	2.37	3.99
160	Data Center	1,000 SFGFA	0.99	100%	0.99	1.66
210	Single-Family Detached Housing	Dwelling unit	9.45	100%	9.45	15.87
220	Apartment	Dwelling unit	6.50	100%	6.50	10.92
230	Residential Condominium/Townhouse	Dwelling unit	5.65	100%	5.65	9.49
240	Mobile Home Park	ODU	4.90	100%	4.90	8.23
254	Assisted Living	Bed	2.56	100%	2.56	4.31
310	Hotel	Room	7.86	100%	7.86	13.20
411	City Park	Acre	6.13	100%	6.13	10.30
417	Regional Park	Acre	4.99	100%	4.99	8.39
430	Golf Course	Acre	5.27	100%	5.27	8.86
444	Movie Theater with Matinee	Movie screen	387.03	100%	387.03	650.21
492	Health/Fitness Club	1,000 SFGFA	30.32	100%	30.32	50.94
495	Recreational Community Center	1,000 SFGFA	27.40	100%	27.40	46.03
520	Elementary School	1,000 SFGFA	12.07	59%	7.12	11.97
522	Middle School/Junior High School	1,000 SFGFA	10.78	59%	6.36	10.69
530	High School	1,000 SFGFA	10.09	59%	5.95	10.00
540	Junior/Community College	1,000 SFGFA	21.41	100%	21.41	35.97
560	Church	1,000 SFGFA	13.22	100%	13.22	22.21
565	Day Care Center	1,000 SFGFA	54.62	33%	18.02	30.28
590	Library	1,000 SFGFA	50.46	100%	50.46	84.78
610	Hospital	1,000 SFGFA	12.17	100%	12.17	20.45
620	Nursing Home	1,000 SFGFA	7.21	100%	7.21	12.12
710	General Office Building	1,000 SFGFA	8.38	100%	8.38	14.08
720	Medical-Dental Office Building	1,000 SFGFA	27.31	100%	27.31	45.88
731	State Motor Vehicles Department	1,000 SFGFA	120.90	100%	120.90	203.11
732	United States Post Office	1,000 SFGFA	88.35	100%	88.35	148.43
750	Office Park	1,000 SFGFA	8.50	100%	8.50	14.28
760	Research and Development Center	1,000 SFGFA	6.22	100%	6.22	10.45
770	Business Park	1,000 SFGFA	9.44	100%	9.44	15.85
812	Building Materials and Lumber Store	1,000 SFGFA	43.13	100%	43.13	72.46
813	Free-Standing Discount Superstore	1,000 SFGFA	53.42	72%	38.46	64.62
814	Variety Store	1,000 SFGFA	64.03	48%	30.57	51.36
815	Free-Standing Discount Store	1,000 SFGFA	59.09	48%	28.22	47.40
816	Hardware/Paint Store	1,000 SFGFA	58.23	45%	25.91	43.53
817	Nursery (Garden Center)	1,000 SFGFA	82.86	100%	82.86	139.20
820	Shopping Center	1,000 SFGLA	41.24	50%	20.68	34.74
826	Specialty Retail Center	1,000 SFGLA	40.58	100%	40.58	68.18
841	Automobile Sales	1,000 SFGFA	29.27	100%	29.27	49.17

843	Automobile Parts Sales	1,000 SFGFA	61.91	44%	27.24	45.76
848	Tire Store	1,000 SFGFA	24.87	69%	17.08	28.69
850	Supermarket	1,000 SFGFA	122.18	39%	47.34	79.54
851	Convenience Market (Open 24 Hours)	1,000 SFGFA	758.79	33%	246.81	414.63
857	Discount Club	1,000 SFGFA	42.35	100%	42.35	71.14
862	Home Improvement Superstore	1,000 SFGFA	38.03	44%	16.73	28.11
880	Pharmacy/Drugstore without Drive-Throu	1,000 SFGFA	90.06	42%	38.13	64.05
881	Pharmacy/Drugstore with Drive-Through	1,000 SFGFA	96.91	38%	36.83	61.87
890	Furniture Store	1,000 SFGFA	4.98	37%	1.83	3.07
911	Walk-in Bank	1,000 SFGFA	0.00	100%	0.00	0.00
912	Drive-in Bank	1,000 SFGFA	122.71	27%	33.54	56.35
925	Drinking Place	1,000 SFGFA	0.00	100%	0.00	0.00
931	Quality Restaurant	1,000 SFGFA	88.04	43%	37.42	62.86
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	132.28	40%	52.58	88.34
933	Fast-Food Restaurant without Drive-Thro	1,000 SFGFA	682.29	40%	271.21	455.63
934	Fast-Food Restaurant with Drive-Throug	1,000 SFGFA	535.05	41%	219.07	368.04
937	Coffee/Donut Shop with Drive-Through	1,000 SFGFA	818.58	41%	335.16	563.07
938	Coffee/Donut Kiosk	1,000 SFGFA	1,800.00	17%	306.00	514.08
944	Gasoline/Service Station	VFP	168.56	35%	59.00	99.11
945	Gasoline/Service Station with Convenien	VFP	162.78	13%	20.80	34.94
946	Gasoline/Service Station with Car Wash	VFP	152.84	24%	36.51	61.34

City of Coburg - Transporation Utility Fee (TUF) Rates

Effective ___________________________________

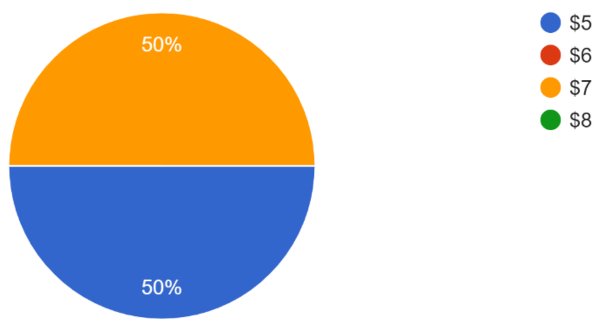
	Base Fee Rate	Additional Fee Rate
Single Family Detached Housing	7.00 Per Month	
Apartment	4.83 Per Month	
Residential Condominium	4.20 Per Month	
Mobile Home Park	3.64 Per Site	
Assisted Living	2.00 Per Bed	
Non-Residential Business	7.00 Per Month	.27 per Associated Trip

TUF Council Survey Results 5/27/21

4 responses

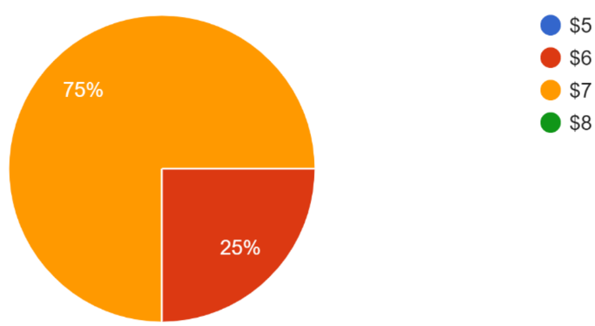
What should residents be charged per month for the TUF?

4 responses



What should commercial businesses be charged per equitable unit?

4 responses

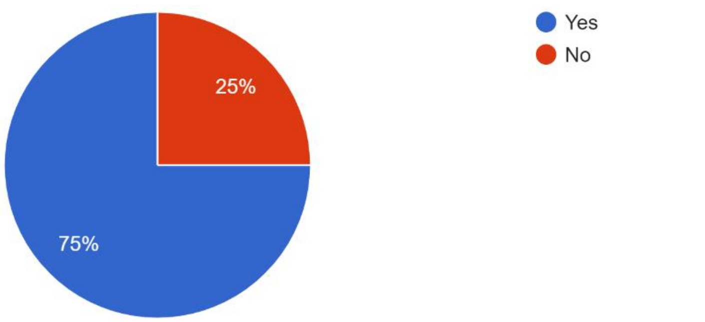


Will we charge the School and Fire District (Other governmental units) for the TUF?

4 responses

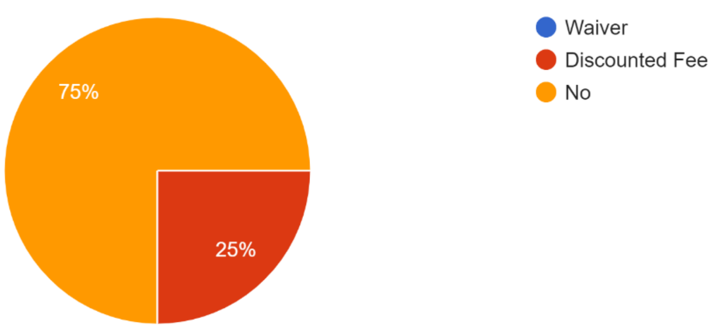
Will the City charge itself for the TUF?

4 responses



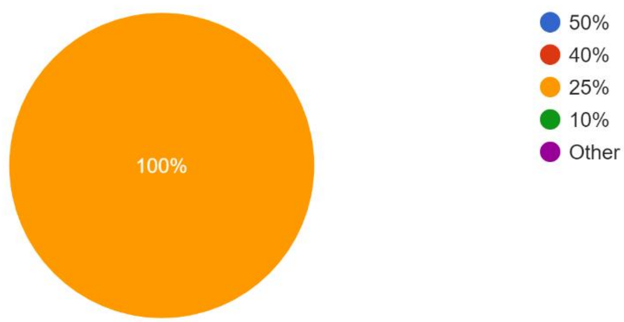
Will we offer Church and Fraternal Organizations a waiver or discounted fee?

4 responses



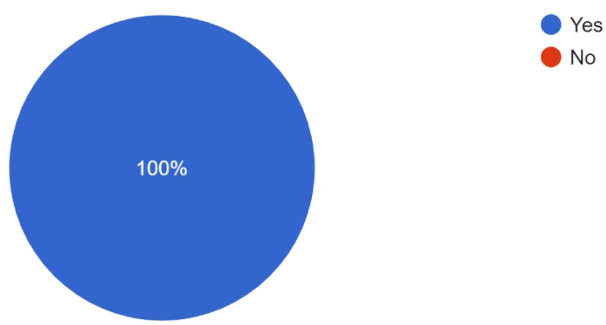
If Discounted fee, how much of a discount will we allow?

1 response



Serenity Lane is the only non-profit that is exempt from property tax. However, they are one of the largest users of the roadway at the east end of the ...sinesses in Coburg? It would be at a hospital rate.

4 responses



COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: 2021-08, A Resolution Declaring the City's Election to Receive State Revenues ORS 221.770

Meeting Date: June 8, 2021
Staff Contact: Tim Gaines, Finance Director
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

CITY COUNCIL GOAL(S)
Goal 4. Fiscal Stewardship

REQUESTED COUNCIL ACTION
Adopt Resolution 2021-08 to receive State Revenues for FY 2021-2022 pursuant to ORS 221.770

Suggested Motion***; "I move to adopt Resolution 2021-08 A Resolution declaring the City's Election to Receive State Revenues."***

BACKGROUND
The State of Oregon Department of Revenue requires Cities to pass by resolution declaring the City's election to receive state revenues on an annual basis. The Budget Committee held a public hearing on May 25, 2021 giving citizens an opportunity to comment on use of State Revenue Sharing. There will be another Public Hearing to hear citizen's comments at the City Council meeting June 8, 2021 before the Resolution is adopted. To receive the State revenue this Resolution must be adopted and sent to State of Oregon Department of Administrative Services.

RECOMMENDATION AND ALTERNATIVES
Recommendation is to approve Resolution 2021-08 or elect not to receive State Revenues and decrease the revenues and expenditures in the associated appropriation.

BUDGET / FINANCIAL IMPACT
State Shared Revenues projections are provided to Cities in Oregon Annually. The City of Coburg figures our projections based upon dollar amounts per capita provided by the state in their projections. For

Coburg there are 4 areas that state shared revenues are projected based upon the business sales and services approved to take place in our community. Dollar amounts approved are times the certified population of the City in any given year. At this time, the population of Coburg is certified at 1,375.

Coburg Shared Revenues are as follow:

Cigarette Sales -	**$0.76 X 1,375 -**	**$1,045**
Liquor Sales -	**$18.51 X 1,375 -**	**$25,451**
Highway Trust Fund Revenues	**$75.84 X 1,375 -**	**$104,280**
State Shared Revenue -		**$15,640**
	Total State Shared Revenues -	**$146,416**

Together the standard per capital distributions for liquor and cigarettes equals $26,496, and the other shared revenue equals $15,640 which has been reduced for Covid-19.

Highway Trust Fund Revenues support the construction, reconstruction, preservation, maintenance, repair and improvement of streets and roads. The standard per capital distributions for the Highway Trust Fund equals $104,280. These funds are deposited into the Street Fund on a monthly basis based upon collection of the prior month.

PUBLIC INVOLVEMENT

In order to receive distributions the City must:

1. Hold at least one public hearing before the Budget Committee to discuss possible uses of the funds which was completed May 25, 2021.
2. Hold an additional public hearing before the City Council on the proposed uses of the funds in relation to the entire Budget. This is to be completed at the June 8, 2021 meeting.

ATTACHMENTS

A. Draft Resolution 2021-08

REVIEWED THROUGH:

Sammy Egbert, City Recorder
Anne Heath, City Administrator

ATTACHMENT A
RESOLUTION 2021-08

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

WHEREAS, the City of Coburg has levied property taxes in the preceding fiscal year and is therefore qualified to receive state revenue sharing funds; and

WHEREAS, the City of Coburg Budget Committee held a public hearing on the possible use of the funds on May 25, 2021; and

WHEREAS, the City Council of Coburg held a public hearing on the proposed use of these funds in relation to the entire budget on June 8, 2021;

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

1. Pursuant to ORS 221.770, the City of Coburg hereby elects to receive state revenues for fiscal year 2021-22.
2. This Resolution is effective immediately upon passage.

Adopted by the **City Council of the City of Coburg,** Oregon, by a vote of ____ for and ____ against, this 8th day of June, 2021.

____
Mayor, Ray Smith

ATTEST:

____
Sammy L. Egbert, City Recorder

I certify that a public hearing before the Budget Committee was held on May 25, 2021 and a public hearing before the City Council was held on June 8, 2021, giving citizens an opportunity to comment on the use of State Revenue Sharing.

____
Sammy Egbert, City Recorder

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Resolution 2021-09, A Resolution Declaring the City's Certification of Eligibility for State Shared Revenues ORS 221.760

Meeting Date: June 08, 2021
Staff Contact: Tim Gaines, Finance Director
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

CITY COUNCIL GOAL(S)
Goal 4. Fiscal Stewardship

REQUESTED COUNCIL ACTION
Adopt Resolution 2021-09 to receive State Shared Revenues for FY 2022 pursuant to ORS 221.760

Suggested Motion; *"I move to adopt Resolution 2021-09, A Resolution declaring The City's certification of eligibility for State Shared Revenues."*

BACKGROUND
This is an annual resolution of the Council Pursuant to ORS 221.760. The state shall disburse certain cigarette, liquor and highway tax to the cities of the state for general purpose use. In order to receive these funds, the City must certify that it is located within a county having more than 100,000 inhabitants and that it provides four or more of the following services:

a. Police protection
b. Fire protection
c. Street construction, maintenance and lighting
d. Sanitary sewers
e. Storm sewers
f. Planning, zoning and subdivision control
g. One or more utility services

Resolution 2021-09 must be provided to State Shared Financial Services no later than July 31 of the Fiscal Year.

RECOMMENDATION AND ALTERNATIVES
Staff recommends approval of the Resolution 2021-09

BUDGET / FINANCIAL IMPACT
The City budget portion of State Shared Revenues is $15,640 for the fiscal year of 2021-22.

PUBLIC INVOLVEMENT
Included in the 2021-22 draft budget meeting held on May 25, 2021.

ATTACHMENTS
A. Draft Resolution 2021-09

REVIEWED THROUGH:
Sammy Egbert, City Recorder
Anne Heath, City Administrator

ATTACHMENT A
RESOLUTION 2021-09

A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE-SHARED REVENUES

WHEREAS, ORS 221.760, provides as follows:

WHEREAS, the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

(1) Police protection,
(2) Fire protection,
(3) Street construction, maintenance, and lighting,
(4) Sanitary sewers,
(5) Storm sewers,
(6) Planning, zoning, and subdivision control,
(7) One or more utility services, and,

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760,

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

1. The City of Coburg hereby certifies that it provides the following five services enumerated in Section 1, ORS 221.760: Police Protection; Street Construction, Maintenance, and Lighting; Sanitary Sewer; Planning, Zoning and Subdivision Control; Water Utility Service.
2. This Resolution will be effective immediately upon passage.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ____ and ____ against, this 8th day of June, 2021.

____

Ray Smith, Mayor

ATTEST:

____

Sammy Egbert, City Recorder

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Resolution 2021-10, A Resolution Adopting the Salary and Classification Schedule for Fiscal Year 2021-22

Meeting Date: June 8, 2021
Staff Contact: Tim Gaines, Finance Director
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

CITY COUNCIL GOAL(S)
Goal 4. Fiscal Stewardship

REQUESTED COUNCIL ACTION
Consider Fiscal Year 2021-22 pay scale which continues City Councils direction of a merit-based structure and to update scale for all employees for budget year 2021-22.

Suggested Motion*; "I move to adopt Resolution 2021-10, the Fiscal Year 2021-22 City of Coburg pay scale."*

BACKGROUND
As a result of the 2012 subcommittee recommendations, interpretations that related to the Coburg Personnel Manual and associated issues related to the Police Department, annual pay scales have been developed during the budget process.

At the May 2013 City Council meeting, Council endorsed an approach to the pay scale as follows:

> The Local Government Personnel Institute (LGPI) recommended a 6-step pay scale where each step represented 5%. Council adopted 2% between steps. With 2% between steps, it takes several additional steps to acquire the upper-end of the recommended pay scale. Therefore, to maintain consistency with the recommended overall range for each position, the pay scale was extended to reflect the LGPI recommendation. The result is a 14-step scale.

In 2017 the City contracted with LGPI to conduct a salary analysis. From that analysis the salary scale was adjusted to allow for employee personal growth and to align salaries with regional small cities. This did not mean that employees received raises; it did mean that the salary scale provides room for growth in their profession and longevity at the City. This process was reviewed by the Mayor and Councilor Bell as requested by the Mayor.

If a positive performance review is completed, that employee's pay could be shifted up one step on the newly adopted schedule. Employees are annually eligible for a step increase.

Current schedule includes a 2.0% COLA that was approved in the 2021-22 Budget Process. See Attachment B.

It was further recommended that Council adopt an updated version of the pay scale annually as it relates to the new fiscal year budget.

RECOMMENDATION AND ALTERNATIVES

1. City Council may adopt the recommended Fiscal year 2021-22 pay scale.
2. City Council may request additional information for the Fiscal Year 2021-22 pay scale.

BUDGET / FINANCIAL IMPACT

Pay and benefits are a principal City expense. Adjustments to pay and benefits can have a significant financial impact on the City. The adopted Fiscal Year 2021-22 Budget is consistent with this pay scale recommendation.

PUBLIC INVOLVEMENT

No public involvement was included as part of this item.

NEXT STEPS

If adopted, Staff will implement the new pay scale.

ATTACHMENTS

A. Draft Resolution 2021-10
B. Draft FY 2021-22 Pay Scales

REVIEWED THROUGH:

Anne Heath, City Administrator

RESOLUTION 2021-10

A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2021-22

WHEREAS, the City of Coburg has adopted a salary and classification schedule in the past by several methods, including by inclusion in the personnel policies of the City; and

WHEREAS, the City Charter requires that City Council fix the amount of compensation for City officers and approve compensation plan for City Employees.

WHEREAS, the City's approved fiscal policy calls for adoption of the Salary Schedule by Resolution annually; and

WHEREAS, this Fiscal Year the Coburg City Council chose to include a salary and classification schedule in the Fiscal 2021-22 Budget;

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

The Salary Schedule set forth in the adopted budget is hereby adopted as the Official Salary Schedule of the City of Coburg for Fiscal Year 2021-22.

Adopted by the **City Council** of the **City of Coburg**, Oregon by vote of ____ for and ____ against this 8th day of June, 2021.

____
Ray Smith, Mayor

ATTEST:

____
Sammy L. Egbert, City Recorder

Salary and Classification Schedule

FY2021-22 with 2.0% COLA   FOR ALL STAFF

Class	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Management														
	City Adminstrator *Negotiated Contract*														
M5	Finance Director	66,879	68,217	69,581	70,973	72,392	73,840	75,317	76,823	78,359	79,927	81,525	83,156	84,819	86,515
		32.15	32.80	33.45	34.12	34.80	35.50	36.21	36.93	37.67	38.43	39.19	39.98	40.78	41.59
	Police Chief	75,317	76,823	78,359	79,927	81,525	83,156	84,819	86,515	88,245	90,010	91,811	93,647	95,520	97,430
		36.21	36.93	37.67	38.43	39.19	39.98	40.78	41.59	42.43	43.27	44.14	45.02	45.92	46.84
	Assistant City Administrator	66,879	68,217	69,581	70,973	72,392	73,840	75,317	76,823	78,360	79,927	81,526	83,156	84,819	86,516
		32.15	32.80	33.45	34.12	34.80	35.50	36.21	36.93	37.67	38.43	39.19	39.98	40.78	41.59
M3	Public Works Director	64,723	66,017	67,337	68,684	70,058	71,459	72,888	74,346	75,833	77,349	78,896	80,474	82,084	83,726
		31.12	31.74	32.37	33.02	33.68	34.36	35.04	35.74	36.46	37.19	37.93	38.69	39.46	40.25
M2	Court Administrator	49,167	50,150	51,153	52,176	53,220	54,284	55,370	56,477	57,607	58,759	59,934	61,133	62,355	63,602
		23.64	24.11	24.59	25.08	25.59	26.10	26.62	27.15	27.70	28.25	28.81	29.39	29.98	30.58
	City Recorder	53,213	54,277	55,363	56,470	57,599	58,751	59,926	61,125	62,348	63,594	64,866	66,164	67,487	68,837
		25.58	26.09	26.62	27.15	27.69	28.25	28.81	29.39	29.97	30.57	31.19	31.81	32.45	33.09
8	Planner/Development Director	52,725	53,780	54,855	55,952	57,071	58,213	59,377	60,564	61,776	63,011	64,272	65,557	66,868	68,205
		25.35	25.86	26.37	26.90	27.44	27.99	28.55	29.12	29.70	30.29	30.90	31.52	32.15	32.79
	Non-Exempt														
15	Police Sargent	30.01	30.61	31.22	31.85	32.48	33.13	33.79	34.47	35.16	35.86	36.58	37.31	38.06	38.82
		62,417	63,666	64,939	66,238	67,563	68,914	70,292	71,698	73,132	74,595	76,087	77,608	79,160	80,744
14	Police Officer 1	23.19	23.66	24.13	24.61	25.11	25.61	26.12	26.64	27.18	27.72	28.27	28.84	29.42	30.00
		48,245	49,210	50,194	51,198	52,222	53,267	54,332	55,419	56,527	57,657	58,811	59,987	61,187	62,410
13	Public Works Operator III	23.19	23.66	24.13	24.61	25.11	25.61	26.12	26.64	27.18	27.72	28.27	28.84	29.42	30.00
		48,245	49,210	50,194	51,198	52,222	53,267	54,332	55,419	56,527	57,657	58,811	59,987	61,187	62,410
12	Utility Billing Clerk	18.76	19.13	19.52	19.91	20.30	20.71	21.12	21.55	21.98	22.42	22.87	23.32	23.79	24.27
		39,016	39,797	40,592	41,404	42,232	43,077	43,939	44,817	45,714	46,628	47,561	48,512	49,482	50,472
11	Planner/Community Development	18.76	19.13	19.52	19.91	20.30	20.71	21.12	21.55	21.98	22.42	22.87	23.32	23.79	24.27
		39,016	39,796	40,592	41,404	42,232	43,077	43,938	44,817	45,713	46,628	47,560	48,512	49,482	50,471
10	Police Clerk	19.90	20.30	20.70	21.12	21.54	21.97	22.41	22.86	23.32	23.78	24.26	24.74	25.24	25.74
		41,392	42,220	43,065	43,926	44,804	45,701	46,615	47,547	48,498	49,468	50,457	51,466	52,496	53,546
9	Accountant	19.14	19.52	19.91	20.31	20.71	21.13	21.55	21.98	22.42	22.87	23.33	23.79	24.27	24.75
		39,801	40,597	41,409	42,237	43,082	43,944	44,823	45,719	46,633	47,566	48,517	49,488	50,478	51,487
8	Public Works Operator 2	18.08	18.45	18.82	19.19	19.58	19.97	20.37	20.77	21.19	21.61	22.05	22.49	22.94	23.39
		37,616	38,368	39,136	39,918	40,717	41,531	42,362	43,209	44,073	44,955	45,854	46,771	47,706	48,660
7	Department Technical Assistance	16.72	17.05	17.39	17.74	18.10	18.46	18.83	19.20	19.59	19.98	20.38	20.79	21.20	21.63
		34,773	35,468	36,178	36,901	37,639	38,392	39,160	39,943	40,742	41,557	42,388	43,236	44,101	44,983
6	Public Works Operator 1	16.15	16.47	16.80	17.13	17.48	17.83	18.18	18.55	18.92	19.30	19.68	20.08	20.48	20.89
		33,585	34,257	34,942	35,641	36,353	37,080	37,822	38,579	39,350	40,137	40,940	41,759	42,594	43,446
5	Administrative Assistant II	16.15	16.47	16.80	17.13	17.48	17.83	18.18	18.55	18.92	19.30	19.68	20.08	20.48	20.89
		33,585	34,257	34,942	35,641	36,353	37,080	37,822	38,579	39,350	40,137	40,940	41,759	42,594	43,446
4	Administrative Assistant I	15.22	15.52	15.83	16.15	16.47	16.80	17.14	17.48	17.83	18.19	18.55	18.92	19.30	19.69
		31,654	32,287	32,933	33,592	34,264	34,949	35,648	36,361	37,088	37,830	38,586	39,358	40,145	40,948
3	Publics Works Worker	15.22	15.52	15.83	16.15	16.47	16.80	17.14	17.48	17.83	18.19	18.55	18.92	19.30	19.69
		31,654	32,287	32,933	33,592	34,264	34,949	35,648	36,361	37,088	37,830	38,586	39,358	40,145	40,948
2	Temporary Administrative I	12.75	13.01	13.27	13.53	13.80	14.08	14.36	14.65	14.94	15.24	15.54	15.85	16.17	16.49
		26,520	27,050	27,591	28,143	28,706	29,280	29,866	30,463	31,072	31,694	32,328	32,974	33,634	34,306
1	Reserve Officer	16.31	16.64	16.97	17.31	17.65	18.01	18.37	18.73	19.11	19.49	19.88	20.28	20.68	21.10
	On-Call officer only (50 hours PY)	33,924	34,603	35,295	36,001	36,721	37,455	38,204	38,968	39,748	40,543	41,354	42,181	43,024	43,885

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Resolution 2021-11, A Resolution Adopting the City's Budget For Fiscal Year 2021-22, Creating Appropriations, Setting The Tax, Imposing the Tax, and Categorizing the Tax.

Meeting Date: June 08, 2021
Staff Contact: Tim Gaines, Finance Director
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

CITY COUNCIL GOAL(S)
Goal 4. Fiscal Stewardship

REQUESTED COUNCIL ACTION
Approve Resolution 2021-11, a resolution authorizing the City's budget for fiscal year 2021-22 creating expenditure appropriations, setting the tax, imposing the tax, and categorizing the tax.

Total budget expenditure appropriations of $15,223,510 (as summarized in attached Resolution).

Suggested Motion; "*I move to adopt Resolution 2021-11, A resolution adopting the budget for fiscal year 2021-22 creating appropriations, setting the tax, imposing the tax, and categorizing the tax.*"

BACKGROUND
This budget was presented, discussed, and approved for recommendation to the City Council by the 2021-22 Budget Committee.

RECOMMENDATION AND ALTERNATIVES
Staff recommends that the City Council adopt the resolution as recommended by the budget committee.

BUDGET / FINANCIAL IMPACT
Resolution 2021-11 reflects the proposed budget for which the City will conduct operations in fiscal year 2021-22.

ATTACHMENTS

A. Purposed Resolution 2021-11
B. Collapsed Budget Overview Worksheet
C. Final Budget Document

REVIEWED THROUGH:
Anne Heath, City Administrator
Sammy Egbert, City Recorder
Steve Tuchsherer, City Auditor

RESOLUTION 2021-11

A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2021-22, CREATING APPROPRIATIONS, SETTING THE TAX, AND IMPOSING THE TAX AND CATEGORIZING THE TAX.

NOW, THERFORE, BE IT RESOLVED by the City Council of the City of Coburg that:

Section 1. The City Council of the City of Coburg hereby adopts the budget for fiscal year 2021-22 in the total amount of $15,223,510. This budget is now on file at 91136 N. Willamette Street, Coburg, Oregon.

