



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution 2022-10, A Resolution Establishing a Capital Improvement Policy and Capital Project List

Meeting Date: April 12, 2022

Staff Contact: Anne Heath, City Administration

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

REQUESTED COUNCIL ACTION

Adopt Resolution 2022-10

Recommended Motion:

"I move to adopt Resolution 2022-10, A resolution establishing a Capital Improvement Policy and Capital Project List".

BACKGROUND

This City has historically kept a capital project list which was tied to the budget each year. Additionally, when the City has updated our SDC charges, a project list was part of the adoption of those fees so that an applicable percentage of eligible SDC costs could be applied to each project. However, the City has not adopted a policy in how capital project lists will be updated. This policy establishes how projects will be developed and how they will be added to the Capital list. Additionally, it requires that the capital list be reviewed annually, and then approved by the City Council prior to the budget process.

System Development eligibility is usually applied to each and every project. However, this is not work the staff can complete and it must out-sourced as it is a very specific skill level to apply these percentages. Therefore, once the policy and the list of projects are adopted, the staff will work with FCS Group to apply eligibility percentages to the list. Moving forward, the list will be reviewed and updated, and then any new projects will then have an eligibility percentage applied to it.

The Policy requires that projects must be listed on the Capital Plan in order to be implemented into the budget, or in order to seek funding for them. If there is a new project or opportunity that surfaces, staff will need to either seek an update to the project list, or wait for the next adoption period to add it to the list. This ensures that the City is continuing an adopted process for facilitating capital projects, and provides for future planning, process, and history, when there are changes in staffing.

PUBLIC INVOLVEMENT

Much of the projects listed have already been vetted through public process in order to be adopted. For example, the water master plan contains the water capital projects. This was adopted under the public process.

As far as the park projects, the Park and Open Space Master Plan was reviewed as well as several discussions with the Park|Tree Committee to consider what projects should be added to the project list.

Street Projects listed were part of the Capital Pavement Study on the City streets, as well as projects listed in the Transportation System Plan.

Staff has essentially taken all of the projects listed in these plans, and created a list of viable projects that most likely will move forward in future years.

RECOMMENDATIONS:

- Move to adopt Resolution 2022-10, which also calls for an update and re-adoption annually.

NEXT STEPS

1. Implement policy and contract to update SDC Eligibility percentages
2. Train staff on policy and how to utilizing them in planning and facilitation of projects

ATTACHMENTS

- A. Policy
- B. Resolution 2022-10
- C. Capital Project List

Reviewed by:

Anne Heath, City Administrator
Coburg Parks and Tree Committee
Brian Harmon, Public Works Director
Gary Darnielle, City Attorney

ATTACHMENT B

RESOLUTION 2022-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG ADOPTING A CAPITAL IMPROVEMENT POLICY AND PROJECT LIST.

WHEREAS, the City has a capital project list that is utilized to schedule and budget projects; and

WHEREAS, the City wishes to establish a uniform policy for how the project list will be updated and maintained; and

WHEREAS, the City has Master Planned documents that inform the project lists; and

WHEREAS, the City wishes to ensure that Capital projects are planned, funded and constructed in a timely manner; and

WHEREAS, the City wishes for the Capital Project List to be reviewed and updated annually through resolution prior to the Budget Process;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg, the adoption of the Capital Improvement Policy and Capital Project List.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of _____ for and _____ against, this 14th day of August, 2022.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder