



# AGENDA CITY COUNCIL

91136 N Willamette Street

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

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Tuesday, February 11, 2025 at 6:15 PM

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The public may attend this meeting at City Hall or via Zoom. To participate via Zoom, you must pre-register with the city by 3 PM the day of the meeting. Council meetings are recorded and live-streamed at [www.coburgoregon.org](http://www.coburgoregon.org) (NO registration required). For questions, contact the City Recorder, Sammy Egbert, at [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us) or 541-682-7852.

## CALL THE CITY COUNCIL MEETING TO ORDER

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## MAYOR COMMENTS

## AGENDA REVIEW

## PUBLIC COMMENT *(Sign up prior to meeting. Limit 3 minutes.)*

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

1. Minutes January 14, 2025, City Council
2. Minutes January 28, 2025, City Council Work Session

## SPECIAL GUEST

3. Annual Comprehensive Financial Report (ACFR) for Fiscal Year ending June 30, 2024, by Umpqua Valley Financial
4. Finance Audit Committee

## ORDINANCES, RESOLUTIONS AND CONTRACTS

5. **Second Reading**  
**ORDINANCE A-163-V** AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING ORDINANCE A-163-U
6. **RESOLUTION 2025-02** A RESOLUTION ADOPTING THE 2025 to 2030 CAPITAL IMPROVEMENT PLAN.

## COUNCIL ACTION ITEMS

7. Annual Comprehensive Financial Report (ACFR) for Fiscal Year ending June 30, 2024

## ADMINISTRATIVE INFORMATION REPORTS

8. Council Rules of Governance DRAFT
9. Police Department Quarterly Report
10. Administrative Monthly Report
11. Finance Report

**COUNCIL COMMENTS AND LIAISON UPDATES**

[12.](#) Councilor Liaisons Discussion

**UPCOMING AGENDA ITEMS**

2025 Survey Report and Results

Council Goals and Priorities

**FUTURE MEETINGS**

February 12 Heritage Committee

February 17 City Hall Closed - Presidents' Day

February 18 Park Tree Committee

February 19 Planning Commission

February 22 Council Retreat

March 11 City Council

**ADJOURNMENT**

*The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us).*



**MINUTES**

**Coburg City Council and State of the City Meeting**

January 14, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Mayor Bell, Claire Smith, Alan Wells (via ZOOM), Jaymason Bouwman, Donnie Myers

**MEMBERS ABSENT:** Cathy Engebretson, John Lehmann

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Brian Harmon, Public Works Director; Larry Larson, Coburg Police Chief; Greg Peck, Finance Director; Mandy Balcom, Court Administrator; Megan Winner, Planning Director

**RECORDED BY:** Madison Balcom, Administrative Assistant

**OATH OF OFFICE**

City Recorder, Sammy Egbert, administered the Oath of Office’s for Mayor, Nancy Bell, and Councilors, Jaymason Bouwman, Claire Smith, and Donnie Myers.

**2025 STATE OF THE CITY BY MAYOR BELL**

Mayor Bell presented the 2025 State of the City. She thanked everyone for joining and re-electing her as Mayor, then reflected on Coburg’s accomplishments in 2024. She also addressed the challenges Coburg faced, as well as the plans to address those in the future, hitting the four main points of traffic, public safety, water and finances. They convened after a short break.

**CALL TO ORDER**

Mayor Bell called the City Council meeting to order at 6:43pm.

**PLEDGE OF ALLEGIANCE**

Councilor Myers led the Pledge of Allegiance.

**ROLL CALL**

City Recorder, Sammy Egbert called roll. A quorum was present.

## MAYOR COMMENTS

### 1. 2025-2026 Council President Election

Mayor Bell and Councilors nominated Cathy Engebretson as Council President.

**MOTION:** Councilor Smith, seconded by Councilor Wells moved to nominate Cathy Engebretson as Council President.

*The motion passed unanimously — 4:0.*

## AGENDA REVIEW

There were no changes to the agenda, but Mr. Hanks noted that two documents were passed out.

## CITIZEN TESTIMONY

There were no request(s) made to publicly speak. There were no written statement(s) received.

## CONSENT AGENDA

There were no requests to remove an item from the consent agenda.

### 2. Minutes from December 10, 2024 City Council Meeting

**MOTION:** Councilor Bouwman, seconded by Councilor Smith moved to approve the Consent Agenda as presented.

*The motion passed unanimously — 4:0.*

## ORDINANCES, RESOLUTIONS AND CONTRACTS

### 3. Public Hearing | First Reading

**ORDINANCE A-163-V** AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCE ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING ORDINANCE A-163-U

Mayor Bell opened the public hearing at 6:48 p.m. and held the first reading of Ordinance A-163-V.

Mr. Hanks said that this ordinance happens annually to be sure that the Oregon Revised Statutes are adopted locally and become enforceable through the municipal court, it is required every year.

Coburg Police Chief, Larry Larson explained that the adoption of this ordinance allows the police department to be able to cite and arrest into the Coburg Municipal Court. If it were not adopted, all crimes and citations would have to go to the Circuit Court.

There were no request(s) made to publicly speak, and no written testimony had been received.

Mayor Bell closed the public hearing at 6:51 p.m.

**MOTION:** Councilor Smith, seconded by Councilor Bouwman moved to approve the first reading of Ordinance A-163-V, and move the Ordinance to a second reading at the next council meeting, scheduled February 11<sup>th</sup>, 2025.

***The motion passed unanimously — 4:0.***

**4. RESOLUTION 2025-01** A RESOLUTION ADJUSTING THE RATES OF THE WATER, WASTEWATER, TRANSPORTATION AND PARK SYSTEM DEVELOPMENT CHARGES

Mr. Hanks said that the system development charges are fees collected for parks, water, wastewater, transportation, and permits for new development. The Ordinance calls for an annual review of the SDC's and an option that requires a resolution and formal action of the council. The methodology is designed to collect revenue that is then used for capital infrastructure, and the goal with the cost indexing is to ensure that over time the revenues collected generally keep pace with the cost of the construction projects.

**MOTION:** Councilor Myers, seconded by Councilor Bouwman moved to approve RESOLUTION 2025-01 A resolution accepting the existing system development charges by the construction cost index as specified in the SDC Ordinance.

***The motion passed unanimously — 4:0.***

**5. RESOLUTION 2025-03** A RESOLUTION ADOPTING THE COBURG COUNCIL RULES OF GOVERNANCE

Mr. Hanks explained that this is currently just a draft. The charter lays out the upper layer of the powers and duties of the city but also references that the operating rules shall be adopted via resolution. Staff has worked on and added to this document and Hanks requested that Council go through the document, and bring any edits, changes, comments, or feedback to the next meeting.

**6. RESOLUTION 2025-04** A RESOLUTION ADOPTING CITY OF COBURG 2025 EMPLOYEE POLICY MANUAL

Mr. Hanks said that this is not a complete over-hall of the Employee Policy Manual but does include some key changes and edits. Hanks reviewed some of the changes and additions to the manual, including deferred compensation, holidays, merit pay language, CIS best practice language, sick and bereavement leave definitions, and on call response time changes.

Ms. Smith did note a possible error about pay periods. Staff with look into it and provide clarification.

**MOTION:** Councilor Myers, seconded by Councilor Smith moved to approve RESOLUTION 2025-04 A resolution adopting the City of Coburg 2025 Employee Policy Manual.

***The motion passed unanimously — 4:0.***

## COUNCIL ACTION ITEMS

### 7. FEMA Flood Plain Pre-Implementation Compliance Measure (PICM)

Mr. Hanks noted that he and Ms. Winner have spent a lot of time on this. The packet includes some background material on the topic. He explained the cities plan and recommendation to council, which is to use the permit by permit basis. The submission was required by December 1<sup>st</sup>, 2024. Ms. Winner presented it to the Planning Commission as well, who also chose to stay on a permit-by-permit basis.

Mayor Bell asked which Coburg properties would be impacted. Ms. Winner said there are some on Industrial Way and Roberts Road that butt up to the Muddy Creek Irrigation channel, along with a few near Dixon Street, which are all within the floodplain map that FEMA issues.

**MOTION:** Councilor Smith, seconded by Councilor Bouwman, moved to select the permit-by-permit review basis as the City of Coburg’s pre-implementation compliance measure as required by FEMA.

*The motion passed unanimously — 4:0.*

## ADMINISTRATIVE INFORMATION REPORTS

### 8. Administrative Monthly Report

Mr. Hanks gave a brief overview of the administration report. He went over the 2025 Council Retreat, the park restroom damage, city website redesign, revised Oregon Wildfire maps, current projects and contracts, and department overviews.

### 9. Finance Report

December Financial Reports will be available next week and presented to the Finance Audit Committee at their meeting, and then to Council the next meeting.

## COUNCIL COMMENTS | Liaison Reports

Councilor Bouwman said that he had a great meeting with the executive director of LTD, along with the route planner and government relations. They spoke about future routes and accessibility for Coburg. They encouraged Coburg to speak up and express their needs with LTD services. Mr. Hanks said they did reach out to him, and they will probably touch on this in a future work session.

Ms. Smith mentioned that she went to the Main Streets retreat where they discussed lots of information and exciting possibilities and changes for the future.

Ms. Bell also mentioned some of the topics they have discussed at the MPC meetings she attends.

Mr. Hanks noted that he and Ms. Bell are participating in the League of Oregon Cities City Day at the Capital on January 28<sup>th</sup>, where they will meet with some of the representatives.

Ms. Bell reminded everyone that they will be talking about the liaison assignments at the retreat, so she would like the councilors to be thinking about what committee they would like to liaison.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 7:55 pm.

**APPROVED** by the City Council of the City of Coburg on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

Nancy Bell, Mayor of Coburg

**ATTEST:** \_\_\_\_\_

Sammy L. Egbert, City Recorder



## MINUTES

### City Council Work Session

January 28, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Nancy Bell; Mayor, Cathy Engebretson (via ZOOM), Claire Smith, John Lehmann, Jaymason Bouwman, Donnie Myers

**MEMBERS ABSENT:** Alan Wells

**STAFF PRESENT:** Adam Hanks; City Administrator

**RECORDED BY:** Madison Balcom; Administrative Assistant

#### CALL TO ORDER

Mayor, Nancy Bell called the meeting to order at 6:02pm.

#### ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

#### COMMENTS

- Mayor Bell mentioned that she and Mr. Hanks spent the day at the Capital, which went well.
- Council cancelled the retreat on February 1<sup>st</sup>, and rescheduled it for February 22<sup>nd</sup>.

#### DISCUSSION – REVIEW OF THE ROLE, FUNCTIONS, AND RESPONSIBILITIES OF THE COUNCIL

Ms. Egbert began the discussion by noting all the items and documents provided to council, including a thumbdrive with several helpful trainings and resources, the 2022 City Charter, Comprehensive Land Use Plan, Zoning Code, Parks Masterplan, Water Masterplan, 2024 Framework document, and some maps and other documents.

Egbert provided some history and facts about Coburg. The 2022 Charter sets out the powers and functions of the City Council. Mr. Hanks explained that his position as City Administrator is often called a City Manager in other cities. Hanks further explained the difference between the two and what changes it makes in the charter, the mayors duties, and city processes.

They discussed the role of the Mayor (section 3.1), the City Administrator (section 8.2), and the Council (section 3.2) as stated in the charter. The charter also requires council to adopt a council rules document. The last one was done in 2014, under a different charter, so staff is working on updating and syncing it with the new charter, and bringing it back to council in February for consideration.



The charter requires a majority vote of the council or the quorum, which will be further clarified in the council rules of governance, as well as clarifying information on the presiding officers, how agendas and packets are laid out, the liaison policy, the process of abstaining from a vote, timeline of receiving the meeting agenda and packet, the appointment process, and attendance requirements.

Mr. Hanks reminded Council that they are also the board of the Urban Renewal Agency, the Local Contract Review Board, and committee liaisons.

Hanks also reviewed the Comprehensive Land Use Plan, which is a state mandated document. It includes broad policy statements, and how you accomplish those is often through the development of code language (ordinances and resolutions). The current version was updated in 2018.

Next in line are the master plans, including the Parks and Open Space Master Plan, the Transportation System Master Plan, and the Water master Plan, and an upcoming Storm Drain Master Plan. Master plans are adopted by ordinance, and they chart out a 20-year infrastructure planning period. SDC's and utility rates are based on that established 20-year plan. They are typically updated about every 10-15 years. Ms. Egbert also said that staff is working with CivicPlus on becoming codified by the end of 2026, which will keep everything much more organized and make it easier to find information when needed.

Mr. Hanks then walked council through the framework document, which lays out how the council goes about accomplishing their goals and tasks. There are five major categories that cover everything the group might do. Within those, there are four objectives which guide their workplan. This document is the starter kit towards a strategic workplan, which will be discussed more at the retreat.

Council talked briefly about their funding priorities and options, regional, state and federal, as well as their Emergency Management Plan. However, Mr. Hanks stated that Coburg has no immediate short-term financial risk at this point. Hanks also briefly mentioned the Urban Renewal Plan. These will all be topics of discussion at the retreat.

Ms. Smith clarified the retention rules for councilor notes. Ms. Egbert stated that all notes taken by the councilors must be retained and turned into her for public record and retention requirements.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 7:43 pm.

**APPROVED** by the City Council of the City of Coburg on this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

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

# CITY OF COBURG



# COBURG, OREGON

## Annual Financial Report

June 30, 2024

**CITY OF COBURG**

P.O. Box 8316  
Coburg, OR 97408  
(541) 682-7870

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**MAYOR AND CITY COUNCIL**

NANCY BELL PO Box 8316, Coburg, OR 97408	Mayor
ALAN WELLS PO Box 8316, Coburg, OR 97408	Position #1
CATHY ENGBRETSON PO Box 8316, Coburg, OR 97408	Position #2
JOHN LEHMAN PO Box 8316, Coburg, OR 97408	Position #3
CLAIRE SMITH PO Box 8316, Coburg, OR 97408	Position #4
KYLE BLAIN PO Box 8316, Coburg, OR 97408	Position #5
JOHN FOX PO Box 8316, Coburg, OR 97408	Position #6

**ADMINISTRATION**

ADAM HANKS PO Box 8316, Coburg, OR 97408	City Administrator
GREGORY PECK PO Box 8316, Coburg, OR 97408	Finance Director

**CITY OF COBURG**

**AUDIT REPORT**

**JUNE 30, 2024**

Item 3.

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**CITY OF COBURG**

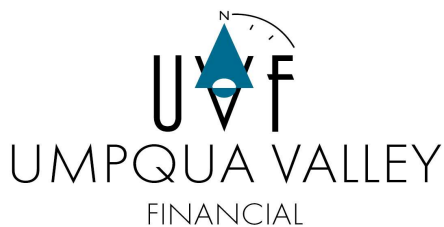
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**JUNE 30, 2024**

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## **INDEPENDENT AUDITOR’S REPORT**

To the Honorable Mayor and City Council  
City of Coburg, Oregon

### **Report on the Audit of the Financial Statements**

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Coburg as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City of Coburg’s basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Coburg as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis of Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinions.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Coburg’s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### **Auditor’s Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of Coburg's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Coburg's ability to continue as a going concern for a reasonable period.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedules of revenues, expenditures, and changes in fund balances – budget and actuals, and the pension and OPEB schedules be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the management's discussion and analysis and the pension and OPEB schedules in accordance with the auditing standards generally accepted in the United States of America, which consisted principally of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The schedules of revenues, expenditures, and changes in fund balances – budget and actuals are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The schedules of revenues, expenditures and changes in fund balances – budget and actuals have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules of revenues, expenditures, and changes in fund balances – budget and actuals are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Coburg's basic financial statements. The supplementary information is presented for the purpose of additional analysis and is not a required part of the basic financial statements of the City of Coburg.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain other procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the financial statements taken as a whole.

## Other Information


Item 3.

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections and additional schedules listed in the Other Information section of the Table of Contents but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion of any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or whether the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

## Reports on Other Legal and Regulatory Requirements

In accordance with the *Minimum Standards for Audits of Oregon Municipal Corporations*, we have issued our report dated January 24, 2025, on our consideration of the City of Coburg's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of this report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on the City's compliance.



Steve Tuchscherer, CPA  
Umpqua Valley Financial, LLC  
Roseburg, Oregon  
January 24, 2025



**MANAGEMENT'S**  
**DISCUSSION**  
**AND ANALYSIS**

## CITY OF COBURG

### Management's Discussion and Analysis (MD&A)

For the Fiscal Year Ended June 30, 2024

The management discussion and analysis of the City of Coburg, Oregon (the City) financial performance provides an overview of the City's financial activities for the fiscal year that ended June 30, 2024. This discussion and analysis evaluate the City's financial performance. Readers should also review the basic financial statements and notes to enhance their understanding of the City's financial performance.

#### FINANCIAL HIGHLIGHTS

Key financial highlights for the fiscal year ended June 30, 2024, are as follows:

- The City's net position increased by \$775,409 (4.1%) from the previous year. This increase is primarily the result of a growth in current and other assets of 22.72%.
- Total revenues, not including transfers, for the City was \$7,577,728. That is an increase of \$1,001,034 from the previous year's total revenue of \$6,576,694.
- The City's total assets as indicated on the statement of net position were \$38,434,387 at year end. This is a \$ 1,319,552 (3.5%) increase over the prior year-end.
- The City's total liabilities as indicated on the statement of net position were \$19,765,950 at year end. This is a \$1,102,761 (5.9%) increase over the prior year-end.

#### OVERVIEW OF THE FINANCIAL STATEMENTS

Management's Discussion and Analysis introduce the City's basic financial statements. The basic financial statements include: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also includes required supplementary information, other supplementary data, and accompanying information to supplement the basic financial statements.

##### *Government-wide Financial Statements*

The first of the government-wide statements is the *Statement of Net Position*. The City-wide statement of financial position presents information including all the City's assets, deferred inflows, deferred outflows, liabilities, and the resulting net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the City's financial position is improving or deteriorating. Evaluation of the City's overall economic health would extend to other non-financial factors such as the condition of buildings, and water and sewer systems facilities.

The second government-wide statement is the *Statement of Activities*, which reports how the City's net position changed during the current fiscal year. All current-year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the *Statement of Activities* is to show the financial reliance of the City's distinct activities or functions that are principally supported by user fee revenues, intergovernmental revenues from grants, and property tax revenues. The city's governmental activities include general government activities, street construction and maintenance, police services, and providing resources for libraries, culture, and recreation. The proprietary activities of the City include water and sewer utilities.

## CITY OF COBURG

### Management's Discussion and Analysis (MD&A) For the Fiscal Year Ended June 30, 2024

#### OVERVIEW OF THE FINANCIAL STATEMENTS (Cont.)

##### *Fund Financial Statements*

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, Fund Financial Statements focus on the City's most significant funds rather than the City. Major funds are separately reported, while all others are combined into a single, aggregated presentation. Individual fund data for non-major funds is provided in the form of combining individual fund statements in a later section of this report. The City reports three types of funds:

*Governmental funds* focus on how money flows into and out of those funds and the balances left at year-end available for spending in future periods. Unlike government-wide financial statements, these statements report short-term fiscal accountability focusing on the use of spendable resources during the year and balances of spendable resources available at the end of the fiscal year.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. The governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to government-wide statements to assist in understanding the differences between these two perspectives.

*Proprietary funds* are used to report the functions presented as business-type activities in the government-wide financial statements, only in more detail. The City maintains one type of proprietary fund - enterprise funds. The City uses enterprise funds to account for water and sewer operations. The proprietary financial statements provide separate information for the Water and Sewer Fund. These statements and schedules demonstrate compliance with the City's adopted final budget.

*Fiduciary Funds* such as custodial funds are reported in the fiduciary fund financial statement but are excluded from government-wide reporting. Fiduciary fund financial statements report only net assets and net liabilities.

##### *Notes to the Financial Statements*

The accompanying notes to the basic financial statements provide information essential to fully understanding the government-wide and fund financial statements. The notes to the basic financial statements begin immediately following the basic financial statements.

##### *Other Information*

In addition to the basic financial statements, budgetary comparison schedules are included as Required Supplementary Information for the General Fund, the Street Fund, and the Coburg Urban Renewal Agency Fund. The Required Supplementary Information section immediately follows the Notes to the Financial Statements.

Budgetary comparison schedules for the City's funds not included in the Required Supplementary Information section can be found in the Supplementary Information section, combining statements and additional supporting schedules. These statements and schedules immediately follow this report's Required Supplementary Information section.

The budgetary comparison schedules demonstrate compliance with the City's adopted and final budget.

**CITY OF COBURG****Management's Discussion and Analysis (MD&A)****For the Fiscal Year Ended June 30, 2024****FINANCIAL ANALYSIS OF THE CITY AS A WHOLE**

Recall that the Statement of Net Position provides the perspective of the City as a whole. Net position may serve over time as a useful indicator of a government's financial position.

The City's net position at the end of the fiscal year is \$19,767,638, representing an increase of \$775,409 (4.1%). Contributing factors include increased current and other assets, along with a decrease in current liabilities.

A significant portion of the City's net position reflects its investment in capital assets (e.g., land and improvements, buildings and improvements, improvements other than buildings, vehicles, and machinery and equipment); less any related debt used to acquire those still outstanding assets. The City uses these capital assets to provide services to its citizens; consequently, these assets are not available for future spending.

Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities.

The City's financial position is the product of several financial transactions, including the net results of activities, the acquisition and payment of a debt, the acquisition and disposal of capital assets, and the depreciation of capital assets.

The following table provides a summary of the City's net position for the current and prior year.

**Summary of Net Position**

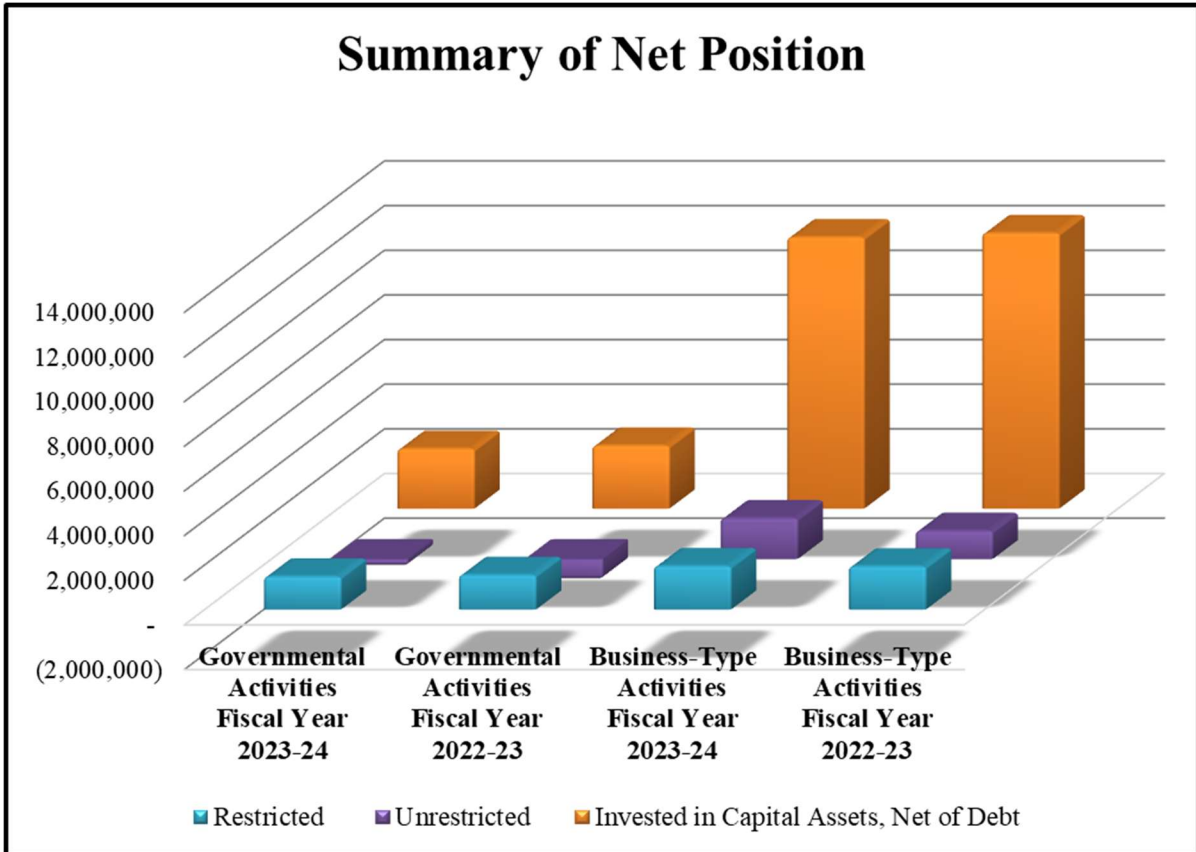
	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>	
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
<b>Assets</b>						
Current and Other Assets	\$ 2,415,107	\$ 1,774,597	\$ 4,349,522	\$ 3,737,746	\$ 6,764,629	\$ 5,512,343
Capital Assets	4,065,875	4,315,798	28,036,585	27,719,395	32,102,460	32,035,193
Total Assets	6,480,982	6,090,395	32,386,107	31,457,141	38,867,089	37,547,537
<b>Deferred Outflow of Resources</b>	903,057	622,051	71,690	49,923	974,747	671,974
<b>Liabilities</b>						
Current Liabilities	465,377	388,698	1,187,665	1,041,483	1,653,042	1,430,181
Long-Term Liabilities	2,923,140	2,476,336	15,189,768	14,756,672	18,112,908	17,233,008
Total Liabilities	3,388,517	2,865,034	16,377,433	15,798,155	19,765,950	18,663,189
<b>Deferred Inflow of Resources</b>	160,890	396,266	147,358	167,826	308,248	564,092
<b>Net Position</b>						
Net Investment in Capital Assets	2,680,693	2,823,327	12,157,418	12,342,385	14,838,111	15,165,712
Restricted	1,671,532	1,552,952	1,944,344	1,933,256	3,615,876	3,486,208
Unrestricted	(517,593)	(925,134)	1,831,244	1,265,442	1,313,651	340,308
Total Net Position	\$ 3,834,632	\$ 3,451,145	\$ 15,933,006	\$ 15,541,083	\$ 19,767,638	\$ 18,992,229

# CITY OF COBURG

## Management's Discussion and Analysis (MD&A)

For the Fiscal Year Ended June 30, 2024

See the chart below to gain an understanding of the City's actual financial position and how each component relates to the activities performed.



**CITY OF COBURG****Management's Discussion and Analysis (MD&A)  
For the Fiscal Year Ended June 30, 2024**

**Changes in net position** - The City's total revenues for the fiscal year ended June 30, 2024, were \$7,577,728. The total cost of all programs and services was \$7,570,750. The following table shows a comparative analysis of government-wide revenues, expenses, and changes in net position.

**Summary of Changes in Net Position**

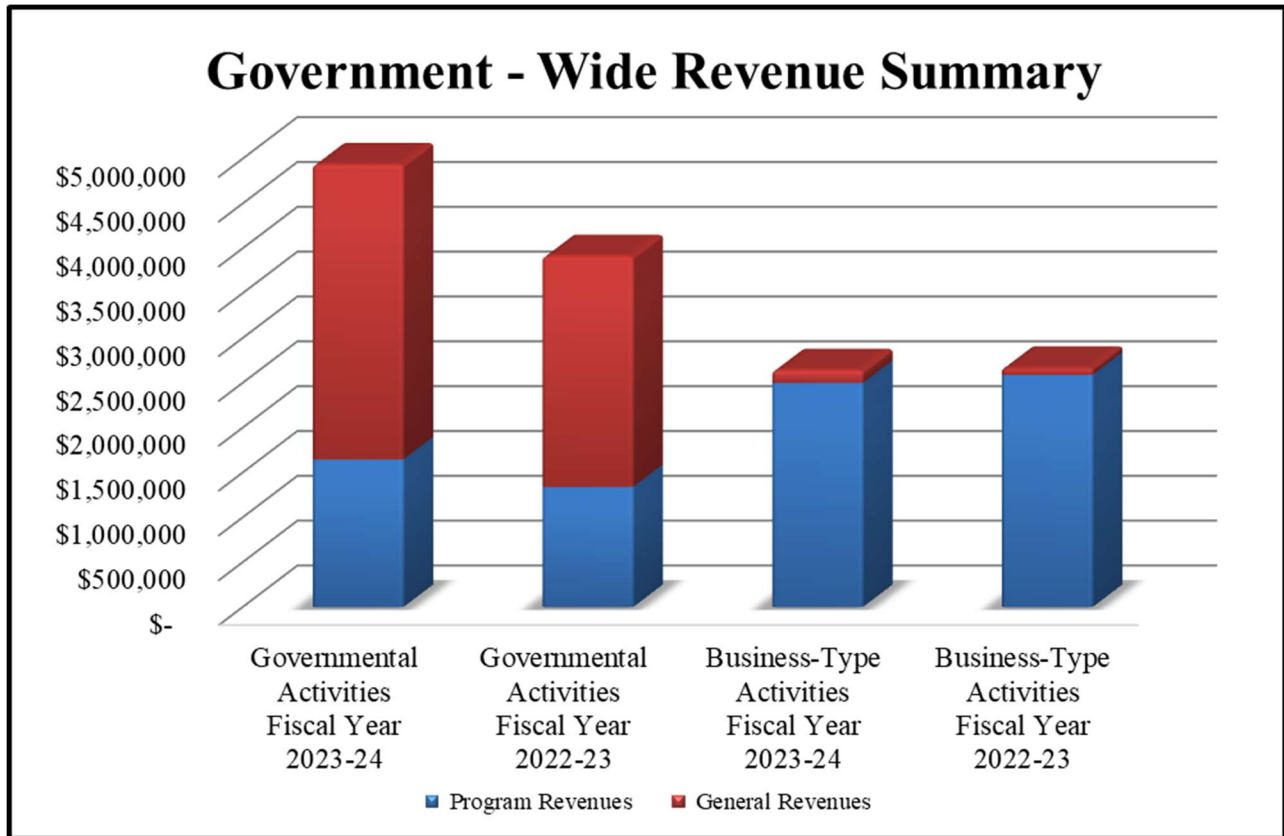
	Governmental Activities		Business-type Activities		Total	
	2023-24	2022-23	2023-24	2022-23	2023-24	2022-23
<b>Revenues</b>						
Program Revenues						
Charges for Services	\$ 1,358,604	\$ 1,138,567	\$ 2,499,635	\$ 2,589,717	\$ 3,858,239	\$ 3,728,284
Operating Grants and Contributions	287,808	200,767	-	-	287,808	200,767
Total Program Revenues	<u>1,646,412</u>	<u>1,339,334</u>	<u>2,499,635</u>	<u>2,589,717</u>	<u>4,146,047</u>	<u>3,929,051</u>
General Revenues						
Local Sources						
Property Taxes, Franchise Fees, & Public Service Taxes	2,217,490	2,038,850	-	-	2,217,490	2,038,850
Interest & Investment Earnings	1,018,497	270,687	141,736	74,440	1,160,233	345,127
Other Revenues	53,958	263,666	-	-	53,958	263,666
Total General Revenues	<u>3,289,945</u>	<u>2,573,203</u>	<u>141,736</u>	<u>74,440</u>	<u>3,431,681</u>	<u>2,647,643</u>
Total Revenues	<u>4,936,357</u>	<u>3,912,537</u>	<u>2,641,371</u>	<u>2,664,157</u>	<u>7,577,728</u>	<u>6,576,694</u>
<b>Program Expenses</b>						
General Government	1,250,002	1,170,450	-	-	1,250,002	1,170,450
Public Safety	994,431	903,421	-	-	994,431	903,421
Public Works	1,610,565	1,079,236	-	-	1,610,565	1,079,236
Culture and Recreation	48,066	37,999	-	-	48,066	37,999
Urban Renewal Projects	381,434	376,695	-	-	381,434	376,695
Interest on Long-Term Debt	55,726	14,845	-	-	55,726	14,845
<b>Utility Services</b>						
Water Utilities	-	-	1,736,677	575,917	1,736,677	575,917
Sewer Utilities	-	-	1,493,849	1,392,763	1,493,849	1,392,763
Total Program Expenses	<u>4,340,224</u>	<u>3,582,646</u>	<u>3,230,526</u>	<u>1,968,680</u>	<u>7,570,750</u>	<u>5,551,326</u>
<b>Transfers and Special Items</b>	(212,645)	(40,677)	981,078	40,677	768,433	-
Change in Net Position	383,489	289,214	391,923	736,154	775,411	1,025,368
Beginning Net Position	<u>3,451,145</u>	<u>3,161,932</u>	<u>15,541,083</u>	<u>14,804,929</u>	<u>18,992,228</u>	<u>17,966,861</u>
<b>Ending Net Position</b>	<u>\$ 3,834,634</u>	<u>\$ 3,451,146</u>	<u>\$ 15,933,006</u>	<u>\$ 15,541,083</u>	<u>\$ 19,767,639</u>	<u>\$ 18,992,229</u>

**CITY OF COBURG**

**Management’s Discussion and Analysis (MD&A)  
For the Fiscal Year Ended June 30, 2024**

The Statement of Activities shows the cost of program services and the charges for services, grants, and contributions offsetting those services. The following table shows, for governmental activity, the total cost of the four major functional activities of the City. The table also shows each function’s net cost (total cost minus charges for services generated by the activities and intergovernmental aid provided for specific programs). The net cost shows the financial burden placed on the City’s taxpayers by each function.

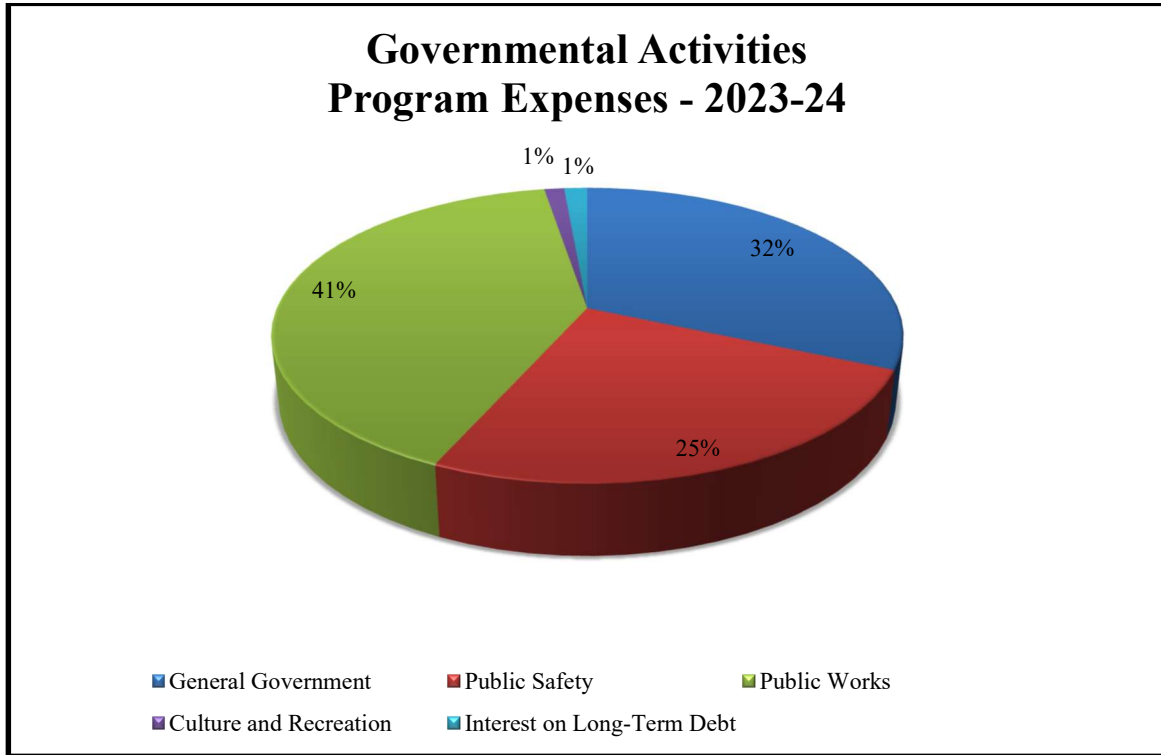
The following chart analyzes the revenue between governmental and business-type activities from the prior to the current year.



**CITY OF COBURG**

**Management’s Discussion and Analysis (MD&A)  
For the Fiscal Year Ended June 30, 2024**

This Chart represents the cost of the City’s Program expenses by governmental activities.



The expenses for governmental activities increased by \$757,578, with Public Works seeing the largest increase of \$531,329.

**Governmental Activities**

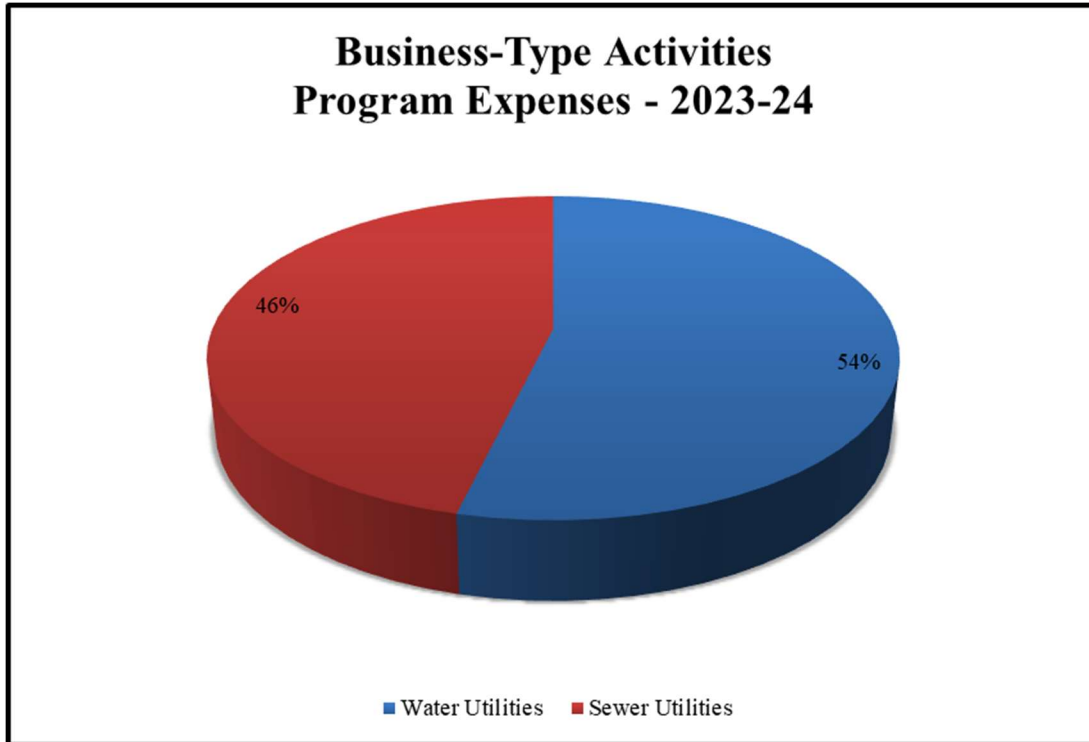
	Total Cost of Services		Net (Cost) Profit of Services	
	2023-24	2022-23	2023-24	2022-23
General Government	\$ 1,250,002	\$ 1,170,450	\$ (1,083,929)	\$ (969,683)
Public Safety	994,431	903,421	(994,431)	(903,421)
Public Works	1,610,565	1,079,236	(213,148)	(45,564)
Culture and Recreation	48,066	37,999	34,856	66,896
Urban Renewal Projects	381,434	376,695	(381,434)	(376,695)
Interest Expense	55,726	14,845	(55,726)	(14,845)
<b>Total Program Expenses</b>	<b>\$ 4,340,224</b>	<b>\$ 3,582,646</b>	<b>\$ (2,693,812)</b>	<b>\$ (2,243,312)</b>



**CITY OF COBURG**

**Management’s Discussion and Analysis (MD&A)  
For the Fiscal Year Ended June 30, 2024**

This graph represents the cost of the City’s Program expenses by business-type activities.



The business-type activities incurred a sum of \$3,230,526 in program expenses as indicated below.

**Business-Type Activities**

	<u>Total Cost of Services</u>		<u>Net (Cost) Profit of Services</u>	
	<u>2023-24</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2022-23</u>
Water Utilities	\$ 1,736,677	\$ 575,917	\$ (680,967)	\$ 519,362
Sewer Utilities	1,493,849	1,392,763	(49,924)	101,675
<b>Total Program Expenses</b>	<b>\$ 3,230,526</b>	<b>\$ 1,968,680</b>	<b>\$ (730,891)</b>	<b>\$ 621,037</b>

**CITY OF COBURG**

**Management’s Discussion and Analysis (MD&A)  
For the Fiscal Year Ended June 30, 2024**

**FINANCIAL ANALYSIS OF THE CITY’S FUNDS**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The City’s governmental funds focus on providing information on short-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City’s financing requirements. An unrestricted fund balance may serve as a useful measure of the City’s net resources available for spending at the end of the fiscal year.

***Governmental Funds***

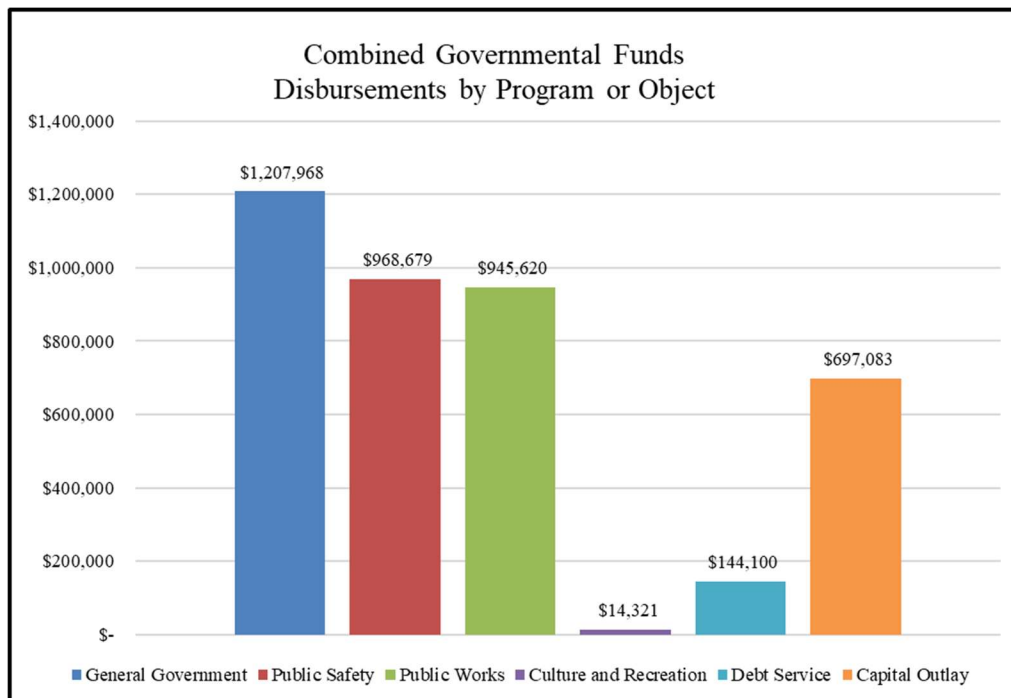
As the City completed the year, its governmental funds reported a combined ending fund balance of \$2,041,833. The fund balance constitutes restricted, committed, and unassigned amounts. Of the current fund balances, a total of \$1,642,362 is restricted funds, including \$829,120 for Systems Development and \$618,781 for Public Works, and \$194,461 for Urban Renewal Projects. Of the current fund balance, a total of \$3,213 is committed funds for Community Development Projects. The remaining balance of \$396,258 is considered unassigned funds and can be spent at the City’s discretion.

The General Fund is the principal operating fund of the City. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$207,547, committed fund balance was \$3,213 for community development projects and restricted fund balance was \$192,958 for Systems Development totaling \$403,718 as the ending total fund balance.

At the end of the current fiscal year, the restricted fund balance of the Street Fund was \$636,162 for systems development and \$618,781 for Public Works. The total ending fund balance for the Street Fund was \$1,443,654.

At the end of the current fiscal year, the fund balance of the Coburg Urban Renewal Agency Fund was 194,461, of which all is restricted to Urban Renewal Projects.

The following is a comparison of current expenditures by program of government funds.



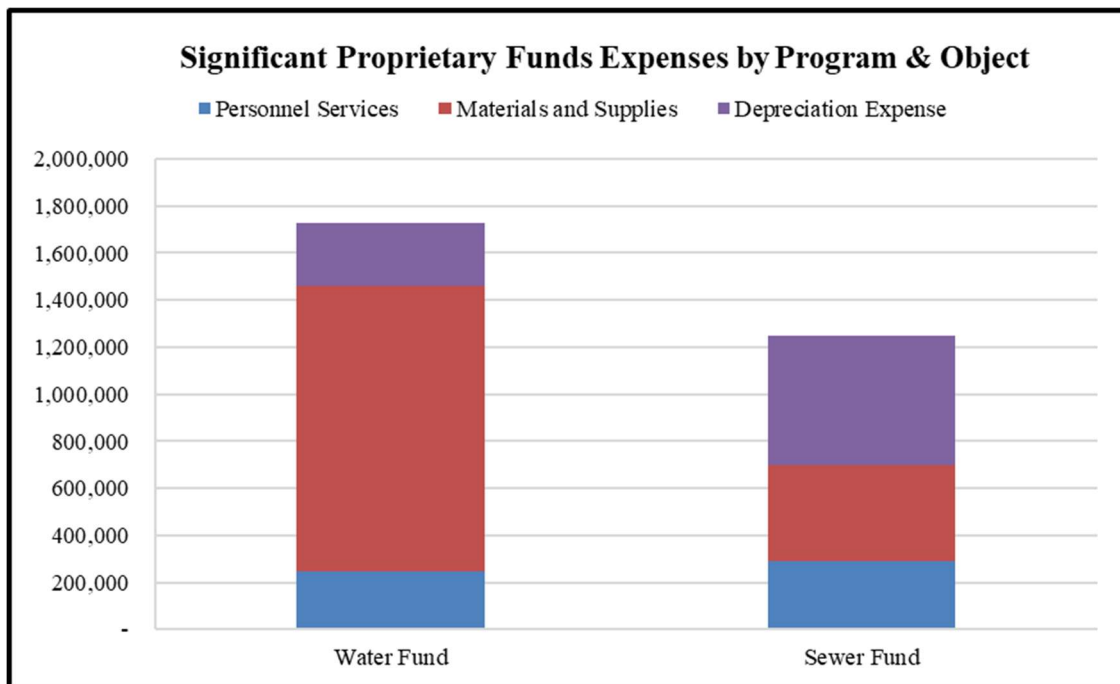
**CITY OF COBURG**

**Management’s Discussion and Analysis (MD&A)  
For the Fiscal Year Ended June 30, 2024**

*Proprietary Funds*

The City’s enterprise funds reported a total net position of \$15,933,006, an increase of \$391,923. This is primarily attributed to an increase in cash and capital assets. The enterprise funds also report \$1,944,344 in restricted net position, which includes debt service of \$676,860, \$1,264,948 for Systems Development, and \$2,536 for Net OPEB Asset. Capital Assets' net of related debt was \$12,157,418, which includes sewer and water infrastructure, buildings, and equipment.

The following is a comparison of current expenses by program of proprietary funds.



Personnel expenses are minimal in the enterprise funds as all personnel costs are absorbed in the general fund and reimbursed by the utility funds according to the hours charged to each department.

*Budgetary Highlights*

General Fund revenues were budgeted and anticipated to be collected in the amount of \$3,410,432 during the fiscal year. Actual revenues of \$3,100,737 were available, which was \$309,695 less than budgeted. This is primarily attributed to actual grant and donation revenues being \$119,851 lower than budgeted and actual charges for services revenues being \$105,207 lower than budgeted. The General Fund expenditures budget was under-spent by \$250,209. The ending fund balance of \$403,718 was \$220,430 less than budgeted.

## CITY OF COBURG

### Management's Discussion and Analysis (MD&A)

For the Fiscal Year Ended June 30, 2024

#### CAPITAL ASSETS AND DEBT ADMINISTRATION

##### **Capital Assets**

As of June 30, 2024, the City had invested, before net reduction for accumulated depreciation, \$40,910,318 in capital assets, including buildings, land, vehicles, water and sewer utility systems, construction in progress, and other equipment. This amount represents a net increase of \$1,000,162 from the prior year due to the addition of capital assets in fiscal year 2024. There were no deletions.

Total depreciation expense for the year was \$932,896; of which \$249,922 is associated with governmental activities with the remainder of \$682,973 associated with the water and sewer funds. Additional information on the City's capital assets can be found in this report's Capital Asset Note in the Notes to the Basic Financial Statements section.

##### **Long-Term Debt**

By June 30, 2024, the City had total long-term debt outstanding of \$18,112,908, an increase of \$879,900. The principal paid on long-term debt was \$822,261, while interest paid was \$216,213. Issuance of new long-term debt of \$2,009,621. Debt forgiveness of \$768,433 was recognized during the fiscal year related to the Business Oregon IFA loan. Additional information on the City's long-term debt can be found in the Long-Term Debt Note of the Notes to the Basic Financial Statements.

#### ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

##### **Economic Factors**

The finances of the City of Coburg are stable for the upcoming fiscal year. Staffing levels are adequate to maintain the regulatory service levels of our various operations. A review of the discretionary services provided by the City will need to occur for this coming fiscal year to ensure the ability to operate into the future years with the existing staffing levels until future development activity drives the need to reassess staffing needs.

##### **Budget**

The City has approved a budget of \$12,154,154 for the fiscal year concluding on June 30, 2025. This budget signifies an increase of \$888,396 relative to the prior year. The total budget allocation has been apportioned across various funds, which encompass \$2,353,790 for the General Fund, \$1,565,790 for the Street Fund, \$2,844,500 for the Water Fund, and \$1,924,410 for the Sewer Fund. The remaining amount of \$3,465,724 remains unappropriated and is available for allocation at the discretion of the City.

##### **Rate**

Permanent Rate Tax for 2024-25: \$3.7506/\$1000.

#### CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the resources it receives.

If you have any questions about this report or need additional information, contact the City of Coburg at (541) 682-7870. The office is located inside City Hall at 91136 N. Willamette Street, Coburg, Oregon 97408.

**BASIC FINANCIAL**  
**STATEMENTS**

**Government-Wide**  
**Financial Statements**

**CITY OF COBURG**  
**STATEMENT OF NET POSITION**  
For the Fiscal Year Ended June 30, 2024

	<u>Governmental</u>	<u>Business- Type</u>	<u>Total</u>
<b><u>ASSETS:</u></b>			
Current Assets:			
Cash and Investments	\$ 2,280,655	\$ 2,967,968	\$ 5,248,624
Accounts Receivable	25,687	532,272	557,959
LID Liens Receivable	-	44,998	44,998
SDCs Receivable	29,997	124,888	154,885
Property Taxes Receivable	49,598	-	49,598
Total Current Assets	<u>2,385,937</u>	<u>3,670,126</u>	<u>6,056,064</u>
Restricted Assets:			
Sinking Funds for Debt Service	-	676,860	676,860
Net OPEB Asset (RHIA)	29,170	2,536	31,706
Total Restricted Assets	<u>29,170</u>	<u>679,396</u>	<u>708,566</u>
Capital Assets, Net of Accumulated Depreciation	4,065,875	28,036,585	32,102,460
<b>Total Assets</b>	<b><u>6,480,982</u></b>	<b><u>32,386,107</u></b>	<b><u>38,867,089</u></b>
<b><u>DEFERRED OUTFLOW OF RESOURCES:</u></b>			
Pension Related Deferrals	894,956	70,986	965,942
OPEB Related Deferrals - RHIA	95	8	103
OPEB Related Deferrals - CIS	8,006	696	8,702
<b>Total Deferred Outflow of Resources</b>	<b><u>903,057</u></b>	<b><u>71,690</u></b>	<b><u>974,747</u></b>
<b><u>LIABILITIES:</u></b>			
Current Liabilities:			
Due to Component Unit			
Accounts Payable	129,041	303,661	432,702
Payroll Payable	141,422	-	141,422
Accrued Compensated Absences	66,215	-	66,215
Interest Payable	21,176	48,864	70,040
Customer Deposits	-	2,655	2,655
Current Portion of Long-Term Liabilities:			
Notes Payable	92,523	657,485	750,008
Bonds Payable	15,000	175,000	190,000
Total Current Liabilities	<u>465,377</u>	<u>1,187,665</u>	<u>1,653,042</u>
Long-Term Liabilities:			
Noncurrent Portion of Long-Term Liabilities:			
Notes Payable	814,917	9,580,287	10,395,204
Bonds Payable, Net of Premium	462,742	5,466,395	5,929,137
Net OPEB Obligation - CIS	49,746	4,326	54,072
Net Pension Liability	1,595,735	138,760	1,734,495
Total Long-Term Liabilities	<u>2,923,140</u>	<u>15,189,768</u>	<u>18,112,908</u>
<b>Total Liabilities</b>	<b><u>3,388,517</u></b>	<b><u>16,377,433</u></b>	<b><u>19,765,950</u></b>
<b><u>DEFERRED INFLOW OF RESOURCES:</u></b>			
Receivables Currently not Collectable	-	133,368	133,368
Deferred Earnings on Pension Assets	135,559	11,788	147,347
OPEB Related Deferrals - RHIA	4,443	1,735	6,178
OPEB Related Deferrals - CIS	20,888	467	21,355
<b>Total Deferred Inflow of Resources</b>	<b><u>160,890</u></b>	<b><u>147,358</u></b>	<b><u>308,248</u></b>
<b><u>NET POSITION:</u></b>			
Net Investment in Capital Assets	2,680,693	12,157,418	14,838,111
Restricted for:			
Systems Development	829,120	1,264,948	2,094,069
Debt Service	-	676,860	676,860
Public Works	618,781	-	618,781
Urban Renewal Projects	194,461	-	194,461
Net OPEB Asset	29,170	2,536	31,706
Unrestricted	(517,593)	1,831,244	1,313,651
<b>Total Net Position</b>	<b><u>\$ 3,834,632</u></b>	<b><u>\$ 15,933,006</u></b>	<b><u>\$ 19,767,639</u></b>

**CITY OF COBURG****STATEMENT OF ACTIVITIES**

For the Fiscal Year Ended June 30, 2024

	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Change in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<b><u>GOVERNMENTAL ACTIVITIES:</u></b>					
General Government	\$ 1,250,002	\$ -	\$ 166,073	\$ -	\$ (1,083,929)
Public Safety	994,431	-	-	-	(994,431)
Public Works	1,610,565	1,275,682	121,735	-	(213,148)
Culture and Recreation	48,066	82,922	-	-	34,856
Urban Renewal Projects	381,434	-	-	-	(381,434)
Interest Expense	55,726	-	-	-	(55,726)
<b>Total Governmental Activities</b>	<b>4,340,224</b>	<b>1,358,604</b>	<b>287,808</b>	<b>-</b>	<b>(2,693,812)</b>
<b><u>BUSINESS-TYPE ACTIVITIES:</u></b>					
Water Utilities	1,736,677	1,055,710	-	-	(680,967)
Sewer Utilities	1,493,849	1,443,925	-	-	(49,924)
Interest on Long-Term Debt					
<b>Total Business-type Activities</b>	<b>3,230,526</b>	<b>2,499,635</b>	<b>-</b>	<b>-</b>	<b>(730,891)</b>
<b>Total Primary Government</b>	<b>\$ 7,570,750</b>	<b>\$ 3,858,239</b>	<b>\$ 287,808</b>	<b>\$ -</b>	<b>\$ (3,424,703)</b>
			<b><u>Governmental Activities</u></b>	<b><u>Business-type Activities</u></b>	<b><u>Total</u></b>
<b><u>CHANGES IN NET POSITION:</u></b>					
<b>Net (expense) revenue</b>			<b><u>\$(2,693,812)</u></b>	<b><u>\$( 730,891)</u></b>	<b><u>\$( 3,424,703)</u></b>
General Revenues:					
Property Taxes, levied for general purposes			946,142	-	946,142
Property Taxes, levied for urban renewal programs			456,645	-	456,645
Intergovernmental Tax Turnovers			559,463	-	559,463
Franchise Taxes			255,240	-	255,240
Interest and Investment Earnings			1,018,497	141,736	1,160,233
Other Revenue			53,958	-	53,958
Subtotal - General Revenues			3,289,945	141,736	3,431,681
Interfund Transfers			(212,645)	212,645	-
Special Item - Debt Forgiveness			-	768,433	768,433
Total general revenues, special items, and transfers			3,077,300	1,122,814	4,200,114
Change in Net Position			383,488	391,924	775,413
Net Position, July 1, 2023			3,451,145	15,541,083	18,992,228
<b>Net Position, June 30, 2024</b>			<b><u>\$ 3,834,632</u></b>	<b><u>\$ 15,933,006</u></b>	<b><u>\$ 19,767,639</u></b>

The accompanying notes to the basic financial statements are an integral part of this statement.