Section 2. The amounts for the fiscal year beginning July 1, 2021 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Administration	$789,304
Facilities	$148,100
Planning	$338,227
Economic Development	$97,070
Police	$811,325
Court	$161,221
Park	$64,172
Park Capital	$43,297
Public Works	$514,847
Not Allocated to Organization Unit or Program	
Contingency	$250,000
General Fund Debt	$30,600
Total	**$3,248,163**

STREET FUND

Street	$1,771,507
Street Capital	$5,990
Street Fund Debt	$350,000
Not Allocated to Organization Unit or Program	
Contingency	$200,000
Total	**$2,327,497**

WATER FUND

Water	$358,181
Water Capital	$3,094,603
Not Allocated to Organization Unit or Program	
Contingency	$300,000
Water Debt	$316,650
Total	**$4,069,434**

SEWER FUND

Sewer	$670,790
Sewer Capital	$52,540
Not Allocated to Organization Unit or Program	
Sewer Debt	$916,014
Contingency	$350,000
Total	**$1,989,344**

TOTAL APPROPRIATIONS ALL FUNDS	**$11,634,438**
TOTAL UNAPPROPRIATED AND RESERVES	**$3,589,572**
TOTAL ADOPTED BUDGET	**$15,223,510**

Section 3. BE IT RESOLVED the City Council of the City of Coburg hereby imposes the taxes provided for in the adopted budget FY 2021-22 at the rate of $3.7506 per $1000 of assessed value for operations, and that these taxes are hereby imposed for tax year 2021-22 upon the assessed value of all taxable property within the City as follows:

Permanent Rate Tax $3.7506/$1,000

Section 4. The City Council of Coburg hereby categorized the taxes as follows:

	General Government	Excluded from Limitation
Permanent Rate	3.7506/$1000	0.00

Section 5. This Resolution will take effect upon passage.

Adopted by the **City Council** of the **City of Coburg**, Oregon by a vote of ____ for and ____ against, this 8th day of June, 2021.

____
Ray Smith Mayor

ATTEST:

____
Sammy L. Egbert, City Recorder

APPROVED BUDGET FISCAL YEAR 2021-22

	Beginning Balance	Revenues	Expenses	Alloc/Transfer In	Alloc/Transfer Out	Contingency	Ending Fund Balance	Total Requirements
General Fund					0	0	0	
Revenues	750,000	2,338,687		833,947	0		3,922,634	
Personal Services			-1,864,064				-1,864,064	
Materials and Services			-932,499				-932,499	
Debt Service			-30,600				-30,600	
Capital Outlay			-171,000				-171,000	
Contingency						-250,000	-250,000	
Total	750,000	2,338,687	-2,998,163	833,947	0	-250,000	674,471	-$3,922,634
Street Fund								
Revenues	882,194	2,098,569		0			2,980,763	
Personal Services			0		-85,458		-85,458	
Materials and Services			-1,572,810		-119,229		-1,692,039	
Debt Services			-350,000				-350,000	
Capital Outlay			0			-200,000	-200,000	
Total	882,194	2,098,569	-1,922,810	0	-204,687	-200,000	653,266	-$2,980,763
Water Fund							0	
Revenues	1,309,202	3,155,768					4,464,970	
Personal Services					-114,692		-114,692	
Materials and Services			-113,651		-140,647		-254,298	
Debt Service			-316,650				-316,650	
Capital Outlay			-3,083,794				-3,083,794	
Contingency						-300,000	-300,000	
Total Combined Beginning Balance	1,309,202	3,155,768	-3,514,095	0	-255,339	-300,000	395,536	-$4,464,970
Sewer Fund								
Revenues	2,190,443	1,664,700					3,855,143	
Personal Services					-187,141		-187,141	
Materials and Services			-255,422		-135,767		-391,189	
Debt Service			-911,014				-911,014	
Capital Outlay			-150,000				-150,000	
Contingency			0			-350,000	-350,000	
Total	2,190,443	1,664,700	-1,316,436	0	-322,908	-350,000	1,865,799	-$3,855,143
Total	**5,131,839**	**9,257,724**	**-9,751,504**	**833,947**	**-782,934**	**-1,100,000**	**3,589,072**	**-$15,223,510**

Total Revenues **$15,223,510**

Total Expenses **$15,223,510**

CITY OF COBURG

APPROVED BUDGET 2021-22

Item 10.

	Sum of FY 2019 Actual	Sum of FY 2020 Actuals	Sum of FY 2021 Final	Sum of FY 2022 Budget	Sum of FY2022 Changes	Sum of FY 2022 Approved
001 General	(0)	(0)	1	(0)	-	(0)
000 NonDepartmental	1,172,883	1,179,439	1,167,466	1,538,055		1,538,055
001-000-400200 Current Taxes	694,492	776,974	729,225	859,000		859,000
001-000-400300 Delinquent Taxes	24,187	17,580	45,000	35,000		35,000
001-000-401000 State Pool Interest	21,923	19,286	17,000	15,000		15,000
001-000-402010 State Shared Revenue	13,704	18,972	15,640	15,640		15,640
001-000-402200 State Cigarette Taxes	1,305	2,207	1,450	1,050		1,050
001-000-402250 State Liquor Taxes	19,164	20,276	22,000	25,450		25,450
001-000-402500 Transient Room Tax	23,730	-	-	-		-
001-000-402600 Tourism Funds - Lane County	16,255		-	-		-
001-000-403100 Power Company Franchise Fee	205,683	186,408	198,000	198,000		198,000
001-000-403150 Power Company Franchise License	46,165	43,011	47,000	48,000		48,000
001-000-403200 Gas Company Franchise Fee	18,818	21,671	19,000	25,000		25,000
001-000-403300 Cable TV/Broadband Franchise Fee	3,410	9,699	7,500	7,700		7,700
001-000-403400 Telephone Franchise	4,430	-	5,000	5,500		5,500
001-000-403500 Garbage Franchise Fee	1,000	-	1,000	2,000		2,000
001-000-404040 Inpound Fees	550	660	660	680		680
001-000-404042 Business License	3,850	3,650	3,450	4,000		4,000
001-000-404400 Land Use Filing Fees	5,700		-	-		-
001-000-404470 Planning Assistant Grant-OR St	-		1,000	-		-
001-000-404480 Homeland Security/Resiliance Grant	-		-	-		-
001-000-404485 Willamette Valley Visitors Grant	5,000		-	-		-
001-000-404488 American Rescue Plan			-	240,000		240,000
001-000-404495 Lease Revenue	6,864	12,636	6,864	7,200		7,200
001-000-404500 Sign Application Fee	-		325	325		325
001-000-404600 SDC Admin. Fees	51,792	7,601	44,152	42,510		42,510
001-000-406050 Technology Fee	-		-	-		-
001-000-406700 Asset Forefeiture	-		-	-		-
001-000-408200 Oregon CLG Grant	-		-	-		-
001-000-410910 Dog License Fees	300	365	500	500		500
001-000-498100 Lien Search	1,725	1,250	1,200	1,500		1,500
001-000-498200 Police Confiscation Forfeiture	-	8,246	-	1,500		1,500
001-000-499000 Other Receipts	2,834	28,947	1,500	2,500		2,500
001 Administration	(592,114)	(624,825)	(801,751)	(788,304)	(1,000)	(789,304)
001-001-500500 City Administrator 1FTE	(92,159)	(98,205)	(97,823)	(105,054)		(105,054)
001-001-501100 Finance Director 1 FTE 2021	(34,078)	(16,463)	(69,529)	(84,879)		(84,879)
001-001-501400 City Recorder 1 FTE	(61,343)	(67,420)	(64,817)	(70,104)		(70,104)
001-001-501500 Office Administration 1.0 FTE	(74,591)	(70,880)	(95,668)	(33,978)		(33,978)
001-001-501500 Utility Billing Clerk 1.0 FTE		-	-	(43,975)		(43,975)
001-001-501600 Accountant	-	(26,578)	-	-		-
001-001-501700 Emergency Management	-	-	(5,000)	(5,000)		(5,000)
001-001-501900 Severance/Vacation Pay/Adjust	(5,196)	2,270	(9,000)	(1,500)		(1,500)
001-001-502000 Workers' Compensation	(24,085)	(18,233)	(22,880)	(23,795)		(23,795)
001-001-503000 FICA/Medicare	(16,939)	(19,457)	(25,000)	(25,305)		(25,305)
001-001-504000 Health Insurance/Dental/Life/LTD	(71,021)	(70,166)	(94,290)	(88,577)		(88,577)
001-001-504100 Life/STD Insurance	-	-	-	-		-
001-001-505000 PERS Retirement	(29,193)	(51,868)	(51,378)	(71,757)		(71,757)
001-001-506000 Unemployment Insurance	(4,302)	(10,975)	(5,450)	(6,950)		(6,950)
001-001-506500 Workers Benefit Fund	(90)	(371)	(675)	(730)		(730)
001-001-510000 Office Expense	(6,796)	(7,844)	(8,200)	(10,000)		(10,000)
001-001-510020 Public Meeting Expense	(1,465)	(2,569)	(2,000)	(19,000)		(19,000)
001-001-510050 Council/Committee/commission Train	(600)	(340)	(500)	(1,500)		(1,500)
001-001-510600 Audit	(17,350)	(17,950)	(18,000)	(29,500)		(29,500)
001-001-510800 Professional Services	(35,834)	(24,584)	(25,000)	(12,500)		(12,500)
001-001-510880 City Attorney	(4,200)	(4,040)	-	-		-
001-001-510881 Legal	(17,172)	(5,119)	(22,000)	(22,500)		(22,500)
001-001-510950 Liability Insurance	(18,292)	(21,730)	(23,900)	(26,000)		(26,000)
001-001-510951 Auto Insurance	(5,871)	(10,566)	(13,475)	(14,500)		(14,500)
001-001-510952 Property Insurance	(11,500)	(13,980)	(12,595)	(13,500)		(13,500)
001-001-510953 Cyber Security Insurance	-	-	(2,500)	(2,700)		(2,700)
001-001-513000 Bank Fees	(21,767)	(24,793)	(25,750)	(26,000)		(26,000)

CITY OF COBURG
APPROVED BUDGET 2021-22

	Sum of FY 2019 Actual	Sum of FY 2020 Actuals	Sum of FY 2021 Final	Sum of FY 2022 Budget	Sum of FY2022 Changes	Sum of FY 2022 Approved
001-001-514400 City Prosecutor	(13,310)	(8,177)	(14,000)	(15,000)		(15,000)
001-001-522090 Mbrships, Dues & Subscriptions	(3,920)	(7,627)	(7,200)	(5,000)		(5,000)
001-001-522100 Travel, Education, Training	(8,565)	(4,849)	(7,500)	(5,000)		(5,000)
001-001-522500 Employee Promotions and Incent	(1,602)	(1,192)	(2,000)	(2,000)		(2,000)
001-001-522550 Employee Wellness Campaign	(1,000)	(300)	(1,000)	(1,000)		(1,000)
001-001-522570 Volunteer Appreciation	(862)	-	(1,000)	(500)		(500)
001-001-530000 Computer Expense		(1,009)	-	(4,000)		(4,000)
001-001-530100 LCOG IT Support/Computers/IT Service	(7,636)	(15,866)	(20,000)	(15,000)	(1,000)	(16,000)
001-001-542000 Miscellaneous	197	(735)	(1,500)	(1,500)		(1,500)
001-001-542010 COVID-19		(1,876)	(50,000)	-		-
001-001-557100 Advertising, Legal Notices	(1,573)	(1,336)	(2,122)	-		-
001-700-710030 Payroll Reimbursement	-	-	-	-		-
002 Facility Management	**(82,624)**	**(154,303)**	**(99,485)**	**(148,100)**		**(148,100)**
001-002-505600 Capital Outlay - Homeland Security		(108)	-	-		-
001-002-505700 Capital Outlay - Council I-Pads		(4,058)	(1,000)	(1,000)		(1,000)
001-002-505800 Capital Outlay Computers/Network				(10,000)		(10,000)
001-002-510100 Utilities	(10,481)	(8,357)	(10,815)	(11,000)		(11,000)
001-002-510450 Postage	(6,992)	(8,895)	(8,000)	(9,000)		(9,000)
001-002-511000 Bathroom and Kitchen Supplies	(1,332)	(1,253)	(1,200)	(1,200)		(1,200)
001-002-522000 Telephone	(6,957)	(10,269)	(8,240)	(8,500)		(8,500)
001-002-522050 Network/Email/Backup	(3,725)	(7,508)	(7,500)	(10,000)		(10,000)
001-002-523500 Copier Lease/Maint.	(13,381)	(13,490)	(11,330)	(10,000)		(10,000)
001-002-530500 Finance Software	(15,867)	(17,128)	(17,500)	(17,500)		(17,500)
001-002-582000 Building Maint, Supplies	(12,336)	(6,549)	(11,500)	(17,500)		(17,500)
001-002-586000 Reconciliation Discrepency	2,394	895	-	-		-
001-002-588000 Records Storage	(1,612)	(2,837)	(2,400)	(2,400)		(2,400)
001-002-603000 Capital Outlay City Hall	(12,335)	(74,747)	(20,000)	(50,000)		(50,000)
006 Planning	**(39,559)**	**(103,377)**	**(36,170)**	**(23,567)**		**(23,567)**
001-006-403050 Electrical Permit Fees	35,178	6,304	22,000	22,660		22,660
001-006-404300 Building Permit Fees	201,440	35,280	150,000	136,000		136,000
001-006-404450 Planning Service Fees	9,684	20,830	10,000	25,000		25,000
001-006-404460 Surcharge Fee	9,255	3,738	20,640	12,000		12,000
001-006-404470 Technology Fee(3% of Permit Fees)	40,791	6,909	5,160	5,500		5,500
001-006-404480 STPG Reimbursement	4,478	-	-	-		-
001-006-405000 Historic Preservation Grant	3,215	-	-	4,000		4,000
001-006-406000 Bike Kiosk Grants-Travel Oregon/MPC		-	-	49,500		49,500
001-006-407500 TGM Planning Assistance Grant			-	50,000		50,000
001-006-408500 Fed MPO Reimb Planning	1,680	4,139	10,000	10,000		10,000
001-006-500000 Planner/Development Staff	(14,739)	-	-	(38,000)		(38,000)
001-006-501200 Planning/Development Manager	(55,766)	(59,433)	(59,332)	-		-
001-006-501900 Severance Pay/Vacation	(62)	(536)	(600)	(700)		(700)
001-006-502000 Workers' Compensation	(41)	-	(119)	(80)		(80)
001-006-503000 FICA/Medicare	(7,070)	(6,135)	(4,539)	(2,257)		(2,257)
001-006-504000 Health Insurance	(313)	(989)	(19,551)	(9,231)		(9,231)
001-006-504100 Life/STD Insurance	(158)	(150)	-	-		-
001-006-505000 PERS Retirement	(6,858)	(11,856)	(8,950)	(7,888)		(7,888)
001-006-506000 Unemployment Insurance	(2,185)	-	(949)	(781)		(781)
001-006-510000 Office Expense	(439)	(2,003)	(500)	(1,000)		(1,000)
001-006-510460 UGB Expense	-	-	-	-		-
001-006-510500 Inspection Permit Fees	(149,424)	(29,779)	(57,030)	(57,030)		(57,030)
001-006-510530 Building Permit Surcharge	(20,080)	(3,397)	(20,640)	(56,660)		(56,660)
001-006-510800 Professional Serv	(15,922)	(14,698)	(22,000)	(7,500)		(7,500)
001-006-510870 Planner - LCOG	-	-	-	(20,000)		(20,000)
001-006-510880 City Attorney	(3,596)	(1,969)	(1,300)	(10,000)		(10,000)
001-006-513000 Bank Fees	(35,545)	(2,950)	(5,160)	-		-
001-006-522100 Travel, Education, Training	(1,442)	(1,427)	(1,800)	(1,800)		(1,800)
001-006-530001 Historic Preservation Expense (Granted)	(2,749)	(7,998)	(1,800)	(4,000)		(4,000)
001-006-530050 Community Visioning Project	-	-	-	-		-
001-006-530060 Storm Water Master Plan	(8,695)	(23,228)	(25,000)	(20,000)		(20,000)
001-006-530070 Comprehensive Plan Update	(19,685)	(13,836)	-	-		-
001-006-530085 TGM Grant Expense				(50,000)		(50,000)

CITY OF COBURG
APPROVED BUDGET 2021-22

	Sum of FY 2019 Actual	Sum of FY 2020 Actuals	Sum of FY 2021 Final	Sum of FY 2022 Budget	Sum of FY2022 Changes	Sum of FY 2022 Approved
001-006-530090 Build Out Scenerio	-	-	(13,000)	-		-
001-006-530100 Bike Kiosk Expense	-	-	-	(49,500)		(49,500)
001-006-533080 Transportation System Plan	-	-	(10,000)	-		-
001-006-557100 Advertising, Legal Notices	(510)	(193)	(1,700)	(1,800)		(1,800)
001-006-720030 Payroll Allocated	-	-	-	-		-
015 Police	(492,771)	(523,981)	(657,195)	(769,345)		(769,345)
001-015-406200 Police Training Fees	2,891	-	2,500	2,500		2,500
001-015-406300 Body Camera Grant	-	-	5,000	-		-
001-015-406350 Oregon State Police Grant - Live Scan	-	21,306	-	-		-
001-015-406375 Bureau of Justice Vest Grant	1,782	-	4,000	4,000		4,000
001-015-406400 Police Donations	-	-	-	-		-
001-015-406600 Police CHETT Program Donations	659	275	800	950		950
001-015-410800 Shop with a Cop	3,025	1,744	1,700	1,700		1,700
001-015-485200 Police Reserve Officer Revenue	3,119	733	800	800		800
001-015-486000 Partner Agency Reimbursements	5,073	9,203	5,000	5,000		5,000
001-015-486100 Harrisburg Patrol	-	-	15,300	26,880		26,880
001-015-498000 Fingerprinting Fees	-	-	150	150		150
001-015-500400 Chief of Police	(89,080)	(106,289)	(94,231)	(102,070)		(102,070)
001-015-500540 Police Officer-Universal #1	(120,140)	(113,939)	(80,990)	(80,911)		(80,911)
001-015-500540 Police Officer-Universal #2	-	-	(61,735)	(63,160)		(63,160)
001-015-500540 Police Officer-Universal #3	-	-	(44,197)	(63,673)		(63,673)
001-015-500580 Reserve Police	-	(793)	(1,000)	(1,500)		(1,500)
001-015-500590 Other Agency Patrols	-	-	(5,000)	(5,000)		(5,000)
001-015-501500 Police Clerk	(50,438)	(53,906)	(55,111)	(56,338)		(56,338)
001-015-501900 Severance/Vacation Pay	(5,440)	5,577	(2,500)	(2,500)		(2,500)
001-015-503000 FICA/Medicare	(18,411)	(20,270)	(26,000)	(27,810)		(27,810)
001-015-504000 Health/Dental/Life/LTD	(59,284)	(76,160)	(89,153)	(92,595)		(92,595)
001-015-504100 Life/STD Insurance	-	-	-	-		-
001-015-505000 PERS Retirement	(44,384)	(48,607)	(60,100)	(81,227)		(81,227)
001-015-506000 Unemployment Insurance	(3,313)	-	(5,404)	(7,559)		(7,559)
001-015-506050 Workers Benefit Fund	(107)	-	(376)	(792)		(792)
001-015-510000 Office Expense	(3,324)	(1,665)	(3,000)	(3,000)		(3,000)
001-015-510200 Equipment Repair, Maintenance	(3,632)	(5,150)	(6,600)	(6,900)		(6,900)
001-015-510250 Equipment Non-Capital	(10,615)	(5,942)	(13,700)	(14,100)		(14,100)
001-015-510500 Uniforms Expense (2021 - Vest Purchases)	(6,281)	(2,361)	(7,000)	(8,000)		(8,000)
001-015-510510 Photo, Crime Scene & Evidence	(806)	(568)	(4,000)	(4,000)		(4,000)
001-015-510550 Community Outreach Program	(263)	-	(2,300)	(3,000)		(3,000)
001-015-510880 City Attorney	(799)	(1,711)	(1,300)	(1,300)		(1,300)
001-015-510999 Canine Program	-	(269)	(450)	(500)		(500)
001-015-516200 Dispatch Contract	(50,072)	(49,449)	(63,000)	(64,890)		(64,890)
001-015-516500 Justice Program	(2,750)	-	(1,850)	-		-
001-015-522010 Cellular Phone	(3,772)	(3,785)	(3,800)	(3,800)		(3,800)
001-015-522100 Travel, Education, Training	(4,797)	(1,230)	(5,000)	(6,000)		(6,000)
001-015-525000 Gasoline, Diesel Fuel	(9,339)	(8,356)	(9,600)	(12,000)		(12,000)
001-015-530000 Computer Expense	(8,279)	(39)	(3,600)	(6,000)		(6,000)
001-015-531000 Vehicle Maintenance	(5,144)	(5,678)	(5,700)	(6,800)		(6,800)
001-015-535000 MDT Support & Service	(250)	(2,922)	(2,300)	(2,400)		(2,400)
001-015-536400 Shop With Cop Program Expense	(750)	(955)	(1,400)	(1,400)		(1,400)
001-015-536700 Investigation Expense	(2,154)	(966)	(3,000)	(3,000)		(3,000)
001-015-536800 Psychological Testing	-	-	(2,200)	(2,200)		(2,200)
001-015-540000 Police CHETT Program Expenses	(255)	(191)	(300)	(800)		(800)
001-015-542000 Miscellaneous	(1,626)	(1,051)	(2,200)	(2,300)		(2,300)
001-015-585200 Reserve Officer Program	(254)	(9,925)	(1,500)	(1,600)		(1,600)
001-015-588700 Contract Services	-	(16,330)	(12,000)	(12,000)		(12,000)
001-015-588800 Community Assistance			-	(2,500)		(2,500)
001-015-588900 Wellness Program			-	(2,700)		(2,700)
001-015-601000 Capital Outlay (Live Scan/Equipment)	(3,563)	(24,311)	(10,850)	-		-
001-015-601100 Capital Outlay - Fleet/Equipment	-	-	-	(55,000)		(55,000)
020 Municipal Court	27,017	(12,624)	(28,239)	(34,321)		(34,321)
001-020-405000 Fines and Bails	102,925	81,078	85,000	85,000		85,000
001-020-405010 Fines & Bail - Agency Collect.	48,443	50,635	40,000	41,200		41,200

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	Sum of FY 2019 Actual	Sum of FY 2020 Actuals	Sum of FY 2021 Final	Sum of FY 2022 Budget	Sum of FY2022 Changes	Sum of FY 2022 Approved
001-020-405100 Fines Transfer from Other	432	474	200	200		200
001-020-406000 Court Fees	-	(1,549)	500	500		500
001-020-501700 Court Administrator	(57,534)	(61,882)	(64,308)	(66,918)		(66,918)
001-020-501900 Severance/Vacation	(416)	42	(1,000)	(1,000)		(1,000)
001-020-502000 Workers' Benefit	(23)	-	(75)	(145)		(145)
001-020-503000 FICA/Medicare	(4,110)	(4,422)	(4,800)	(5,012)		(5,012)
001-020-504000 Health /Dental/Life/LTD	(21,783)	(24,573)	(26,706)	(27,298)		(27,298)
001-020-504100 Life/STD Insurance	(2,021)	-	-	-		-
001-020-505000 PERS Retirement	(10,671)	(13,517)	(14,000)	(15,422)		(15,422)
001-020-506000 Unemployment Insurance	(894)	-	(1,000)	(1,376)		(1,376)
001-020-510000 Office Expense	(1,597)	(1,627)	(1,300)	(1,600)		(1,600)
001-020-510800 Professional Services	-	-	(200)	(2,500)		(2,500)
001-020-510880 City Attorney	-	92	(150)	(150)		(150)
001-020-510920 Interpreter	(15)	(21)	(550)	(550)		(550)
001-020-513000 Bank Fees	-	(356)	(1,500)	(1,500)		(1,500)
001-020-513300 Jury, Witness Fees	(3,466)	(587)	(700)	(800)		(800)
001-020-514500 Municipal Judge	(6,246)	(11,400)	(13,000)	(13,000)		(13,000)
001-020-516000 Court Appointed Attorney	(5,666)	(1,809)	(6,000)	(6,000)		(6,000)
001-020-516200 Court Software	(5,841)	(21,085)	(7,500)	(8,500)		(8,500)
001-020-516500 Jailbeds Springfield	(1,260)	(360)	(3,000)	(3,000)		(3,000)
001-020-522090 Mbrships, Dues & Subscriptions	(277)	(432)	(600)	(600)		(600)
001-020-522100 Travel, Education, Training	(1,687)	(1,076)	(2,500)	(2,500)		(2,500)
001-020-523500 Copier /Printer Lease and Service	(153)	(80)	(2,750)	(2,750)		(2,750)
001-020-530000 Computer Expense	(341)	-	(1,700)	-		-
001-020-542100 Bail Refunds	(182)	(168)	-	-		-
001-020-588000 Records Storage	(600)	-	(600)	(600)		(600)
027 Economic Dev	**(42,939)**	**(48,878)**	**7,900**	**(37,570)**		**(37,570)**
001-025-402500 Transient Room Tax	-	17,326	16,500	13,500		13,500
001-025-402600 Tourism Funds	-	14,787	13,000	16,000		16,000
001-025-402700 Ford Grant - Rare Participant Reimb.	-	-	-	-		-
001-025-402800 IOOF Building Rental Income				10,000		10,000
001-025-402900 Preserving Oregon Grant			-	20,000		20,000
001-025-500000 Technical Assistant - Economic Develop			-	(22,000)		(22,000)
001-025-501900 Severance Pay/Vacation	-	-	-	(200)		(200)
001-025-502000 Workers Compensation	-	-	-	(50)		(50)
001-025-503000 FICA/Medicare	-	-	-	(1,500)		(1,500)
001-025-504000 Health Insurance	-	-	-	-		-
001-025-504100 Life/STD Insurance	-	-	-	-		-
001-025-505000 PERS Retirement	-	-	-	(2,200)		(2,200)
001-025-506000 Unemployment Insurance	-	-	-	(420)		(420)
001-025-510450 Postage	(759)	(1,406)	(1,600)	(1,700)		(1,700)
001-025-522070 Covid-19 Community Assistance	-	(9,250)	-	-		-
001-025-522220 Promotion of City/Tourism/Marketing	(42,179)	(9,960)	(15,000)	(17,000)		(17,000)
001-025-522230 Tourism - Funding to Chamber	-	-	-	(15,000)		(15,000)
001-025-522240 Rare	-	(29,375)	-	-		-
001-025-522250 Oregon Rain	-	(5,000)	(5,000)	(5,000)		(5,000)
001-025-522255 Coburg Community Foundation CDF	-	-	-	-		-
001-025-522260 Coburg Foundation	-	(26,000)	-	-		-
001-025-522270 IOOF Building Lease				(12,000)		(12,000)
001-025-522280 IOOF Preservation Project				(20,000)		(20,000)
050 Park Fund	**(30,746)**	**(33,880)**	**(33,150)**	**(43,372)**	**(5,000)**	**(48,372)**
001-050-401060 Park Donations	500	-	10,000	15,000		15,000
001-050-402050 Park User Fees	1,005	630	500	800		800
001-050-510105 LID Assessment-Parks DEBT	-	-	-	-		-
001-050-510810 Landscape Contract Services	-	(1,412)	(1,500)	(2,000)		(2,000)
001-050-511000 Restroom Supplies	(710)	(1,140)	(1,550)	(1,597)		(1,597)
001-050-511200 Power Consumption			-	(1,500)		(1,500)
001-050-511300 Supplies/Gravel	(1,164)	(1,810)	(1,500)	(1,800)		(1,800)
001-050-522100 Travel, Education, Training			-	(2,500)		(2,500)
001-050-525000 Gasoline, Diesel Fuel	(1,947)	(1,385)	(1,500)	(1,500)		(1,500)
001-050-526000 Safety Equipment and Supplies	(394)	(201)	(600)	(650)		(650)

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001-050-526500 Tools & Equipment	(1,172)	(1,688)	(1,000)	(1,500)		(1,500)
001-050-530200 Equipment Rental	(58)	(85)	(150)	(175)		(175)
001-050-531000 Vehicle, Equipment Maintenance	(1,099)	(1,596)	(1,000)	(1,100)		(1,100)
001-050-531500 Building Maintenance	(1,000)	(516)	(800)	(1,500)		(1,500)
001-050-533000 Materials, Supplies	(7,944)	(9,286)	(7,250)	(8,000)		(8,000)
001-050-585300 Urban Forestry	-	-	(800)	(350)		(350)
001-050-588700 Contract Services	(6,874)	(340)	(11,000)	(15,000)		(15,000)
001-050-601000 Capital Outlay -Parks Equipment	(9,888)	(15,051)	(15,000)	(10,000)	(5,000)	(15,000)
001-050-601100 Capital Outlay -Parks Projects				(10,000)		(10,000)
050 Parks Capital	242,567	(286,445)	62,480	198,495		198,495
001-051-401000 Interest Income	4,474	7,240	300	300		300
001-051-401010 Interest Income SDC	-	-	2,000	1,556		1,556
001-051-404000 Parks Improvement SDC	263,961	47,018	164,980	239,936		239,936
001-051-404200 Other Receipts	1,661	-	-	-		-
001-051-404500 Oregon Small Cities Grant	-	75,000	-	-		-
001-051-510100 SDC Administrative Fees	-	-	-	(11,997)		(11,997)
001-051-510800 Professional Services	(1,435)	(533)	(2,200)	(1,200)		(1,200)
001-051-513000 Bank Fees	-	-	(100)	(100)		(100)
001-051-544020 SDC Analysis	-	-	-	-		-
001-051-603000 Engineering -	(6,832)	(63)	(2,500)	-		-
001-051-610000 Capital Const. Coburg Loop Refund	-	(23,604)	-	-		-
001-051-610001 Capital Const. Coburg Loop Seg 4	-	(176)	(25,000)	(30,000)		(30,000)
001-051-620000 Capital Outlay	(14,433)	(132,126)	-	-		-
001-051-620002 Capital Outlay Johnny Diamond	(4,829)	(259,201)	(75,000)	-		-
400 PW Admin	(330,626)	(397,303)	(436,575)	(514,847)		(514,847)
001-400-500200 Public Works Director	(76,975)	(86,019)	(83,567)	(93,222)		(93,222)
001-400-500210 Public Works Operator III (1)	(81,918)	(60,270)	(67,203)	(67,355)		(67,355)
001-400-500310 Public Works Operator I- (3)	(63,353)	(114,076)	(128,000)	(165,768)		(165,768)
001-400-500311 Wastewater Plant Operator	(865)	(344)	-	-		-
001-400-501900 Severance Vacation Pay/Adjust	1,737	(2,717)	(24,000)	-		-
001-400-503000 FICA/Medicare	(16,025)	(18,729)	(17,000)	(24,441)		(24,441)
001-400-504000 Health/Dental/Life/LIT	(63,577)	(71,244)	(75,137)	(86,760)		(86,760)
001-400-505000 PERS Retirement	(26,512)	(43,903)	(38,000)	(69,888)		(69,888)
001-400-506000 Unemployment/wbf	(3,025)	-	(3,369)	(6,710)		(6,710)
001-400-506050 Workers Benefit Fund	(114)	-	(300)	(703)		(703)
500 Allocation	848,218	493,575	694,742	833,947		833,947
001-500-500010 Overhead Allocation	565,374	197,745	354,740	438,304		438,304
001-500-510000 PW Personal Services Allocation	282,844	295,830	340,002	395,643		395,643
600 Debt	(41,699)	(41,914)	(41,925)	(30,600)		(30,600)
001-001-510100 City Hall Purchase Interest (Summit)	(23,482)	(26,192)	(25,650)	-		-
001-001-510101 City Hall Purchase Principle (Summit)	(18,217)	(15,722)	(16,275)	-		-
001-001-510102 City Hall Purchase Interest (FF&C)			-	(15,600)		(15,600)
001-001-510103 City Hall Purchase Principle (FF&C)			-	(15,000)		(15,000)
001-002-510500 LID Assessment (Debt)	-	-	-	-		-
700 Transfers	(50,000)	(50,000)	-	-		-
001-700-711200 Transfer to Street Fund	(50,000)	(50,000)	-	-		-
001-700-XXXXXX Transfer to Sewer Debt Fund	-	-	-	-		-
800 Contingency			(109,650)	(250,000)		(250,000)
001-800-801000 Operating Contingency - Emergency Res.			(109,650)	(250,000)		(250,000)
900 Fund Balance Change	(587,605)	604,515	311,553	69,529	6,000	75,529
001-000-400100 Beginning Fund Balance	877,188	1,464,793	895,228	750,000		750,000
001-900-950000 Unappropriated Ending Balance	(1,464,793)	(860,278)	(446,195)	(520,535)	6,000	(514,535)
001-900-950003 Restricted for Park SDC			(137,480)	(159,936)		(159,936)
Grand Total	(0)	(0)	1	(0)	-	(0)

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003 Street	(0)	0	(0)	0		0
000 General	236,376	196,005	235,100	421,960		421,960
003-000-401000 State Pool Interest	2,065	2,554	2,600	2,400		2,400
003-000-402445 City Fuel Taxes	104,497	91,691	143,400	155,000		155,000
003-000-402450 State Street Taxes	67,937	87,998	76,500	102,000		102,000
003-000-406500 Street Tree Utility Fees	12,207	12,562	12,600	14,500		14,500
003-000-407000 Transportation Utility Fee			-	147,560		147,560
003-000-480100 ODOT Grant-SCA	43,011	-	-	-		-
003-000-499000 Other Receipts	6,660	1,200	-	500		500
001 Administration	(142,828)	(103,420)	(400,801)	(1,771,507)		(1,771,507)
003-001-510000 Office Expense		-	-	-		-
003-001-510500 Uniform Expense	(1,602)	(1,171)	(500)	(850)		(850)
003-001-510710 Emergency Street Repair	(2,327)	-	-			-
003-001-510800 Professional Services	(5,458)	(5,519)	(17,000)	(1,500)		(1,500)
003-001-512000 Street Tree Purchase	(420)	(15)	(1,300)	(1,400)		(1,400)
003-001-512010 Monitoring Services	-	-	-	-		-
003-001-512020 Street Tree Maintenance	(9,876)	(12,936)	(9,000)	(15,000)		(15,000)
003-001-513000 Bank Fees	-	-	-	-		-
003-001-522010 Cellular Phone	(909)	(1,119)	(1,300)	(1,350)		(1,350)
003-001-522100 Travel, Education, Training	(66)	(120)	(650)	(700)		(700)
003-001-522200 Pagers	-	-	-	-		-
003-001-525000 Gasoline, Diesel Fuel	(1,124)	(2,637)	(2,750)	(3,000)		(3,000)
003-001-526000 Safety Equipment & Supplies	(306)	(189)	(1,000)	(1,120)		(1,120)
003-001-526500 Tools & Equipment	(1,170)	(1,639)	(750)	(800)		(800)
003-001-530200 Equipment Rental	(679)	(603)	(900)	(950)		(950)
003-001-531000 Vehicle, Equipment Maintenance	(729)	(10,853)	(1,700)	(1,800)		(1,800)
003-001-531500 Building Maintenance			-	(1,500)		(1,500)
003-001-532000 Street Maintenance	(38,298)	(9,364)	(18,150)	(75,000)		(75,000)
003-001-532050 Street Overlay/Reconstruction	(39,054)		(153,000)	(1,343,000)		(1,343,000)
003-001-533000 Materials, Supplies	(4,405)	(8,598)	(4,750)	(5,000)		(5,000)
003-001-583000 Street Lighting	(11,776)	(10,355)	(13,500)	(13,500)		(13,500)
003-001-585300 Urban Forestry	(457)	-	-	(350)		(350)
003-001-589200 Street Repair	-	(16,885)	-	(100,000)		(100,000)
003-001-603000 Capital Outlay - Street Fleet/Equipment	(8,175)	(4,010)	(27,000)	-		-
003-500-500050 Street Personal Services Allocation	(65,998)	(67,404)	(81,789)	(85,458)		(85,458)
003-500-500060 Overhead Allocation	-	-	(65,762)	(119,229)		(119,229)
003-700-XXXXXX Transfer in From General Fund	50,000	50,000	-	-		-
003 Street	450	-	-	-		-
003-000-407500 Right of Way Permit Fees	450	-	-	-		-
023 Street Capital	(5,571)	50,749	123,970	1,670,619		1,670,619
003-023-401000 Interest Income	5,814	7,064	1,650	1,668		1,668
003-023-401010 Interest Income SDC	2,552	2,327	3,500	3,500		3,500
003-023-401020 Heal Cities Grant		-	-	-		-
003-023-404002 Trans Improvement SDC	256,972	51,310	324,572	271,441		271,441
003-023-405000 Grant Funding - MPC Federal			-	-		-
003-023-406000 Bond Purchase - Street Repairs			-	1,400,000		1,400,000
003-023-510100 SDC Administrative Fees (5% of Loan Pay)	-	-	(500)	(658)		(658)
003-023-510800 Professional Fees	(3,559)	-	(2,652)	(2,732)		(2,732)
003-023-513000 Bank Fees	-	-	(100)	(100)		(100)
003-023-544000 SDC Project Engineering	-	(4,475)	(2,500)	(2,500)		(2,500)
003-023-544020 SDC Analysis		-	-	-		-
003-023-601000 Capital Outlay - Street	(267,351)	(5,476)	(200,000)	-		-
600 Debt			-	(350,000)		(350,000)
003-600-510000 Debt Service - Street Repairs			-	(350,000)		(350,000)
800 Contingency	-		(102,680)	(200,000)		(200,000)
003-800-801000 Operating Contingency/Emergency Res.	-		(102,680)	(200,000)		(200,000)
900 Fund Balance Change	(88,427)	(143,334)	144,411	228,928		228,928
003-000-400100 Beginning Fund Balance	573,236	661,663	689,490	882,194		882,194
003-900-950000 Unappropriated Ending Balance	(661,663)	(804,997)	(231,163)	(500,720)		(500,720)
003-900-950001 Rerserve For Tree Maintenance	-		(19,400)	(11,136)		(11,136)
003-900-950003 Restricted for Street SDC	-		(294,516)	(141,410)		(141,410)

CITY OF COBURG
APPROVED BUDGET 2021-22

	Sum of FY 2019 Actual	Sum of FY 2020 Actuals	Sum of FY 2021 Final	Sum of FY 2022 Budget	Sum of FY2022 Changes	Sum of FY 2022 Approved
Grand Total	(0)	0	(0)	0		0

CITY OF COBURG
APPROVED BUDGET 2021-22

	Sum of FY 2019 Actual	Sum of FY 2020 Actuals	Sum of FY 2021 Final	Sum of FY 2022 Budget	Sum of FY2022 Changes	Sum of FY 2022 Approved
004 Water	(0)	0	0	(0)		(0)
000 General	830,762	803,528	819,412	888,000		888,000
004-000-401000 State Pool Interest	890	691	-	1,000		1,000
004-000-402100 Water Meter Installation Fee	11,590	1,330	6,500	6,500		6,500
004-000-402300 Water User Fees	817,454	796,209	810,912	875,000		875,000
004-000-403250 Water Deposits	-	-	1,000	1,000		1,000
004-000-498100 Lien Search Fees	-	-	-	-		-
004-000-498500 IFA Drinking Water Grant	-	-	-	-		-
004-000-499000 Other Receipts- Brass Return	829	5,297	1,000	4,500		4,500
001 Administration	(581,640)	(405,998)	(425,797)	(358,181)		(358,181)
004-001-510000 Office Expense	(1,015)	(1,284)	(2,000)	(2,000)		(2,000)
004-001-510250 Emergency Repairs	(3,042)	(1,855)	(9,000)	(10,000)		(10,000)
004-001-510500 Uniform Expense	(2,325)	(1,395)	(1,425)	(1,700)		(1,700)
004-001-510800 Professional Services	(2,986)	(16,725)	(4,250)	(3,500)		(3,500)
004-001-510880 City Attorney	(610)	(451)	(1,600)	(1,650)		(1,650)
004-001-511200 Pump Station Power	(31,061)	(32,495)	(36,050)	(37,132)		(37,132)
004-001-522000 Telephone	-	-	-	-		-
004-001-522010 Cellular Phone	(909)	(1,082)	(1,860)	(1,860)		(1,860)
004-001-522090 Mbrships, Dues & Subscriptions	(100)	-	-	-		-
004-001-522100 Travel, Education, Training	-	(90)	-	-		-
004-001-523200 Water Analysis	(2,556)	(5,390)	(2,500)	(2,700)		(2,700)
004-001-525000 Gas, Oil and Fuel	(3,751)	(4,547)	(4,200)	(5,400)		(5,400)
004-001-526000 Safety Equipment & Supplies	(1,238)	(580)	(700)	(800)		(800)
004-001-526500 Tools & Equipment- Spend Brass Return 22	(963)	(539)	(1,050)	(5,000)		(5,000)
004-001-530200 Equipment Rental	(424)	-	(700)	(750)		(750)
004-001-531000 Vehicle, Equipment Maintenance	(2,125)	(2,543)	(2,500)	(2,750)		(2,750)
004-001-531500 Building Maintenance, Supplies	(1,102)	(818)	(4,200)	(4,400)		(4,400)
004-001-533000 Materials, Supplies	(11,335)	(8,370)	(13,700)	(14,100)		(14,100)
004-001-534000 Water Meter Replacement	-	-	-	-		-
004-001-534100 Backflow Program			-	(1,500)		(1,500)
004-001-588500 Certifications, Membership Dues	(1,221)	(1,650)	(3,100)	(4,300)		(4,300)
004-001-588700 Service Contracts	(3,324)	(1,993)	(3,300)	(3,300)		(3,300)
004-001-588800 IFA Drinking Water Grant Expense	-	-	-	-		-
004-001-601000 Capital Outlay -	-	-	-	-		-
004-001-635000 Hand Held Meter Replacement	(14,900)	(105,834)	(15,000)			-
004-001-670020 Capital Outlay - Equipment	-	(28,115)	(35,000)			-
004-500-500050 Public Works Personal Services	(91,838)	(116,085)	(140,859)	(114,692)		(114,692)
004-500-500060 Overhead Allocation	(404,815)	(74,158)	(142,803)	(140,647)		(140,647)
024 Water Capital	(197,968)	110,431	(802,445)	(826,835)		(826,835)
004-024-401010 Interest Income SDC	10,935	6,804	6,000	2,352		2,352
004-024-404004 Water Improvement SDC	283,233	76,355	252,948	243,212		243,212
004-024-405000 Regional Solutions Grant Proceeds	-	-	-	-		-
004-024-405050 Regional Solutions Loan Proceeds	-	150,592	1,400,000	2,022,204		2,022,204
004-024-510100 SDC Administrative Expense 5% of	-	-	(1,353)	(769)		(769)
004-024-510800 Professional Services	(700)	(6,201)	(10,000)	(10,000)		(10,000)
004-024-513000 Bank Fees	-	-	(40)	(40)		(40)
004-024-520050 Water Master Plan Grant Expense	-	-	-	-		-
004-024-544020 SDC Anyalysis	-	-	-	-		-
004-024-603000 Engineering Water Project	(10,987)	(27,353)	(575,000)	(410,000)		(410,000)
004-024-603100 East Side Water Line/I-5 Bore/Trans	(55,850)	(21,680)	(1,125,000)	(1,500,000)		(1,500,000)
004-024-603200 Production Well Property	(9,184)	(57,022)	(450,000)	(503,794)		(503,794)
004-024-603300 Reservoir Development	(415,414)	-	-	(550,000)		(550,000)
004-024-603300 Water Infrastructure Upgrades/Updates	-	(11,064)	(300,000)	(120,000)		(120,000)
600 Debt	(193,028)	(191,819)	(275,338)	(316,650)		(316,650)
004-001-510500 LID Assessment DEBT	-	-	-	-		-
004-600-510300 1999 Bond Principal Due Feb	-	-	-	-		-
004-600-510310 1999 Bond Interest Due Feb	-	-	-	-		-
004-600-510320 1999 Bond Interest Due Aug	-	-	-	-		-
004-600-510350 Proj G01001 Principal Due Dec	(60,396)	(65,958)	(66,550)	-		-
004-600-510360 Proj G01001 Interest Due Dec	(32,099)	(28,837)	(25,276)	-		-
004-600-510380 Proj B01003 Principal Due Dec Pay off 23	(78,067)	(78,773)	(84,516)	-		-

CITY OF COBURG
APPROVED BUDGET 2021-22

	Sum of FY 2019 Actual	Sum of FY 2020 Actuals	Sum of FY 2021 Final	Sum of FY 2022 Budget	Sum of FY2022 Changes	Sum of FY 2022 Approved
004-600-510390 Proj B01003 Interest Due Dec Pay off 23	(22,466)	(18,250)	(13,997)	-		-
004-600-510400 Bond Debt Service Interest (FF&C)			-	(16,650)		(16,650)
004-600-510410 Bond Debt Service Principal (FF&C)			-	(150,000)		(150,000)
004-600-510500 Business Oregon Water Debt Service	-	-	(85,000)	(150,000)		(150,000)
800 Contingency	-		(92,560)	(300,000)		(300,000)
004-800-801000 Operating Contingency -Emergency Res.	-		(92,560)	(300,000)		(300,000)
900 Fund Balance Change	141,873	(316,141)	776,728	913,666		913,666
004-000-400100 Beginning Fund Balance	923,808	781,934	980,891	1,309,202		1,309,202
004-900-950000 Unappropriated Ending Balance	(781,935)	(1,098,075)	(204,163)	(395,536)		(395,536)
004-900-950001 Restricted for Water SDC	-		-	-		-
Grand Total	(0)	0	0	(0)		(0)

CITY OF COBURG
APPROVED BUDGET 2021-22

Item 10.

	Sum of FY 2019 Actual	Sum of FY 2020 Actuals	Sum of FY 2021 Final	Sum of FY 2022 Budget	Sum of FY2022 Changes	Sum of FY 2022 Approved
005 Sewer	0	(0)	(0)	0	-	0
000 General	758,751	819,454	812,461	929,300		929,300
005-000-401000 Interest Income	4,649	583	500	500		500
005-000-480000 Wastewater Fee	751,035	814,170	808,161	925,000		925,000
005-000-480500 Sewer Easement Fee	3,067	1,750	3,800	3,800		3,800
005-000-490000 Other Receipts	-	2,951	-	-		-
001 Administration	(466,485)	(427,282)	(563,350)	(670,790)		(670,790)
005-001-510000 Office Expense	(1,026)	(1,304)	(2,000)	(2,000)		(2,000)
005-001-510250 Emergency Repairs	(13,875)	(11,111)	(19,000)	(16,500)		(16,500)
005-001-510500 Uniform Expense	(2,122)	(1,298)	(500)	(1,270)		(1,270)
005-001-510800 Professional Services	-	(13,200)	(42,500)	(2,500)		(2,500)
005-001-510880 City Attorney	(1,911)	-	(2,500)	(2,500)		(2,500)
005-001-511200 Electricity	(37,003)	(34,675)	(44,084)	(41,000)		(41,000)
005-001-513000 Bank Fees	-	-	-	-		-
005-001-513350 Professional Dues	(137)	-	(27)	(27)		(27)
005-001-513360 Certifications, Memberships and Dues	(569)	(2,336)	(3,300)	(3,400)		(3,400)
005-001-522010 Cellular Phone	(909)	(1,082)	(1,075)	(1,200)		(1,200)
005-001-522090 Membership, Dues & Subscrpt	(282)	(3,060)	(1,500)	(1,500)		(1,500)
005-001-522100 Travel, Education, Training	(18)	(175)	-			-
005-001-525000 Gas, Oil, Fuel Expense	(2,533)	(2,865)	(3,050)	(4,200)		(4,200)
005-001-525210 Waste Analysis	(4,818)	(6,288)	(3,580)	(3,600)		(3,600)
005-001-526000 Safety Equipment and Supplies	(1,406)	(1,688)	(725)	(1,700)		(1,700)
005-001-526500 Tools & Equipment	(800)	(2,175)	(1,200)	(8,000)		(8,000)
005-001-530200 Equipment Rental	(506)	(98)	(1,020)	(1,030)		(1,030)
005-001-531000 Vehicle Maintenance	(3,076)	(2,491)	(1,500)	(3,000)		(3,000)
005-001-531500 Building Maintenance, Supplies	(2,007)	(2,069)	(1,800)	(1,850)		(1,850)
005-001-531700 Easement Recording	(4,046)	(1,391)	(2,000)	(2,500)		(2,500)
005-001-532300 Printing and Ads	-	-	(500)	(500)		(500)
005-001-533000 Materials, Supplies	(12,518)	(7,124)	(12,200)	(12,500)		(12,500)
005-001-533100 Chemicals	(24,921)	(28,670)	(31,850)	(32,780)		(32,780)
005-001-540010 Tank Maintenance/In house pumping	(37,771)	(41,254)	(54,000)	(54,000)		(54,000)
005-001-540015 Monitoring Services	(18,423)	(16,435)	(23,000)	(23,500)		(23,500)
005-001-540020 Plant Equipment Maintence	(992)	(2,791)	(7,200)	(13,000)		(13,000)
005-001-540200 Lab Supplies	(4,728)	(4,359)	(9,050)	(10,000)		(10,000)
005-001-588700 Service Contracts	(4,520)	(3,416)	(3,700)	(3,825)		(3,825)
005-001-601000 Capital Outlay Fleet/Equipment	-	-	(8,000)	(100,000)		(100,000)
005-500-500050 Sewer Personal Services Allocation	(125,008)	(112,341)	(136,315)	(187,141)		(187,141)
005-500-500060 Overhead Allocation	(160,559)	(123,586)	(146,175)	(135,767)		(135,767)
027 Sewer Cap	371,366	88,564	280,866	229,343		229,343
005-027 Capital Outlay -Preimier RV Tanks			-	(50,000)		(50,000)
005-027-401000 Wastewater Improvement SDC	366,629	79,981	282,702	277,867		277,867
005-027-401010 Wastewater SDC Interest	5,437	8,583	4,704	4,016		4,016
005-027-510100 SDC Administrative Expense	-		-	-		-
005-027-510800 Professional Services	(700)		(6,500)	(2,500)		(2,500)
005-027-513000 Bank Fees	-		(40)	(40)		(40)
005-027-544020 SDC Analysis			-	-		-
005-027-600500 Plant Expansion	-		-	-		-
028 Sewer Debt	(607,290)	(526,633)	(613,381)	(398,997)	(63,500)	(462,497)
005-028-401050 LID Assemssment	89,327	87,568	82,736	53,517		53,517
005-028-402030 Funding from URA - Debt Reserve	400,000	480,000	400,000	463,500	(63,500)	400,000
005-028-510000 LID Administration	-		(2,500)	(2,500)		(2,500)
005-028-510881 Legal Fees	-		(2,500)	(2,500)		(2,500)
005-028-513000 Bank Fees	-		-	-		-
005-028-530411 Loan R23041 Principal	(31,950)	(33,082)	(34,254)	-		-
005-028-530412 Loan R23041 Interest	(24,288)	(23,156)	(21,984)	-		-
005-028-530421 Loan R23042 Principal	(391,846)	(402,935)	(414,336)	-		-
005-028-530422 Loan R23042 Interest	(224,798)	(213,709)	(202,308)	-		-
005-028-530442 Loan R23044 Principal	(59,062)	(60,161)	(61,278)	-		-
005-028-530443 Loan R23044 Interest	(22,674)	(21,575)	(20,458)	-		-
005-028-530445 Loan R23045 Interest			-	(72,070)		(72,070)
005-028-530446 Loan R23045 Principle			-	(535,924)		(535,924)

CITY OF COBURG
APPROVED BUDGET 2021-22

	Sum of FY 2019 Actual	Sum of FY 2020 Actuals	Sum of FY 2021 Final	Sum of FY 2022 Budget	Sum of FY2022 Changes	Sum of FY 2022 Approved
005-028-530447 Loan R23045 Fee			-	(42,570)		(42,570)
005-028-530450 Annual Loan Fees	(50,039)	(47,623)	(45,139)	-		-
005-028-530500 USDA Bond Principle	(74,780)	(77,582)	(46,675)	-		-
005-028-530501 USDA Bond Interest	(217,180)	(214,378)	(244,685)	-		-
005-028-530600 Full Faith & Credit Bond Interest			-	(175,450)		(175,450)
005-028-530601 Full Faith & Credit Bond Principal			-	(85,000)		(85,000)
700 Transfers	-	-	-	-		-
005-700-720028 Transfer to Sewer Debt	-	-	-	-		-
800 Contingency	-		(338,800)	(350,000)		(350,000)
005-900-801800 Contingency -Reserve forDebt/ Emer. Equip	-		(338,800)	(350,000)		(350,000)
900 Fund Balance Change	(56,342)	45,897	422,204	261,144	63,500	324,644
005-000-400100 Beginning Fund Balance	2,300,779	2,357,122	2,297,083	2,190,443		2,190,443
005-900-950000 Unappropriated Ending Balance	(2,357,121)	(2,311,225)	(1,326,661)	(753,983)	63,500	(690,483)
005-900-950002 Restricted for Sewer SDC			(548,218)	(1,175,316)		(1,175,316)
Grand Total	0	(0)	(0)	0	-	0

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Resolution 2021-13, A Resolution Authorizing Grant Funding Application to the Oregon Department of Transportation for the Small City Allotment Program.

Meeting Date: June 8th 2021
Staff Contact: Brian Harmon
Contact: 541-682-7857
brian.harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Approval of Resolution 2021-13, a resolution authorizing the application to the Oregon Department of Transportation for the Small City Allotment Program Grant for the E McKenzie from Willamette St to Harrison St.

Suggested motion:
I move to approve resolution 2021-13, a resolution authorizing the application to the Oregon Department of Transportation for the Small City Allotment Program Grant for an amount up to $100,000.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED
City Council Goal – Utilities and Infrastructure Capacity also Livability, Health, and Vitality

HISTORICAL/BACKGROUND
The City Council has designated that the repairs and maintenance of Coburg streets as a priority in the budget. The Oregon Department of Transportation has changed the Small City Allotment Program to allow for Cities to have more than one project at a time. The amount that may be requested for funding is $100,000. Applications are accepted June 1st through July 31st. Staff recommends that we install curbside parking on one side of the street, sidewalk on one side of the street, adding curb and gutter for storm water drainage, adding landscaping, and repaving. Engineers estimate for this project is $290,212.20. This project will mirror E. Mill St in the functional aspect for residents and visitors to gain access to City Park Systems and for school children to cross safely on Willamette St.

BUDGET

In the 5 year budget the City has put a placeholder for street projects that were not identified at the time.

PUBLIC INVOLVEMENT
None at this time.

NEXT STEPS

- Completion and submittal of grant and loan applications

ATTACHMENTS

A. Resolution 2021-13
B. Small City Allotment Program Information Page
C. Engineers Estimate

REVIEWED BY:

Anne Heath, City Administrator

RESOLUTION 2021-13

A RESOLUTION AUTHORIZING THE CITY TO SEEK STATE TRANSPORTATION FUNDS THROUGH THE 2021 SMALL CITY ALLOTMENT GRANT PROGRAM

WHEREAS, Under the provisions of ORS 366.800 and 366.805, there has been withdrawn from state highway funds appropriated for allocation to the several cities of the State of Oregon the sum of Five Hundred Thousand and No/100 ($500,000) Dollars, and in addition there has been withdrawn from monies available to the Department of Transportation from the State Highway Fund the sum of Five Hundred Thousand and No/100 ($500,000) Dollars. As provided in ORS 366.805, said sums have been set up in a separate account to be administrated by the Oregon Transportation Commission and to be allotted each year by said commission to be spent, within cities of 5,000 or fewer persons, upon streets not a part of the state highway system that are inadequate for the capacity they serve, or are in a condition detrimental to safety.
No one project can receive more than $100,000;

WHEREAS, the City of Coburg is an incorporated City of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census;

WHEREAS, the following street in Coburg, E. McKenzie St, meets the conditions required in ORS 366.805; and

WHEREAS, there is attached hereto and made a part hereof, a City map on which is indicated the street, streets, road, or roads, described in this resolution.

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

1. That the aforementioned named streets of Coburg are inadequate for the capacity they serve or are in a condition detrimental to safety.

2. That said streets of Coburg are in need of repair, reconstruction, or other major improvement.

3. That said street are not a part of the state highway system, and are under the jurisdiction and control of the City.

4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the said $1,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.

5. That the City of Coburg does hereby offer to Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that Coburg may share and participate in the use and benefit of said special fund and appropriation; and therefore does designate City Administrator Anne Heath as the official representative of the City in all negotiations resulting from this request.

6. This Resolution is effective immediately upon passage.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of __ for and ___ against, this 8th day of June 2021.

____
Ray Smith, Mayor

ATTEST:

____
Sammy L. Egbert, City Recorder

Exhibit A

Exhibit B

Small Cities Allotment Program

A Dedicated Funding Option for Oregon's Smallest Communities

Oregon Department of Transportation

Program Overview

Small City Allotment (SCA) program funding comes from an annual allocation of state funds for local transportation projects. Through Oregon Revised Statute (ORS) 366.805, ODOT sets aside $5,000,000 each year to provide funding for cities with under 5,000 residents. Awarded projects are selected per competitive process by region. Applications are accepted June 1 through July 31st each year.

Project funding is limited to $100,000 per project with cities able to request an advance of up to $50,000 upon execution of project agreement. Final payment is made at project completion.

Eligible applicants are cities with less than 5,000 in population. Cities are allowed two active projects though only one application may be submitted for each funding cycle.