**BASIC FINANCIAL**  
**STATEMENTS**

**Governmental Fund**  
**Financial Statements**



**CITY OF COBURG**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**For the Fiscal Year Ended June 30, 2024**

	<u>Component Unit</u>			
	<u>General</u>	<u>Street</u>	<u>Urban</u> <u>Renewal</u> <u>Agency</u> <u>Fund</u>	<u>Total</u> <u>Governmental</u> <u>Funds</u>
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Funds</u>
<b><u>ASSETS:</u></b>				
Cash and Investments	\$ 597,248	\$ 1,490,354	\$ 193,053	\$ 2,280,655
Receivables:				
Accounts, net	5,531	20,157	-	25,688
System Development Charges	29,997	-	-	29,997
Property Tax	35,570	-	14,028	49,598
<b>Total Assets</b>	<b><u>\$ 668,346</u></b>	<b><u>\$ 1,510,511</u></b>	<b><u>\$ 207,081</u></b>	<b><u>\$ 2,385,938</u></b>
<b><u>LIABILITIES, DEFERRED INFLOWS OF</u></b>				
<b><u>RESOURCES AND FUND BALANCES:</u></b>				
<b>LIABILITIES:</b>				
Accounts Payable	61,071	67,970	\$ -	\$ 129,041
Payroll Payable	141,422	-	-	141,422
<b>Total Liabilities</b>	<b><u>202,493</u></b>	<b><u>67,970</u></b>	<b><u>-</u></b>	<b><u>270,463</u></b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Delinquent Property Tax Revenue Not Available	32,138	-	12,620	44,758
Uncollected SDC Revenue	29,997	(1,113)	-	28,884
<b>Total Deferred Inflows of Resources</b>	<b><u>62,135</u></b>	<b><u>(1,113)</u></b>	<b><u>12,620</u></b>	<b><u>73,642</u></b>
<b>FUND BALANCES:</b>				
Restricted for:				
Public Works	-	618,781	-	618,781
Systems Development	192,958	636,162	-	829,120
Urban Renewal Projects	-	-	194,461	194,461
Committed for:				
Community Development Projects	3,213	-	-	3,213
Unassigned	207,547	188,711	-	396,258
<b>Total Fund Balances</b>	<b><u>403,718</u></b>	<b><u>1,443,654</u></b>	<b><u>194,461</u></b>	<b><u>2,041,833</u></b>
<b>Total Liabilities, Deferred Inflows</b>				
<b>of Resources &amp; Fund Balances</b>	<b><u>\$ 668,346</u></b>	<b><u>\$ 1,510,511</u></b>	<b><u>\$ 207,081</u></b>	<b><u>\$ 2,385,938</u></b>

**CITY OF COBURG**

**RECONCILIATION OF THE BALANCE SHEET -- GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET POSITION  
For the Fiscal Year Ended June 30, 2024**

<b>Total Fund Balances - Governmental Funds</b>		<b>\$ 2,041,833</b>
 <b>Amounts reported for governmental activities in the Statement of Net Position are different because:</b>		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.		
The cost of the assets is -	\$ 5,600,654	
The accumulated depreciation is -	<u>(1,534,779)</u>	
Net Value of Assets		4,065,875
Net pension assets reported in governmental activities are not financial resources and therefore are not reported in the governmental funds.		
		29,170
Certain receivables that will not be available to pay for current-period expenditures are deferred in the governmental funds:		
Property Taxes	44,758	
Assessments	<u>28,885</u>	
		73,643
Deferred inflows and outflows of pension and opeb contributions and earnings are not reported in the governmental funds		
Pension and OPEB Related Deferrals		742,165
Interest Payable is not recorded in the governmental funds:		
Accrued Compensated Absences are not recorded in the governmental funds:		
		(66,215)
Interest Payable is not recorded in the governmental funds:		
		(21,177)
Long-term liabilities, including notes payable and net pension liability, are not due and payable in the current period and therefore are not reported in the governmental funds.		
		<u>(3,030,663)</u>
<b>Net Position of Governmental Activities</b>		<b><u><u>\$ 3,834,632</u></u></b>

**CITY OF COBURG**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**For the Fiscal Year Ended June 30, 2024**

	<u>Component Unit</u>			<u>Total Governmental Funds</u>
	<u>General Fund</u>	<u>Street Fund</u>	<u>Urban Renewal Agency Fund</u>	
<b><u>REVENUES:</u></b>				
Taxes and Assessments	\$ 943,923	\$ -	\$ 456,645	\$ 1,400,568
Intergovernmental	120,216	439,247	-	559,463
Franchise Taxes	255,240	-	-	255,240
Licenses & Permits	145,441	-	-	145,441
Charges for Service	82,922	-	-	82,922
Fines and Forfeitures	27,420	46,626	16,271	90,317
Investment Revenue	270,149	748,348	-	1,018,497
Grants and Donations	166,073	121,735	-	287,808
Interdepartmental Charges	1,039,851	-	-	1,039,851
Other Revenue	49,502	4,456	-	53,958
<b>Total Revenues</b>	<b><u>3,100,737</u></b>	<b><u>1,360,412</u></b>	<b><u>472,916</u></b>	<b><u>4,934,065</u></b>
<b><u>EXPENDITURES:</u></b>				
Current Operating:				
General Government	1,207,968	-	-	1,207,968
Public Safety	968,679	-	-	968,679
Public Works	627,581	318,039	-	945,620
Culture and Recreation	14,321	-	-	14,321
Urban Renewal Projects	-	-	381,434	381,434
Debt Service:				
Principal	15,000	92,060	-	107,060
Interest	14,700	22,340	-	37,040
Capital Outlay	300,626	396,457	-	697,083
<b>Total Expenditures</b>	<b><u>3,148,875</u></b>	<b><u>828,896</u></b>	<b><u>381,434</u></b>	<b><u>4,359,205</u></b>
Net Change in Fund Balances	<u>(48,138)</u>	<u>531,516</u>	<u>91,482</u>	<u>574,860</u>
Fund Balances - July 1, 2023	<u>451,856</u>	<u>912,138</u>	<u>102,979</u>	<u>1,466,973</u>
<b>Fund Balances - June 30, 2024</b>	<b><u>\$ 403,718</u></b>	<b><u>\$ 1,443,654</u></b>	<b><u>\$ 194,461</u></b>	<b><u>\$ 2,041,833</u></b>

The accompanying notes to the basic financial statements are an integral part of this statement.

**CITY OF COBURG**  
**RECONCILIATION OF THE STATEMENT**  
**OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**For the Fiscal Year Ended June 30, 2024**

<b>Net Changes in Fund Balances - Total Governmental Funds</b>	\$	574,860
<b>Amounts reported for governmental activities in the Statement of Activities are different because:</b>		
Governmental funds report capital outlay as expenditures. However, in the Statement of Activities the cost of those assets are allocated over their estimated useful lives as depreciation expense.		
Less current year depreciation		(249,922)
		<u>(249,922)</u>
Some revenues will not be collected for several months after the City's fiscal year end and are therefore not considered "available" revenues in the governmental funds. Instead these funds are reported as deferred revenue. However, some of these amounts are recorded as revenue in the Statement of Activities.		
The changes in amounts deferred are as follows:		
Property Taxes		2,219
System Development Charges		<u>73</u>
		2,292
Changes to certain accruals are reflected in expenses in the Statement of Activities as follows:		
Interest Payable		(18,914)
Amortization of Bond Premium		229
Repayment of long-term debt principal amounts are expenditures in the governmental funds, but the repayment reduces long-term debt liabilities in the Statement of Net Position.		
Retirement of debt principal is as follows:		
Notes Payable		92,060
General Obligations Bonds		<u>15,000</u>
		107,060
Adjustment for pension costs not reported on the governmental fund financial statements on a modified accrual basis are included as adjustments to expenses on an accrued basis are as follows:		
		<u>(32,117)</u>
<b>Change in Net Position of Governmental Activities</b>	<b>\$</b>	<b><u>383,488</u></b>

**BASIC FINANCIAL**  
**STATEMENTS**

**Proprietary Fund**  
**Financial Statements**

**CITY OF COBURG**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUNDS**  
**For the Fiscal Year Ended June 30, 2024**

	<b>Enterprise Funds</b>		<b>Total Proprietary Funds</b>
	<b>Water Fund</b>	<b>Sewer Fund</b>	
<b>ASSETS:</b>			
Current Assets:			
Cash and Investments	\$ 1,946,985	\$ 1,020,983	\$ 2,967,968
Accounts Receivable, Net	419,423	112,849	532,272
LID Liens Receivable	-	44,998	44,998
SDCs Receivable	34,584	90,304	124,888
Total Current Assets	<u>2,400,992</u>	<u>1,269,134</u>	<u>3,670,126</u>
Restricted Assets:			
Sinking Funds for Debt Service	31,960	644,900	676,860
Net OPEB Asset (RHIA)	652	1,884	2,536
Total Restricted Assets	<u>32,612</u>	<u>646,784</u>	<u>679,396</u>
Capital Assets:			
Land	-	217,293	217,293
Depreciable Assets, Net of Depreciation	6,327,156	21,492,136	27,819,292
Total Capital Assets	<u>6,327,156</u>	<u>21,709,429</u>	<u>28,036,585</u>
<b>Total Assets</b>	<b><u>8,760,760</u></b>	<b><u>23,625,347</u></b>	<b><u>32,386,107</u></b>
<b>DEFERRED OUTFLOW OF RESOURCES:</b>			
Pension Related Deferrals	13,175	57,811	70,986
OPEB Related Deferrals - RHIA	2	6	8
OPEB Related Deferrals - CIS	179	517	696
<b>Total Deferred Outflow of Resources</b>	<b><u>13,356</u></b>	<b><u>58,334</u></b>	<b><u>71,690</u></b>
<b>LIABILITIES:</b>			
Current Liabilities:			
Accounts Payable	161,188	142,473	303,661
Interest Payable	739	48,125	48,864
Customer Deposits	2,655	-	2,655
Current Portion of Long-Term Liabilities:			
Notes Payable	107,585	549,900	657,485
Bonds Payable	80,000	95,000	175,000
Total Current Liabilities	<u>352,167</u>	<u>835,498</u>	<u>1,187,665</u>
Long-Term Liabilities:			
Noncurrent Portion of Long-Term Liabilities:			
Notes Payable	3,237,865	6,342,422	9,580,287
Bonds Payable, Net of Premium	80,112	5,386,283	5,466,395
Net OPEB Obligation - CIS	1,112	3,214	4,326
Net Pension Liability	35,681	103,079	138,760
Total Long-Term Liabilities	<u>3,354,770</u>	<u>11,834,998</u>	<u>15,189,768</u>
<b>Total Liabilities</b>	<b><u>3,706,937</u></b>	<b><u>12,670,496</u></b>	<b><u>16,377,433</u></b>
<b>DEFERRED INFLOW OF RESOURCES:</b>			
Receivables Currently not Collectable	30,216	103,152	133,368
Pension Related Deferrals	3,031	8,757	11,788
OPEB Related Deferrals - RHIA	99	1,636	1,735
OPEB Related Deferrals - CIS	467	-	467
<b>Total Deferred Inflow of Resources</b>	<b><u>33,813</u></b>	<b><u>113,545</u></b>	<b><u>147,358</u></b>
<b>NET POSITION:</b>			
Net Investment in Capital Assets	2,821,594	9,335,824	12,157,418
Restricted for Debt Service	31,960	644,900	676,860
Restricted for Systems Development	34,584	1,230,364	1,264,948
Restricted for Net OPEB Asset	652	1,884	2,536
Unrestricted	2,144,576	(313,332)	1,831,244
<b>Total Net Position</b>	<b><u>\$ 5,033,366</u></b>	<b><u>\$ 10,899,640</u></b>	<b><u>\$ 15,933,006</u></b>

The accompanying notes to the basic financial statements are an integral part of this statement.

**CITY OF COBURG**  
**STATEMENT OF REVENUES, EXPENSES,**  
**AND CHANGES IN FUND NET POSITION**  
**PROPRIETARY FUNDS**  
**For the Fiscal Year Ended June 30, 2024**

	<b>Enterprise Funds</b>		<b>Total Proprietary Funds</b>
	<b>Water Fund</b>	<b>Sewer Fund</b>	
<b><u>OPERATING REVENUES:</u></b>			
Charges for Services & Fees	\$ 1,031,718	\$ 1,068,925	\$ 2,100,643
<b>Total Revenues</b>	<b>1,031,718</b>	<b>1,068,925</b>	<b>2,100,643</b>
<b><u>OPERATING EXPENSES:</u></b>			
Personnel Services	247,985	288,096	536,081
Materials and Supplies	1,215,057	412,835	1,627,892
Depreciation Expense	267,041	549,452	816,493
<b>Total Operating Expenses</b>	<b>1,730,083</b>	<b>1,250,383</b>	<b>2,980,466</b>
<b>Operating Income (Loss)</b>	<b>(698,365)</b>	<b>(181,458)</b>	<b>(879,823)</b>
<b><u>NON-OPERATING REVENUES (EXPENSES):</u></b>			
Loan Fees	-	(37,188)	(37,188)
Other Revenue	23,992	375,000	398,992
Investment Revenue	91,532	50,204	141,736
Debt Forgiveness - Business Oregon	768,433	-	768,433
Interest Expense	(6,594)	(206,278)	(212,872)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>877,363</b>	<b>181,738</b>	<b>1,059,101</b>
Income Before Other Revenues, Expenses, and Transfers	178,998	280	179,278
<b><u>CAPITAL CONTRIBUTIONS AND TRANSFERS:</u></b>			
Transfers from Other Funds	-	608,790	608,790
Transfers to Other Funds	(396,145)	-	(396,145)
<b>Total Capital Contributions and Transfers</b>	<b>(396,145)</b>	<b>608,790</b>	<b>212,645</b>
Changes in Net Position	(217,147)	609,070	391,923
Net Position, July 1, 2023	5,250,513	10,290,570	15,541,083
<b>Net Position, June 30, 2024</b>	<b>\$ 5,033,366</b>	<b>\$ 10,899,640</b>	<b>\$ 15,933,006</b>

The accompanying notes to the basic financial statements are an integral part of this statement.

**CITY OF COBURG**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**For the Fiscal Year Ended June 30, 2024**

	<b>Enterprise Funds</b>		<b>Total</b>
	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>Proprietary Funds</b>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES:</u></b>			
Cash Received from User Charges	\$ 753,674	\$ 1,037,023	\$ 1,790,697
Cash Payments for Employee Services	(244,599)	(286,020)	(530,619)
Cash Payments to Suppliers & Service Providers	(1,314,455)	(281,094)	(1,595,549)
<b>Net Cash Provided (Used) by Operating Activities</b>	<b>(805,380)</b>	<b>469,909</b>	<b>(335,471)</b>
<b><u>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES:</u></b>			
Change in Customer Deposits	(104)	-	(104)
Non-Operating Receipts	23,992	375,000	398,992
Transfer to Other Funds	(396,145)	-	(396,145)
Transfer from Other Funds	-	608,790	608,790
<b>Net Cash Provided (Used) by Non-capital Financing Activities</b>	<b>(372,257)</b>	<b>983,790</b>	<b>611,533</b>
<b><u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u></b>			
Proceeds from Long-Term Debt	2,009,621	-	2,009,621
Acquisition of Capital Assets	(133,521)	(1,000,162)	(1,133,683)
Loan Fees Paid	-	(37,188)	(37,188)
Principal Paid on Long Term Debt	(75,000)	(640,201)	(715,201)
Interest Paid on Long Term Debt	(7,050)	(232,993)	(240,043)
<b>Net Cash Provided (Used) by Capital and Related Financing Activities</b>	<b>1,794,050</b>	<b>(1,910,544)</b>	<b>(116,494)</b>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES:</u></b>			
Investment Income	91,532	50,204	141,736
<b>Net Cash Provided (Used) by Investing Activities</b>	<b>91,532</b>	<b>50,204</b>	<b>141,736</b>
Cash and Cash Equivalents at July 1, 2023	1,271,000	2,072,524	3,343,524
<b>Cash and Cash Equivalents at June 30, 2024</b>	<b>\$ 1,978,945</b>	<b>\$ 1,665,883</b>	<b>\$ 3,644,828</b>
<b><u>Reconciliation of Income (Loss) From Operations</u></b>			
<b><u>to Net Cash Provided (Used) by Operating Activities:</u></b>			
Income (Loss) from Operations	\$ (698,365)	\$ (181,458)	\$ (879,823)
Adjustments to Reconcile Income (Loss) from Operations to Net Cash Provided (Used) by Operating Activities:			
Depreciation	267,041	549,452	816,493
Change in Assets, Liabilities and Deferred Amounts:			
Decrease (Increase) in Operating Receivables	(278,044)	(31,902)	(309,946)
Increase (decrease) in Payables	(99,398)	131,741	32,343
Increase (decrease) in Pension and OPEB Liabilities and Assets	12,265	35,432	47,697
Increase (decrease) in Pension and OPEB Deferred Inflows	(5,264)	(15,204)	(20,468)
(Increase) decrease in Deferred Outflows	(3,615)	(18,152)	(21,767)
<b>Net Cash Provided (Used) by Operating Activities</b>	<b>\$ (805,380)</b>	<b>\$ 469,909</b>	<b>\$ (335,471)</b>

The accompanying notes to the basic financial statements are an integral part of this statement.



**BASIC FINANCIAL**  
**STATEMENTS**

**Fiduciary Fund**

**CITY OF COBURG**  
**STATEMENT OF NET POSITION**  
**FIDUCIARY FUND**  
**For the Fiscal Year Ended June 30, 2024**

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	<b>Custodial Fund</b>
	Cash Evidence Held Fund
<b><u>ASSETS:</u></b>	
Current Assets	
Cash & Investments	\$ 100
<b>Total Assets</b>	<b>\$ 100</b>
<b><u>LIABILITIES:</u></b>	
Current Liabilities	
Refund Payables and Other	\$ 100
<b>Total Liabilities</b>	<b>\$ 100</b>

The accompanying notes to the basic financial statements are an integral part of this statement.

**BASIC FINANCIAL**  
**STATEMENTS**

**Notes to the Basic**  
**Financial Statements**

# CITY OF COBURG

## NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2024

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### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The City of Coburg, Oregon (City) is a municipal corporation incorporated under the laws of the State of Oregon. The City is governed by an elected Mayor and an elected council. Administration officials are appointed by the council and are responsible for the day-to-day operations of the City.

The financial statements of the City have been prepared in accordance with Generally Accepted Accounting Principles (GAAP). GAAP Statements include all relevant Governmental Accounting Standards Board (GASB) pronouncements.

The following is a summary of the more significant policies of the City:

#### Reporting Entity

In determining the financial reporting entity, the City of Coburg complies with Governmental Accounting Standards Board Statement 14, "The Financial Reporting Entity." The criteria for including organizations as component units within the City's reporting entity, include whether 1) the organization is legally separate (can sue and be sued in their own name); 2) the City holds the corporate powers of the organization; 3) the City appoints a voting majority of the organization's council; 4) the City is able to impose its will on the organization; 5) the organization has the potential to impose a financial benefit/burden on the City; and 6) there is fiscal dependency by the organization on the City. Based on the criteria, the City of Coburg has one component unit, the Urban Renewal Agency.

*Blended Component Unit-* The City has included the financial operations of its Urban Renewal Agency as a blended component unit in the basic financial statements. The Agency is a legally separate entity, which is governed by a council comprised of the members of the City Council as stipulated in the Agency's bylaws. The City Council has the ability to impose its will on the Agency as determined on the basis of budget adoption, taxing authority, and funding for the Agency. Complete financial statements for the Agency can be obtained from the Finance Department of the City.

#### Basis of Presentation

*Government-wide Statements:* The statement of net position and the statement of activities display information about the City as a whole. These statements include the financial activities of the overall City. Eliminations have been made to minimize the double counting of internal activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Direct expenses are those that are specifically associated with a program of function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the City.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Net position is reported as restricted when constraints placed on net asset use are either externally restricted, imposed by creditors (such as through grantors, contributors, or laws) or through constitutional provisions or enabling resolutions.