Eligible projects are those

1. On streets that are not part of the state highway system
2. Streets that are inadequate for the capacity they serve, or
3. Streets that are in a condition detrimental to safety

*Funds may be used as match on an existing federally or state funded project as long as the project work meets the intent of the Small City Allotment Program.
*Funds may be used on a county road though a written agreement between city & county will be required prior to entering into project agreement with ODOT.

Examples of Ineligible Projects Include those:

1. That do not meet the criteria listed above
2. Where SCA funds have already been expended in the past 7-10 years
3. That would construct new roads to planned developments
4. That cannot be completed in 2 years' time

Small City Allotment Contacts
For project level questions or to discuss delivery options please contact your Regional ODOT Transportation Project Manager listed below:

Region 1: Matthew Novak • 503-731-3247 • matthew.c.novak@odot.state.or.us
Region 2: Shelly White-Robinson • 503-986-6925 • shelly.white-robinson@odot.state.or.us
Region 3: Jeanette Denn • 541-957-3508 • jeanette.m.denn@odot.state.or.us
Region 4: Paul Singer • 541-410-2993 • paul.singer@odot.state.or.us
Region 5: Mike Barry • 541-963-1353 • michael.p.barry@odot.state.or.us

Program Manager: Deanna Edgar • 503-986-3441• deanna.edgar@odot.state.or.us

PRELIMINARY ENGINEER'S COST ESTIMATE, MARCH 31, 2021 PROJECT 21-004A: E. McKENZIE STREET RECONSTRUCT					
ITEM NO.	**ITEM DESCRIPTION**	**QTY**	**Unit**	**UNIT COST**	**TOTAL BID PRICE**
1 *210*	Mobilization, Bonds, And Insurance	1	Lump Sum	$16,750.00	$16,750.00
2 *225*	Temporary Work Zone Traffic Control, Complete	1	Lump Sum	$7,500.00	$7,500.00
3 *280*	Erosion Control	1	Lump Sum	$2,500.00	$2,500.00
4 *490*	Pothole Utility Conflicts	1	Lump Sum	$1,500.00	$1,500.00
5 *310*	Site Layout, Complete	1	Lump Sum	$2,750.00	$2,750.00
6 *310*	Saw Cutting	175	Lineal Feet	$3.00	$525.00
7 *310*	Removal of Structures and Obstructions	1	Lump Sum	$2,500.00	$2,500.00
8 *759*	Flag Pole Sleeve In Concrete	2	Each	$2,200.00	$4,400.00
9 *310*	General Excavation	325	Cubic Yards	$32.00	$10,400.00
10 *350*	Subgrade Geotextile	665	Square Yards	$1.25	$831.25
11 *445*	6 Inch PVC Storm Sewer Pipe	65	Lineal Feet	$85.00	$5,525.00
12 *445*	12 Inch Storm Sewer Pipe	265	Lineal Feet	$120.00	$31,800.00
13 *470*	Concrete Storm Sewer Manhole	2	Each	$3,500.00	$7,000.00
14 *470*	24 Inch Concrete Inlet Manhole with Beehive Grate	4	Each	$2,000.00	$8,000.00
15 *490*	Connection to Existing Structures	1	Each	$1,000.00	$1,000.00
16 *490*	Adjusting Boxes to Finish Grade	4	Each	$250.00	$1,000.00
17 *1140*	Relocate/Adjust Water Meters and Services, As Needed	2	Each	$500.00	$1,000.00
18 *641*	Aggregate Base – 1 ½" Minus Quarry Rock	550	Ton	$30.00	$16,500.00
19 *744*	Level 2, ½ Inch Dense HMAC, 4 Inch Depth	155	Ton	$100.00	$15,500.00
20 *759*	Concrete Curb and Gutter	475	Lineal Feet	$30.00	$14,250.00
21 *759*	Concrete Driveways	290	Square Feet	$9.50	$2,755.00
22 *759*	Concrete Walks	1825	Square Feet	$12.00	$21,900.00
23 *759*	Truncated Dome Panel Texturing	20	Square Feet	$25.00	$500.00
24 *759*	Concrete Curb Cut Spillway	4	Each	$400.00	$1,600.00
25 *865*	Striping	1	Lump Sum	$750.00	$750.00
26 *900*	Remove and Reinstall Existing Sign on 2" 12 Gage PSST Post, Complete	1	Lump Sum	$500.00	$500.00
27 *970*	Electrical Conduit for Future Street Lights and Fiber	400	Lineal Feet	$30.00	$12,000.00
28 *1050*	Removing and Rebuilding Fence	95	Lineal Feet	$40.00	$3,800.00
29 *1160*	Landscaping	1	Lump Sum	$3,500.00	$3,500.00
30 *1160*	Deciduous Street Trees, 2.5 Inch Caliper	2	Each	$1,500.00	$3,000.00
				Project Subtotal	$201,536.25
				Engineering, Survey, Permitting, and Inspection @ 20%	$40,307.25
				Project Contingency @ 20%	$48,368.70
				Project Total	**$290,212.20**

MEMORANDUM

TO: Coburg City Council

FROM: Henry Hearley, City Planner & Gary Darnielle, City Legal Counsel

RE: Update on Alley Encroachment and Vacation

DATE: May 26, 2021

SURVEY RESULTS: At the April City Council meeting, Council directed staff to conduct a survey of the alley in question to find out precisely how far the structures and fences in question encroach into the alleyway. The survey has been completed and is included in this memo as **Exhibit 1**.

As seen in **Exhibit 1**, the property located at 32803 East Lincoln Way has a shed that partially encroaches into the alleyway for 6.9 feet, and a wooden fence that encroaches 7.7 feet. The fence encompasses the shed, so if one were to traverse the alleyway, you would not come face-to-face with shed, but rather the fence.

Immediately to the east of 32803 East Lincoln Way, is 32811 East Lincoln Way. This property has a garage/shed combination that encroaches, 8.5 feet and 7.6 feet, into the alleyway.

The last property in question, 32883 East Lincoln Way, contains a chain link fence that, at its furthest point, encroaches into the alleyway 7.5 feet. This chain link fence runs nearly the entire length of the back property line.

LEGAL OPINION: The alley was created through the platting of the Coleman 2nd Addition Subdivision in 1902. It, and the streets within the plat, were "dedicated to the public." The "public" cannot own land so that even though the City never formally accepted the plat (because it had no land division regulations), it became "trustee" of the public interest to assure that the land was used for its dedicated purpose. The common–law rule of dedication holds that the dedication becomes final with the sale of lots by reference to a plat.

Nonuse or misuse of the purpose of the dedication does not destroy the dedication although an affirmative action such as a vacation will. Thus, the fact that the alley has been used for private purposes does not terminate the dedication. Unless explicitly stated otherwise on the plat, Oregon courts have assumed that dedication to the public is an easement. ORS 271.140 codifies this precedent by stating that the title to a vacated public area attaches to bordering lands.

The distinction between whether the alley is owned by the City in fee or whether it is an easement becomes important if it is vacated. If the alley was owned in fee by the City then it could sell or convey the property to whomever it chooses after a vacation. However, the alley is an easement for the public and the statute provides that the vacation would automatically transfer the ownership of the alley to adjacent property owners.

While not technically the City's problem, the vacation of the easement would result in the garage and shop on Tax Lot 600 and the shed on Tax Lot 700 trespassing on Tax Lot 401 and 400, respectively. The chain link fences would also be on their neighbor's property. If the property owners adjacent to the alley support the vacation, perhaps the City could negotiate an agreement between neighbors to alleviate any legal complications created by the vacation.

VACATION PROCESS: 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. Vacation may be initiated by a Resolution by Council or by petition of the property owners, in accordance with ORS 271.080.

CONSIDERATIONS: If vacation is pursued, Council must determine whether it will be a City driven initiative or leave it up to the property owners to petition for the City for vacation. If the vacation is City driven, this means the City would likely bear all the costs associated with processing a TYPE IV vacation process. If the property owners petition the City, the affected property owners would be responsible for paying the required vacation fee and any related costs of the application.

An additional consideration is that, if vacated, there may be trespassing issues as presented above in the legal opinion. The garage and shop on Tax Lot 600 and the shed on Tax Lot 700 would trespass onto Tax Lot 401 and 400, respectively. This is because the land comprising the alley is split into half and returned to the adjacent property owners. The garage and shop and shed extend past the centerline of the alley and thus would fall onto the adjacent property owner's land. As stated above in the legal opinion, the City could perhaps negotiate an agreement between neighbors to alleviate any legal complications created by the vacation.

Lastly, staff would also recommend public works verify the city has no utilities underneath the alley or any reasons to get into the ground underneath the alley in the future. If the alley is vacated, it will no longer be city responsibility.

OPTIONS:

#1 - The City Council may choose to do nothing. Leave the situation as is.

#2 - The City Council may choose to initiate the vacation process on its own as a city sponsored vacation.

#3 - The City Council may choose to tell the property owners, with encroaching structures into the alley, that if they want to continue to use the alleyway, they must petition the City for vacation and submit a land use application and pay the vacation fee. The subject alley has four adjacent property owners, all of which would gain additional square footage to their property, if vacated.

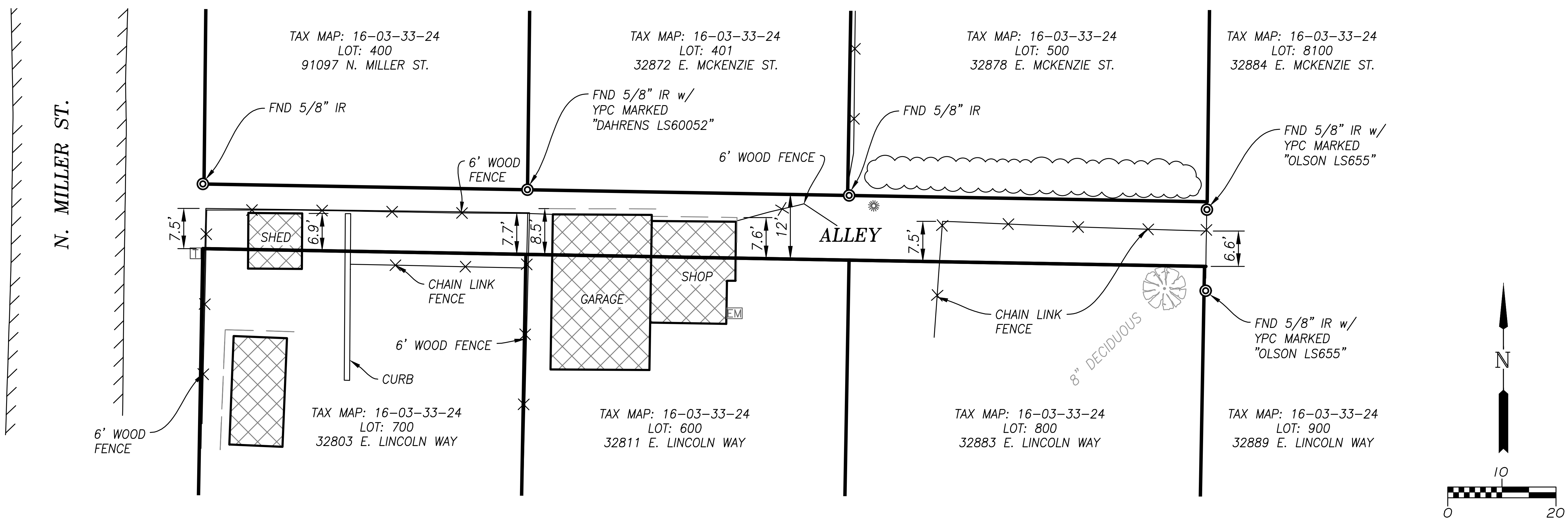
EXHIBIT MAP

ALLEY ENCROACHMENT
FOR CITY OF COBURG
MAY 4, 2021
SCALE: 1"=20'

Branch ENGINEERING inc
Since 1977

310 5th Street
Springfield, OR 97477
p: 541.746.0637

www.BranchEngineering.com



LEGEND

PROPERTY LINES	FOUND MONUMENTS
EDGE OF ASPHALT	YPC YELLOW PLASTIC CAP
FENCE LINE	IR IRON ROD
HEDGE LINE	LIGHT POLE
EAVE LINE	TELEPHONE RISER
	EM ELECTRIC METER
BUILDING	DECIDUOUS TREE
CONCRETE	

REGISTERED
PROFESSIONAL
LAND SURVEYOR

DIGITALLY SIGNED

OREGON
MAY 12, 2011
DANIEL ADAM NELSON
84832PLS

EXPIRES: December 31, 2022

PROJECT No. 21-004e

\\branch.local\data\2021\21-004e Coburg N Miller Alley\Survey Transfer\21-004e Basemap.dwg 5/5/2021 3:27 PM JEFFB

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

Topic: Budget Committee Appointment

Meeting Date: June 8, 2021
Staff Contact: Sammy Egbert, City Recorder
Contact: 541-682-7852 sammy.egbert@ci.coburg.or.us

REQUESTED BUDGET ACTION
Appoint Budget Committee member to new term.

***Recommended Motion*:**
"I move to recommend that Mayor appoint Linda Kroeger to the budget committee for a 3 year term expiring 6/30/2024."

POLICIES OR CITY COUNCIL GOAL

- **Fiscal Stewardship**
- **Strategic Planning**

BACKGROUND
Per ORS 294.414 the governing body of each municipal corporation shall establish a budget committee. Appointed budget committee members:

1. Are registered voters in the district.
2. Staggered for three-year (3) terms.
3. Cannot be officers, agents or employees.

Linda Kroeger has served on the budget committee since 2003. Her term is up June 30, 2021 and she has applied for another three-year (3) term.

At the May 25, 2021 Budget Committee meeting Budget Committee moved to recommend to City Council and Mayor to appoint Linda Kroeger to a new three-year (3) term.

RECOMMENDATION AND ALTERNATIVES
ORS says that the "governing body appoints" and the City Charter says the "Mayor appoints".

My recommendation is for City Council to make a motion to recommend that the Mayor appoint Linda Kroeger to the Budget Committee. If the motion is approved, Mayor will formally appoint Linda to the Budget Committee. I believe this will fulfill both the ORS and Charter requirements.

BUDGET / FINANCIAL IMPACT
None

PUBLIC INVOLVEMENT
The vacancy was noticed as required and posted at City Hall, Dari Mart and on City of Coburg Facebook site.

NEXT STEPS
Appointment letter will be sent.

ATTACHMENTS

REVIEWED THROUGH
Anne Heath, City Administrator

INTERGOVERNMENTAL AGREEMENT

BETWEEN: **Lane Council of Governments** (LCOG), an organization of governments within Lane County, Oregon

AND: **City of Coburg** (AGENCY), a unit of local government of the State of Oregon

EFFECTIVE DATE: **7/1/2021**

RECITALS

A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.

B. Provision of services for the remuneration specified in this agreement will mutually benefit the parties.

C. AGENCY and LCOG desire to enter into an agreement where-in LCOG will provide the services described in this agreement and Attachment A (attached hereto and incorporated herein by reference).

AGREEMENT

1. **Duration.** The agreement term shall take effect on the Effective Date and shall continue in place until June 30th, 2022, or until earlier terminated pursuant to Paragraph 4 of this agreement.

2. **Services to be Provided.** LCOG agrees to provide services to AGENCY as outlined in Attachment A, Work Program.

3. **Compensation.** AGENCY shall pay LCOG upon receipt of an invoice, which shall be issued quarterly unless otherwise agreed to by the parties in writing. The invoice will reflect hourly rates for LCOG personnel plus any direct expenses associated with the Work performed. The total cost of this agreement shall not exceed $15,525.

4. **Termination.** Upon thirty days' prior written notice delivered to the persons designated in Paragraph 6 to receive notice, either party, without cause, may terminate its participation in this agreement.

5. **Amendments.** This agreement may be modified or extended by written amendment signed by both parties.

6. **Administration.** Each party designates the following person as its representative for purposes of administering this agreement. Either party may change its designated representative by giving written notice to the other as provided in paragraph 14.

For LCOG: Heidi Leyba
859 Willamette St., Suite 500
Eugene, OR 97401-2910
Ph: 541-682-4452

City of Coburg: Anne Heath
PO Box 8316
91136 N Willamette St
City of Coburg, OR 97408
Ph: 682-7871

7. **Records/Inspection.** AGENCY and LCOG shall each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following completion of this agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records related to this agreement.

8. **Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to indemnify, defend, and save the other harmless from any claims, liability or

damages including attorney fees, at trial and on appeal, arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement.

9. **Dispute Resolution**. The parties shall exert every effort to cooperatively resolve any disagreements they may have under this Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they agree to present their disagreements to a mutually agreeable mediator for mediation. Each party shall bear its own costs for mediation and the parties shall share the cost of the mediator. This mediation procedure shall be followed to its conclusion prior to either party seeking relief from the court, except in the case of an emergency.

   If the dispute remains unresolved through mediation, the parties may agree in writing to submit the dispute to arbitration, using such arbitration process as they may choose at the time and which includes the following conditions:

   a. The location of the arbitration shall be in Eugene, Oregon;
   b. Each party shall bear its own costs (except arbitration filing costs), witness fees, and attorney fees;
   c. Arbitration filing costs and any arbitrator's fees will be divided equally between the parties; and
   d. Judgment upon the award rendered by the arbitrator may be entered in the Circuit Court in Lane County, Oregon.

10. **Insurance.** Each party working under this agreement is either a subject employer under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires each to provide Worker's Compensation coverage for all its subject workers, or is an employer that is exempt under ORS 656.126.

11. **Subcontracting.** LCOG shall not subcontract the Work under this agreement, in whole or in part, without the AGENCY's prior written approval. LCOG shall require any approved subcontractor to agree, as to the portion of the Work subcontracted, to comply with all obligations of LCOG specified in this agreement. Notwithstanding the AGENCY's approval of a subcontractor, LCOG shall remain obligated for full performance of this agreement and AGENCY shall incur no obligation to any sub-contractor.

12. **Assignment.** Neither party shall assign this agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.

13. **Compliance With Laws.** LCOG shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the Work, including all applicable State and local public contracting provisions.

14. **Notices.** Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to the representative designated in paragraph 6. Either party may change its address by notice given to the other in accordance with this paragraph.

15. **Integration.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.

16. **Interpretation.** This agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon.

LANE COUNCIL OF GOVERNMENTS:	**AGENCY: CITY OF COBURG**
By: ______________________________	**By:** ______________________________
Brendalee S. Wilson, Executive Director	Anne Heath, City Administrator
Date: ______________________________	**Date:** ______________________________

LANE COUNCIL OF GOVERNMENTS

IS MANAGED SERVICES FY22 PROGRAM
Attachment A

Section 1: Introduction

The purpose of this cooperative program is to share the costs of IS (Information Systems) services across a collective of local governments, in order to facilitate more efficient management of enterprise systems at a lower total cost for all participating agencies. Participation in the IS Managed Services Program includes the City of Coburg; The City of Veneta, and Lane Regional Air Protection Agency (LRAPA). Individual agency participation may change during the agreement period without need for amending the agreement.

The systems used by the agencies are complex. It is difficult to independently fund and arrange for the level of technical skill and support required to successfully operate and maintain the technical infrastructure within each agency. Currently, LCOG has on staff the following technical resources to make available to the IS Managed Services Program:

- Computer Support Technicians
- Database Administrators
- Network Administrators
- Mobile/Web Developers
- Server/Systems Administrators

Section 2: Scope of Services

The IS Managed Services Program scope of services consists of basic break/fix services provided by LCOG staff, plus the following:

Desktop & Laptop Computer Support: LCOG will provide the labor to maintain the computer operating systems, Microsoft Office products, Adobe Acrobat, e-mail and virus scanning software, and your supported line of business applications. LCOG will provide the labor for hardware maintenance and repair for covered computers which are still under the manufacturer's warranty. Older computers will be repaired to the best of our ability to do so.

Server Support: LCOG will provide the labor to maintain server operating systems, e-mail and virus scanning software, and your line of business applications and databases, including Microsoft Exchange and SQL Server. LCOG will configure, maintain and, to the extent possible, monitor approved backup solutions and applications.

Network Support: LCOG will provide all labor related to maintenance, configuration, and monitoring of network equipment, including routers, firewalls, switches, and wireless access points on the client's local area network. LCOG will troubleshoot and diagnose connectivity issues between devices on the client's LAN as well as connectivity to the internet. LCOG will configure, maintain and diagnose connectivity related issues and settings on network printers and scanners. As requested, LCOG will assist with administering the agency's security plans, securing the network infrastructure, and regulatory initiatives.

Application Development/Database Administration: LCOG will make available application development and database administration resources. Features of this service include any combination of the following provisions: software development and integration, database analysis and design, business process automation and user experience and usability testing. Programming Language: Microsoft .NET; Database Language: MS SQL Server.

Web Updates: Most participating agencies have local staff technically capable of performing their own agency's web updates. However, we also understand that this may not present the optimum situation for agencies that may be short-staffed and have more important tasks assigned to these roles, or who have employees with some of the necessary skillsets, but not enough to complete more advanced programming. As a result, LCOG will provide labor related to performing web updates, as requested by agencies that would like to take advantage of this service.

The items reflected in the IS Managed Services Plan cover overall activities. Not all functions, activities or projects apply to all agencies.

Section 3: Service Level Agreement Information

The resources to perform the work assignments identified above are available to the IS Managed Services Agencies 8:00 AM-5:00 PM, Monday through Friday, except for LCOG holidays. In general, LCOG is not staffed to provide after-hours support. However, arrangements for after-hours assistance can be accommodated with an approved request when necessitated by business requirements.

Contact Information for IS Managed Services Support:

lcogitsupport@lcog.org or 541-682-2322
Text Support (NEW): 541-682-HELP (4357) – Please include the following information in your text message and a ticket will be automatically generated:

Your Name
Location
Preferred callback number
Brief summary of the problem

Clients will be responsible for submitting support requests based on their own internal processes. All services performed by LCOG are subject to mutually agreed upon maintenance windows.

LCOG's technical support staff is familiar with a wide variety of hardware and software systems and will make all reasonable efforts to answer questions and resolve issues in a timely manner. In some cases, referral to outside vendor support may become necessary. In these limited cases, LCOG staff will provide alternative recommendations.

As requested, LCOG will work together with each agency's staff and their vendor partners to develop backup and recovery options for business-critical applications and to configure those solutions. LCOG cannot guarantee an agency's ability to recover data. LCOG recommends data owners run tests to verify their application recovery plans work well.

Incoming project and services requests are triaged by LCOG IS support services, with priority given to critical emergencies and outages. Resources will be assigned in an equitable fashion based on time of request and business impact. Participating agencies will be provided the opportunity to attend meetings to review project status and resource allocation for the program.

Questions and concerns regarding priorities or services may be escalated to the following contacts at any time:

Heidi Leyba, Chief Technology Officer
hleyba@lcog.org
541-682-4452

Howard Schussler, Government Services Director
hschussler@lcog.rog
541-682-4007

Section 4: Program Budget

IS Managed Services Program FY22 Budget	**Amount**
Personnel Services for IS Systems and Development Support	$35,862
Indirect	$8,363
Estimated Travel	$1,000
Operating Reserve (3%)	$1,350
Total Program Costs in FY22	***$46,575.00***

Direct Cost Technical Services Available Upon Request: (These services are outside the scope of the IS Managed Services plan and will be quoted and invoiced separately)

GIS Services
Network Phishing/Security Assessments
Television/Video Production Services
Telecommunications Support

Section 5: Budget Allocation

LCOG Managed IS Services Consortium Program Costs: FY22				
Agency/User	**Service Level**	**Monthly Total**	**Quarterly Total**	**Total FY22**
City of Coburg	Managed IS Services	$1,294	**$3,881**	$15,525
City of Veneta	Managed IS Services	$1,294	**$3,881**	$15,525
LRAPA	Managed IS Services	$1,294	**$3,881**	$15,525
			$ 11,643.75	$46,575

In this budget, formulas are used to allocate personnel services according to the amount of FTE dedicated to the IS Managed Services Program between July 1st, 2021 and June 30th, 2022. Costs are distributed based upon the total number of workstations in the program on July1, and they will not be adjusted during the fiscal year regardless of changes to the agencies' workstation counts.

For the individual members participating in this cooperative agreement, differing amounts of LCOG staff time or labor hours may be available from month to month. LCOG will maintain service history records for the IS Managed Services Program, so that costs can be redistributed annually on July 1st.

COBURG CITY COUNCIL
ACTION/ISSUE ITEM

TOPIC: Intergovernmental Agreement with Lane County Sheriff's Department

Meeting Date: June 8th, 2021
Staff Contact: Larry Larson, Chief of Police
Contact: 541-682-7855, larry.larson@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Suggested Acton: *I move to approve the Intergovernmental Agreement with Lane County Sheriff's Department to provide dispatching and related services for the Coburg Police Department.*

CITY COUNCIL GOAL (S):

None

BACKGROUND

July 1st of 2020, Coburg Police Department entered into an Intergovernmental Agreement with the Lane County Sheriff Department for dispatch. The Sheriff's Department manages and staffs a communications / records section twenty-four hours per day, seven days per week for police reporting and radio communications systems. It also provides management and maintenance of arrest warrants, stolen vehicles and stolen personal property for the Coburg Police Department.

The Lane County Sheriff's Department will also provide the services of their Communications Network Coordinator to provide up to ninety-six hours per calendar year for radio programing and repairs as needed at no cost as part of this agreement.

The new two-year contract will begin during the new fiscal year - July 1 2021 through June 30 2023.

RECOMMENDATION AND ALTERNATIVES

Staff recommends the approval of the Intergovernmental Agreement with the Lane County

Sheriff's Department for twenty-four hour, seven days per week police reporting, dispatch services and warrant services starting July 1 2021 to June 30th 2023.

The alternative is to not approve the contract.

BUDGET / FINANCIAL IMPACT
Dispatch service is included in the annual budget and paid quarterly.
Budget for FY 21-22 will be $64,890
Budget for FY 22-23 will be $66,836.70

PUBLIC INVOLVEMENT
None

NEXT STEPS
To sign and execute the contract.

ATTACHMENTS
A. Intergovernmental Agreement with the Lane County Sheriff's Department

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REVIEWED THROUGH:
Gary Darnielle, City Attorney
Anne Heath, City Administrator

INTERGOVERNMENTAL AGREEMENT

(CONTRACT FORM A-2, 2020 EDITION)

Contract Title: Dispatch Services for City of Coburg Police Department

This Agreement is entered into by and between Lane County, a political subdivision of the State of Oregon ("County"), on behalf of the Sheriff's Office, and City of Coburg, a municipal corporation ("City"), on behalf of the Coburg Police Department, referred to collectively in this Agreement as the parties.

County and City agree as follows:

1. RECITALS

1.1 ORS 190.010 and the Lane County Home Rule Charter provide that units of local government may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers, or agents, have authority to perform.

1.2 City desires to continue the partnership with County for dispatch services for the Coburg Police Department.

1.3 County is willing to provide dispatch services to City.

1.4 Parties to this Agreement must perform the Work in a manner consistent with the offers and statements in Exhibit A and Exhibit B.

2. SCOPE OF AGREEMENT.

2.1 County will:

2.1.1 provide and fulfill dispatch services to City as described in Exhibit A.

2.2 City will:

2.2.1 perform and function as described in Exhibit A.

2.2.2 perform and function as described in Exhibit B.

2.2.3 agree to the terms described in Attachments 1 and 2.

3. DOCUMENTS FORMING THE AGREEMENT

3.1 The Agreement. The Agreement consists of this document and all exhibits listed below, which are incorporated into this Agreement.

3.2 Exhibits. With this document, the following exhibits are incorporated into the Agreement:

- **Exhibit A** Scope of Work
- **Exhibit B** Access Requirements
- **Attachment 1** Third Party Remote Access Agreement Requirements
- **Attachment 2** Lane County APM, *Use of County Computer and Communication Resources*

4. CONSIDERATION AND PAYMENT

4.1 In consideration for City's performance under this Agreement, **County will:**

4.1.1 invoice City each quarter during the months of September, December, March and June. Payment will be due within thirty (30) days of billing date.

4.1.2 increase annual payments by three percent (3%) each new year, as of July 1st.

4.2 In consideration for County's performance under this Agreement, **City will**:

4.2.1 agree to pay an amount of Sixty-Four Thousand Eight Hundred Ninety Dollars ($64,890.00) for Dispatch Services from July 1, 2021- June 30, 2022.

4.2.2 agree to pay an amount of Sixty-Six Thousand Eight Hundred Thirty-Six Dollars and Seventy Cents ($66,836.70) for Dispatch Services from July 1, 2022- June 30, 2023.

4.2.3 pay County quarterly as described in 4, 4.1 (4.1.1.)

5. **EFFECTIVE DATE AND DURATION**

5.1 Effective Date. This agreement is effective upon the signature of all parties or by the following date: July 1, 2021.

5.2 Duration. Unless extended or terminated earlier in accordance with its terms, this Agreement will continue for a two-year term, and will terminate June 30, 2023. However, such expiration shall not extinguish or prejudice either party's right to enforce this agreement with respect to any breach or default in performance which has not been cured.

6. **AUTHORIZED REPRESENTATIVES.** Each of the parties designates the following individuals as their authorized representatives for administration of this Agreement. Either party may designate a new authorized representative by written notice to the other.

6.1 County's Authorized Representative.
Jonna Hill, Support Services Manager
125 E 8th Avenue
Eugene, OR 97401
Phone: 541-682-6689
Email: jonna.hill@lanecountyor.gov

6.2 City's Authorized Representative.
Anne Heath, City Administrator
91136 N Willamette Street
Coburg, OR 97408
Phone: 541-682-7871

Any notice, demand, consent, approval, or other communication to be given under this Agreement must be in writing and provided by email addressed to the party's authorized representative, except as provided below in this section. However, if, in either party's discretion, email is not the most appropriate method for providing notice, then notice may be provided by personal delivery; certified mail, postage prepaid, return receipt requested; or nationally recognized overnight courier. The effective date of notice shall be: for notice by email, the date and time sent if sent between the hours of 8 am and 5 pm, otherwise effective at 8am the following Business Day; for notice delivered in person, the date and time of delivery; for notice by U.S. mail, three days after the date of certification; and for notice by overnight courier, the next business day after deposit with the courier. If no representative is identified in this section, notice may be given to the person executing the Agreement on behalf of that party below.

7. **SPECIAL CONDITIONS**

7.1 Compliance with Coronavirus Guidelines, Laws, Rules, and Orders. The novel coronavirus ("**COVID-19**") has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and believed to spread mainly from person-to-person contact. Each of the parties is and must remain familiar with the Centers for Disease Control Prevention guidelines and with federal, state, and local laws, rules, and orders regarding COVID-19 throughout the term of this Agreement. Each of the parties acknowledges that it understands the circumstances regarding COVID-19, and in carrying out its obligations under this Agreement, each will take all necessary precautions, including those set out in the guidelines, laws, rules and orders described in this paragraph. The parties agree that they have anticipated the costs of compliance with the present guidelines, rules, laws, and orders in establishing their obligations under this Agreement, and that no claim will be made by either party for such compliance. However, in the event that after the effective date of this Agreement the referenced COVID-19 guidelines, laws, rules, and orders are changed in such a way as to adversely affect the parties' carrying out of their obligations under this Agreement, either party so affected must give notice to the other party of any potential need to modify the Agreement to accommodate or respond to such changes in the guidelines, laws, rules, and orders.

8. **INDEMNIFICATION.** To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, each party agrees to indemnify, defend, and hold harmless the other party and its officers, employees, and agents from and against all damages, losses and expenses, including but not limited to attorney fees and costs related to litigation, and to defend all

claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement.

9. **PUBLIC BODY STATUS.** In providing the services specified in this Agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any and all other statutory rights granted as a result of their status as local public bodies.

10. **MODIFICATION AND TERMINATION.**

 10.1 Modification. No modification or amendment to this Agreement will bind either party unless in writing and signed by both parties.

 10.2 Termination. The parties may jointly agree to terminate this Agreement at any time by written agreement.

 10.3 Non-Appropriation. Each of the parties certifies that it has sufficient funds currently authorized for expenditure to finance the costs of this Agreement for the period within the current budget; however, the parties understand and agree that, if a party does not appropriate funds for the next succeeding fiscal year to continue payments otherwise required by the Agreement, this Agreement will terminate at the end of the last fiscal year for which payments have been appropriated. The non-appropriating party will notify the other party of such non-appropriation not later than 30 days before the beginning of the year within which funds are not appropriated. Upon termination pursuant to this clause, neither party will have a further obligation for payments beyond the termination date.

11. **MISCELLANEOUS PROVISIONS**

 11.1 Disputes. The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or other cooperative dispute resolution process.

 11.2 Waiver. Failure of either party to enforce any provision of the Agreement does not constitute a waiver or relinquishment by the party of the right to such performance in the future nor of the right to enforce that or any other provision of this Agreement.

 11.3 Severability. If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected; and the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

 11.4 Governing Law, Forum, and Venue. All matters in dispute between the parties to this Agreement arising from or relating to the Agreement, including without limitation alleged tort or violation, are governed by, construed, and enforced in accordance with the laws of the State of Oregon without regard to principles of conflict of laws. This section does not constitute a waiver by County of any form of defense or immunity, whether governmental immunity or otherwise, from any claim or from the jurisdiction of any court. All disputes and litigation arising out of this Agreement will be decided by the state or federal courts of Oregon. Venue for all disputes and litigation will be in Lane County, Oregon.

 11.5 Time is of the Essence. The parties agree that time is of the essence with respect to all provisions of this Agreement.

 11.6 No Third-Party Beneficiaries. County and City are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or may be construed to give or provide any benefit or right to third persons, either directly or indirectly, that is greater than the rights and benefits enjoyed by the general public, unless that party is identified by name in this Agreement.

11.7 Headings. The headings and captions in this Agreement are for reference and identification purposes only and may not be used to construe the meaning or to interpret the Agreement.

11.8 Force Majeure. Neither party will be held responsible for delay or default due to force majeure acts, events, or occurrences, including but not limited to fires, riots, wars, and epidemics, unless such delay or default could have been avoided by the exercise of reasonable care, prudence, foresight, and diligence by that party.

11.9 Multiple Counterparts. This Agreement and any subsequent amendments may be executed in several counterparts, facsimile or otherwise, all of which when taken together will constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement and any amendments so executed will constitute an original.

11.10 Merger. This Agreement contains the entire agreement of County and City with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings.

11.11 Compliance with Law, ADA. County and City agree to comply with all federal, state and local laws applicable to the parties or the subject matter of this Agreement. During the performance of this Agreement, the parties will comply with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Section 12101 et seq., and Section 504 of the Rehabilitation Act of 1973.

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CITY:

CITY OF COBURG

By: ______________________________

Title: ______________________________

Date: ______________________________

Address:

____

____

COUNTY:

LANE COUNTY

By: ______________________________
Steve M. Mokrohisky

Title: County Administrator

Date: ______________________________

Lane County, Public Service Building
125 E. 8th Avenue
Eugene, Oregon 97401

By: ______________________________
Clifton G. Harrold

Title: Sheriff

Date: ______________________________

Exhibit A -- Scope of Work

The City of Coburg ("City"), on behalf of the Coburg Police Department, desire to continue the partnership with Lane County (County), on behalf of the Lane County Sheriff's Office, to provide dispatching and related services. The work to be applied is listed below.

1. City will remain on the LRIG trunked radio system. Should this change, renegotiations to the contract would need to be addressed.

2. County will dispatch for City, which includes approximately twelve (12) personnel consisting of one Police Chief, three officers and eight reserve officers. Average time consists of ten (10) to sixteen (16) staggered hours of police coverage per day. Case number volume has been estimated at 220-240 annually, and active court warrants at 140 to 160 at any given time.

3. County will provide Contract Dispatching Services to City at a cost described in Section 4(4.2) of the contract, at a rate increase of three percent (3%), beginning each new year on July 1st.

4. As described in Section 5(5.2) the contract will run for a two-year term.

5. County will handle all dispatching of City officers, including entering their calls for service into County's Computer-Aided-Dispatch ("CAD") system, tracking the status of all in-service City personnel via CAD, and taking all 911 calls within the Coburg city limits via transfer from Central Lane Communications.

6. A separate phone line will continue to be maintained solely for the transfer of the City business line to County Dispatch to facilitate after-hours, weekends, and holiday calls. Dispatch coverage will be up to eighty (80) hours per week of weekday business line answering at no additional charge; however, hours beyond 80 will result in City charged at an established rate for additional call-answering services.

7. Per City's ORI, County Dispatch/Police Records will be responsible for after-hours, weekends and holiday calls pertaining to data entry of missing persons/runaways, stolen vehicles, stolen license plates and stolen firearms. County Jail Records will enter warrants, handle the confirmations, clearances, and recalls, among other warrant-related duties, and physically hold the warrants in Jail Records at Lane County Adult Corrections.

8. City will fax all copies of missing person/runaways, stolen vehicles and stolen license plate reports to County Police Records to allow for expedient confirmation after-hours, weekends, and holidays. City will make immediate notification to County when these reports are cleared. For all other Law Enforcement Data System ("LEDS") or National Crime Information Center ("NCIC") entries requiring after-hours confirmation, County will route a City officer to their office to retrieve the report and fax it to County Dispatch. If there are no City units on duty, City will provide a call-out matrix to respond to their office in order to provide County with any necessary confirmation documentation.

9. On behalf of City, County will provide phone and radio recordings to the DA's Office per their request or at the request of City. County will also provide copies of recordings to City for investigative, personnel purposes and public records requests.

10. City will provide County Dispatch with a clearly articulated call-out plan for times when there are no Coburg officers on duty. City will provide a clearly articulated response protocol as well for routine calls for services, or calls which fall under Coburg City Ordinances.

11. City will staff their office and handle business phone lines from 0800-1700 (8:00am—5:00pm) weekdays, excluding holidays. During this time period, phone calls requiring dispatch assistance will continue to ring through to County on the established City non-emergency line.

12. City Staff will not dispatch officers to calls by phone or verbal relay without the knowledge of County Dispatch.

13. County Dispatch must be notified when City office staff secures or resumes their daily business. Staff must advise County Dispatch of phone transfers both to the established County line, or back to the City lines during regular business hours.

14. Monthly LEDS validations on warrants through Coburg Municipal Court will be the responsibility of City. County will handle the validation for Circuit Court warrants.

15. City will handle all public records requests involving City. County will provide City with any needed recordings or CAD documentation requested; however, City is responsible for said requests, for meeting the statutory response timelines, and for other related details to these recordings or documentations requests.

16. All City personnel must be appropriately LEDS and Criminal Justice Information System ("CJIS") trained and certified. Should the clearance or certification status of any City staff member be suspended or terminated for any reason, City will immediately notify County.

17. City will be allowed access to County CAD system. City will be responsible for making sure the computer accessing the CAD system is in a CJIS secure environment and that all personnel accessing that computer have the appropriate CJIS clearances and training, and that the computer hosting the CAD system is in no way visible or accessible to the public. County reserves the right to do a site inspection to verify these circumstances for CJIS compliance and/or auditing purposes.

18. County will furnish at no cost to City the services of their Communications Network Coordinator ("CNC") for up to eight (8) hours per month or an aggregate of ninety-six (96) hours per calendar year.

- CNC will program or re-program vehicle and portable radio equipment and do minor repairs as needed, or coordinate where to obtain repairs.

- CNC will consult on radio and radio network purchasing.

- At City's request, CNC will give an analysis of beneficial new and/or improved radio technology.

- This agreement does not include servicing any non-LRIG repeaters on behalf of City. That service would be negotiable based on County's contract rates. This provision of service is restricted solely to City and does not include any services involving Coburg Fire vehicles, base radio resources or repeaters.

19. City will adhere to County computer access requirements, as described in Attachments 1 and 2.

Exhibit B – Access Requirements

The City of Coburg ("City"), on behalf of the Coburg Police Department, continue the partnership with Lane County ("County"), on behalf of the Lane County Sheriff's Office, to provide dispatching and related services by remotely utilizing County computer system and access. City will follow County policies, practices and securities regarding this access.

--COMPUTER CONNECTS
--REMOTE ACCESS
--SECURITY REQUIREMENTS

1. It is the policy of County that all third parties such as City who are given access to County's computer network, which includes access to County's Remote Computer-Aided Dispatch ("CAD") via the Lane County network, must agree to follow Lane County's Administrative Procedures Manual ("APM") Computer Use Policy (APM, Chapter 1/Section 22). Any third party must also be able to demonstrate compliance with the related Lane County policies. This includes staying current on all patches on equipment being used for remote access to County's CAD. Additionally, City will be subject to user access auditing or other auditing as could be required for a County Criminal Justice Information System ("CJIS") or other regulatory audit.

2. No personally-owned equipment will be used to access County's Remote Access CAD. All equipment used for that purpose must be the property of City.

3. City staff accessing County Remote Access CAD will be required to sign Lane County Technology Services' Third Party Requirements/User Acknowledgment form. Coburg PD staff using remote access will also acknowledge receipt of Lane County Administrative Procedures Manual/Chapter 1, Section 22 – Use of County Computer and Communication Resources. This document is being provided solely as it applies to City's remote access to County's network for purposes of accessing County Remote Access CAD. In no way does it apply to any other aspect of City's business.

4. City will be responsible for all upkeep, maintenance and troubleshooting that is required due solely to city-owned equipment or internet connection issues.

Attachment 1

Third Party Remote Access Agreement Requirements for LCSO Remote Access CAD:

1. Secure remote access must be strictly controlled. Control will be enforced via password authentication.

2. At no time should any Coburg Police Department user share his/her login with anyone.

3. Non-standard hardware configurations on devices accessing the Lane County network via LCSO Remote Access CAD must be declared and approved by Lane County.

4. All hosts that are connected to Lane County internal networks via remote access technologies must use the most up-to-date anti-virus software and be on current operating versions.

I understand that this access and the work being conducted may be audited by Lane County or by a regulatory agency.

I agree to abide by the terms of this remote access user agreement and acknowledge receipt of the Lane County APM, Chapter 1, Section 22, *Use of County Computers and Communication Resources.*

Printed Name: ____

Signature: ____ Date: __________________

ADMINISTRATIVE PROCEDURES MANUAL

Chapter 1
Section 22
Issue 6 Date 12/18/2016

SUBJECT: USE OF COUNTY COMPUTER AND COMMUNICATION RESOURCES

I. Purpose

The purpose of this procedure is to ensure that access to County Computer and Communication Resources within Lane County is used appropriately and the use is consistent with Oregon Public Records and Government Standards and Practices law, Federal, State and Local Regulatory Compliance Requirements and to establish rules governing such use of County Computer and Communication Resources. The primary objectives are to meet the County's performance goals; to maintain the organization's credibility with our clients, the public, and to protect the integrity of the County's Computer and Communication Resources. Lane County reserves the right to review any data, files, or communications created, sent, accessed, stored, or received on its Computer and Communication Resources.

II. Scope

This procedure is applicable to all County departments and is administered in accordance with the authority delegated to the County Administrator in Lane Code 2.110(4) (f) and Lane Manual 4.220. Where any section, subsection, sentence, clause or phrase of this procedure is found to conflict with both properly negotiated and ratified collective bargaining unit contracts or with any state or federal law or administrative rule, the terms of such contracts, laws, or rules prevail. Exceptions will take effect upon written approval of the County Administrator. Individual Department Directors may establish more strict procedures for their respective departments.

III. Amendment

This procedure may be amended by the County Administrator.

IV. Definitions

The following definitions apply throughout this procedure whether or not the terms are capitalized.

County Computer and Communication Resources ("Communication Resources"): All forms of information technology that are acquired, purchased, leased, or licensed by

Lane County; accessed on or from Lane County's premises; accessed using County computer or communication equipment, or County-paid access methods; or used in a manner that identifies the individual with Lane County. This includes, but is not limited to, e-mail, Internet, Intranet, County computer hardware and software, County wired and wireless Personal mobile devices such as, tablets computers, cellular telephones, and other wireless voice or data devices. This definition does not include personal use of a personal computer communication device when connected to the public wireless network or when used as a stand-alone device.

County Equipment: All computers, laptops, desk phones, cellular phones, tablets, iPads, radios, etc. owned by Lane County and is used by employees in the course of County work.

Data: Information in a form suitable for processing by a computer, such as the digital representation of text, numbers, graphic images, or sounds.

Download: To copy data (usually an entire file) from one location to another. The term is often used to describe the process of copying a file from the Internet to one's own computer.

E-Mail: The transmission of text messages, memos, and reports from one email address to another.

Internet: The Internet is a global system of interconnected computer networks that use the standard Internet Protocol. It is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope.

Intranet: An intranet is a computer network that use Internet Protocol technology to share information, operational systems, or computing services within an organization. The term is used in contrast to *internet*, a network between organizations, and instead refers to a network within an organization.

Jailbreaking: To gain access to the operating system of (a smartphone, tablet, etc., especially an Apple device), usually in order to run modified or unauthorized software.

User Account: A network access account established for general access purposes, such as file permissions, timecards and email.

Wired Telephones: Lane County’s telephone system, currently a land-line based system.

Wireless Telephones: Cellular telephones.

Wi-Fi Enabled Devices: Wi-Fi is a popular technology that allows an electronic device to exchange data wirelessly (using radio waves) over a computer network, including high-speed Internet connections.

V. Ownership and Public Records. Communication Resources are provided and may be used only in the furtherance and conduct of County business.

A. Public Records

1. Except as provided by the Oregon Public Records Law exemptions, and unless otherwise specified, all software programs, documents, and data generated by or residing on the Communication Resources or generated by County employees or others at the direction of the County, and all Communication Resources are County property and public records.

2. Employees should not expect personal privacy with respect to any of their activities using Communication Resources. Under Oregon's Public Records law, there is no absolute right to privacy for any public record, which includes e-mail and other data; in fact, all County records are public records subject to limited confidentiality and disclosure exceptions.

3. Subject to certain state or federal confidentiality laws, the County reserves the right to access and disclose without prior notice any data stored on Communication Resources, including but not limited to removable flash or external storage devices, or created storage media.

4. Within limited exceptions under certain state or federal confidentiality laws, any data or telephone records may be accessed and reviewed at any time without prior notice by the Department Director, the County Administrator, the Information Services Director, County Counsel, or County Human Resources Manager. Data or records may also be accessed and reviewed by Information Services or other assigned support staff in their role of providing support services.

5. Retention of data. Since County data is public record, it is subject to the same retention requirements as hard copy documents. Data must be retained even if it is confidential, privileged, or otherwise exempt from disclosure under the Public Records Law unless state or federal law specifies otherwise. http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.htmlhttp://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html.The retention and disposition of public records is authorized by retention schedules issued by the Secretary of State Archives Division. http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html Records may be retained either in hard copy or electronic format. If a hard copy of the electronic data is printed, then the electronic version may be deleted. One version must be kept according to the applicable retention schedule. Questions about retention of electronic data (or other public records) should be directed first to the Department Director, then, if necessary to County Counsel.

B. Exceptions to records requests

1. The County may exercise any applicable privileges and objections to a public records or discovery request made for any County data contained in the Communication Resources or otherwise created or utilized in the furtherance of County business.

2. An employee who wants the County to assert a privilege or objection under the Public Records law with respect to County data must notify the Department Director who will consult with County Counsel about the request.

VI. Guidelines. The following guidelines are designed to assist employees in their use of Communication Resources.

A. Communication Resources should be used as a tool for County business purposes. They are not to be used for personal pursuits while at work, unless permitted under Section VII.

B. Users should not expect privacy; they should observe courtesy and good security practices. There are a variety of ways data can be disclosed to people other than the intended recipient, including as a result of unauthorized access. The intended recipient of data or voice communication can forward information to a third party without the creator's knowledge; data communications sometimes are misdirected or disclosed to third parties due to human or system error. Data can be disclosed in the course of maintaining the Communication Resources.

C. E-mail may only be used in the conduct of county business except as allowed for personal use as defined in section VII. C. below. If an employee receives an inappropriate e-mail, he or she should take appropriate steps to inform the sender to not send such e-mail, delete the message (subject to Oregon Public Record Act limitations) and not forward it. The employee can contact the Information Services Department if assistance is needed.

D. Employees should represent Lane County's best interests, with a prudent exercise of judgment in the use of Communication Resources. This includes avoiding visiting improper Internet sites or taking part in non-business related discussion sites, such as chat rooms, blogs, newsgroups, and instant messaging. When logged in from a site that is identifiable with Lane County, employees should avoid any communications or activities that could be construed as improper or that otherwise could harm Lane County's reputation.

E. Employees should respect the rights of others. Employees must comply with all copyright laws when copying or distributing any copyrighted material. It is always wise to treat all material as copyright protected, unless the author has given his or her permission for the material to be redistributed.

VII. Acceptable Use:

A. County Business. Communications Resources are provided for and may be used only in the furtherance and conduct of County business except as specified in section VII. C. below. Acceptable uses of Communications Resources include communication, data creation, and Internet activity that are in support of County-budgeted programs and activities. Examples of acceptable use in support of County activities include:

1. Communication for County purposes with private sector, federal, state, or local government agencies, their committees, boards or commissions.

2. The use of Internet search engines to research work-related topics.

3. Any other administrative communications or activities that are in support of normal and accepted County programs.

4. Communication for current position-related professional development, or other professional development approved by the Department Director, to increase knowledge of issues in a field or subfield of knowledge.

B. Wireless Devices. The use of County-provided Wireless Telephones and Wi-Fi Enabled Devices is limited to work-related duties. Employees may not use any such device for personal use, except when a personal call is related to official duties such as a meeting, which runs later than expected or a last minute change of schedule. Incoming calls regarding family emergencies are also permitted. The Oregon Government Standards and Practices Commission Advisory Opinion No. 98A-1003 prohibits all other personal usage of County-provided cellular telephones; the same logic applies to Wi-Fi Enabled Devices that utilize network communications. Only County owned devices or those with a County Stipend will have access to County systems and these devices will have Mobile Device Management (MDM) installed on them by Lane County Information Services.

1. The County may require that certain employees carry a Wireless Telephone or Wi-Fi Enabled Device for job related purposes. If so required, the County may assign a County-owned device and calling plan for the employee's work-related use.

2. Alternatively, at the sole discretion of the Department Director and upon request of the employee, a monthly stipend as established by the County in LM 4.220 may be paid to the employee in lieu of being assigned the Wireless Telephone.

a. An employee requesting the stipend must sign an authorization form (Appendix A) and submit the form to the Department Director for approval. Department Directors have full discretion to approve or deny such a request, but any approval must be consistent with budgeted resources.

b. After the Department Director has approved the request, the form must be submitted to Financial Services.

c. <u>Personally-owned cell phones and Wi-Fi Enabled Devices used with a data stipend are subject to the following conditions:</u> **[LC1]**[LC2]

i. The Wireless Telephone or Wi-Fi Enabled Device must be password protected with a minimum password length of 4 characters. This password must not be disabled so as to prevent unauthorized entry to the County email system.

ii. The password must be changed at least every 90 days.

iii. The device must require entry of this password after 10 minutes of inactivity.

iv. It is mandatory the device should contain anti-virus software and you enable the firewall and encryption on these devices.

v. County data placed on or created in the performance of duties for Lane County retained on these devices is discoverable in legal proceedings and are subject to public records requests. This may require that you surrender your device long enough for others to obtain the information requested.[LC3].

vi. Employees shall not use these devices to house sensitive or confidential information. If an exception is granted to this rule due to business need for storage or transmission of this type of information, you must use appropriate encryption technologies[LC4].

vii. If your device is lost or stolen, report the incident to the IS Department within 24 hours; IS can perform a *remote wipe* of all County data contained on the device if it still active and communicating on the network.

viii. The Wireless Telephone or Wi-Fi Enabled Device will not be allowed to have direct network access to the County Intranet network. Access to County Intranet will be through approved remote network access methods.

ix. The wireless device shall not be ‘rooted’ or ‘jailbroken’ at any time. This will result in immediate revocation of stipend privileges and the employee will be required to utilize a County owned device[LC5][LC6].

C. Personal Use of[LC7] County Equipment. Personal use of Communication Resources that otherwise complies with this APM and that does not interfere with County business is permitted subject to the conditions stated below. The Information Services Director, Department Director or the employee’s supervisor may cancel this personal use privilege.

1. For the limited purpose of compliance with the state ethics rules (Government Standards and Practices Law and administrative rules); this personal use is considered part of an employee's compensation package.

2. Personal use may not involve any prohibited activity under Section VIII described below.

3. Personal use of the Internet on non-paid time (lunch break during regular work shift) is limited to a maximum of one (1) hour per week.

   Personal use of the County email program (i.e., Outlook) during County-paid work time is permitted up to one (1) hour per week.

   Personal use of other Communication Resources is not time limited, but must comply with all other aspects of this APM.

4. Examples of acceptable personal use:

   a. Communication with family.

   b. Review of County sponsored benefit account information, such as life insurance, retirement accounts, flexible spending (Section 125 program), and health insurance.

   c. Use of Communication Resources, including County fax systems for submitting benefit forms or information.

   d. Access of educational resources for career development.

   e. Communications in support of community volunteer activities, such as school boards, and other non-profit organizations.

   f. Tracking personal appointments and contacts is permitted during paid time and is not subject to the hour limitation or lunch hour restriction.

However, employees should be aware that contacts and appointments could be subject to disclosure under a public records request.

5. Department Directors may authorize individual exceptions to the timing of the personal use privilege under Section VII, C-3 above.

VIII. Unacceptable Use

A. Prohibited Activities on County Equipment[LC8]. Employees are strictly prohibited from using Communication Resources in connection with any activities listed below. While personal use is permitted by Subsection VII (C), it does not include or permit any of the prohibited activities listed below:

Note: the list below is illustrative of prohibited activities; however, if a prohibition exists in any applicable law, administrative rule, other administrative procedure or directive established within the employee's department, it is likewise applicable.

1. Using Communication Resources to conduct personal business for private financial gain or avoidance of private financial loss at any time.

2. Except for the purchase or sale of goods or services for County use when authorized by the Department Director, using Communication Resources to engage in any commerce, including the purchase or sale of any goods or services.

3. Accessing personal Internet accounts, financial, trading, and personal travel accounts to perform a financial transaction.

NOTE: the prohibited uses described in Sections VIII (A) (1), (2) and (3) likely constitute a violation of the Oregon Code of Ethics and may result in civil liability for the employee. See ORS Chapter 244.

4. Accessing other personal Internet accounts, such as social media, unless this access is needed to manage or participate in approved Lane County social media sites for business purposes.

5. Attempting to or circumventing, reducing, or defeating security or auditing systems of Communication Resources or those of any other organization without prior written authorization from the Information Services Director.

6. Taking any action that attempts to or renders the user's computer equipment unusable or that interferes with another's use of Communication Resources.

7. Obtaining unauthorized access to any computer system.

8. Using another individual's password.

9. Using another individual's account or identity without explicit documented authorization, unless approved by the Information Services Director, Department Director, County Counsel, or the County Administrator. (Use of Outlook's capability for granting and assigning delegates is allowed and provides necessary documentation.)

10. Giving non-Lane County employees or other users not authorized by the Department and Information Services Director access to Communication Resources.

11. Monitoring or intercepting the files or electronic communications of employees or third parties, unless this is approved by the Information Services Director, and one of the following: Department Director, County Counsel, or the County Administrator. This prohibition does not apply to an authorized use of a particular software program (for instance, calendar management).

12. Engaging in illegal, fraudulent, or malicious conduct, or conduct that causes someone else to suffer loss or harm.

13. Downloading and installing software off the Internet without previous authorization from the Information Services Director. [LC9].

    i. Except as allowed under any software license any commercial software residing on the Communication Resources must have been purchased through an authorized vendor or otherwise lawfully obtained. Except as otherwise allowed under the software license, and except for backup/archival purposes, software owned by Lane County or installed on the Communication Resources is covered under the copyright laws and may not be copied, duplicated, or installed on any other computer resource.
    ii. Copying or downloading any software from or onto the Communication Resources having the potential for bypassing or damaging the Communication Resources or the County systems' security is prohibited.

14. Soliciting, supporting, opposing, or promoting political or religious causes or beliefs.

15. Using the Communication Resources in a manner that would constitute or might be construed by a reasonable person to constitute an endorsement of a specific commercial entity by Lane County.

16. Working on behalf of organizations or businesses without any professional or business affiliation with Lane County, or working on behalf of organizations or businesses with such affiliation but outside of the specific County business with them.

17. Except as expressly authorized by the Department Director or the County Administrator as a matter of County concern, and except for communications in support of community volunteer activities as listed in Section VII, C, using the Communication Resources on behalf of non-profit or charitable activity. (Note: the annual Charitable Giving campaign is so authorized.)

18. Sending, receiving, or storing offensive, obscene, or defamatory data.

19. Sending uninvited e-mail of a personal nature.

20. Visiting or viewing pornographic Internet sites, downloading pornographic data from the Internet, sending or retrieving sexually explicit or offensive messages, cartoons or jokes, ethnic slurs, racial epithets or any other statement or image that might be construed as harassment, disparagement, libel, or discriminatory based on sex, race, sexual orientation, national origin, disability, or religious or political beliefs.

21. Annoying or harassing other individuals, including any prohibited form of harassment.

22. Distributing or storing chain letters, jokes, solicitations, junk mail, spam, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.

23. Using Communication Resources to play games.

24. Using Communication Resources in a manner that interferes with the productivity of another employee, co-workers, or the County Communication Resources.

25. Use of any large bandwidth Communication Resource for personal use (i.e. streaming video) unless authorized by the Department Director.

26. Connection of personally-owned devices to the County computer and Communication Resources, other than e-mail and calendaring through the cellular network or wireless devices through the public wireless connection, without authorization from the Information Services Department Director. Personally-owned devices are not allowed to be

directly connected to the Lane County internal network through either a cable connection, a docking station, or through the County private wireless network.