# CITY OF COBURG

## NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2024

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### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.):

#### Basis of Presentation (Cont.)

*Fund Financial Statements:* The fund financial statements provide information about the city's funds including those of a fiduciary nature, if applicable. Separate statements for each fund category – governmental and proprietary – are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as other governmental funds.

**Governmental Funds** are those funds through which most governmental functions typically are financed. The measurement focus of governmental funds is on the sources, uses and balance of current financial resources. The City reports the following major governmental funds:

General Fund - The General Fund is the main operating fund of the City. All financial resources, except those required to be accounted for in another fund, are accounted for in the General Fund. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other funds are accounted for in this fund. General operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the General Fund.

Street Fund - This fund accounts for activities related to the construction and maintenance of City streets, including major infrastructure construction and repairs. Revenues for this fund come from state highway taxes, grants, and system development charges.

Coburg Urban Renewal Agency Fund – This fund accounts for the General Fund revenues and expenditures of the Urban Renewal Agency. This fund is reported as a blended component unit of the City.

The City does not report any non-major funds within the governmental fund type.

**Proprietary Funds** are accounted for using the economic resources measurement focus and the accrual basis of accounting. The accounting objectives are determinations of net income, financial position, and cash flow. All assets and liabilities are included on the Statement of Net Position. The City has presented the following major proprietary funds:

Water Funds - The Water Fund is used to account for the provision of water services to the residents of the City. Activities of the fund include administration, operations and maintenance of the water system, water capital improvements and billing and collection activities.

Sewer Funds - The Sewer Fund is used to account for the provision of sewer services to the residents of the City. Activities of the fund include administration, operations and maintenance of the sewer system, sewer capital improvements, debt payments and billing and collection activities.

# CITY OF COBURG

## NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2024

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### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.):

#### Basis of Presentation (Cont.)

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses for the proprietary funds include the cost of personal and contractual services, supplies, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**Fiduciary Funds** are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds. Fiduciary funds are custodial and do not involve measurement of the results of operations.

**Evidence Fund** –The Evidence Fund is a holding fund for cash that has been confiscated by the Police Department in the investigation of crimes. Upon judicial dispensation of the crime, the cash taken as evidence is returned to the citizen from whom it was confiscated.

#### Measurement Focus/Basis of Accounting

Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the city receives value without giving equal value in exchange, include property taxes, grants, entitlements and donations. On the accrual basis of accounting revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied. Under terms of grant agreements, the city funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. It is the city's policy to first apply cost-reimbursement grant resources to such programs and then general revenues.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they are measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period. The city considers property taxes as available if they are collected within 60 days after year-end. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt, which is recognized when the obligations are expected to be liquidated with expendable available financial resources. Property taxes, interest and special assessments are susceptible to accrual. Other receipts and taxes become measurable and available when the cash is received by the government and are recognized as revenue at that time. Entitlements and shared revenues are recorded at the time of receipt or earlier if the "susceptible to accrual" criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met. Capital asset acquisitions are reported as expenditures in the governmental funds and proceeds from general long-term debt and acquisitions under capital leases are reported as other financing sources.

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.):****Measurement Focus/Basis of Accounting (Cont.)**

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the city's Sewer and Water Funds are charges to customers for sales and services. These funds also recognize fees intended to recover the cost of connecting new customers to the city's utility systems as operating revenue. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**Budgeting**

A budget is prepared for each city fund in accordance with the modified accrual basis of accounting and legal requirements outlined in the Oregon local budget law. The resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. Total personnel services, materials and services, capital outlay, inter-fund transfers, contingencies, and debt service by the fund are the levels of control. The detailed budget document, however, is required to contain more specific, detailed information for the above-mentioned expenditure categories. Appropriations lapse on June 30. Unexpected additional resources may be added to the budget by a supplemental budget and appropriations resolution. A supplemental budget may require hearings before the public, publications in newspapers, and approval by the city council. Original and supplemental budgets may be modified by using appropriations transfers between the levels of control. Such transfers require approval by the city council. The city does not utilize encumbrance accounting for budgeted funds.

**Cash and Investments**

For the statement of cash flows, cash, and cash equivalents include cash on hand, checking, savings, and money market accounts, and any short-term, highly liquid investments with initial maturity dates of three months or less.

The City has adopted an investment policy requiring compliance with Oregon statutes, which authorizes the City to invest in obligations of the United States, the agencies and instrumentalities of the United States and the State of Oregon, and numerous other investment instruments.

The City's investments may consist of time certificates of deposit, banker's acceptances, commercial paper, U.S. Government Agency securities, and the State of Oregon Treasurer's Local Government Investment Pool (LGIP). The City's investments are reported at fair value at year-end. Changes in the fair value of investments are recorded as investment earnings. The LGIP is stated at cost, which approximates fair value. The fair value of the LGIP is the same as the City's value in the pool shares.

The Oregon State Treasury administers the LGIP. It is an open-ended, non-load diversified portfolio offered to any agency, political subdivision, or public corporation of the State that by law is made the custodian of, or has control of, any fund. LGIP is included in the Oregon Short-Term Fund (OSTF) which was established by the State Treasurer.

In seeking to best serve local governments of Oregon, the Oregon legislature established the Oregon Short-Term Fund Board. The purpose of the Board is to advise the Oregon State Treasury on the management and investment options of the LGIP.

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024**

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.):****Accumulated Compensated Absences**

Accumulated vested vacation and compensatory pay is accrued as it is earned. For governmental funds, compensation not expected to be liquidated with the current resources are reported as liabilities in the government-wide statements and represent a reconciling item between the fund level and government-wide presentations. In business-type funds both the current and long-term liabilities are recorded. Sick pay, which does not vest, is recognized in applicable funds when leave is taken.

**Receivables**

Amounts due from individuals, organizations or other governmental units are recorded as receivables at year-end. These amounts include charges for services rendered, or for goods and material provided by the City. All receivables are expected to be collected. Accordingly, receivables are reported at the gross amount without an allowance for uncollectible accounts.

Receivables are also recognized for property taxes and intergovernmental grants. Property taxes receivable consist of uncollected taxes levied and payable at the end of the fiscal year. All taxes are considered collectible. Consequently, no allowance for uncollectible taxes has been established. In the governmental fund financial statements, property taxes not collected within sixty days of the end of the fiscal year are reported as a deferred inflow or resources. (See the note Restricted Assets and Liabilities in the Summary of Significant Accounting Policies).

**Deferred Inflows/Outflows of Resources:**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the City has only one item that qualifies for reporting in this category, deferred pension contributions.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has only one type of item that qualifies for reporting in this category, deferred earnings on pension assets. In the governmental funds balance sheet, a different category of deferred inflow of resources, delinquent property tax revenue not available, is reported. Property taxes levied and considered receivable at the end of the fiscal year, but not collected within sixty days of the end of the fiscal year are reported in this category. These amounts are recognized as an inflow of resources (revenue) in the period that the amounts become available.

**Inventory**

Inventories are valued at cost, which approximates market value, using the first-in/first-out (FIFO) method. The costs of governmental fund-type inventories are recorded as expenditures when purchased. The costs of proprietary fund type inventories are also recorded as expenditure when purchased.



**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.):****Restricted Assets and Liabilities**

Certain resources are set aside and restricted for future bond payments and the related liability; these resources are segregated in the statement of net position and are classified as restricted assets on the Statement of Net Position because their use is limited.

**Long-Term Debt**

All bonds and capital leases to be paid from governmental and business-type resources are reported as liabilities in the government-wide financial statements. Amounts of the long-term debt due within the following fiscal year are included in the current liabilities section of the Statement of Net Position.

Long-term debt for governmental funds is not reported as a liability in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures. The accounting for proprietary funds is the same in fund financial statements as it is in the government-wide statements.

**Capital Assets**

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and in the fund financial statements for proprietary funds. Purchased or constructed capital assets are reported at cost or estimated cost when original cost is not available. Donated capital assets are valued at their estimated fair market value on the date received. Maintenance and repairs of capital assets that do not significantly extend the useful life of an asset are not capitalized, but rather are charged to expenditures in the funds.

Assets capitalized have an original cost of \$5,000 or more and over one year of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method.

The estimated useful lives are as follows:

Buildings and Improvements	10-50 years
Machinery and Equipment	3-20 years
Vehicles	5-10 years
Water and Sewer Systems	20-50 years
Infrastructure	25-35 years

**Use of Estimates**

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amount of assets and liabilities as well as disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

# CITY OF COBURG

## NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2024

### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.):

#### Equity Classifications:

##### *Government-wide Statements and Proprietary Fund Financial Statements*

Equity is classified as net position, which represents the difference between assets and liabilities, and deferred accounts. Net position is displayed in three components:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantor, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

The City’s policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

##### *Governmental Fund Financial Statements*

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- Nonspendable: This classification includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints. The City did not have any nonspendable resources as of the fiscal year end.
- Restricted: This classification includes fund balance amounts that are constrained for specific purposes which are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. The City has restricted funds for systems development, public works projects, urban renewal projects, Net OPEB assets, and debt service.
- Committed: This classification includes fund balance amounts that are constrained for specific purpose that are internally imposed by the government through resolution of the highest level of decision-making authority, the City Council, and does not lapse at year-end. The City has committed resources as of the end of the fiscal year.
- Assigned: This classification includes fund balance amounts that are intended to be used for specific purposes that are neither restricted nor committed. This intent can be expressed by the City Council or through the City Council delegating this responsibility to selected staff members or through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.
- Unassigned: This classification includes positive fund balance within the General Fund which has not been classified within the above-mentioned categories, and negative fund balances of other governmental funds.

The City’s policy is to use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of the constrained fund balances.

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.):****Property Taxes**

The assessment date for the tax year is July 1. Personal and real property taxes are a lien on July 1. Total personal property tax becomes due and is delinquent when any installment is not paid by its due date. Real property tax is due and payable on November 15. However, a taxpayer may pay real property taxes in three equal installments, due on the 15th day of November, February, and May. Real property taxes become delinquent if not paid by May 15.

**Inter-Fund Transactions**

Internal service charges are reported as interdepartmental charges in the general fund and as part of operational expenditures in the funds charged for those services. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. All other inter-fund transactions, except quasi-external transactions and reimbursements, are reported as transfers in the fund financial statements. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other inter-fund transfers are reported as operating transfers. For the purposes of the Statement of Activities, all interfund transfers between individual governmental funds have been eliminated.

**Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement Fund (OPERF) and the Oregon Public Service Retirement Plan (OPSRP) and additions to/deductions from OPERF's and OPSRP's fiduciary net position have been determined on the same basis as PERS reports them. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**CASH AND INVESTMENTS:**

For a discussion of deposit and investment policies and other related information, see the Cash and Investments note in the Summary of Significant Accounting Policies.

The City follows the practice of aggregating the cash assets of various funds to maximize cash management efficiency and returns. State statutes impose various restrictions on deposits and investments. These restrictions are summarized in the Cash and Investments note in the Summary of Significant Accounting Policies.

Investments, including amounts held in pool cash and investments, are stated at fair value. In accordance with Governmental Accounting Standards Board (GASB) Statement No. 31, Accounting and Financial Reporting for Certain Investments and External Investment Pools, investments with a remaining maturity of more than one year at the time of purchase are stated at fair value. If available, fair value is determined at the quoted market prices; otherwise, the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than a forced liquidation sale. State of Oregon Local Government Investment Pool (LGIP) investments are stated at fair value.

**CITY OF COBURG**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**June 30, 2024**

**CASH AND INVESTMENTS (Cont.):**

Deposits - All cash is deposited in compliance with Oregon statutes. Banking regulations and Oregon law establish the insurance and collateral requirements for deposits. FDIC insurance of \$250,000 applies to the deposits in each depository. ORS 295 governs the collateralization of Oregon public funds and provides the statutory requirements for the Oregon Public Funds Collateralization Program (PFCP). Where balances continually exceed \$250,000, ORS 295 requires the depositor to verify that deposit accounts are only maintained at financial institutions on the list of qualified depositories on the state treasurer’s website.

*Custodial Credit Risk for Deposits* - Custodial credit risk for deposits exists when, in the event of a depository failure, the City's deposits may not be returned to it. The City does not have a deposit policy for custodial credit risk.

As of June 30, 2024, the City’s reported deposits were \$986,995; the bank balance was \$797,074, and \$438 in petty cash. Of the bank balance, the entire amount was insured by the FDIC or covered by the collateral held in a multiple financial institutions collateral pool administered by the Oregon State Treasurer.

Investments - Oregon statutes authorize the City to invest in obligations of the U.S. Treasury and U.S. agencies, banker’s acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor’s Corporation or P-1 by Moody’s Commercial Paper Record, and the Local Governmental Investment Pool. The City has no credit risk or investment policy that would further limit its investment choices.

*Credit Risk* - Credit risk exists when there is a possibility the issuer or other counterparty to an investment may be unable to fulfill its obligations. As of June 30, 2024, the City’s investment in the Oregon State Treasurer’s Local Government Investment Pool (LGIP) was unrated.

As of June 30, 2024, the City's investments in financial institutions are as follows:

<u>Type of Investment</u>	<u>Fair Value</u>	<u>Credit Rating</u>
Oregon State Treasurer's Local Government Investment Pool (LGIP)	<u>\$ 4,938,489</u>	N/A
Total Investments	<u>\$ 4,938,489</u>	

Investments in the LGIP and federal agency notes do not require disclosure of credit rating quality.

*Concentration of Credit Risk* - An increased risk of loss occurs as more investments are acquired from one issuer. This results in a concentration of credit risk. The City places no limit on the amount that may be invested in any one issuer. More than 5 percent of the City's investments are in the Oregon State Treasurer's Local Government Investment Pool (LGIP). This investment is 100% of the City's total investment.

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****CAPITAL ASSETS:**

The following is a summary of capital assets for governmental activity for the fiscal year ended June 30, 2024:

<b><u>Governmental Activities</u></b>	<b><u>Beginning Balances</u></b>	<b><u>Additions</u></b>	<b><u>Deletions</u></b>	<b><u>Ending Balances</u></b>
<b>Assets Not Being Depreciated:</b>				
Land	\$ 317,231	\$ -	\$ -	\$ 317,231
Construction in Progress	217,531	-	-	217,531
Total of Capital Assets Not Being Depreciated	534,762	-	-	534,762
<b>Assets Being Depreciated:</b>				
Building and Building Improvement	888,150	-	-	888,150
Machinery and Equipment	855,601	-	-	855,601
Infrastructure	3,322,141	-	-	3,322,141
Total Depreciable Assets	5,065,892	-	-	5,065,892
<b>Less: Accumulated Depreciation</b>				
Building and Building Improvement	178,715	27,121	-	205,836
Machinery and Equipment	465,122	51,548	-	516,670
Infrastructure	641,019	171,254	-	812,272
Total Accumulated Depreciation	1,284,856	249,922	-	1,534,779
Net Value of Capital Assets Being Depreciated	3,781,036	(249,922)	-	3,531,114
Total Governmental Activities				
-- Net Value of Capital Assets	<u>\$ 4,315,798</u>	<u>\$ (249,922)</u>	<u>\$ -</u>	<u>\$ 4,065,875</u>

**Depreciation expense was charged to the functions of governmental activities as follows:**

General Government	\$ 32,110
Public Safety	14,472
Public Works	169,596
Culture and Recreation	33,745
Total Depreciation Expense	<u>\$ 249,922</u>

**CITY OF COBURG**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**June 30, 2024**

**CAPITAL ASSETS (Cont.):**

The following is a summary of capital assets for business-type activity for the fiscal year ended June 30, 2024:

<b><u>Business-Type Activities</u></b>	<u>Beginning Balances</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balances</u>
<b>Assets Not Being Depreciated:</b>				
Land	\$ 217,293	\$ -	\$ -	217,293
Construction in Progress	3,952,908	1,000,162	-	4,953,070
<b>Total</b>	<b>4,170,201</b>	<b>1,000,162</b>	<b>-</b>	<b>5,170,363</b>
<b>Assets Being Depreciated:</b>				
Utility Systems	27,089,446	-	-	27,089,446
Building and Building Improvement	2,482,914	-	-	2,482,914
Machinery and Equipment	566,941	-	-	566,941
<b>Total Depreciable Assets</b>	<b>30,139,301</b>	<b>-</b>	<b>-</b>	<b>30,139,301</b>
<b>Less: Accumulated Depreciation</b>				
Utility Systems	5,938,526	592,767	-	6,531,294
Building and Building Improvement	397,266	49,658	-	446,925
Machinery and Equipment	254,314	40,548	-	294,861
<b>Total Accumulated Depreciation</b>	<b>6,590,106</b>	<b>682,973</b>	<b>-</b>	<b>7,273,079</b>
<b>Net Value of Capital Assets Being Depreciated</b>	<b>23,549,195</b>	<b>(682,973)</b>	<b>-</b>	<b>22,866,221</b>
<b>Total Business-Type Activities</b>				
-- Net Value of Capital Assets	<u>\$ 27,719,396</u>	<u>\$ 317,189</u>	<u>\$ -</u>	<u>\$ 28,036,584</u>
<b>Total Net Value of Capital Assets of Primary Government</b>	<u><b>\$ 32,035,194</b></u>	<u><b>\$ 67,266</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 32,102,460</b></u>

**Depreciation expense was charged to the functions of business-type activities as follows:**

Water	\$ 133,521
Sewer	549,452
<b>Total Depreciation Expense</b>	<u><b>\$ 682,973</b></u>

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****LONG-TERM DEBT:**

Long-term debt information, presented separately concerning governmental and business-type activities, is as follows.

**Governmental Activities:**

Full Faith & Credit Refunding Obligation Bonds, Series 2020, held by US Bank for refinancing and consolidation of debt. The bonds are \$6,565,000 and carry an interest rate between 3.0 and 4.0 %. The bonds are dated November 19, 2020. Liability and repayment of the debt are allocated between governmental activities, water activities, and sewer activities. The original balance of \$520,000 is the governmental activities portion. This portion will be fully retired in 2045. This bond is reported on the schedule as three separate amounts because it is reported by three different activities: governmental, water, and sewer.

On August 23, 2022, the City entered into a promissory note payable agreement with the Oregon Department of Transportation for financing street repair and maintenance projects. The promissory note amount is \$999,500 and carries an interest rate of 2.52 %. The first payment of \$114,400 is due September 1, 2024. Annual payments of \$114,400 are due every September. The final payment is due September 1, 2032.

**Business-Type Activities:**

Full Faith & Credit Refunding Obligation Bonds, Series 2020, held by US Bank for refinancing and consolidation of debt. The bonds are \$6,565,000 and carry an interest rate between 3.0 and 4.0 %. The bonds are dated November 19, 2020. Liability and repayment of the debt are allocated between governmental activities, water activities, and sewer activities. The original balance of \$5,135,000 is the sewer activities portion. This portion will be fully retired in 2055. This bond is reported on the schedule as three separate amounts because it is reported by three different activities: governmental, water, and sewer.

Full Faith & Credit Refunding Obligation Bonds, Series 2020, held by US Bank for refinancing and consolidation of debt. The bonds are \$6,565,000 and carry an interest rate between 3.0 and 4.0 %. The bonds are dated November 19, 2020. Liability and repayment of the debt are allocated between governmental activities, water activities, and sewer activities. The original balance of \$555,000 is the water activities portion. This portion will be fully retired in 2026. This bond is reported on the schedule as three separate amounts because it is reported by three different activities: governmental, water, and sewer.