B. Departmental Authorization. A Department Director may authorize a specific prohibited activity for a specific individual for legitimate County business purposes, except for activities that require the Information Services Director's approval. Such authorization must be in writing.

C. Violation. ***Employees violating the Lane Manual policy or this APM are subject to discipline, up to and including termination of employment.*** Furthermore, employees using Communication Resources for defamatory, illegal, or fraudulent purposes also may be subject to civil liability and criminal prosecution.

IX. County Telephone System

A. Overview. Within the current structure, Lane Council of Governments (LCOG) manages the telephone system and Lane County maintains policy control and approval authority. Approval of changes is required both at the department level and County Administration level. Departments will appoint telephone contact persons who are authorized to request telephone service and changes. The named telephone coordinator will call the Help line to initiate service requests or changes.

B. Unused Equipment. Departments no longer requiring the use of specific telephones should request their removal. The removal of unused telephones results in the following benefits to the departments:

1. Station count and billing will be reduced appropriately.

2. Cost of unused financed telephones will be allocated to all users.

C. Moves, Changes, and Equipment Cost.

1. Phones coming from unused stock used to fill an order will be billed to the new user at the financed cost of the equipment.

2. If a department has an order for phones that cannot be taken from stock, the station equipment required will need to be charged to an operating budget. This will reduce on-going costs for that department as the cost of the station equipment will not be billed after purchase.

D. Software Changes. If a change is software only, LCOG will provide the requested service without seeking further approval. These changes are paid for out of the Phone Management budget, not on a fee-for-service basis.

E. Work Order Approval and Processing. Work orders requiring technician time or additional equipment will be originated by LCOG after consultations with the department. An estimate of cost will be applied and routed to the originating department for approval. After department approval, County Administration will review, and if approved, the work will be performed and billed accordingly. Generally, time-frames for software moves and changes are 1 to 5 days; hardware changes 1 to 12 days; and line changes that involve the telephone company service 10 to 15 days.

F. Unauthorized Changes. In order to preserve the integrity of the warranties on the telephone equipment and to avoid costly service and/or repair work, telephones, data adapters, and jacks must not be moved, removed, altered, installed or otherwise modified except by authorized telephone personnel.

X. Password Procedure

A. Overview. Passwords are an important facet of computer security. They are the first line of defense for all Lane County user accounts. Lane County employees are responsible for taking the correct steps, as outlined below, to select and secure their passwords.

B. Purpose. The purpose of this procedure is to establish a County Wide password policy for employees accessing the Lane County Communications Resources that require passwords.

C. Password Requirements and Limitations

1. Employees must not use the same password for Lane County accounts as for other Non-Lane County access (e.g., personal ISP account, option trading, benefits, etc.).

2. Employees must not write down passwords, or store passwords on-line without Information Services approved encryption software.

3. Employees must not share passwords with anyone, including administrative assistants or co-workers. All passwords are to be treated as sensitive, confidential Lane County information.

a. Do not reveal a password over the phone to anyone.

b. Do not reveal a password in an email message.

c. Do not reveal a password to your supervisor.

d. Do not talk about a password in front of others.

e. Do not hint at the form of a password (e.g., my dogs name, street address, etc.).

f. Do not reveal a password on security forms or polls.

g. Do not share a password with family members.

h. Do not reveal a password to a co-worker while on vacation.

i. If someone demands a password, refer them to this document or have them call the LCIS Help Desk.

j. Do not use the “Remember Password” feature of applications (e.g., Outlook, Internet Explorer).

4. Passwords should not have any of the following characteristics:

   a. The words “Lane County” or any derivation.

   b. Birthdays and other personal information such as addresses, and phone numbers.

   c. Word or number patterns like aaaccc, qwerty, zyxwvuts, 123321, etc.

   d. Contain spaces in the password.

5. With the exception of Wi-Fi-enabled devices, passwords must have the following characteristics:

   a. Be a minimum of 14 characters.

   b. Be required to be changed at least every 90 days.

   c. Not be similar to or the same as any of the past ten (10) passwords.

   d. Not be changed more frequently than every one (1) day.

6. Security Incident reporting.

   If an account or password is suspected to have been compromised, report the incident to the LCIS Help Desk.

X. <u>Interpretation and Implementation</u>

Any questions relative to the intent or application of this procedure should be directed to the Information Services Director, who is delegated the responsibility to interpret and implement this procedure.

Approved: ______________________________ <u>12/18/2016</u>
County Administrator Effective Date

APPENDIX A - Use of Employee-Owned Wireless Telephone for County Business

As a Lane County employee, I have been authorized to carry a county-provided wireless telephone for job related purposes. I make this request to receive a monthly stipend for use of my personal wireless phone in lieu of being assigned a county-owned wireless phone.

In accordance with APM Chapter 1, Section 22, I agree to use my own wireless phone for County business according to the job requirements assigned by my supervisor or director and I agree to the following:

- The County may publish my personal wireless number and/or e-mail address as needed.
- I am responsible for acquiring a cellular telephone and calling plan and maintaining active service at all times while receiving the stipend. I am also responsible for any service and maintenance cost for my own phone. The County is not responsible for replacement cost of lost, stolen, or damaged phones.
- My supervisor or director may establish call availability requirements. Job related calls should be responded to in a timely manner and personal calls during assigned duty periods should be kept to a minimum.
- The stipend will be paid monthly through the payroll system and is considered taxable income and as such will be subject to standard payroll taxes. The initial stipend rates are: basic cell service $35.00 per month; basic Internet service $35.00 per month; cell and Internet service combination $70.00 per month. The rates are subject to change based on a review of costs of services.
- Records of calls made or received on my wireless phone for which the stipend is received may be subject to public records laws.
- Managers may review call logs and Internet logs for verification of valid County business use.
- Approval of the stipend and/or assignment of a wireless telephone are at the sole discretion of the County, and the County reserves the right to modify or discontinue such practice at any time for any reason.
- I understand that I must notify the Department Director and Financial Services if, at any time while receiving the stipend, service is disconnected for any reason, in which case the stipend will also cease.
- I understand that this stipend may be revoked or modified at any time for any reason.
- I further understand that a new request and approval must be submitted each July 1. Failure to submit a request and approval to Financial Services will result in no payment of a stipend.

ACCEPTANCE: Date: _____________

Action (Check One): Start: _____ Stop: _____ Continue: _____

Choose Service:Cell: _____ Internet: _____ Cell & Internet: _____

__________________ ___________ ______________ __________________
Print Name Employee ID Phone Number Signature

_________________________ __________________________ __________________
Supervisor/Manager Department Director (Required) HR Labor Code

COBURG CITY COUNCIL
MONTHLY REPORTS

TOPIC: City Administration Report

Meeting Date: June 8, 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 April, 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 continues to plan for conducting hybrid meetings for City Council and Planning Commission. This includes informal bids for equipment in order to conduct such a meeting. Due to the costs associated, it is likely that the equipment will need to be purchased and implemented in stages. When implemented it will allow for an in-person meeting while installed cameras in the City Council Chambers would allow for a public stream so that citizens 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. City Recorder, Sammy Egbert is managing this project and we will implement as soon the best choice of equipment is determined.
- City Hall is open to the public. Social distancing is still required. Masks are required in City Hall when staff are in shared spaces or when meetings are taking place with the Public. Masks are not required in staff private work spaces.

Water Project Update

- The RFP for the connection from Roberts Road to the I-5 Bore is in process. This work will connect the City water system to the I-5 bore in order to get water to the east side.
- The water rights for the new well has been reviewed and approved.
- Preliminary planning is taking place for the upgrade to the SCADA system in existing wells. This is the monitoring system utilized by the Public Works Department to know how the system is working at any given time as well as to trouble shoot problems in the system. This is a planned project within the water master plan.

Economic Development

- The City is taking possession of the IOOF building as of June 1. The first step is to consider the improvements to take place. A grant for ADA improvements has been written by staff. The next step is for the committee for the IOOF to meet to discuss building use policies and fees.

- A draft Bike Kiosk design has been completed and is being reviewed by committee members and by an engineer. It is anticipated that this project will be completed by late summer.

Planning Position

- The staff planner position was posted internally and we received one staff application. City administrator will be managing the interview and hire of this position. This position is budgeted in the 2022 budget.

American Rescue Plan

- No funds have been received to date but are anticipated within the next month. Information continues to be received regarding the approved use of these funds but it is a bit of a moving target and can be quite confusing. While all of this is taking place, other funding opportunities are also being released in connection with the American Rescue Plan. The City has several years to spend these funds and therefore can take our time to determine the best use.

Transportation Plan

- The necessary changes to the plan are being completed and it is anticipated that there will be a draft available to City Council at a scheduled work session on July 27th. Also to be discussed at this work session is the consideration of transportation into the eastside employment lands and scenarios for solving the management and design of the Van Duyn Road.

Alley Vacation

- The topic is under another tab in this report.

Annexation

- The property is currently undergoing a transportation significant effects analysis which will be reviewed by ODOT, Lane County, the City Engineer and staff. This study is required prior to the consideration of the annexation agreement.
- The annexation agreement is currently being drafted by staff and legal, has been reviewed by the applicant and their legal representation, and is nearly complete. It is anticipated that this may be considered on the July 27th City Council meeting but could be August before it is ready.

- **Change to the City Council meeting in July**

  The City Council meeting for July has been changed until July 27th. This will coincide with the same evening as the scheduled work session. As there are several impactful topics for the Council to consider at this meeting, this timing will give staff and legal sufficient time to prepare.

Upcoming Meetings

Heritage Committee – 6/9/2021 – 6:00 p.m.
Park & Tree Committee – 6/15/2021 – 6:00 p.m.
Planning Commission – 6/16/2021 – 7:00 p.m.
City Council Work Session – 7/27/2021 – 6:00 p.m.
City Council – 7/27/2021 – 7:00 p.m.

DEPARTMENTS AND OPERATIONS

City Recorder

- **COVID-19 front office**
  - Front doors are open, 6' social distancing required.
  - Sound and camera system bids are coming in. Goal is to have the work done by the end of June. This will allow us to better manage hybrid meetings and presentations and provide the sound needed to continue to live stream City Council meetings.
- **City Recorder Administration**
  - Ten Public Meetings were held May 12th to June 8th. These were noticed, electronic and paper retention completed, minutes recorder scheduled, virtual meeting set up with invites to press and committee members.
  - Recruitments
    - Administrative assistant position was posted June 2, 2021.
    - Planner | Community Development Internal recruitment closed May 31, 2021.
    - Budget Committee accepting applications.
    - Planning Commission accepting applications.
  - Completed 5 lien searches for properties in the City limits that are selling or refinancing loans.
  - Special Event application received for Farmers Market & Coburg Car Classic. Applications are being processed.
- **Utility Billing this month**
  - May Utility Billing for water used 4/14 to 5/14, sewer fee and tree fee. Billed $139,167 and received $126,844 in payments.
    - 577 Utility bills
    - 68 Past dues
    - 15 Door hangers for billing issues
    - 4 Active payment plans
    - 3 Change is service
    - 2 Accounts signed up for ACH
  - Limited income assistance enrollment is open through June 31, 2021. Information was included in the May utility bills; renewal applications were mailed to all who participated in the FY 20/21.

Finance

- **No Finance Report this month. Council will receive a financial report at the July 27, 2021 meeting.**

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Annexation agreement under review, significant effects analysis being conducted as required by ODOT;
- SUB 02-20: Addresses being formulated for lots, development agreement signed, public improvements revised;
- Issued one new residential address: 32774 E Mill St.;
- SR 01-21: Building permit issued for Kendall Auto Collision Repair on Roberts Rd.;
- SIGN permit issued for 91118 N Harrison St;
- Two new single family dwellings (NSFD) and one addition received Planning approval and are now in Building review;
- Five Structural/Plumbing/Mechanical/Electrical Permits issued in April;
- Submitted application for Preserving Oregon grant for rehabilitation to historic IOOF building. Award status notification by July 1st;
- Code Review Ad-Hoc Committee concluding work on Central Business District (CBD) code, next meeting is June 3rd;
- Main Street Projects Update: 22 flower baskets were delivered by volunteers to about a dozen local downtown businesses, bike hub design is underway, IOOF committee formed, mural project scope refined, volunteer recruitment for all projects;
- Heritage Committee chose preservation award recipients and engagement strategies;
- Certified Local Government (CLG) review required this summer. Kuri Gill, Grants and Outreach Coordinator from Oregon Parks and Recreation will attend July Heritage Committee meeting;
- Preparing to submit grant application to Cascades West Economic Development District (CWEDD) for the Local Community Resiliency/Recovery Technical Assistance & Capacity Building Fund for outdoor public seating. Award decisions announced by June 30;

Public Works

- **Streets and ROW.**
    - A majority of crew time has been spent mowing ROW's
    - Cleared overhanging trees on Abby and W McKenzie
    - Trimmed dead wood out of maple tree at Pavilion Park

  Water Utility
    - **Repairs**
        - Crews repair two 6" AC water mains that burst on N. Coleman St.
- **Sewer Utility**
    - **Collections**
        - **Pumping**
            - 1 tank at Serenity Lane
        - **Inspections**
            - 7
        - **Callouts**
            - 6
    - **Plant Repairs**

- Repair to incubator in lab
- Air compressor service
- Cleaned up Wastewater Treatment Plant

- **Parks Dept**
  - **Parks and Tree Committee**
    - Work party worked on pulling weeds at Johnny Diamond Park
  - **Park Maintenance**
    - Crews finished the roofing project at the Pavilion Park
    - Added sprinklers to Norma Phifer Park.
- **Misc.**
  - **Locates**
    7
  - **Work Orders**
    - 29

Report generated on May 24th. Some of the Work done between May 24th and end of Month may be presented on June Public Works Report.

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

- **May 2021 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for May 18, 2021 Court Date: 71
  - **May 2021 Receipts Including Collections**,
    - **Total Fines**: $23,366.82 (total monies taken in for the month, nothing deducted), *compared to $13,072.55 in May of 2020*
    - **Net Fines**: $12,212.00 (City share only, NOT including collections), *compared to $6,595.00 in May of 2020*
  - **May 2021 Professional Credit Service Collections**:
    - **Total Collection Revenue**: $ 11,154.82 *compared to $6,477.55 in May of 2020*
    - **Turned over to collection**: $ 7,210.00 *compared to $0 in May of 2020*

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

Other Information:

- **Upcoming Court Date: June 15, 2021**
- **Bench Trials: June 10, 2021 & June 24, 2021**

<u>Police Department</u>

- Officers investigated a Physical Harassment at Serenity Lane. Officers are awaiting victim's statement.
- Officers investigated the theft of two catalytic convertors from a vehicle parked at REV Equipment
- Officers made (2) DUII (Driving Under the Influence) arrests. Both were alcohol related. One subject had a .10 BAC (Blood Alcohol Content) and the other was a .13 BAC.
- Officers investigated a Hit & Run with property damage at the Shell Station; a tree was damaged belonging to the City. Awaiting security video to see if any suspect information can be obtained.
- Officers issued three criminal citations for reckless driving. All three drivers were driving in excess of 100 miles per hour on the freeway.
- Officers investigated the theft of semi-truck tires taken from a parked semi-truck trailer.
- Officers initiated a traffic stop on a speeding vehicle on the freeway. The vehicle failed to yield and a vehicle pursuit was initiated. Officers called off the pursuit because it was too dangerous.
- Officers investigated DHS referrals. (1) was at dispute involving children & (2) were checking on children.
- Officers issued two criminal citations for driving while suspended misdemeanor.
- Officers arrested a male at the park who was in a stolen vehicle. The subject also had outstanding felony warrants.
- Officers investigated the theft of two catalytic converters from two work trucks at Tech Equipment.
- Officers made (5) warrant arrests. (4) were misdemeanor Offenses & (1) was for felony drug possession.

<u>Upcoming Events:</u>

- Firearms Training Saturday June 5^{th}
- Coburg Community Charter School graduation June 15^{th}, 16^{th} and 17^{th}
- Coburg Car Classic August 7^{th}

COBURG CITY COUNCIL
MONTHLY REPORTS

TOPIC: Committee and Commission Meeting Minutes

Meeting Date: June 8, 2021
Staff Contact: Sammy Egbert, City Recorder
Contact: 541-682-7852, sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

No action requested information report requested by City Council.
Suggested Motion: Information only

CITY COUNCIL GOAL
Committee & Commission Communication

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

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

ATTACHMENTS

A. 4/21/2021 Planning Commission Special Meeting
B. 4/22/2021 Code Review Ad-Hoc (Mtg 5)
C. 4/28/2021 Finance Audit
D. 5/6/2021 Code Review Ad-Hoc (Mtg 6)
E. 5/12/2021 Heritage Committee
F. 5/13/2021 Park Tree Committee Work Session and Regular Mtg
G. 5/19/2021 Planning Commission
H. 5/20/2021 Code Review Ad-Hoc (Mtg 7)

MINUTES
Coburg Planning Commission
April 21, 2021
Coburg City Hall
91136 N Willamette Street
Via Virtual Conference

COMMISSIONERS PRESENT: Paul Thompson, Chair; Jonathan Derby, Seth Clark, John Marshall, Marissa Doyle.

COMMISSIOENRS ABSENT: William Wood, Vice Chair.

STAFF PRESENT: Megan Winner, Planning & Economic Development; Gary Darnielle, Attorney and Planning Advisory; Nancy Bell, City Council Liaison.

1. Call Meeting to Order
Commissioner Thompson opened the Planning Commission meeting at 7:03 p.m.

2. Roll Call
Commissioner Thompson called roll and a quorum was present.

3. Agenda Review
There were no changes made to the agenda.

4. Public Testimony
There was no public testimony.

5. Approval of March 31, 2021 Special Meeting Minutes

MOTION: Commissioner Thompson moved, seconded by Commissioner Clark, to approve the March 31, 2021 Planning Commission Special meeting minutes as presented. The motion passed unanimously.

6. Commission Training

- Oregon Land Use Planning Law & Process

Commissioner Thompson noted that a training handbook was sent out to the Commission earlier that week. He asked if there were any sections anyone wanted to focus on. He wanted to hear more about The Role of a Planning Commissioner, Land Use Decision Making, and Quasi-Judicial Land Use Procedures. There was no other input.

Mr. Darnielle shared that when the Oregon Planning Institute was open, he ran a Planning Commissioner training. He would be compressing a lot of information into only an hour.

When talking about the role of a Planning Commissioner it was important to remember that they acted as the face of the City. That meant it was important to think about what they were presenting during a public meeting. Mr. Darnielle thought it critically that commissioners be prepared. That meant reading administrative reports and whatever materials were sent out. Asking questions was also a big part of their role. Commissioners also needed to be fair. Community members might not always trust the process, but they might trust the commissioner. Actively participating in the process also played into that.

Mr. Darnielle said that the Commissioners also wore a judicial hat, which restricted them in some ways. Commissioners could talk about legislative issues with anyone so it was hard to remember sometimes what you could and could not talk about openly. Also, with judicial decisions they could not just deny it. If they did not want to approve a motion as presented, they have to offer amendments.

Mr. Darnielle said that there were several different takings, but only one that would apply for Planning Commissioners. It was good to have knowledge of all types. A physical taking was when something had to be added or taken away from a property. When imposing changes on a building there would be costs.

Commissioner Marshall asked about putting open space requirements into their development code and if that would be considered a taking. Mr. Darnielle replied that that was different, but they should be careful. Requiring front lawns was a normal thing to have in a development code but had not been consider a taking in the past. Open space was usually a tradeoff between the City and the developer.

The Quasi-Judicial Land Use Process detailed who could testify in front of the local government. In Oregon anyone who could do it had the right to say what they wanted. If there were procedural mistakes in the process, they were forgivable if they did not impede on anyone's rights. In Coburg, if someone lives within 300 feet of where the application occurs, they had the right to receive written notice of it if they were a property owner. If the person still showed up at the hearing and had notice from a neighbor, it was excusable. Mr. Darnielle said that State law outlined what information should be given to the community about the hearing and application.

In the decision-making process commissioners were subject to certain ethical rules (conflicts of interest). They applied to both the City and applicant as well. As decision makers they could not be bias or prejudge an application.

Commissioner Marshall asked if site reviews were ex-party contact. Mr. Darnielle told him that site review were not, but site views might be. A site review was a land use application, and a site view was when people went to the in question before the hearing. For this reason, site views should be done individually to avoid talking to others about the application.

Mr. Darnielle said that the burden of proof was on the applicant to prove that all approval criteria was met. However, the burden changes based off the testimony. Commissioners would have to bring evidence to overwrite if any criteria were wrong. When there was conflicting evidence between for the applicant, the commission could decide which testimony they trusted more. As decision makers they did not have to just accept a conclusion made by an expert, definitely if they had evidence against their testimony. They could ask the expert to come back with more details and take the other testimony into account. In their final decision they might want to include why they chose one testimony over the other.

When deciding and adopting their findings there were a few things they should keep in mind. One was that they needed to state the facts in their findings as they believed them to be. An applicant's evidence was not enough for a finding, staff or an expert had to make that finding themselves. Also, findings could not be a conclusion, but should instead support it.

Commissioner Doyle asked if the applicant's engineer said one thing and a community member said another if the Commission could ask for a third expert to investigate it. Mr. Darnielle suggested leaving the record open to allow the City engineer to weigh in.

Councilor Bell inquired into if they had to bring in the City engineer if that was their responsibility as the City instead of the applicant's. Mr. Darnielle replied that there were a few ways to do it. The City's engineer could do an independent analysis, or in some cases they could get the applicant to pay for a non-biased third-party engineer. Usually, it would go to the City engineer. He would give the same advice concerning the City attorney. As a Commission they could decide what was not relevant.

The Commission had to look at the impacts of the potential development (noise and traffic impacts) and weigh them against what was currently there. Application details should be clearly defined so that the applicant was aware of what they needed to propose to get approved. Doing that would also make it easier for Commissioners to make a clear decision.

Commissioner Clark had seen many applicants where the City had presented findings of facts. Every time conditions of approval were presented to them. He felt that giving those options made it feel like they only had a few options to choose from. Also, if all findings were founded and, in the right, how could they approve it with conditions instead of as is. Mr. Darnielle replied that the applicant would need to explain why their findings were accurate. Staff sometimes provided an easier solution, so they did not have to get into all the details. Commissioners could ask the City or the applicant to provide more details.

Commissioner Doyle wondered if the development code were vague in some areas and everyone interpreted it different, what could they do. Mr. Darnielle said that the Commissioner's interpretation had to be clear and consistent application to application. If the code were subjective than they could refine it more and provide that information to the applicant. Having someone from the City present to help determine what the code was saying would be helpful. Commissioner Clark asked if that would happen during deliberation. Mr. Darnielle replied that it would. Some complex decisions took place over several meetings, which could give staff and Commissioners more time to develop and answer questions.

Commissioner Thompson noted that Mr. Darnielle said that the Commission should ask questions wherever they had them and make their own destiny. He brought up that there were times when the Commission was being presented the evidence which fit the code but was not getting the outcome that the City wanted. He asked how they dealt with those situations. Mr. Darnielle replied that if the application fit the code requirements, they could not deny it based on not liking it. However, some criteria were more flexible which might allow for a denial. Also, they could incorporate conditions of approval. He thought that the City Council should build in a sit-down discussion with the Commission, since they knew what was working and what was not working in the City. Councilor Bell emphasized that if there were issues that they were brought to the City Council, even if outside of their joint meetings.

7. City Updates

- City Administration Report

8. Adjournment

Commissioner Thompson adjourned the meeting at 8:41 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Planning Commission of the City of Coburg on this 19th day of May 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Paul Thompson, Commission Chair

NAME OF MEETING: **Code Review Ad-Hoc Committee**

DATE OF MEETING: **April 22, 2021**

TO: **Sammy Egbert**

RECORDED BY: **Lydia Dysart**

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ROUTING INFORMATION

(05/06/2021 lld)
(Date and initials)

Code Review
Ad-Hoc Committee
April 22, 2021 5:30 p.m.
Coburg City Hall
91136 N Willamette St.

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

MEMBERS ASBENT: Paul Thompson.

STAFF: Megan Winner, Planning and Economic Planning Assistant; Anne Heath, City Administrator.

1. Call Meeting to Order
Councilor Fox opened the meeting of the Code Review Ad-Hoc Committee at 5:41 p.m.

2. Roll Call
Ms. Winner called roll and a quorum was present.

3. Identify Topics for Review
- Code Specific
- Other Items to Add to the Workplan

Councilor Fox reminded everyone that their emails had to be public, and all meetings had to be announced to be transparent.

Councilor Fox said that if they wanted to be done by August they should probably focus on the downtown area. Taking on everything while learning was too much for them to take on in that time. Mr. Wells pointed out that it was likely for more residential developments to be built on then parts of downtown. When the Wiechert subdivision was presented, everyone was caught off guard and they needed to make changes to stop those types of surprises. For that reason, he thought they should focus on residential and get it done fast. Councilor McConnell asked if changes they made would affect the subdivision since it was already approved. Ms. Heath replied that it would not, but it could affect what they do with the second part of the subdivision.

Commissioner Doyle stated that they were charged with redoing the whole Development Code and if they just redid parts of it, they would just have to keep coming back to make more changes.

Ms. Heath noted that one reason the Committee was created was to look at the build-out scenarios. A lot of responses to the scenarios dealt with parking and traffic, which was a big issue with the Wiechert subdivision. She said that their decision on what to focus on should include the feedback received from the build-out. Ms. Engebretson thought they could find a few issues to focus on with no issue. It could be a mix of small easy fixes and bigger issues. Ms. Heath emphasized that the City Council did not expect this Committee to go through the whole Development Code, but just make amendments in accordance with the build-out scenario feedback.

Mr. Wells questioned how they could not allow some business, like Dollar Tree, without showing biased. Commissioner Doyle brought up that there was Development Code that had written the type of businesses allowed and the size. Ms. Engebretson thought that stores like Dollar Tree were dangerous to a community because they offered unhealthy options. Mr. Wells brought up that Corvallis had code which allowed the citizens to vote on what businesses could build in the area. Councilor Fox thought that was too far. Mr. Wells agreed, but what could they do to keep stores like Dollar Tree out. Ms. Engebretson replied that they could limit the types of businesses in certain zones.

Ms. Heath questioned if they were just against those business in the downtown area and if they would approve of them on the other side of the highway. Councilor McConnell said that as a community they had a right to say how they envisioned the City. Commissioner Doyle mentioned an article that talked about how Calistoga had their town reflective of the history of the community was important. Everyone liked that language. Councilor Fox noted that he, and everyone else, wanted Coburg to look and feel like Coburg.

Ms. Engebretson mentioned that some codes have locational standards. For example, gas stations had to be a certain distance away from each other. They could also limit what kind of grocery stores were available in certain zones by stating that they had to have fresh produce.

Councilor McConnell asked if their recommendation for code changes would go to the Planning Commission or City Council. Ms. Heath replied that since the Committee made changes to the code it would go to the Planning department and Legal department, who would make the changes. They would also need to allow a few times for the public to comment on changes. Then the Planning Commission would approve it. She was unsure if it had to be adopted by the City Council before it went to the State. If they had changes done by the Summer they probably would not be adopted until the Fall. Ms. Heath thought it was better to have the code done well instead of fast. The Committee needed to write out clearly what points they wanted changed and then it could move forward.

Commissioner Doyle thought that having more space for outdoor seating would be great, even after the pandemic. She mentioned Plank Town's layout in Springfield and how it created a good environmental feel. Everyone agreed that they wanted to encourage that type of development.

> **MOTION:** Councilor McConnell moved, seconded by Mr. Wells, to state that moving forward the Code Review Ad-Hoc Committee would focus on the C1 District (downtown central business district) and subdivision sections of the Development Code to incorporate design standards such as Lomski Building and Coburg Inn and in addition consider points made in opposition to the first Wiechert subdivision application. The motion passed unanimously.

Councilor Fox was glad they focused on certain areas since looking at the whole code could be very overwhelming. Ms. Engebretson thought that in the next few meetings they could start looking at more specifics. Having photos and illustrations as reference would be helpful going forward.

Ms. Heath thought that they should pick an area to focus on for each meeting so they could be prepared and focused. Ms. Engebretson thought next meeting should be about the central business district.

4. Future Meetings | Dates to Remember

Next Code Review Ad-Hoc Committee Meeting: May 6, 2021

Councilor Fox encouraged everyone to email Ms. Winner if they had ideas for the next meeting agenda.

5. Adjournment

Councilor Fox adjourned the meeting at 6:47 p.m.

(Minutes recorded by Lydia Dysart)

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

ATTEST:

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Sammy L. Egbert, City Recorder	John Fox, Chair of Ad-Hoc Committee

Audit & Finance Committee

April 28, 2021 5:30 p.m.
Coburg City Hall
91136 N Willamette St.

MEMBERS PRESENT: Cathy Engebretson, Chair; Coleen Marshall, Patrick Kocurek.

MEMBERS ABSENT: Terry Dawson.

STAFF: Tim Gaines, Council Lehmann, City Council Liaison.

1. Call Meeting to Order

Ms. Engebretson opened the Finance & Audit Committee meeting at 5:36 p.m. Everyone present introduced themselves.

2. Minutes Review

Ms. Engebretson noted that the date on the December 29, 2020 minutes was wrong and said it was 2021.

> **MOTION:** Ms. Marshall moved, seconded by Mr. Kocurek, to approve the December 29, 2020 Finance & Audit Committee minutes as amended. The motion passed unanimously.

> **MOTION:** Ms. Marshall moved, seconded by Mr. Kocurek, to approve the January 28, 2021 Finance & Audit Committee minutes as presented. The motion passed unanimously.

3. Finance Reporting City of Coburg – February 2021

Ms. Marshall thought it was unclear in the written comments what their expenditures were and when revenue would come in to make up for those loses. Mr. Gaines replied that revenues came in every sixty days, so they had not received them yet. They knew that revenues were going to be lower, but they just got approved for a grant that would help.

Mr. Gaines reported that the budget would be ready to present on by May 3, 2021. Also, they had just closed the Summit Bank account, so they would no longer see those in the report after April. Ms. Marshall said that it was good to get rid of the account since they did not need it anymore.

Ms. Engebretson asked if they were expecting anything unusual. Mr. Gaines replied that they were not. The budget would most likely be similar to the previous year.

Councilor Lehmann asked how much they were anticipating from property taxes. Mr. Gaines responded that they had not finalized those numbers, but they would have the information soon.

Ms. Marshall thought they did a good job with their expenditures, and they had more in their net income than was originally proposed. If those were their final numbers when the books closed, they would be in a good position.

4. Review Ordinance A-172-B: System Development Charges

Mr. Gaines said that System Development Charges (SDC) funds were used for development and that money was tied up in residential units. He thought they should review if the ordinance to see if it was beneficial to the City.

Councilor Lehmann asked what the benefit of the SDC was. Mr. Gaines replied that developers could apply for SDCs and slowly pay them off instead of paying up front. He thought it was good to have financing for business, but it slowed down revenue. Councilor Lehmann asked if the SDC had interest on it. If it did accrued interest at anything above 4% than it might be beneficial for the City. Mr. Gaines replied that it accrued interest, but he was unsure what the rate was. He could bring the information to their next meeting in three months. Councilor Lehmann thought this kind of decision could go to City Council for approval. He hoped they could see it before the Audit & Finance Committee met again, since it seemed like an important topic since a residential development was in the works.

Councilor Lehmann asked if the City could deny SDC funds. Mr. Gaines responded that they could not deny someone if they met all the requirements.

Mr. Gaines said he would get more information and present it to City Council. From there he would come back to the Committee with a recommendation from them. They would move forward based off that. Councilor Lehmann thought they might want to make a motion for City Council. Their Committee minutes might not be available until after they met in three months, but staff told them that draft minutes could be used in their place.

Councilor Lehmann wanted to make a motion saying that applications for SDCs were not automatically approved but considered and approved based on the financial ramifications for the City.

Councilor Lehmann wanted the rate to be discussed when they had more information. Mr. Gaines thought they could have another meeting soon to give the Committee more information before they made a motion. Ms. Engebretson thought that they just needed to move to have City Council look at this issue. She did not think it was something that should come back to their

Committee. Mr. Gaines agreed, and said that someone on City Council might have more information.

Councilor Lehmann wanted to know how often payments were made. Mr. Gaines replied that payments were made twice a year.

Ms. Engebretson was worried that the City would not get their money back if the development went under.

Ms. Marshall thought at one point the City increased their SDC limit because they were behind what other cities were providing.

The Committee agreed that the review of Ordinance A-172-B: System Development Charges should go to City Council.

5. Discuss Fiscal Policies and Accounting Procedures Manual

Ms. Engebretson said they should skip over accounts payable because they had spent a lot of time in the past on that. They could circle back at the end if they had time. She suggested that for their next meeting they should pick a few sections of the manual to read so that everyone was prepared accordingly.

First, they would go over payroll. Councilor Lehmann asked what a Special Document Handling (SDH) deposit was. Mr. Gaines replied that it was how the City conducted direct deposits to employee's bank accounts.

Ms. Engebretson asked if they had references reporting from the payroll services to the bank accounts. Mr. Gaines responded that he got asked for approval for the deposits. The document noted the amount the employee was paid. Ms. Engebretson wondered if that was necessary for the Finance Office to verify that information. She did not think it was bad but wanted to know what staff thought. Mr. Gaines thought it was good to do so they did not make a mistake.

Ms. Engebretson inquired into if anyone doubled checked that the amounts withdrawn from the City account matched what was on the timesheet. Mr. Gaines told her that they did check that.

Mr. Gaines said that the payroll description in the manual did a good job representing the reality of what the City did.

Councilor Lehmann directed everyone to look at number six under the general ledger header. He asked if the City had a contractor, they usually went to for approval. Mr. Gaines responded that they did. Ms. Engebretson asked if they would still be available after COVID-19. Mr. Gaines believed they would be. There was just a temporary pause because of issues related to the pandemic. Ms. Engebretson wondered if they should add more language around the requirements for the contractor.

6. Next Step for Committee

Mr. Kocurek reminded everyone that that was his last meeting with the Committee. They had to make sure Anne Heath was aware of this and get the information out to the community.

7. Adjournment

Ms. Engebretson adjourned the meeting at 6:57 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Finance | Audit Committee on this day of l 2021.

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Cathy Engebretson, Chair

ATTEST:__________________________________
Sammy L. Egbert, City Recorder

Coburg Development Code Review Ad-Hoc Committee
Virtual Meeting via Zoom
May 6, 2021 – 5:30 P.M.
Coburg City Hall
91136 North Willamette St.

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

COMMITTEE MEMBERS ABSENT: Business Owner; Alan Wells, Planning Commissioner; Paul Thompson

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

RECORDED BY: Jayson Hayden, LCOG

CALL TO ORDER

Ms. McConnell started the meeting of the Coburg Development Code Review Ad-Hoc Committee at 5:37 p.m.

ROLL CALL

Ms. Winner took roll.

MINUTES FOR APPROVAL

Ms. McConnel moved to approve the minutes as presented, Ms. Engebretson seconded.

Motion passed unanimously.

COMMITTEE BUSINESS

Chair Fox recapped the last meeting including design of boardwalks and the Lomsky building. Ms. McConnell asked how to move forward with these codebook changes, Chair Fox suggested adding illustrations to make codes more understandable. Ms. Heath inquired if codes from other cities would be examined and Ms. Winner responded that code from Independence, Cottage Grove, Albany, Corvallis, and Calistoga, CA would be examined. Chair Fox asked why Cottage Grove had been chosen and Ms. Engebretson responded that Cottage Grove had not changed much since she had been a child. Ms. Winner outlined her process for choosing which codes to review.

Chair Fox asked to clarify parking and landscaping features. Ms. Heath wished to clarify the code regarding livestock and setbacks in historic residential areas. She noted that setbacks sometimes made it difficult to add onto a house. She also mentioned that in the past metal buildings were not allowed in residential areas.

Chair Fox explained that tunneling would take place downtown and in the business district first, before moving to the commercial and residential areas. Ms. Heath suggested bringing any recommendations back to the committee for review after they were written up professionally. Ms. Engebretson hoped the committee would be able to come up with recommendations for the downtown area. Ms. Heath suggested that recommendations and notes be sent to Ms. Winner between meetings.

Ms. Engebretson shared examples from other cities' codes regarding types of architectural details required. Chair Fox asked about a type of awning used by the Coburg Inn. In response to inquiry, Ms. Doyle explained what pediments and inset windows were. Ms. McConnell suggested giving the planners specific examples of codes from other cities to implement. Ms. Heath proposed sending Ms. Winner to take photos of the desired features. Ms. Doyle asked which article of the Albany development code was being considered.

Chair Fox inquired about rules for setbacks from the street and Ms. Engebretson explained that there was a maximum of a 15-foot setback. Ms. Doyle explained that the buildings in the commercial district should be as close together as possible to have more room for landscaping and other features in the setbacks. In response to inquiry from Chair Fox, Ms. Doyle outlined the verbiage required for a setback code. She also described the setbacks and right of way at the new Coburg Inn.

Chair Fox noted that any development downtown would require some sort of storm drain code. Ms. Doyle suggested looking at existing storm drainage structures as examples to avoid. Ms. Heath reminded the committee that some desired features are not specified in code as the needs varied in each case. Ms. Winner suggested consulting engineers and public works to come up with more aesthetically pleasing features. Chair Fox was cautious about not having a minimum standard for stormwater features. Ms. McConnell agreed and suggested adding verbiage to allow engineers to decide which specific feature is best in each example. Mr. Behney reminded the committee that maintenance of these features would be up to the property owner or public works.

Ms. Engebretson suggested adding a maximum of a 20-foot setback if there are pedestrian amenities. Ms. Doyle added that a minimum standard should also be set. She also explained how existing historical features and the Covid pandemic requirements can also conflict with setback plans. The committee discussed how major historic events can change building code.

In response to inquiry, Ms. Winner and Ms. Doyle outlined a point system for choosing which amenities to implement depending on the size of the building. Ms. Doyle shared a portion of the new Albany building code describing the point values for various amenities.

Chair Fox asked if there were any other concerns from the committee. Hearing none, he thanked Ms. Engebretson and Ms. Doyle for sharing their presentations. He asked for the committee to bring any notes to Ms. Winner before the next meeting.

FUTURE MEETINGS/DATES TO REMEMBER

- Next Development Code Review Ad-Hoc Committee Meeting - The next meeting was scheduled for 5:30 p.m., Thursday, May 20th.

ADJOURNMENT

Chair Fox adjourned the meeting at 6:55 p.m.

APPROVED by the Development Code Review Ad-Hoc Committee of Coburg this 20th day of May 2021.

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Chair, John Fox

ATTEST:

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Sammy L. Egbert, City Recorder

Coburg Heritage Committee

May 12, 2021 – 6:00 p.m.
Virtual Meeting – City Hall
91136 North Willamette St.

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

COMMITTEE MEMBERS ABSENT: None.

STAFF PRESENT: Megan Winner, Planning & Economic Development Assistant; Mark Alexander, City Council Liaison.

1. Call Meeting to Order

Ms. Doyle opened the Heritage Committee meeting at 6:02 p.m.

2. Roll Call

Ms. Winner called roll; a quorum was present.

3. Approval of Minutes

MOTION: Ms. Sardell moved, seconded by Mr. Sheehan, to approve the April 14, 2021 Heritage Committee minutes as presented. The motion passed unanimously.

4. Committee Business

- Preservation Awards Plaque Discussion

Ms. Winner said that they were awarded an additional $2,000. They now had a total of $9,223 to be spent by Fall 2022. They talked about getting plaques for historical buildings around town by this Summer. She asked if everyone still liked that schedule. Ms. Sardell liked the timeframe but was unsure if they would get the plaques before Fall. They had to first figure out which properties would be awarded.

Ms. Doyle went through the buildings and chose three of the older houses that she thought were particularly great. She nominated the N.C & Rebecca Burns House (32648 East Van Duyn) which was built in 1894, the Alice Balch House (32738 East Delaney) built in 1906, and the Diamond House (91143 Diamond Street) built in 1890. Councilor Alexander asked how she decided on those buildings. Ms. Doyle replied that she thought those buildings were well kept, resembled the original façade they had, and had curb appeal.

Councilor Alexander inquired into if there were older homes in the historical district that did not contribute. Ms. Sardell responded that there was usually at least one home that did not, but she was unsure. The report listed contributing buildings.

Ms. Sardell said they talked about potentially having a plaque at a lot like the mill site. Councilor Alexander shared that his neighbor brought him a floorboard from a house that was built in 1910. Mayor Smith told him that it was a piece cut at the old mill. Councilor Alexander wondered if they could contribute it to the mill site in some way. All members of the Committee were in favor of that. Ms. Doyle wanted to talk about it at their next meeting.

Ms. Winner brought up their historical district booklet and showed pictures of all the buildings Ms. Doyle nominated. Ms. Sardell mentioned that the black and white photos looked like they were taken in the originally town survey sometime in the 1960s. They could not use those show what the buildings first looked like. She said that the Matthew House photo looked vintage.

Ms. Sardell agreed with Ms. Doyle's nominations. Ms. Doyle thought that the H.J. Cox House (32619 Bruce Way) could be a runner up. Ms. Sardell thought it would be good to have a runner up in case any of the first three did not want to participate.

Ms. Doyle inquired into if they wanted to do something at the mill site. Ms. Sardell replied that they could do something there or maybe at Booth Kelly. Ms. Doyle thought using the plank Councilor Alexander had at the mill site would be amazing. Councilor Alexander thought getting an old saw blade to go with it would be cool. Mr. Sheehan said he might be able to get one.

Ms. Shattuck reached out to a business in Salem to asked about plaques. They referred her to a place, McAdam Aluminum and Bronze, in Portland who were willing to help. She needed to go back with more specifics about their plaques to get a quote. It would take four to six weeks for production.

Ms. Winner thought that all plaques could have a similar lay out. Ms. Sardell agreed since they would probably not be in an area where people would be able to closely read them. Ms. Winner supported the historic Coburg logo being used. Ms. Doyle thought the logo could be at the bottom and the top could say "Property nominated for the Coburg Preservation award" then some type of recognition of outstanding performance. Mr. Sheehan asked if they should add the year nominated, 2021. Ms. Sardell wondered if they should do the year the building was constructed. Ms. Shattuck noted that they would have to make changes to each plaque to do that. She added that the business thought bronze would be the best option, but the Committee could pick something else. Ms. Sardell thought the bronze would look nice. Ms. Doyle asked what size the plaques would be. Ms. Shattuck responded that she had talked to them about 6x8.

Mr. Sheehan wanted to see the final quote. He worked with Brewery Branding closely and thought they could get a good deal from them.

Ms. Sardell reviewed that the plaque would say “Historic preservation award” on top, then “awarded by the Coburg Heritage Committee”, then the year the building was built in, then the Coburg bicycle logo.

Ms. Shattuck would get a quote and come back to the Committee. She would contact Mr. Sheehan after she got the quote.

Ms. Winner asked if anyone was willing to reach out to the three building owners. Mr. Sheehan volunteered.

- National Alliance of Preservation Commissions (NAPC) Webinars

Ms. Doyle reminded everyone that Ms. Winner shared the schedule with them all. She would be attending the Community Outreach webinar the next day.

Ms. Sardell said she attended the Virtual Summit at the end of April. Many people there talked about the lack of volunteers and how they could better celebrate heritage. They talked about the context of the Latinx culture in their area. She did not know about that and thought they could learn more and discuss it at a future meeting.

Ms. Winner took some of their historic Coburg booklets to Eugene. She liked the idea of distributing them more. Also, the webinars were ongoing and if someone wanted to attend one then the City would pay.

- Development Code Discussion

Ms. Doyle said that they were still working on the code. The Ad-Hoc Committee had decided to focus on the downtown commercial district. There were some historic buildings in that area. She would advocate for historic preservation to be included at their next Committee meeting.

5. Future Meetings | Dates to Remember

Next Heritage Committee Meeting: June 9, 2021

6. Adjournment

Ms. Doyle adjourned the meeting at 6:58 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by Heritage Committee on this 9th day of June 2021.

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Marissa Doyle, Heritage Committee Chair

ATTEST

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Sammy L. Egbert, City Recorder

Coburg Parks | Tree Committee
Work Session
May 13, 2021 – 5:00 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: None

STAFF PRESENT: Brian Harmon, Public Works; Megan Winner, Planning and Economic Planning Assistant; Anne Heath, City Administrator; Sammy Egbert, City Recorder; Gary Darnielle, City Attorney.

GUESTS: Ramon Fisher; Todd Favreau, Property Owner

1. Call Meeting to Order
Ms. Mosier called the Park and Tree Committee to order at 5:00 p.m.

2. Roll Call
Mr. Harmon took roll and a quorum was present.

3. Annexation Property Open Space
Ms. Heath began by explaining that this meeting came about because of the discussions about the open space of this property. Because this type of property has a different requirement than what the Park and Tree Committee might be used to, Ms. Heath thought it was important to take the time to outline the developer requirements and allow the developer talk about the property and their plans for providing open space on the property.

Ms. Heath invited Mr. Darnielle to outline the requirements for this property.

Mr. Darnielle explained the need to differentiate between the standards that apply in the light industrial district from a normal residential subdivision land use. In a light industrial district there were certain open space requirements that require a certain percentage of the property to be landscaped. Mr. Darnielle said that there was no mechanism for dedicating money to supporting parks. Much of the 20% of open space will be in a conservation easement, in part to provide a buffer between light industrial uses and residential uses to the east. This development agreement differs from other agreements in that the developer won't be actually performing the development but will be selling the parcels to different parties who will develop different sections to be annexed.

Mr. Darnielle asked the committee for any questions.
Ms. Coury asked if the 20% of the property designated to open space would look different from a central park. Mr. Darnielle responded that the code allows developers to create private parks which serve the interest of employees but are not accessible to the public depending on the location of the open space and what the best use of the space will be.

Mr. Mosier asked to define the term easement, Mr. Darnielle explained that an easement was a legal right to use someone else's property. In this case, the easement is over what is now the applicant's property but will eventually be under different ownership and will go with the land when it's sold. Mr. Darnielle explained the need to determine who will manage the easement. He said this easement was an encumbrance on the property that prevents it from being developed and would specify the allowed uses within it. He said that the property owner would retain ownership but the easement would burden the ownership right.

Ms. Mosier suggested that the property owner be responsible for maintenance of the easement and Mr. Darnielle agreed. Ms. Heath added that they weren't completely sure what it would look like but hoped that Mr. Fisher would share his thoughts.

Mr. Fisher gave some background on the property, explaining that they had owned it for 10-12 years and that the property was not suited for farmland. He noted that Lane county was lacking in large lot industrial parcels. Mr. Fisher shared that they were successful in attaining light industrial zoning last year and were now working on the annexation agreement. The challenge was that they did not know who the end user would be and whether it would be someone who would purchase the whole thing. Mr. Fisher said there was a prospective buyer in place, and that the property would likely be either split into 4 smaller parcels or 2 small parcels in front with one large in the back, bisected by an entrance road. He met with the Diamond Ridge residents who desired to keep a natural buffer of trees on the east side of the property. Mr. Fisher proposed leaving as much buffer as possible, between 15-17 acres. This area could be used by customer's employees for recreation or left wooded as it is. He noted early concern was what happened when the companies went home at night, and that the Diamond Ridge residents did not want an area where people would be loitering at night.

Mr. Favreau added that the buffer and/or the park lands would be in the sloped area on the east side of property. Ms. Heath noted that this was an important wooded area because it protects homes and retains timber on the back of the property.

Ms. Mosier inquired about the width of the property and Mr. Favreau answered that there was a 330' width and a vertical elevation ranging from 415' to 475'.

Mr. Beatty asked if the landscape would remain the same when driving east out of Coburg, Mr. Fisher answered yes it would be mostly the same. Mr. Beatty added that there would be very little human footprint in the area.

Ms. Mosier asked where the entrance to the area would be, Mr. Fisher said there would be an access road running north-south through the center of property, with the people on the east side having direct access to the buffer area.

Ms. Coury asked if all of the 20% buffer would be on the east side of property, Mr. Fisher answered that the contract stipulated 20% of the property to be open space, and that the west side especially would have to be landscaped. He added that the prospective buyer wanted the northeast quadrant property which would be in the buffer zone. Mr. Fisher considered allocating the rest of the buffer area to each of the other properties so the people on the west side didn't have to include 20% of landscaping area.
Ms. Coury asked about the creek on the west side of property and if a perimeter trail were possible. Mr. Fisher said that one problem was that the city services may not want to patrol there at night. He said to think of the property as 4 separate businesses and that a path running through it would not produce the end result desired. Ms. Coury asked if this was city property and who was responsible for determining what the open space looked like, Mr. Darnielle answered that the city will review the development against code regulations including open space and setback regulations and that it is not the city's property but is its jurisdiction. Ms. Heath added there was a requirement to create open space for the employees of the businesses rather than a public park.

Ms. Smith asked about policing concerns and if a security gate were possible at the north entrance. Mr. Fisher answered that because it would be a city street when completed, ODOT would have jurisdiction but that there may be gated entrances off of the new street.

Mr. Beatty asked if this property could be accessed now and Mr. Fisher replied yes.

Ms. Coury asked how big the lot sizes would be, Mr. Fisher answered generally 25-50 acres. Ms. Coury added that the responsibility of the parks committee was to have a long term plan including trees to help reduce heating and cooling bills and mitigate pollution, and hoped that people were investing in the future livability of the whole area. Mr. Fisher agreed, adding that he had been approached by people who wanted a medium industrial use but that the city did not want that.

Mr. Morneau asked if the residences to the west would be given the same consideration as the ones to the east. Mr. Fisher responded that the western property owners would need to do a lot more landscaping to create a buffer. Mr. Favreau added that there was a natural buffer on the east side but that the code requires a buffer on the west too.

Ms. Mosier asked how much of the area was soggy during winter months, Mr. Fisher said there was about 14 acres of wetlands, with about 8 acres being in the middle of the field and some in the buffer area. He said the plan was to buy credits in the wetlands bank to allow customers to build in those areas but that there may be some protected easements that are not buildable. Ms. Mosier hoped to maintain at least some wetlands.

Ms. Coury asked where the western property owners would get oversight from when developing the properties, Mr. Fisher answered that the annexation agreement included a list of requirements from the city and that they are hoping to start as soon as the property is annexed. He also mentioned making sure they honor any existing easements.

Ms. Heath said it was important to point out that any time a parcel is sold the development required a master plan and that the city wanted to plan upfront for what the open space looked like for the whole area instead of planning 4 different areas separately. She wished to add this to the annex agreement.

Ms. Marshall asked if the park committee would review the master plan once it was finished. Ms. Heath asked if the master plan agreement would be for the whole property or just the piece that was sold, Mr. Fisher said he believed the entire property would be done, depending on who is interested in buying. Ms. Heath said the master plan could be shared with the park committee once completed and added that they tried to engage the park committee in these types of developments.

Mr. Fisher commended the committee on their hard work and commitment.

Mr. Beatty asked if the intersection with I-5 was suited for the expected traffic this development might produce. Mr. Fisher answered that a traffic study was being performed and that ODOT would need access to the Country Squire area and the trailer park but would only need to notify the owners for access. He said there should be a process in place for working with ODOT when the overpass work started. Mr. Fisher did not anticipate this work would overlap with the land development. Ms. Heath added that there was funding available for the design of the bridge and that ODOT showed a preliminary design for rebuilding the bridge. She hoped there would be funding to build in the future but said that currently it is funded for design only. Mr. Fisher added that any improvement there would also help sell the property.

Ms. Coury asked about the entranceway being built and whose property it was on, Mr. Fisher answered that it was not city property. Mr. Morneau added that this was private property.

Ms. Mosier asked about the north side of Van Duyn and Mr. Fisher said that ODOT may take a small sliver of that property. Ms. Mosier expressed concern about maintaining wetlands and remarked on the possibility of owners putting in a sports park.

Ms. Heath noted that one positive of this was receiving SDC funds which will pay for future parks in other areas of the community.

Ms. Mosier was sad to see Coburg expanding and losing farm and pastureland but expressed appreciation for the committee's work.

4. Adjournment
Ms. Mosier adjourned the meeting at 5:43 p.m.

APPROVED by Park | Tree Committee on this xx day of xx 2021.

ATTEST:

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Sammy L. Egbert, City Recorder Mary Mosier, Chair

(Minutes recorded by Jayson Hayden)

Coburg Parks | Tree Committee Meeting
May 13, 2021 – 6:00 P.M.
Virtual Meeting – Coburg City Hall
91136 North Willamette St.

DRAFT

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

COMMITTEE MEMBERS ABSENT: None

STAFF PRESENT: Brian Harmon, Public Works; Megan Winner, Planning and Economic Planning Assistant.

1. Call Meeting to Order
Ms. Mosier called the Park and Tree Committee to order at 6:01 p.m.

2. Roll Call
Ms. Mosier took roll.

3. Agenda Review
Ms. Mosier asked if there were any changes to the agenda.

Ms. Smith wished to add deciding on the replacement spring toys for Pfeiffer Park.

4. Approve Minutes from April 20, 2021
Ms. Mosier asked if any changes were needed on the minutes.

Ms. Coury corrected item I regarding Booth Kelly signs, saying she did not recall suggesting the council type up a blurb about what to say on the signs. She remembered being behind schedule and had not made the signs yet. Ms. Coury suggested striking the entire paragraph from the minutes. Ms. Smith wanted to reflect the talk somewhere in the minutes, recalling that the conversation included Ms. Coury typing up blurbs on the botanicals and Ms. Smith taking them to the Heritage Committee.

Ms. Smith expressed a desire for grammatical accuracy and the need for more professional minutes.

Ms. Mosier noted a grammatical error on page 5, Ms. Coury continued and noted two cases of incorrect pronouns on that page.

MOTION: Ms. Marshall moved, Ms. Coury seconded a motion to approve the minutes from the April 20, 2021 Park and Tree Committee meeting as corrected. The motion passed unanimously.

5. City Updates – City Administrator Monthly Report

There were no city updates.

6. Review Bylaws

There were no bylaws to review.

7. Committee Business

- **Budget Review**

Mr. Harmon began his presentation. He explained that money had to be put back into the parks department, noting that available spending went from around 9% back up to 30% in the beginning of April.

Mr. Harmon asked the committee if there were any questions on the budget.

Ms. Mosier asked to clarify if this was next year's budget, Mr. Harmon said no, and that next year's budget had not yet gone to the budget committee yet.

Ms. Smith asked how much was left to spend on park toys this fiscal year. Mr. Harmon answered around $11,900, less about $5k and possibly more because the pavilion re-roofing project went over estimate as it could not be accessed safely and required a rented man lift. He thought that there would be room in the budget for the new spring toys.

Mr. Harmon shared that he met with Ann Heath regarding next year's budget and on moving forward with a plan to split capital so that both public works and the Parks and Trees Committee would have money for capital improvement projects.

He admitted that the next fiscal year would be tough and described the need for a second mower, explaining that this will allow public works to get all the mowing done in a day. This would free the crew for the more important work of preventative maintenance on water and wastewater systems which had been falling behind. He explained that between the warmer weather and the rains they were struggling with trying to catch up on mowing. He expected to present $15k in capital for a mower and $5k for the Parks and Trees Committee to budget. He noted that this was less than discussed previously and explained that he tried to get more, but that he and Ms. Heath had to make tough decisions before it even went to the budget committee. He expected that the following year's budget would depend on what happened development-wise.

Mr. Beatty asked if system development charges went only to capital gains or if they could be used for capital improvements, if it could be used for maintenance or only for new purposes. Mr. Harmon answered that SDCs were for anything that was a capital improvement or was listed in the master plan. Mr. Harmon added that they would be looking at the capital improvement lists of all departments including wastewater and streets. He and Ms. Heath had discussed possibly revisiting the Parks and Trees capital improvement list this summer and he said this is what SDCs would apply to. He noted that the Johnny Diamond Park development set back the SDC fund significantly.

Mr. Beatty mentioned the addition of ADA ramps and Mr. Harmon responded that they were not an expense to the city. Mr. Harmon was upset about the ADA ramps being unfinished. In response to inquiry, he explained that the new mower would be similar to the walking mower purchased a couple years ago. Mr. Beatty remarked that this would make mowing pretty fast.

Mr. Harmon asked if there were any more questions on the budget for the next 2 years.

Ms. Marshall noted that the increase in the PERS amount this year would be 6% which may affect all funds. Mr. Harmon responded that last year there was more to take in the general fund than other departments. Ms. Smith added that even having $5k is nice and that they were able to plan and prioritize what to do for the year.

Mr. Harmon projected the purchase of a new parks vehicle in 2024. He explained that a 5 year budget forecast allowed them to plan ahead and added that a substantial amount of new SDCs would be coming in. Ms. Mosier said she would like to have money to buy more area for park if necessary and Mr. Harmon said he and Ms. Heath had been having these conversations.

Ms. Mosier asked if anything more had been heard about the development at the end of Coleman and Dixon. Mr. Harmon said he would meet with the engineer the following day to finalize the public improvement plans and that groundbreaking would likely begin soon after. He noted that construction costs were going through the roof and gave an example of a certain type of pipe rising in price between 5%-9% per day. He said they were having to find alternative materials due to cost but expected the prices would come back down. Mr. Harmon said he added 9% to fuel lines across all departments which had not been done in a long time. Ms. Mosier remarked that it would be nice to do some planning there and noted that they had been able to salvage some dirt from Johnny Diamond Park. She added that a BMX bike track was being considered.