Note payable to Department of Environmental Quality to refinance outstanding debt with DEQ. Note is dated December 1, 2020, for a total amount of \$8,805,123 and carries an interest rate of .86%. Principal and interest payments are due the first day of August and February until paid off with payment of February 1, 2036.

IFA Loan with Oregon Business Development Department loan #S19007 Safe Drinking Water Revolving Loan Fund for Water System Improvements. Original balance \$6,530,000 with forgivable amount of \$780,000. Interest rate 1.00%. Dated December 27, 2018. As of June 30, 2024, the loan is in drawdown and therefore not included in the future debt service requirements tables below.

# CITY OF COBURG

## NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2024

### LONG-TERM DEBT (Cont.):

The following tables present the current year changes in those debt obligations and the current portions due for each debt.

<u>Governmental Long-Term Debt</u>	Outstanding Balance July 1, 2023	New Issues	Principal Reductions	Interest Paid	Outstanding Balance June 30, 2024	Due Within One Year
<b>Bonds Payable:</b>						
US Bank Global Corp. Trust Services - Govmntl. Portion	\$ 490,000	\$ -	\$ 15,000	\$ 14,700	\$ 475,000	\$ 15,000
<b>Total Bonds Payable</b>	<u>490,000</u>	<u>-</u>	<u>15,000</u>	<u>14,700</u>	<u>475,000</u>	<u>15,000</u>
<b>Notes from Direct Borrowing:</b>						
Oregon Department of Transportation	\$ 999,500	\$ -	\$ 92,060	\$ 22,340	\$ 907,440	\$ 92,523
<b>Total Notes Payable</b>	<u>999,500</u>	<u>-</u>	<u>92,060</u>	<u>22,340</u>	<u>907,440</u>	<u>92,523</u>
	Unamortized Beginning	New Premiums		Current Amortization	Unamortized Ending	
Bond Premium	<u>2,971</u>	<u>-</u>		<u>(229)</u>	<u>2,742</u>	
<b>Total Governmental Long-Term Debt, Net</b>	<u><b>\$ 1,492,471</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 107,060</b></u>	<u><b>\$ 36,811</b></u>	<u><b>\$ 1,385,182</b></u>	<u><b>\$ 107,523</b></u>
<u>Business-Type Long-Term Debt</u>	Outstanding Balance July 1, 2023	New Issues	Principal Reductions	Interest Paid	Outstanding Balance June 30, 2024	Due Within One Year
<b>Bonds Payable:</b>						
US Bank Global Corp. Trust Services - Sewer Portion	\$ 4,960,000	\$ -	95,000	\$ 170,200	\$ 4,865,000	\$ 95,000
US Bank Global Corp. Trust Services - Water Portion	<u>235,000</u>	<u>-</u>	<u>75,000</u>	<u>7,050</u>	<u>160,000</u>	<u>80,000</u>
<b>Total Bonds Payable</b>	<u>5,195,000</u>	<u>-</u>	<u>170,000</u>	<u>177,250</u>	<u>5,025,000</u>	<u>175,000</u>
<b>Notes from Direct Borrowing :</b>						
IFA Business Oregon #S19007 - In Drawdown	2,104,262	2,009,621	768,433	-	3,345,450	107,585
DEQ #R23045 Refinance Note	<u>7,437,523</u>	<u>-</u>	<u>545,201</u>	<u>62,793</u>	<u>6,892,322</u>	<u>549,900</u>
<b>Total Notes from Direct Borrowing</b>	<u>9,541,785</u>	<u>2,009,621</u>	<u>1,313,634</u>	<u>62,793</u>	<u>10,237,772</u>	<u>657,485</u>
	Unamortized Beginning	New Premiums		Current Amortization	Unamortized Ending	
Bond Premium	<u>640,225</u>	<u>-</u>		<u>(23,830)</u>	<u>616,395</u>	
<b>Total Business-Type Long-Term Debt, Net</b>	<u><b>\$ 15,377,010</b></u>	<u><b>\$ 2,009,621</b></u>	<u><b>\$ 1,483,634</b></u>	<u><b>\$ 216,213</b></u>	<u><b>\$ 15,879,167</b></u>	<u><b>\$ 832,485</b></u>

The reduction in principal for the IFA Business Oregon #s19007 note payable in drawdown is the portion of the loan proceeds over that last three years that have been identified as qualifying for the debt forgiveness portion of the proceeds, that are recognized during the current fiscal year as likely to be forgiven.



**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****LONG-TERM DEBT (Cont.):**

The debt service requirements on the above debt are as follows:

**Bonds Payable:**

Due Fiscal Year Ending June 30,	Principal	Interest	Total
2025	\$ 190,000	\$ 186,400	\$ 376,400
2026	195,000	180,700	375,700
2027	115,000	174,850	289,850
2028	125,000	171,400	296,400
2029	130,000	167,650	297,650
2030 - 2034	685,000	778,700	1,463,700
2035 - 2039	795,000	669,950	1,464,950
2040 - 2044	925,000	542,900	1,467,900
2045 - 2049	955,000	390,000	1,345,000
2050 - 2054	1,130,000	190,200	1,320,200
2055 - 2059	255,000	10,200	265,200
Total	<u>\$ 5,500,000</u>	<u>\$ 3,462,950</u>	<u>\$ 8,962,950</u>

**Notes from Direct Borrowing:**

Due Fiscal Year Ending June 30,	Principal	Interest	Total
2025	\$ 750,008	\$ 94,562	\$ 844,570
2026	757,167	87,403	844,570
2027	765,402	79,168	844,570
2028	773,749	70,821	844,570
2029	782,209	62,361	844,570
2030 - 2034	3,921,859	180,922	4,102,781
2035 - 2039	1,535,268	18,806	1,554,074
Total	<u>\$ 9,285,662</u>	<u>\$ 594,043</u>	<u>\$ 9,879,705</u>

\*IFA OBDD Loan #S19007 in drawdown is not included in the above debt service requirements.

The City has no unused lines of credit.

The City has no assets that are specifically pledged as collateral for any of the debt.

For further detail on debt service, see the 'Schedule of Long-Term Debt Transactions' in this report's Other Supplementary Data section.

# CITY OF COBURG

## NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2024

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### PENSION PLAN:

The City of Coburg offers various retirement plans to qualified employees as described below.

#### Name of Pension Plan

The City of Coburg participates with other state agencies in the Oregon Public Employees Retirement System (OPERS) which is a cost-sharing multiple-employer defined benefit pension plan.

#### Description of Benefit Terms

##### Plan Benefits

OPERS is administered in accordance with Oregon Revised Statutes (ORS) Chapter 238, Chapter 238A, and Internal Revenue Code Section 401(a). The Oregon Legislature has delegated authority to the Public Employees Retirement Board (PERS Board) to administer and manage the System.

**1. Tier One/Tier Two Retirement Benefit (Chapter 238).** OPERS is a defined benefit pension plan that provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to members and their beneficiaries. Benefits are established by state statute. This defined benefit pension plan portion of OPERS is closed to new members hired on or after August 29, 2003.

##### *Pension Benefits*

The OPERS retirement allowance is payable monthly for life. Members may select from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

Police and Fire members may purchase increased benefits that are payable between the date of retirement and age 65.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years, or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

During the 2019 Legislative session, Senate Bill 1049 was approved and signed into law by the governor. Under Senate Bill 1049, several components of the bill have significantly impacted the System, and the bill continues to be implemented.

1. Employer Programs Project (effective July 1, 2019): established the Employer Incentive Fund (EIF) Program, which allows eligible employers to receive matching funds if they apply and make a qualifying deposit into a side account.
2. Salary Limit Project: A new limitation on subject final average salary used for PERS benefit calculations and contributions is used to determine member IAP contributions, employer contributions to fund the pension program, and the Final Average Salary (FAS) used in calculating retirement benefits under formula methods was added, (\$225,533 as of January 1, 2023). This amount is indexed annually to the Consumer Price Index (CPI).

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****PENSION PLAN (Cont.):**

3. Work After Retirement Project (effective January 1, 2020): The 1,039-hour Work After Retirement limit for all PERS retirees is removed for calendar years 2020 through 2024. If a member retires on or after normal retirement age, starting in 2020, they can work for a PERS-covered employer and continue receiving their pension benefit (without accruing any new benefits) with no hour limitations. If a member retires earlier than normal retirement age, starting in 2020, they can work for a PERS-covered employer and continue receiving their pension benefit (without accruing any new benefits) with no hour limitations if the date of their employment is more than six months after their retirement date.
4. Member Redirect Project (effective July 1, 2020): For all currently employed Tier One/Tier Two and OPSRP members earning \$3,570/month in House Bill 2906 as of June 2023), a portion of their 6 percent monthly IAP contributions will be redirected to an "Employee Pension Stability Account." The Employee Pension Stability Account will be used to pay for part of the member's future pension benefit.
  - Tier One/Tier Two members: 2.5 percent of each member's IAP contribution amount, currently contributed to the IAP, (whether paid by the member or employer) will start going into an Employee Pension Stability Account (EPSA). The remainder will continue to go to the member's existing IAP account.
  - Members may voluntarily choose to make additional after-tax contributions into their IAP account to make a full, 6 percent contribution to the IAP.
5. Member Choice Project (effective January 1, 2021): IAP accounts are currently invested in Target-Date Funds based on a member's birth year. Beginning in 2021, members may choose to invest their IAP balance in a fund that is more reflective of their risk tolerance than the default based on their age.
6. Additionally, the Legislature directed the PERS Board to enact a one-time re-amortization of Tier 1/Tier 2 UAL over 22 years. This means that, effective with the December 31, 2019 rate-setting valuation, the entire unamortized Tier 1/Tier 2 UAL for each rate pool and independent employer will be re-amortized over a 22 year period as a level percentage of projected future payroll.

*Death Benefits*

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by an OPERS employer at the time of death,
- the member died within 120 days after termination of OPERS-covered employment,
- the member died as a result of injury sustained while employed in an OPERS-covered job, or
- the member was on an official leave of absence from an OPERS-covered job at the time of death.

*Disability Benefits*

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including OPERS judge members) for disability benefits regardless of the length of OPERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

*Benefit Changes After Retirement*

Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments.

Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes (COLA). The COLA is capped at 2.0 percent.

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****PENSION PLAN (Cont.):**

**2. OPSRP Defined Benefit Pension Program (OPSRP DB).** The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003.

*Pension Benefits*

This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

During the 2019 Legislative session, Senate Bill 1049 was approved and signed into law by the governor. Under Senate Bill 1049, several components of the bill have significantly impacted the System, and the bill continues to be implemented.

1. Employer Programs Project (effective July 1, 2019): established the Employer Incentive Fund (EIF) Program, which allows eligible employers to receive matching funds if they apply and make a qualifying deposit into a side account.
2. Salary Limit Project: A new limitation on subject final average salary used for PERS benefit calculations and contributions is used to determine member IAP contributions, employer contributions to fund the pension program, and the Final Average Salary (FAS) used in calculating retirement benefits under formula methods was added (\$225,533 as of January 1, 2023). This amount will be indexed annually to the Consumer Price Index (CPI).
3. Work After Retirement Project (effective January 1, 2020): The 1,039-hour Work After Retirement limit for all PERS retirees is removed for calendar years 2020 through 2024. If a member retires on or after normal retirement age, starting in 2020, they can work for a PERS-covered employer and continue receiving their pension benefit (without accruing any new benefits) with no hour limitations. If a member retires earlier than normal retirement age, starting in 2020, they can work for a PERS-covered employer and continue receiving their pension benefit (without accruing any new benefits) with no hour limitations if the date of their employment is more than six months after their retirement date.
4. Member Redirect Project (effective July 1, 2020): For all currently employed Tier One/Tier Two and OPSRP members earning \$3,570/month in House Bill 2906 as of June 2023), a portion of their 6 percent monthly IAP contributions will be redirected to an "Employee Pension Stability Account." The Employee Pension Stability Account will be used to pay for part of the member's future pension benefit.
  - OPSRP members: 0.75 percent of each member's contribution, currently contributed to the IAP, (whether paid by the member or employer) will start going into their EPSA. The remaining 5.25 percent of the members contribution will continue to go to the member's existing IAP account.
  - Members may voluntarily choose to make additional after-tax contributions into their IAP account to make a full, 6 percent contribution to the IAP.

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****PENSION PLAN (Cont.):**

5. Member Choice Project (effective January 1, 2021): IAP accounts are currently invested in Target-Date Funds based on a member's birth year. Beginning in 2021, members may choose to invest their IAP balance in a fund that is more reflective of their risk tolerance than the default based on their age.

*Death Benefits*

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

*Disability Benefits*

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

**3. Individual Account Program (IAP).***Benefit Terms*

The IAP is an individual account-based program under the PERS tax-qualified governmental plan as defined under ORS 238A.400.

An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the Individual Account Program (IAP) may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option.

*Death Benefits*

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

*Recordkeeping*

OPERS contracts with VOYA Financial to maintain IAP participant records.

**4. Postemployment Healthcare Benefits.**

ORS 238.420 established the Retirement Health Insurance Account (RHIA) and authorizes a payment of up to \$60 from RHIA toward the monthly cost of health insurance for eligible PERS members. RHIA is a cost-sharing, multiple-employer OPEB plan for 897 participating employers. The plan was closed to new entrants hired on or after August 29, 2003.

To be eligible to receive this monthly payment toward the premium costs, the member must: (1) have eight years or more of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in a PERS-sponsored health plan.

**CITY OF COBURG**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**June 30, 2024**

**PENSION PLAN (Cont.):**

**Description of Funding and Contributions for PERS Benefit Plans**

OPERS’ funding policy provides for periodic member and employer contributions at rates established by the Public Employees Retirement Board, subject to limits set in statute. Contributions for employers are recognized on the accrual basis of accounting. Employer contributions to OPERS are calculated based on creditable compensation for active members reported by employers. The rates established for member and employer contributions were approved based on the recommendations of the System’s third-party actuary. The contribution rate for every employer has at least two major components; Normal Cost Rate and Unfunded Actuarial Liability (UAL) Rate.

The City’s employer contributions for the year ended June 30, 2023 were \$332,312 excluding amounts to fund employer specific liabilities.

The contribution rates in effect for the period July 1, 2021 to June 30, 2023 are: Tier1/Tier2 – 20.34%, OPSRP General Service – 18.32%, and OPSRP Fire and Police – 23.11%.

*Member Contributions*

Beginning January 1, 2004, all member contributions, except for contributions by judge members, were placed in the OPSRP Individual Account Program (IAP). Prior to that date, all member contributions were credited to the Defined Benefit Pension Plan. Member contributions are set by statute at 6.0 salary and are remitted by participating employers. The contributions are either deducted from member salaries or paid by the employers on the members’ behalf.

During FY 2023-2024, approximately \$67,177 in employee IAP contributions were paid or picked up by the City.

*Employer Contributions*

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and OPEB (Other Post Employment Benefit) Plans. Employer contribution rates during the period were based on the December 31, 2019, actuarial valuation, which became effective July 1, 2021. The state of Oregon and certain schools, community colleges, and political subdivisions have made supplemental unfunded actuarial liability payments, and their rates have been reduced. Effective January 1, 2020, Senate Bill 1049 required employers to pay contributions on re-employed PERS retirees’ salary as if they were an active member, excluding IAP (6%) contributions. Re-employed retirees do not accrue additional benefits while they work after retirement.

For **Oregon PERS Defined Benefit Plans**, Effective July 1, 2021, the contribution rate for State Agencies was 20.36%, the State and Local Government Rate Pool 28.08%, Schools 27.54%, Cities 28.64% and Judiciary 24.56% of PERS-covered salaries.

For **Oregon PERS OPSRP Pension Program**, all OPERS employers with OPSRP Pension Program members are actuarially pooled and share the same contribution rate. The employer rates effective July 1, 2021, through June 30, 2023, are 10.33% for General Service employees, and 14.69% for Police and Fire employees of covered salaries. Each of these rates includes a component related to disability benefits for General Service and Police and Fire members.

Members of OPSRP are required to contribute 6.0% of their salary covered under the plan which is invested in the IAP. For employees in Tier One / Tier two, the Employer makes this contribution on behalf of its members.

**Pension Plan CAFR/ ACFR**

Oregon PERS produces an independently audited ACFR which can be found at: [www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf](http://www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf)

# CITY OF COBURG

## NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2024

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### **PENSION PLAN (Cont.):**

For **Oregon PERS Postemployment Benefit Plans**, for the fiscal year ended June 30, 2023, PERS employers contributed 0.05% of PERS-covered salaries for Tier One and Tier Two members to fund the normal cost portion of RHIA benefits. No UAL rate was assigned for the RHIA program as it was funded at over 100% as of December 31, 2019. These rates were based on the December 31, 2019, actuarial valuation.

Employer contributions are advance-funded on an actuarially determined basis. There is no inflation assumption for RHIA postemployment benefits because the payment amount is set by statute and is not adjusted for increases in healthcare costs.

ORS 238.415 established the Retiree Health Insurance Premium Account (RHIPA) and requires the Board on or before January 1 of each year to calculate the average difference between the health insurance premiums paid by retired state employees under contracts entered into by the Board and health insurance premiums paid by active state employees.

For **OPSRP Pension Program**, all OPERS employers with OPSRP Pension Program members are actuarially pooled and share the same contribution rate. Each of these rates includes a component related to disability benefits for General Service and Police and Fire members.

#### Pension Plan CAFR/ ACFR

Oregon PERS produces an independently audited ACFR which can be found at:  
[www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf](http://www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf)

#### Actuarial Valuations

The employer contribution rates effective July 1, 2023, through June 30, 2025, were set using the Entry Age Normal actuarial cost method.

For the Tier One/Tier Two component of the OPERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (2) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 20 years by ongoing Board policy. However, upon passage of Senate Bill 1049, the Legislature directed the PERS Board to enact a one-time re-amortization of Tier 1/Tier 2 UAL over 22 years. This means that, effective with the December 31, 2019 rate-setting valuation, the entire unamortized Tier 1/Tier 2 UAL for each rate pool and independent employer will be re-amortized over a 22 year period as a level percentage of projected future payroll.

For the OPSRP Pension Program component of the OPERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over the same period of years.

For the Postemployment Healthcare component, the RHIA plan fiduciary net position balance represents the program's accumulation of employer contributions and investment earnings less premium subsidies and administrative expenses. No UAL rate was assigned for the RHIA program as it was funded over 100% as of December 31, 2019. Typically, PERS employers contribute an actuarially determined percent of all PERS-covered salaries to amortize the unfunded actuarial accrued liability over a fixed period with new unfunded actuarial accrued liabilities being amortized over 10 years.

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****PENSION PLAN (Cont.):****Actuarial Methods and Assumptions Used in Developing Total Pension Liability**

<b>Actuarial Methods and Assumptions Used in Developing Total Pension Liability:</b>	
Valuation Date	December 31, 2021
Measurement Date	June 30, 2023
Experience Study	2020, published July 20, 2021
Actuarial assumptions:	
Actuarial cost method	Entry Age Normal
Inflation rate	2.40 percent
Long-term expected rate of return	6.90 percent
Discount rate	6.90 percent
Projected salary increases	3.40 percent
Cost of living adjustments (COLA)	Blend of 2.00% COLA and graded COLA (1.25%/0.15%) in accordance with Moro decision; blend based on service.
Mortality	<p><b>Healthy retirees and beneficiaries:</b> Pub-2010 Healthy Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p><b>Active members:</b> Pub-2010 Employee, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p><b>Disabled retirees:</b> Pub-2010 Disable Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p>

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2020 Experience Study which reviewed experience for the four-year period ending on July 20, 2021.