Mr. Beatty asked about the protocol for the flagpole memorial. Mr. Harmon explained that the timeline was still unknown but that grant funds were possibly available. Mr. Smith asked if leftover money from the spring toys could be used to start the project and Mr. Harmon recommended that the council make a decision about the spring toys at Norma Pfeiffer. Ms.

Smith offered that she and Ms. Marshall could meet to pick out the toys and asked how many they should purchase or if they should just not exceed a certain dollar amount. Ms. Marshall said two toys would be fine for the given space. Ms. Smith asked if the group was okay with her and Ms. Marshall choosing which toys to buy. Ms. Mosier asked if the committee agreed, Mr. Morneau agreed and said he was fine with spending up to $1000. Ms. Mosier suggested shelving this and appointing a committee to come up with a budget.

Ms. Mosier said that the flagpole design was approved last month but that there was still rough work to be done on the sidewalk and on deciding the size of the medallions. She added that any left over in this project must be used before the next fiscal year or will be lost.

Ms. Smith suggested that any extra money be used for a couple new tables made of plastic board. Ms. Mosier asked if tables were the priority and suggested having a discussion about what the committee would like to spend this money on. Ms. Marshall said that people who used the park frequently weren't really excited and offered that maybe this wasn't a priority. She said she would be happy putting the money toward the flagpole memorial and that there should be a committee consensus about what to do with leftover money. Ms. Coury agreed about putting the money towards the flagpole.

Mr. Beatty noted that roses would take 9 or 10 months to order and the order would have to be placed by July. He asked how to proceed. Ms. Mosier said that concrete work would ideally be done before planting so as to not damage the flowers. Ms. Smith suggested that Mr. Beatty and Mr. Harmon decide how much sidewalk and plants will cost and said that it would be better to set a timeline. Ms. Mosier suggested it would be better to put this off to the next fiscal year and apply for a grant then. She noted that there were still funds that needed to be spent this year. Ms. Smith said that a decision had to be made because finance couldn't spend money after a certain point in June. Mr. Harmon said that they tried to get all purchases in by around June 30th and suggested revisiting this in the June meeting.

Ms. Mosier suggested considering kid's equipment for Johnny Diamond and Ms. Smith said she preferred tables as they could be used anywhere in the parks and could be provided to businesses for use in the summer. She noted they could also be bolted to a pad if they wanted the tables to be permanent. Ms. Smith was disappointed that the grant for the pop-up plaza did not go through. Ms. Mosier offered to appoint Ms. Smith and Ms. Marshall to check on the spring toys and pop-up tables and the group agreed.

- **Spores Parking Area**

Ms. Mosier said she would like to see some angled parking in the gravel area at Spores and asked if public works had any plans to level the area for parking. Mr. Harmon said this was possible but that there were no formal plans to. He was unsure if an ADA parking stall would be required and said he would research this, suggesting they could begin marking in June or July. Ms. Mosier said that parking may not be needed there and Mr. Harmon agreed but said that it may be needed for beautification purposes. Ms. Mosier suggested improving the area around Muddy Creek with a bench and sign that gave the history of the creek. Ms. Smith offered to take the sign idea to the historical committee.

- **Historical Signage**

Ms. Mosier asked if Ms. Smith had talked to anyone at Heritage, Ms. Smith said she was waiting on Ms. Coury to write up the blurb. Ms. Mosier suggested that Ms. Smith also bring up adding historical information to Johnny Diamond Park.

Ms. Coury shared that she created signs for ivy and maple trees. She said she would also mention the licorice ferns even though they were too dry and shriveled to be seen.

Ms. Coury welcomed any edits from the committee.

- **Booth Kelly Signs**

Ms. Mosier said they would have to come up with money for signs and suggested that the heritage committee may have a source, noting that the signs going in Booth Kelly Mill would be a lot different than the ones at Johnny Diamond Park.

Mr. Harmon said that Terry Dawson volunteered to have the signs made.

- **Tree Sub Committee Report**

Mr. Beatty said that there was not much to report but that any pruning for Nora Pfeiffer Park was probably postponed until fall. He suggested spending some budget money for replanting trees around the ponds for shade and bird habitat. Mr. Harmon responded that there was budget money available to purchase and plant trees. Mr. Smith suggested figuring out a water source before planting so the trees weren't lost again. Mr. Beatty asked how to move forward with his ideas and Ms. Mosier said to work with Mr. Harmon to see if they are feasible.

Ms. Mosier asked if anything had been done to the heritage cherry trees. Mr. Beatty said that conversation about this would commence in fall and that there would need to be some wood removal and cleanup.

- **Arbor Day Recap**

Mr. Beatty shared that he planted 2 trees at Jacob Spores and replaced a dead maple tree with a crabapple behind the pavilion. He noted that those trees were growing into overhead utility lines and may need to be trimmed. Ms. Mosier said the trees looked nice and asked if there was any protection from nutria, Mr. Beatty answered that the water bags were serving that purpose and that so far the nutria has not been a problem.

- **Dari Mart Landscaping Project Recap**

Ms. Mosier said it looked like some progress had been made. Mr. Morneau explained that they were still waiting for more product to arrive and that the whole process would be done by the 30th of the month.

- **Recap Pavilion Park Roofing Project**

This was covered in the Budget Review.

- **Work Party Recap from May**

Ms. Marshall shared that between herself, Ms. Mosier, and Mr. Beatty, a total of 8 hours had been spent pulling weeds at the east end of the outside of Johnny Diamond Park but there was still work to do at the other end. She noted that Mr. Beatty found a product that would be safe for the plants to control weeds. Ms. Marshall said she received many positive comments from citizens.

Ms. Marshall suggested advertising on social media for help on the project, noting that people must sign a waiver form first. Ms. Smith suggested posting signs advertising the time and location of work parties and that Ms. Winner could probably take care of this. Ms. Mosier did not think additional signage downtown would be necessary and that an online posting may be more efficient. Ms. Smith suggested posting an ad in the newsletter also.

- **Work Party Plan for June**

Ms. Mosier asked where next month's work party should be. Mr. Beatty suggested the tree circles at Nora Pfeiffer Park. Ms. Smith added that the flower bed would likely need to be cleaned out and Ms. Mosier suggested adding wood chips to slow weed growth. Mr. Beatty said that flowers were needed at Jacob Spores too and volunteered to pick out plants.

Ms. Marshall noted that they would need to physically spread out to cover planting and pulling weeds and suggested meeting at Norma Pfeiffer Park and going from there.

Mr. Morneau asked if the 4 swales on Mill Street would be cleaned out soon, Mr. Harmon answered yes that it will be addressed the following morning.

Mr. Harmon shared that public works would be moving to a 4/10 schedule with a split Monday/Friday crew and would be using Mondays and Fridays for preventative work, giving the city 10 extra hours of work during the week.

- **Committee Work Plan Review (next project)**

Ms. Mosier said that the Jacob Spores playground equipment would be removed as the neighbors did not want it. She suggested Ms. Smith and Ms. Marshall meet to pick out some spring toys and look at tables for Norma Pfeiffer Park. Ms. Mosier thought that toys wouldn't fit with Johnny Diamond Park as it was more of a natural park. She said to look for anything else fun that might fit.

Mr. Morneau wanted the committee to keep in mind that there will be public events coming back to Coburg including concerts in the park, a car classic, and an antique fair. He stressed the need to keep those areas clear and available during the construction projects.

Ms. Coury asked if the bike station would be coming this summer, Mr. Harmon said that the project was still being designed.

Ms. Marshall asked if the June work party would be on the second Monday of the month and said she would be out of town at that time. She suggested moving the party to June 21st at 9 a.m. and the committee agreed.

Mr. Harmon asked if the group had a chance to look at the information kiosk roof and commended the crew's work. He added that some money would likely be needed to revamp the pavilion. He said that if a mower was purchased this year then the pavilion revamp may need to be pushed to the summer of 2022. He planned to come to the committee in July with ideas and costs. He asked how long the summer concerts lasted and Mr. Morneau answered from mid July to the end of August. Ms. Morneau also commended the work on the pavilion roof.

Ms. Mosier asked if anything should be added to the agenda for next month.

8. Adjournment
Hearing no further discussion, Ms. Mosier adjourned the meeting at 7:07 P.M.

DATES TO REMEMBER
June 8th City Council Meeting
June 15th Parks and Tree Committee Meeting

APPROVED by Park | Tree Committee on this xx day of xx 2021.

ATTEST:

_____________________________ _____________________________
Sammy L. Egbert, City Recorder Mary Mosier, Chair

(Minutes recorded by Jayson Hayden)

MINUTES
Coburg Planning Commission
May 19, 2021 7:00 P.M.
Coburg City Hall
91136 N Willamette Street
Via Virtual Conference

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

COMMISSIONERS ABSENT: William Wood

STAFF PRESENT: Ann Heath, City Administrator; Megan Winner, Planning & Economic Development; Nancy Bell, City Council Liaison; Jacob Callister, LCOG; Henry Hearley, LCOG.

1. Call Meeting to Order
Chair Thompson called the meeting at 7:01 P.M.

2. Roll Call
Commissioner Thompson called roll and a quorum was present.

3. Agenda Review
There were no changes made to the agenda.

4. Public Testimony
There was no public testimony.

5. Approval of April 21, 2021 Meeting Minutes
MOTION: Councilor Derby moved, Councilor Marshall seconded a motion to approve the minutes from the April 21, 2021 Coburg Planning Commission meeting as presented. The motion passed unanimously.

6. Commission Business

- **Coburg Creek Subdivision**

Mr. Hearley began his presentation on planning updates. He shared that the development agreement for the Coburg Creek Subdivision, which was approved by the Commission in December, had been signed by the applicant and the City. He noted that the civil engineer had submitted their second round of public improvement reviews and they were now being conducted. He said that Ms. Winner was beginning to formulate potential addresses for those future lots. Mr. Hearley concluded that overall, the subdivision was progressing just fine.

- **Annexation & Zone Change (ANX 01-20 and ZC 01-20) Application**

Mr. Hearley shared that the applicant was still conducting the significant effects analysis traffic study required by Oregon Department of Transportation (ODOT). He said that they had added the open space requirement to the annexation agreement, noting that the entire 20% would be added to the property up-front and that the existing tree line of the eastern property boundary would be most of the required open space. He said this was because the City wanted to develop a cohesive open space and not one that is developed piecemeal.

Mr. Hearley said that the applicant, the City, and the Parks and Tree Committee had met last week and found the proposal acceptable.

He shared that recently the applicant had agreed to provide frontage improvements along Van Duyn including sidewalk, curb and gutter, and roadway widening to match future traffic needs such as an additional eastbound lane, in addition to an internal roadway to provide access. These improvements came at the direction of the City engineer.

Mr. Hearley reiterated that the City Council had elected to have the Planning Commission review this application first for recommendation, which will be forwarded onto City Council for final action. The timeline of this was dependent on the results of the traffic study.

Councilor Marshall asked what was involved in the traffic study. Mr. Hearley answered that this was not a traditional traffic study but a significant effects analysis which looks at worst case scenarios of what could happen on the property with parameters determined by the city. The results of this would be included in the findings for the transportation planning rule goal #12 and then reviewed and commented on by the city engineer. He clarified that state law required this analysis whenever an annexation took place.

Chair Thompson asked if there was any link back to the interchange area management plan in place which controlled traffic impact for the interchange. Mr. Hearley responded yes, annexation that occurs in that zone triggered the traffic study, and that ODOT also wanted the significant effects analysis completed. He added that it was possible but unlikely that ODOT would want a full traffic study.

Chair Thompson asked for any other questions on these updates.

Ms. Heath asked if these parcels would each have to be master planned with a traffic analysis as they are sold. Mr. Hearley answered yes, and that this would have to be revisited each time a parcel is developed.

Councilor Marshall asked what kind of input there was on the traffic analysis. Ms. Heath said that the engineer was required to participate and had a lot of input.

- **Transportation System Plan (TSP) Updates & Purpose**

Mr. Callister thanked the Commission for its time. He shared that Lane Council of Governments (LCOG) appreciated the opportunity to work hands-on with a member agency.

Mr. Callister began to give some background on the TSP. He shared that in 2014 the City of Coburg did a comprehensive update on its TSP from the late 1990s, which included some analysis of an in-process Urban Growth Boundary (UGB) expansion including areas to the northwest, south, and north of Coburg. He noted that the TSP and UGB were bundled together for efficiency and were approved by the county but were appealed locally and sent back to the city for revision. He noted that this was a frustrating loss of momentum which halted progress between 2015-2019 and that the TSP was stuck in limbo.

Mr. Callister said that one of the variables tied to the TSP was the east-west connector, which was part of the UGB expansion and was an opportunity to divert primarily commuter freight traffic from Harrisburg on an alternate route crossing over to Coburg Industrial Road and bypassing Willamette Street. He noted that this proposal was highly popular and that one of the consequences of backing away from the UGB expansion meant functionally backing away from the concrete project of the east-west connector. He added that for the first time, the east-west connector had been essentially demoted from what could have been a capital project to just a study on county land.

Mr. Callister explained that population forecasts were foundations for expansion and showed how much Oregon communities would grow. He said that in 2019 the forecast numbers for Coburg went way down mostly due to over-forecasting in 2009 which said that Coburg would triple in size in 20 years. He added that the recent forecast was much more realistic in its prediction.

Mr. Callister shared that the Council was leaning towards letting the remand go and not pushing the UGB expansion as infrastructure was being strained and this would free up the TSP to now be addressed again. He explained that staff and Council directed LCOG to do a basic upgrade of the TSP, functionally returning to where it was in 2015 and allowing them to pivot forward with incorporating changes they knew needed to happen.

Mr. Callister recalled the changes that arose from the pandemic in 2019 and 2020, noting the changes in traffic patterns which made traffic modeling difficult. He shared that due to the unique circumstances they were allowed to use the model numbers from 2015 and that they would have the modified draft version of the TSP within the next few months. He said that as soon as the Mayor and Ms. Heath felt it was possible, the TSP could be brought forward with some other long-range planning, possibly related to the annexation. Mr. Callister added that once they had an acknowledged TSP they could then use things like grants and buildout scenarios, and would be in a better position to move forward.

Chair Thompson thanked Mr. Callister and Mr. Hearley for their presentations and asked for any further updates.

Mr. Hearley added that the Kendall Auto permit had been issued and they were moving forward with their development.

Mr. Callister shared that the City had been encouraged to submit a Transportation and Growth Management (TGM) grant, which he said was good news. Councilor Clark asked what type of grant this was, Mr. Callister answered that it was used to update TSPs by looking at transportation land use and could be incorporated with TSP components.

Chair Thompson said it sounded like the City hadn't decided exactly what it would apply for funding for. Ms. Heath responded that the City pre-applied to look at the TSP and the development code and align them, specifically to do a form-based code which included transportation elements, and that this was discussed in the community buildout.

Chair Thompson disclosed that he had served on the advisory committee to the TGM program and grant process for over a decade.

Chair Thompson asked for any questions.

Councilor Marshall asked if the TSP was not required due to Coburg's size, but was done to be eligible for grant money. Mr. Callister answered that one of the requirements of the 2014 update was Coburg's relationship with the Metropolitan Planning Office (MPO), and that the benefits seen from the MPO were greatly facilitated by having a proper TSP and gave Coburg a seat at the table with larger entities. He added that communities of Coburg's size did similar plans and that it was a great opportunity to receive help from the MPO in current projects, but that state law did not require communities of this size to conduct complete TSPs. Chair Thompson added that cities under 5000 were not required to complete a TSP but said that there were benefits to having a TSP when applying for state funding and possibly being awarded funds for transportation projects.

Councilor Marshall asked if they had seen results from having a TSP. Mr. Callister answered that the TSP from 1999 had been effective in guiding decisions around access and project priorities, and that more direction from the TSP could be helpful. He said that the current update from 1999 to 2015 would just be the beginning. Mr. Callister added that developing the TSP would be helpful in working with neighboring jurisdictions and the state.

Chair Thompson said that the state updated much of the transportation planning rule especially the requirements of TSPs. He shared that he had served on that advisory committee when recommendations were shelved at the last minute due to concerns about creating new laws around climate change and carbon, and from Republicans walking out. He added that the Department of Land Conservation and Development (DLCD) had started a new round of rulemaking focusing on climate change, greenhouse gas emissions, and equity, which impacted the development of TSPs. He said these rules were expected to be drafted and presented for adoption around January and that they would require more work from cities around developing new ordinances and regulations. Chair Thompson added that the Eugene-Springfield-Coburg metropolitan area had been chosen to pilot this process.

Mr. Callister thanked the City for the cup he was drinking out of.

The Commission again thanked Mr. Callister and Mr. Hearley for their presentations.

7. City Updates

Ms. Winner noted that the administration report was provided for information only and Ms. Heath offered to answer any questions.

She shared that the water project was ongoing and that they were working to connect to the pipe already under the freeway. She remarked that the annexation process had a lot of pieces occurring at the same time, and that water was expected to complete around Spring 2022.

Ms. Heath said that City Council had been working on the Transportation Utility Fee (TUF) and would be addressing it in June with a second reading in July. She added that they had been distributing brochures to the community so that public comment could be heard.

She said that the City was trying to complete a land swap for a piece of Pavilion Park which was privately owned as they wished to own the whole park.

Ms. Heath shared that the first Budget Committee meeting had been the previous night and that it went well.

Councilor Marshall asked about house bill 3115 regarding setting ordinances on parks and open spaces, and Ms. Heath answered that legal councilor Ann Davies had been following it and that there were current ordinances not being followed as they were not sure they were legal to enforce. Councilor Marshall asked if the city was looking into defining a reasonable alternative to camping. Ms. Heath responded that they were having discussions and tracking these things, but that most people were in transition and did not have services available to them. She said a fund was developed to help these people get to their destinations and that this was working well so far to address their needs.

Chair Thompson asked about the lease on the Oddfellow Hall and the decision process for how it was used. Ms. Heath answered that the lease started June 1st for the downstairs and parking lot only, saying that initially the request was for just the parking lot, but that the hope was to be able to raise revenue by renting out the building. She added that a grant was being sought to make it ADA compatible and that a committee was being formed to determine the policies for use of the building. She explained the opportunity of making the kitchen a community makerspace for rent and the need for a community meeting space.

Chair Thompson asked about the two water main breaks and if they had a significant impact on the budget and were a worry to the City. Ms. Heath responded that the water main had already been scheduled to be replaced and that they were trying to align it with street work so they only had to dig the street up once.

Chair Thompson asked for any further questions.

Councilor Marshall asked if the annexation would increase traffic due to the added jobs from the light industrial area and hoped that the City was looking into the impact of current police staff. Ms. Heath said that this was complicated because the City had neglected to include Van Duyn Road in the UGB, but that they were looking at options to bring the road in to be able to apply city standards. She added that they were working with regional partners, and that the City needed to address standards such as a collector road with two lanes heading east from the freeway to the industrial and residential areas. Ms. Heath said they had talked with the property manager who was very willing to work with the City. She shared that discussion had happened with county transportation about forming a partnership to apply for funding for the analysis and design work of the east-west connector. She noted that they needed to find out if MPO funding would cover this work and said that work on transportation issues was being done every day.

Ms. Heath shared that state figures projected Coburg's population growing by 750 by 2045 and that this would equal about 150 new houses. She was hopeful to build momentum to deal with both ends of town.

Councilor Clark asked if the City had enough buildable land for 150 houses and Ms. Heath said no, that this would require a UGB but added that there were interested property owners that would qualify. She said that this was expensive and would have to be started by the property owners. She noted that the City had to plan for 20-year growth and suggested considering the properties that did not put more stress on the transportation system.

Councilor Marshall asked how the annexation would affect policing, Ms. Heath said that one goal was to develop a community buildout which would look at where the community would grow and how it would affect every department. Part of this included identifying properties that would provide growth to the city and deciding how to address them through additional staffing and policing.

Chair Thompson and Ms. Heath thanked the Commission for their questions.

Chair Thompson asked when the next meeting would take place and Ms. Winning responded that it would be June 16th, and added that she was not aware of any land use applications but that they were trying to be consistent with meetings. In response to inquiry from Chair Thompson, Ms. Winning said she did not think there would be anything related to the annexation process before then. Ms. Heath added that this would probably be August or September at the earliest.

Chair Thompson asked for any input on training or suggestions for the June agenda. Ms. Winning suggested having a follow-up and asked for any feedback.

Chair Thompson asked Ms. Heath to bring back any further development on transportation related projects.

Councilor Marshall shared that he would be out of town on the 16th.

8. Adjournment
Hearing no further discussion, Chair Thompson adjourned the meeting at 8:05 P.M.

(Minutes recorded by Jayson Hayden)

APPROVED by the Planning Commission of the City of Coburg on this xx day of xx 2021.

ATTEST:

_____________________________ _____________________________

Sammy L. Egbert, City Recorder Paul Thompson, Commission Chair

MINUTES
Code Review
Ad-Hoc Committee

May 20, 2021 5:30 P.M.
Coburg City Hall
91136 N Willamette Street
Via Virtual Conference

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

COMMITTEE MEMBERS ABSENT: Planning Commission Chair; Paul Thompson, Anne Heath, City Administrator; Jerry Behney, Citizen At-Large

STAFF PRESENT: Megan Winner, Planning and Economic Development

RECORDED BY: Jayson Hayden, LCOG

1. **CALL TO ORDER**
   Chair Fox called the meeting to order at 5:33 P.M.

2. **ROLL CALL**
   Ms. Winner took roll and a quorum was present.

3. **MINUTES FOR APPROVAL – May 6, 2021**
   The Committee decided to defer minutes approval for the next meeting.

4. **COMMITTEE BUSINESS**
   Chair Fox began by sharing a slide about formula business restrictions.

   Mr. Wells asked about highlighted sections of the text and Chair Fox explained that the ordinance was taken directly from the website of Port Townsend.

Councilor McConnell asked there were certain requirements before having restrictions in the downtown quarter. Chair Fox explained that when developing ordinance they should note legislative history, reference the town's comprehensive plan, and identify goals in the plan that the formula business restrictions would help to fulfill such as maintaining the unique character of the community and the appeal of the commercial district.

Councilor McConnell suggested adding the goal of preserving not just the historic integrity of downtown but also the ability of small business to thrive. Chair Fox outlined the goal of protecting the community's economic vitality by ensuring diversity of businesses, with sufficient opportunities for entrepreneurs to foster new business that serves the basic needs of the surrounding neighborhoods rather than the region. He added that ordinance had been enacted after the Planning Commission had approved Hollywood Video and 4000 people signed a petition to ban it.

Mr. Wells noted section 6a, explaining that a restaurant or formulaic retail establishment could not be done without a conditional use permit and asked if this would override everything else. Chair Fox said he would defer to a lawyer so that if it went to court it would not get overturned.

Chair Fox said that Councilor McConnell sent pictures of a variety of downtowns or continuity districts, noting that Coburg did not have that. He asked Ms. Winner to point out some of the less tasteful examples so that they were able to refine the wording of the code and avoid unwanted obsolete buildings.

Mr. Wells said that every scenario couldn't possibly be covered but that they could still make it clear that they did not want chain businesses in the community. He noted that Corvallis did this by making every development project go through a planned development process. He said this may not be popular with the development community but stressed the importance of stating these things clearly, adding that this was a good way of keeping chain businesses out of Coburg.

Chair Fox gave the example of county-owned stormwater runoff regulation, saying that he did not want to over-regulate but also pointing out potentially unfamiliar terms. He asked about rain gardens and Mr. Wells explained that riven asphalt and plastic grids got clogged up and cost more to maintain than a rain garden, which also gave a nice landscape effect. Mr. Wells added that there were a lot of these around town and noted that they were expensive but permanent.

Ms. Engebretson offered one reason they could give to explain banning formula stores from downtown would be the limited space downtown. She outlined three possible options; not allowing them at all, allowing them only with a conditional use permit, or requiring a design review process with the Planning Commission. She suggested that the design review process would be more thorough and allow the Commission more flexibility and asked for professional feedback on the options. Chair Fox was concerned about the possibility of a group of citizens having to take on a large developer if the code were not tight enough. Councilor McConnell thought that they could be allowed only in the commercial area and wanted to see the process as simple and as airtight as possible. Mr. Wells asked if this would be written directly into the zoning code and Councilor McConnell said that would be her recommendation. Chair Fox said he was not sure of the difference between code and ordinance and Ms. Engebretson explained that an ordinance was not needed, just a planning code.

Mr. Wells asked if they could refer to the pictures taken by Councilor McConnell of downtown elevations as reference rather than using illustrations. Chair Fox said yes, if this was allowed by the code, noting the development across from Dari Mart and the Van Duyn house as examples. Mr. Wells suggested labeling the different building features in photos to save money on having them drawn up.

Councilor McConnell shared photos of various buildings in small historic towns.

Mr. Wells remarked the high cost of construction and Ms. McConnell noted the shortage of rebar. Chair Fox added that manufacturing had been halted for almost a year.

Ms. Engebretson noted that some of the examples lacked landscaping and Councilor McConnell agreed that more trees would be needed in Coburg.

Mr. Wells reiterated that having photos of desired features in code made a lot of sense and took out all of the guess work.

Chair Fox thanked Councilor McConnell for sharing the photos.

Chair Fox outlined the rough draft of the downtown core, which could be used to start building from the comment sheet to reference right into the code by tracking changes to the document. Ms. Winner asked if everyone was familiar with how to track changes, Councilor McConnell was not and Ms. Winner demonstrated how to use this feature of Microsoft Word to see who made changes to the document and where. Ms. Winner offered to merge the edited drafts together once completed.

Chair Fox asked for additional comments and concerns from the architectural detail sheet.

Councilor McConnell asked if the term ‘character architecture’ would be discussed more and if it would be an actual term used. Ms. Engebretson explained that the term was used to distinguish between architectural features and personal character. Councilor McConnell suggested adding the term ‘historical’ and Commissioner Doyle agreed. Ms. Winner added that the terms appeared in the intro to every zoning district. Chair Fox said that it should definitely be in the central business and residential district. Ms. Engebretson suggested adding an additional term to describe the historic layout of the town. Mr. Wells suggested adding the term ‘vernacular’ and Councilor Doyle explained that this meant a style of architecture specific to a certain region. Chair Fox thought that the vernacular of downtown Coburg would be similar to pre-1950’s and suggested also using the word ‘plat’. Councilor Doyle suggested using ‘style’ instead of ‘character’ to avoid confusion but noted that they would then have to define the style. She said examples of design guidelines from Portland mentioned architectural style including the time period.

Mr. Wells suggested giving visual examples to the developer who would submit their proposal to the conditional use process. He asked if there were any permitted uses that would not have to go through the Planning Commission. Ms. Engebretson answered yes and said they didn't want the process to be bogged down by every application. She added that they wanted to write the code so as to minimize the amount of applications that would have to be reviewed while still including restrictions for chain stores.

Mr. Wells expressed concern about leaving anything in the code which would be considered subjective but Ms. Engebretson explained that planning code was usually written with a number of specific objective rules and that a master plan track could be required which would still allow the developer to work with the Planning Commission on specific features. Mr. Wells agreed but asked if there was a design review committee in place. Chair Fox said he wanted to minimize the work of the Planning Commission.

Chair Fox asked if the Hayden Homes residential project came out the way it was envisioned regarding the code. Ms. Engebretson shared that the biggest problems were access and extra traffic, noting that design standards could be beefed up more but that their goal was to strike a balance between forcing certain architectural styles and giving leeway. She added that the central business district code was vague and could possibly use more detail. Mr. Wells said that this would also apply to the commercial business district but noted that it would be difficult to write code specific enough to avoid the design review process. Councilor McConnell agreed and explained that the Hatfield development was thought to be specific enough, but noted that they had been able to stretch what they could do. She thought that the downtown business core would need a design review process. Chair Fox agreed, noting that they didn't have a continuity of building design. Mr. Wells added that the design review would be separate from the Planning Committee and said that it might be necessary to preserve the character of downtown Coburg.

Commissioner Doyle said that downtown was in the historic district and shared that there was discussion about the disconnect between the code and the review process in the ordinance that establishes the Heritage Committee.

Chair Fox asked for Ms. Engebretson's input and she admitted that it was difficult to write code to work for every possible situation without prohibiting things they would like to see and allowing things they wanted to avoid. She suggested that maybe the design review process would be easier for sensitive areas but expressed concern about the increased time required from volunteers and the subjectivity of the process. Mr. Wells agreed but was not sure how to avoid that while also preserving architectural character.

Ms. Engebretson noted that the small size of the central business district would make the design review requirement more reasonable. Mr. Wells thought this was fair and didn't think any developer would object. He added that outside the historic area they wouldn't have to be as restrictive.

Chair Fox thought this was a rich discussion and recapped the changes needed to verbiage including historical architectural style and vernacular.

5. FUTURE MEETINGS | DATES TO REMEMBER

- Next Code Review Ad-Hoc Committee Meeting: June 3, 2021.

6. ADJOURNMENT

Chair Fox adjourned the meeting at 6:36 P.M.

(Minutes recorded by Jayson Hayden)

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

____
Chair, John Fox

ATTEST:

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Sammy L. Egbert, City Recorder