*Discount Rate*

The discount rate used to measure the total pension liability was 6.90 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.



**CITY OF COBURG**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**June 30, 2024**

**PENSION PLAN (Cont.):**

*Depletion Date Projection*

GASB 67 generally requires that a blended discount rate be used to measure the Total Pension Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan’s Fiduciary Net Position is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 67 will often require that the actuary perform complex projections of future benefit payments and pension plan investments. GASB 67 (paragraph 43) does allow for alternative evaluations of projected solvency, if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for OPERS:

- OPERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period if future experience follows assumption.
- GASB 67 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan’s funded position.

Based on these circumstances, it is our independent actuary’s opinion that the detailed depletion date projections outlined in GASB 67 would clearly indicate that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses.

*OIC Target and Actual Investment Allocation as of June 30, 2023*

<u>Asset Class/Strategy</u>	<u>OIC Policy Range</u>	<u>OIC Target Allocation</u>	<u>Asset Class/Strategy</u>	<u>Actual Allocation<sup>2</sup></u>
Debt Securities	22.0% - 30.0%	25.0%	Debt Securities	20.0%
Public Equity	22.5% - 32.5%	27.5%	Public Equity	23.3%
Real Estate	9.0% - 16.5%	12.5%	Real estate	13.6%
Private Equity	17.5% - 27.5%	20.0%	Private Equity	26.5%
Real Assets	2.5% - 10.0%	7.5%	Real Assets	9.1%
Diversifying Strategies	2.5% - 10.0%	7.5%	Diversifying Strategies	5.0%
Opportunity Portfolio <sup>1</sup>	0.0% - 5.0%	0.0%	Opportunity Portfolio	2.5%
Total		100%	Total	100%

<sup>1</sup>Opportunity Portfolio is an investment strategy. Up to 5% of total Fund assets may be invested in it.

<sup>2</sup>The target allocation of Debt Securities is increased by 5% and Public Equity is reduced by 2.5% from FY2022, and the allocation to Risk Parity is eliminated.

# CITY OF COBURG

## NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2024

### PENSION PLAN (Cont.):

#### *Long-Term Expected Rate of Return*

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in January 2023 the Oregon PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. Each asset class assumption is based on a consistent set of underlying assumptions and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below.

<u>Long Term Expected Rate of Return</u> <sup>1</sup>	Target	Annual	20-Year	Annual
<u>Asset Class</u>	Allocation	Arithmetic	Annualized	Standard
		Return <sup>2</sup>	Geometric Mean	Deviation
Global Equity	27.50%	8.57%	7.07%	17.99%
Private Equity	25.50%	12.89%	8.83%	30.00%
Core Fixed Income	25.00%	4.59%	4.50%	4.22%
Real Estate	12.25%	6.90%	5.83%	15.13%
Master Limited Partnerships	0.75%	9.41%	6.02%	27.04%
Infrastructure	1.50%	7.88%	6.51%	17.11%
Hedge Fund of Funds - Multistrategy	1.25%	6.81%	6.27%	9.04%
Hedge Fund Equity - Hedge	0.63%	7.39%	6.48%	12.04%
Hedge Fund - Macro	5.62%	5.44%	4.83%	7.49%
<b>Assumed Inflation - Mean</b>			<b>2.35%</b>	<b>1.41%</b>

<sup>1</sup>Based on the Oregon Investment Council's (OIC) Statement of Investment Objectives and Policy Framework for the Oregon Public Employees Retirement Fund, including revisions adopted at the OIC meeting on January 25, 2023.

<sup>2</sup>The arithmetic mean is a component that goes into calculating the geometric mean. Expected rates of return are presented using the geometric mean, which the Board uses in setting the discount rate.

### Sensitivity Analysis

The following presents the employer's proportionate share of the net pension liability calculated using the discount rate of 6.90 percent, as well as what the employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.90 percent) or 1-percentage-point higher (7.90 percent) than the current rate:

	1% Decrease	Discount Rate	1% Increase
	5.90%	6.90%	7.90%
Employer's proportionate share of the net pension liability	\$ 2,865,060	\$ 1,734,495	\$ 788,333

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024**

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**PENSION PLAN (Cont.):****Changes Since Last Valuation**

A summary of key changes implemented after the December 31, 2021 valuation, which was used in the 2023 PERS ACFR. Changes are described briefly below. Additional detail and a comprehensive list of changes in methods and assumptions can be found in the 2020 Experience Study for the System, which was published on July 20, 2021, which can be found at: [2020-Experience-Study.pdf \(oregon.gov\)](#)

**Changes in Actuarial Methods and Allocation Procedures**

There were no changes in actuarial methods and allocation procedures since the December 31, 2020 actuarial valuation.

**Changes in Assumptions**

The merit/longevity component assumption of individual member salary increases were updated for all groups, including adding a select assumption of an additional 2% for all members for two years.

The mortality improvement projection scale applied to all groups is based on 60-year unisex average mortality improvements by age. The assumption was updated to reflect the most recent publicly available data at the time of the latest experience study.

Termination, disability and retirement rates were updated for some groups to more closely match observed and anticipated future experience.

Assumptions for unused sick leave and vacation pay were updated.

# CITY OF COBURG

## NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2024

### PENSION PLAN (Cont.):

#### Mortality Rates

A summary of the current assumed mortality rates and recommended changes is shown below:

Assumption	Recommended December 31, 2020 and 2021 Valuations	Recommended December 31, 2022 and 2023 Valuations
<b>Healthy Annuitant Mortality</b>	<b>Pub-2010 Healthy Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>	<b>Pub-2010 Healthy Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>
School District male	Blend 80% Teachers and 20% General Employees, no set back	No change
Other General Service male (and male beneficiary)	General Employees, set back 12 months	No change
Police & Fire male	Public Safety, no set back	No change
School District female	Teachers, no set back	No change
Other female (and female beneficiary)	General Employees, no set back	No change
Police & Fire female	Public Safety, set back 12 months	No change
<b>Disabled Retiree Mortality</b>	<b>Pub-2010 Disabled Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>	<b>Pub-2010 Disabled Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>
Police & Fire male	Blended 50% Public Safety, 50% Non-Safety, no set back	No change
Other General Service male	Non-Safety, set forward 24 months	No change
Police & Fire female	Blended 50% Public Safety, 50% Non-Safety, no set back	No change
Other General Service female	Non-Safety, set forward 12 months	No change
<b>Non-Annuitant Mortality</b>	<b>Pub-2010 Employee, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>	<b>Pub-2010 Employee, Sex Distinct, Generational Projection with Unisex Social Security Data Scale</b>
School District male	125% of same table and set back as Non-Disabled Annuitant assumption	No change
Other General Service male	115% of same table and set back as Non-Disabled Annuitant assumption	No change
Police & Fire male	100% of same table and set back as Non-Disabled Annuitant assumption	125% of same table and set back as Non-Disabled Annuitant assumption
School District female	100% of same table and set back as Non-Disabled Annuitant assumption	No change
Other General Service female	125% of same table and set back as Non-Disabled Annuitant assumption	No change
Police & Fire female	100% of same table and set back as Non-Disabled Annuitant assumption	No change

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****PENSION PLAN (Cont.):**Changes Subsequent to the Measurement Date

There were no changes subsequent to the measurement date, that we are aware of.

*Deferred Items*

Deferred items are calculated at the system-wide level and are allocated to employers based on their proportionate share. For the measurement period ending June 30, 2022, employers will report the following deferred items:

- A difference between expected and actual experience, which is being amortized over the remaining service lives of all plan participants, including retirees. One year of this amortization is included in the employer's total pension expense for the measurement period.

Employer Contributions

OPERS includes accrued contributions when due pursuant to legal requirements, as of June 30 in its Statement of Changes in Fiduciary Net Position.

Beginning with fiscal year 2016, OPERS will be able to report cash contributions and UAL side account amortization by employer and will publish this information on the OPERS Website. Prior to fiscal year 2016, contributions to the OPSRP Defined Benefit plan were not accounted for by employer, as all employers were pooled for actuarial purposes.

Elements of Changes in Net Position

This information can be found in the Schedule of Changes in Net Pension Liability found on page 96, of the June 30, 2023 Oregon PERS ACFR. [www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf](http://www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf)

*Pension Liabilities/(Assets), Pension Expense, and Deferred Outflows and Inflows of Resources Related to Pensions*

On June 30, 2024, the employer reported a liability of \$1,734,495 for its proportionate share of the net pension liability. The net pension liability/(asset) was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The employer's proportion of the net pension liability was based on a projection of the employer's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

At June 30, 2023, the employer's proportion was 0.00926018%.

For the year ended June 30, 2024, the employer recognized pension expense of \$370,928.

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****PENSION PLAN (Cont.):**

As of June 30, 2024, the employer reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 84,822	\$ 6,877
Changes of assumptions	154,082	1,149
Net difference between projected and actual earnings on investments	31,176	-
Changes in proportionate share	370,386	16,851
Differences between employer contributions and employer's proportionate share of system contributions	-	122,470
Total Deferred Outflows/Inflows	<u>\$ 640,466</u>	<u>\$ 147,347</u>
Post-measurement date contributions	332,312	N/A
Total Deferred Outflow/(Inflow) of Resources	<u>\$ 972,778</u>	<u>\$ 147,347</u>
Net Deferred Outflow/(Inflow) of Resources prior to post-measurement date contributions		<u>\$ 493,119</u>

Contributions of \$332,312, for PERS defined benefits, were made subsequent to the measurement date, but prior to the end of the City's reporting period. These contributions, which are reported as deferred outflows of resources related to pensions, will be included as a reduction of the net pension liability in next fiscal year.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense/(income) as follows:

<u>Employer subsequent fiscal years</u>	<u>Deferred Outflow/(Inflow) of Resources (prior to post-measurement date contributions)</u>
1st Fiscal Year	\$ 126,168
2nd Fiscal Year	24,230
3rd Fiscal Year	219,509
4th Fiscal Year	99,861
5th Fiscal Year	23,351
Total	<u>\$ 493,119</u>

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****OTHER POST-EMPLOYMENT BENEFITS (OPEB) RHIA:*****Oregon Public Employees Retirement Systems' (OPERS) Retiree Health Insurance Account (RHIA)*****Plan Description**

The City contributes to the Oregon Public Employees Retirement Systems' (OPERS) Retiree Health Insurance Account (RHIA), a cost-sharing multiple-employer defined benefit post-employment healthcare plan administered by the Oregon Public Employees Retirement Board (OPERB). The plan, which was established under Oregon Revised Statutes 238.420, provides a payment of up to \$60 per month towards the costs of health insurance for eligible OPERS retirees. RHIA post-employment benefits are set by state statute. The plan was closed to new entrants hired on or after August 29, 2003.

To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight years or more of qualifying service in OPERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in OPERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in an OPERS-sponsored health plan. A surviving spouse or dependent of a deceased OPERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from OPERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Employer contributions are advance-funded on an actuarially determined basis. There is no inflation assumption for RHIA postemployment benefits because the payment amount is set by statute and is not adjusted for increases in healthcare costs.

A comprehensive annual financial report of the funds administered by the OPERB may be obtained by writing to Oregon Public Employees Retirement System, P.O. Box 23700, Tigard, OR 97281-3700, by calling (503) 598-7377, or by accessing the OPERS web site at [www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf](http://www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf).

**Funding Policy**

Participating employers are contractually required to contribute at a rate assessed bi-annually by the OPERB. For the fiscal year ended June 30, 2024, PERS employers contributed 0.05% of PERS-covered salaries for Tier One and Tier Two members to fund the normal cost portion of RHIA benefits. No unfunded actuarial liability (UAL) rate was assigned for the RHIA program as it was funded over 100% as of December 31, 2019. Typically, PERS employers contribute an actuarially determined percent of all PERS-covered salaries to amortize the unfunded actuarial accrued liability over a fixed period with new unfunded actuarial accrued liabilities being amortized over 10 years. These rates were based on the December 31, 2019, actuarial valuation.

**Contributions**

The City's contributions to OPERS' RHIA for the years ended June 30, 2024, 2023, and 2022 were \$13, \$171 and \$174 respectively, which equaled the required contributions for the year.

**Actuarial Methods and Assumptions Used in Developing Total Pension Liability**

All assumptions, methods and plan provisions used in these calculations are described in the Oregon PERS Retirement Health Insurance Account Cost Sharing Multiple Employer Other Postemployment Benefit (OPEB) Plan Schedules of Employer Allocations and OPEB Amounts by Employer report, as of and for the Year Ended June 30, 2023. That independently audited report was dated June 30, 2023 and can be found at: [www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf](http://www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf)

**CITY OF COBURG**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**June 30, 2024**

**OTHER POST-EMPLOYMENT BENEFITS (OPEB) RHIA (Cont.):**

Actuarial Methods and Assumptions - OPEB Plans - RHIA	
	<b>RHIA</b>
Valuation Date	December 31, 2021
Measurement Date	June 30, 2023
Experience Study	2020, published July 20, 2021
Actuarial assumptions:	
Actuarial cost method	Entry Age Normal
Inflation rate	2.40 percent
Long-term expected rate of return	6.90 percent
Discount rate	6.90 percent
Projected salary increases	3.40 percent
Retiree healthcare participation	Healthy retirees: 27.5% Disabled retirees: 15%
Healthcare cost trend rate	Not applicable
Mortality	<p><b>Healthy retirees and beneficiaries:</b> Pub-2010 Healthy Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p><b>Active members:</b> Pub-2010 Employee, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p><b>Disabled retirees:</b> Pub-2010 Disable Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p>

Actuarial valuations of an ongoing plan involve estimates of value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The method and assumptions shown are based on the 2020 Experience Study which is reviewed for the four-year period ending December 31, 2022.

**Discount Rate**

The discount rate used to measure the total OPEB liability was 6.90 percent. The projection of cash flows used to determine the discount rate assumed that contributions from contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the RHIA plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long term expected rate of return on OPEB plan investments for the RHIA plan was applied to all periods of projected benefit payments to determine the total OPEB liability.



**CITY OF COBURG**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**June 30, 2024**

**OTHER POST-EMPLOYMENT BENEFITS (OPEB) RHIA (Cont.):**

Long-Term Expected Rate of Return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in June 2021 the PERS Board reviewed long-term assumptions developed by both Milliman’s capital market assumptions team and the Oregon Investment Council’s (OIC) investment advisors. Table 31 on page 74 shows Milliman’s assumptions for each of the asset classes in which the plans were invested at that time based on the OIC long-term target asset allocation. The OIC’s description of each asset class was used to map the target allocation to the asset classes shown on page 74. Each asset class assumption is based on a consistent set of underlying assumptions and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model. For more information on the Plan’s portfolio, assumed asset allocation, and the long-term expected rate of return for each major class, calculated using both arithmetic and geometric means, see Pension Plan note disclosure above or the PERS’ audited financial statements at: [www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf](http://www.oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf)

Sensitivity Analysis

The following presents the employer’s proportionate share of the net OPEB liability/(asset) calculated using the discount rate of 6.90 percent, as well as what the employer’s proportionate share of the OPEB liability/(asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.90 percent) or 1-percentage-point higher (7.90 percent) than the current rate:

	1% Decrease 5.90%	Discount Rate 6.90%	1% Increase 7.90%
Employer's proportionate share of the net OPEB liability	\$ (28,820)	\$ (31,706)	\$ (34,181)

**OPEB Liabilities/(Assets), OPEB Expense, and Deferred Outflows and Inflows of Resources Related to OPEB**

At June 30, 2024, the City reported a net OPEB RHIA liability/(asset) of \$(31,706) for its proportionate share of the net OPEB RHIA liability/(asset). The OPEB liability/(asset) was measured as of June 30, 2023, and the total OPEB RHIA liability/(asset) used to calculate the net OPEB RHIA liability/(asset) was determined by an actuarial valuation as of December 31, 2020. Consistent with GASB Statement No. 75, paragraph 59(a), The City’s proportion of the net OPEB RHIA liability/(asset) is determined by comparing the employer’s actual, legally required contributions made during the fiscal year to the Plan with the total actual contributions made in the fiscal year of all employers. As of the measurement date of June 30, 2023, the City’s proportion was 0.00865879 percent. OPEB RHIA expense/(income) recorded for the year ended June 30, 2024 was \$(6,834).

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****OTHER POST-EMPLOYMENT BENEFITS (OPEB) RHIA:**

On June 30, 2024, the employer reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 796
Changes of assumptions	-	342
Net difference between projected and actual earnings on investments	90	-
Changes in proportionate share	-	3,691
Total Deferred Outflows/Inflows	<u>\$ 90</u>	<u>\$ 4,829</u>
Post-measurement date contributions	13	N/A
Total Deferred Outflow/(Inflow) of Resources	<u>\$ 103</u>	<u>\$ 4,829</u>
Net Deferred Outflow/(Inflow) of Resources prior to post-measurement date contributions		<u>\$ (4,739)</u>

Contributions of \$13 were made subsequent to the measurement date, but prior to the end of the City's reporting period. These contributions, which are reported as deferred outflows (inflows) of resources related to OPEB, will be included as a reduction of the net OPEB liability in next fiscal year.

Deferred outflows of resources and deferred inflows of resources related to OPEB's will be recognized in OBEB expense as follows:

<u>Employer subsequent fiscal years</u>	<u>Deferred Outflow/(Inflow) of Resources (prior to post-measurement date contributions)</u>
1st Fiscal Year	\$ (4,498)
2nd Fiscal Year	(1,833)
3rd Fiscal Year	1,172
4th Fiscal Year	420
Total	<u>\$ (4,739)</u>

**Changes Subsequent to the Measurement Date**

We are not aware of any changes subsequent to the June 30, 2023 Measurement Date that meet this requirement and thus require a brief description under the GASB standard.

**CITY OF COBURG**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**June 30, 2024**

**OTHER POST-EMPLOYMENT BENEFITS (OPEB) CIS (IRSP):**

*Retiree Healthcare Insurance Premiums Subsidy*

Plan Description

The City operates a single employer retiree benefit plan through the Citycounty Insurance Services that provides post-employment health, dental vision and life insurance benefits to eligible employees and their spouses. The City is required by Oregon Revised Statutes 243.303 to provide retirees and their dependents with group health insurance from the date of retirement to age 65 at the same rate provided to current employees. Premiums for retirees are tiered and based upon the premium rates available to active employees. The retiree is responsible for any portion of the premiums not paid by the Employer. The implicit employer subsidy is measured as the expected health care cost per retiree and dependent, less the gross premiums charged by the insurance carrier for that coverage. The subsidy is only measured for retirees and spouses younger than age 65, at which point such retirees and spouses typically become eligible for Medicare. GASB Statement 75 is applicable to the City due only to this implicit rate subsidy. This “plan” is not a stand-alone plan, and therefore, does not issue its own financial statements.

Funding Policy

When the City has retirees participating in their health insurance plan, it will, when applicable, collect insurance premiums from all retirees each month and deposit them. The City will then pay healthcare insurance premiums for all retirees at the applicable rate for each family classification.

At June 30, 2024, the City reported a net OPEB IRSP liability/(asset) of \$54,072 for its proportionate share of the net OPEB IRSP liability/(asset). The OPEB IRSP liability/(asset) was measured as of June 30, 2023, and the total OPEB IRSP liability/(asset) used to calculate the net OPEB IRSP liability/(asset) was determined by an actuarial valuation as of July 1, 2022. Consistent with GASB Statement No. 75, paragraph 59(a), The City’s proportion of the net OPEB IRSP liability/(asset) is determined by comparing the employer’s actual, legally required contributions made during the fiscal year to the Plan with the total actual contributions made in the fiscal year of all employers. As of the measurement date of June 30, 2023, the City’s OPEB IRSP expense/(income) for the year ended June 30, 2024 was \$5,443.

Actuarial Methods and Assumptions - The City engaged an actuary to perform an evaluation as of July 1, 2022, using entry age normal Actuarial Cost Method. The total OPEB liability was determined by an actuarial valuation as of the valuation date, calculated based on the discount rate and actuarial assumptions below, and was then projected forward to the measurement date:

<b>Fiscal Year Ending</b>	<b>June 30, 2022</b>	<b>June 30, 2023</b>	<b>June 30, 2024</b>
<b>Discount Rate</b>	2.16%	3.54%	3.65%
<b>Other Key Actuarial Assumptions and Methods</b>			
Valuation date	July 1, 2020	July 1, 2022	July 1, 2022
Measurement date	June 30, 2021	June 30, 2022	June 30, 2023
Inflation	2.50%	2.40%	2.40%
Salary increases	3.50%	3.40%	3.40%
Withdrawal, retirement, and mortality rates	December 31, 2019 Oregon PERS valuation	December 31, 2021 Oregon PERS valuation	December 31, 2021 Oregon PERS valuation
Election and Lapse Rates	40% of eligible employees 60% of male members and 35% of females members will elect spouse coverage. 5% annual lapse rate	35% of eligible employees 60% of male members and 35% of females members will elect spouse coverage. 5% annual lapse rate	35% of eligible employees 60% of male members and 35% of females members will elect spouse coverage. 5% annual lapse rate
Actuarial cost method	Entry Age Normal	Entry Age Normal	Entry Age Normal

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****OTHER POST-EMPLOYMENT BENEFITS (OPEB) CIS (IRSP) (Cont.):**Discount Rate

Under GASB 75, unfunded plans must use a discount rate that reflects a 20-year tax-exempt municipal bond yield or index rate. The assumptions in this report reflect the Bond Buyer 20-Year General Obligation Bond Index. The discount rate in effect for the June 30, 2023 reporting date 3.54%, and the discount rate in effect for the June 30, 2024 reporting date is 3.65%.

Health Care Cost Trend

The assumed medical and vision costs will increase 4.25% in the first year (July 1, 2022 premiums compared with July 1, 2021 premiums). In future years, the medical and vision cost trend varies between 6.75% and 3.75%.

Withdrawal, Retirement and Mortality Rates

They are generally using the rates adopted by the Oregon Public Employees Retirement System (OPERS) for its December 31, 2021 actuarial valuation of retirement benefits.

Election and Lapse Rates

They have assumed that a portion of future retirees and their spouses elect benefits, and that some of those later lapse (drop) from those benefits. The assumptions are based on historical data for similar benefits for other public employers in Oregon. For larger employers, they also consider specific historical experience; and for unique arrangements they consider the incentives provided by those arrangements.

Sensitivity Analysis

The following presents the total OPEB IRSP liability of the Plan, calculated using the disclosure discount rate as well as what the Plan's total OPEB IRSP liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate. A similar sensitivity analysis is then presented for changes in the healthcare cost trend assumption.

	1% Decrease 2.54%	Discount Rate 3.54%	1% Increase 4.54%
Total OPEB liability from Implicit Rate Subsidy	\$ 59,865	\$ 54,072	\$ 48,770
	<hr/>		
	1% Decrease	Trend Rate	1% Increase
Total OPEB liability from Implicit Rate Subsidy	\$ 45,692	\$ 54,072	\$ 64,272

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****OTHER POST-EMPLOYMENT BENEFITS (OPEB) CIS (IRSP) (Cont.):****Participation**

The following table represents the number of the City's covered participants at the time of the actuarial study:

<b>Members as of Valuation Date July 1, 2022</b>	<b>PERS Police &amp; Fire</b>	<b>PERS General Service</b>	<b>Total</b>
Number of Members			
Active	5	11	16
Total Participants	5	11	16

**Changes in Net OPEB CIS IRSP Liability**

<b>Changes in Total OPEB Implicit Subsidy Plan Liability</b>	<b>Increase (Decrease) Total OPEB Liability</b>
<b>Balance as of June 30, 2023</b>	<b>\$ 46,590</b>
<b>Changes for the year:</b>	
Service Cost	6,486
Interest	1,874
Effect of assumptions or other inputs	(604)
Benefit payments	(274)
<b>Net OPEB Liability at June 30, 2024</b>	<b>\$ 54,072</b>

**Components of OPEB IRSP Expense**

<b>OPEB Implicit Subsidy Plan Expense</b>	<b>July 1, 2023 to June 30, 2024</b>
Service cost	\$ 6,486
Interest on total OPEB liability	1,874
Recognition of Deferred (Inflows)/Outflows of Resources	
Recognition of economic/demographic (gains) or losses	(1,029)
Recognition of assumption changes	(1,888)
<b>OPEB Expense</b>	<b>\$ 5,443</b>

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024****OTHER POST-EMPLOYMENT BENEFITS (OPEB) CIS (IRSP) (Cont.):****Schedule of Deferred Inflows and Outflows of Resources for OPEB CIS IRSP**

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 7,831	\$ 8,824
Changes of assumptions or inputs	871	13,880
(prior to post-measurement date contributions)	<u>\$ 8,702</u>	<u>\$ 22,704</u>
Net Deferred Outflow/(Inflow) of Resources prior to post-measurement date contributions		<u>\$ (14,002)</u>

Other amounts currently reported as deferred outflows of resources and deferred inflows of resources related to other postemployment benefits will be recognized in OPEB CIS IRSP expense as follows:

<u>Employer subsequent fiscal years</u>	<u>Deferred Outflow/(Inflow) of Resources (prior to post-measurement date contributions)</u>
1st Fiscal Year	\$ (2,917)
2nd Fiscal Year	(2,917)
3rd Fiscal Year	(2,791)
4th Fiscal Year	(2,604)
5th Fiscal Year	(685)
Thereafter	(2,088)
Total	<u>\$ (14,002)</u>

**CITY OF COBURG****NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2024**

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**CONTINGENT LIABILITIES:**

Amounts received or receivable from grantor agencies are subject to review and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures the grantor may disallow cannot be determined at this time, although the City expects such amount to be immaterial.

The City of Coburg has elected the "reimbursement" basis for unemployment claims to the State of Oregon Department of Human Resources Employment Division. If a terminated employee collects unemployment compensation based upon earnings from the City, the City will be required to reimburse the State of Oregon for the unemployment compensation paid. Amounts billed by the State of Oregon are charged to expenditures but amounts for which the City is potentially liable as a result of claims not yet filed are unknown.

**RISK MANAGEMENT:**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City is a member of City-County Insurance Services (CIS), a public entity risk pool currently operating a common risk management and insurance program. The City pays an annual premium to CIS for insurance coverage.

Based on the experience of the City and pool, the City may be liable for an additional premium of up to approximately 20% of its initial premium or receive a refund. The City has never had to pay an additional premium. Predetermined limits and deductible amounts are stated in the policy. There have been no significant reductions in coverage from the prior years, and settlements have not exceeded insurance coverage in the past three years.

**INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS:**

During certain years, the City may budget for certain interfund transfers to be made in order to move resources between funds to provide resources for expenditures not supported by other revenues. The interfund transfers are scheduled as part of the City's budget preparation and adoption process.

During the Fiscal year ended June 30, 2024 no budgetary interfund transfers were made.

**REQUIRED**  
**SUPPLEMENTARY**  
**INFORMATION**



## CITY OF COBURG

### Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

#### GENERAL FUND

For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
			(Budgetary Basis)	Over
			(See Note 1)	(Under)
<b><u>REVENUES:</u></b>				
Taxes and Assessments	\$ 945,000	\$ 945,000	\$ 943,923	\$ (1,077)
Intergovernmental	95,125	95,125	120,216	25,091
Franchise Fees	279,400	279,400	255,240	(24,160)
Licenses, Permits, & Misc Fees	195,847	195,847	145,441	(50,406)
Fines and Forfeitures	122,850	122,850	82,922	(39,928)
Investment Revenue	2,500	2,500	27,420	24,920
Grants and Donations	390,000	390,000	270,149	(119,851)
Charges for Services	271,280	271,280	166,073	(105,207)
Interdepartmental Charges	1,039,852	1,039,852	1,039,851	(1)
Other Revenue	68,578	68,578	49,502	(19,076)
<b>Total Revenues</b>	<b>3,410,432</b>	<b>3,410,432</b>	<b>3,100,737</b>	<b>(309,695)</b>
<b><u>EXPENDITURES:</u></b>				
Administration Department	833,240	873,240	856,901	(16,339)
Facility Management Department	118,850	118,850	111,112	(7,738)
Planning Department	192,590	192,590	190,718	(1,872)
Police Department	891,131	891,131	849,857	(41,274)
Municipal Court	166,972	166,972	145,884	(21,088)
Economic Development	21,500	21,500	49,237	27,737
Park	381,416	381,416	287,885	(93,531)
Public Works Administration	613,685	628,685	627,581	(1,104)
Not Allocated to an Organizational Unit:				
Debt Service	29,700	29,700	29,700	-
Contingency	150,000	95,000	-	(95,000)
<b>Total Expenditures</b>	<b>3,399,084</b>	<b>3,399,084</b>	<b>3,148,875</b>	<b>(250,209)</b>
Excess (Deficiency) of Revenues Over Expenditures	11,348	11,348	(48,138)	(59,486)
<b><u>OTHER FINANCING SOURCES / (USES):</u></b>				
Operating Transfer (Out)	(37,200)	(37,200)	-	37,200
<b>Total Other Financing Sources (Uses)</b>	<b>(37,200)</b>	<b>(37,200)</b>	<b>-</b>	<b>37,200</b>
Net Change in Fund Balance	(25,852)	(25,852)	(48,138)	(22,286)
Fund Balance - July 1, 2023	650,000	650,000	451,856	(198,144)
<b>Fund Balance - June 30, 2024</b>	<b>\$ 624,148</b>	<b>\$ 624,148</b>	<b>\$ 403,718</b>	<b>\$ (220,430)</b>

**CITY OF COBURG**  
**Schedule of Revenues, Expenditures,**  
**and Changes in Fund Balance - Budget and Actual**  
**STREET FUND**  
**For the Fiscal Year Ended June 30, 2024**

	<u>Budgeted Amounts</u>		Actual Amounts	Variance with Final Budget
	Original	Final	(Budgetary Basis) (See Note 1)	Over Under
<b><u>REVENUES:</u></b>				
Intergovernmental	\$ 442,400	\$ 442,400	\$ 439,247	\$ (3,153)
Grants	748,348	748,348	748,348	-
Investment Revenue	5,500	5,500	46,626	41,126
Charges for Services	278,592	278,592	121,735	(156,857)
Miscellaneous Revenue	500	500	4,456	3,956
<b>Total Revenues</b>	<b>1,475,340</b>	<b>1,475,340</b>	<b>1,360,412</b>	<b>(114,928)</b>
<b><u>EXPENDITURES:</u></b>				
Street	163,175	163,175	208,996	45,821
Street Capital	2,125,537	2,146,887	505,500	(1,641,387)
Not Allocated to an Organizational Unit:				
Debt Service	135,750	114,400	114,400	-
Contingency	100,000	100,000	-	(100,000)
<b>Total Expenditures</b>	<b>2,524,462</b>	<b>2,524,462</b>	<b>828,896</b>	<b>(1,695,566)</b>
Excess (Deficiency) of Revenues Over Expenditures	(1,049,122)	(1,049,122)	531,516	1,580,638
<b><u>OTHER FINANCING SOURCES / (USES):</u></b>				
Proceeds from Bond Sales	500,000	500,000	-	500,000
<b>Total Other Financing Sources (Uses)</b>	<b>500,000</b>	<b>500,000</b>	<b>-</b>	<b>500,000</b>
Net Change In Fund Balance	(549,122)	(549,122)	531,516	2,080,638
Fund Balance - July 1, 2023	960,200	960,200	912,138	(48,062)
<b>Fund Balance - June 30, 2024</b>	<b>\$ 411,078</b>	<b>\$ 411,078</b>	<b>\$ 1,443,654</b>	<b>\$ 2,032,576</b>

# THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG

(A Component Unit of the City of Coburg)

## Schedule of Revenues, Expenditures, and Changes In Fund Balance - Budget and Actual

URBAN RENEWAL GENERAL FUND

For the Fiscal Year Ended June 30, 2024

	<u>Budgeted Amounts</u>		Actual Amounts	Variance with Final Budget Over (Under)
	<u>Original</u>	<u>Final</u>		
<b><u>REVENUES:</u></b>				
Taxes and Assessments	\$ 417,000	\$ 417,000	\$ 456,645	\$ 39,645
Investment Revenue	2,000	2,000	16,271	14,271
<b>Total Revenues</b>	<b>419,000</b>	<b>419,000</b>	<b>472,916</b>	<b>53,916</b>
<b><u>EXPENDITURES:</u></b>				
Materials and Supplies	385,425	385,425	381,434	(3,991)
<b>Total Expenditures</b>	<b>385,425</b>	<b>385,425</b>	<b>381,434</b>	<b>(3,991)</b>
Net Change In Fund Balance	33,575	33,575	91,482	57,907
Fund Balance - July 1, 2023	75,000	75,000	102,979	27,979
<b>Fund Balance - June 30, 2024</b>	<b>\$ 108,575</b>	<b>\$ 108,575</b>	<b>\$ 194,461</b>	<b>\$ 85,886</b>

**CITY OF COBURG**  
**SCHEDULE OF PROPORTIONATE SHARE OF THE**  
**NET PENSION LIABILITY**  
**PERS**  
**Last 10 Fiscal Years\***

Fiscal Year Ended June 30, <sup>1</sup>	Measurement Date	(a) Employer's proportion of the net pension liability (asset)	(b) Employer's proportionate share of the net pension liability (asset)	(c) Employer's covered payroll as of Measurement Date	(b/c) Employer's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2024	June 30, 2023	0.00926018%	\$ 1,734,495	\$ 1,072,660	161.70%	81.7%
2023	June 30, 2022	0.00743990%	1,139,198	987,310	115.38%	84.5%
2022	June 30, 2021	0.00757498%	906,458	722,383	125.48%	87.6%
2021	June 30, 2020	0.00636919%	1,389,976	811,306	171.33%	75.8%
2020	June 30, 2019	0.00480466%	831,091	746,600	111.32%	80.2%
2019	June 30, 2018	0.00534755%	810,083	768,473	105.41%	82.1%
2018	June 30, 2017	0.00571827%	770,825	680,984	113.19%	81.3%
2017	June 30, 2016	0.00542243%	814,033	675,338	120.54%	80.5%
2016	June 30, 2015	0.00467319%	268,309	416,570	64.41%	91.9%
2015	June 30, 2014	0.00517355%	(117,270)	577,960	-20.29%	103.6%

<sup>1</sup>Measurement date is one year in arrears.

\*This schedule is presented to illustrate the requirement to show information for 10 years. However the full 10-year trend will be presented for those years for which information is available

**CITY OF COBURG**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**PERS**  
**Last 10 Fiscal Years\***

Year Ended June 30,	(a) Contractually required contribution	(b) Contributions in relation to the contractually required contribution	(a-b) Contribution deficiency (excess)	(c) Employer's covered payroll	(b/c) Contributions as a percent of covered payroll
2024	\$ 332,312	\$ 332,312	\$ -	\$ 1,104,424	30.09%
2023	266,822	266,822	-	1,072,660	24.87%
2022	240,630	240,630	-	987,310	24.37%
2021	161,461	161,461	-	722,383	22.35%
2020	145,514	145,514	-	811,306	17.94%
2019	112,389	112,389	-	746,600	15.05%
2018	104,054	104,054	-	768,473	13.54%
2017	83,006	83,006	-	680,984	12.19%
2016	82,856	82,856	-	675,338	12.27%
2015	45,190	45,190	-	416,570	10.85%
2014	45,098	45,098	-	577,960	7.80%

\*This schedule is presented to illustrate the requirement to show information for 10 years. However the full 10-year trend will be presented for those years for which information is available

**CITY OF COBURG**  
**SCHEDULE OF PROPORTIONATE SHARE OF THE**  
**NET OPEB LIABILITY**  
**OPEB RHIA**  
**Last 10 Fiscal Years\***

Fiscal Year Ended June 30, <sup>1</sup>	Measurement Date	(a) Employer's proportion of the net OPEB liability (asset)	(b) Employer's proportionate share of the net OPEB liability (asset)	(c) Employer's covered payroll as of Measurement Date	(b/c) Employer's proportionate share of the net OPEB liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total OPEB liability
2024	June 30, 2023	0.00865879%	\$ (31,706)	\$ 1,072,660	-2.96%	201.6%
2023	June 30, 2022	0.00707009%	(25,123)	987,310	-2.54%	194.6%
2022	June 30, 2021	0.00527308%	(18,108)	722,383	-2.51%	183.9%
2021	June 30, 2020	0.00687514%	(13,968)	811,306	-1.72%	150.1%
2020	June 30, 2019	0.00687559%	(13,286)	746,600	-1.78%	144.4%
2019	June 30, 2018	0.00679127%	(7,581)	768,473	-0.99%	124.0%
2018	June 30, 2017	0.00646188%	(2,697)	680,984	-0.40%	108.9%
2017	June 30, 2016	0.00724014%	1,966	675,338	0.29%	94.2%

<sup>1</sup>Measurement date is one year in arrears.

\*This schedule is presented to illustrate the requirement to show information for 10 years. However the full 10-year trend will be presented for those years for which information is available

**CITY OF COBURG**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**OPEB RHIA**  
**Last 10 Fiscal Years\***

Year Ended June 30,	(a) Contractually required contribution	(b) Contributions in relation to the contractually required contribution	(a-b) Contribution deficiency (excess)	(c) Employer's covered payroll	(b/c) Contributions as a percent of covered payroll
2024	\$ 13	\$ 13	\$ -	\$ 1,104,424	0.00%
2023	171	171	-	1,072,660	0.02%
2022	174	174	-	987,310	0.02%
2021	141	141	-	722,383	0.02%
2020	490	490	-	811,306	0.06%
2019	3,408	3,408	-	746,600	0.46%
2018	3,288	3,288	-	768,473	0.43%
2017	3,031	3,031	-	680,984	0.45%
2016	3,257	3,257	-	675,338	0.48%

\*This schedule is presented to illustrate the requirement to show information for 10 years. However the full 10-year trend will be presented for those years for which information is available

**CITY OF COBURG**  
**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY**  
**AND RELATED RATIOS**

**Last 10 Fiscal Years\***

	2024	2023	2022	2021	2020
<b>Total OPEB Liability</b>					
Service cost	\$ 6,486	\$ 6,876	\$ 6,677	\$ 5,227	\$ 5,724
Interest on total OPEB liability	1,874	1,059	911	1,343	1,277
Effect of changes to benefit terms	-	-	-	-	-
Effect of economic/demographic gains or (losses)	-	9,651		(4,357)	-
Effect of assumption changes or inputs	(604)	(12,952)	220	(679)	980
Benefit payments	(274)	(363)	(86)	(178)	(827)
Net change in total OPEB liability **	7,482	4,271	7,722	1,356	7,154
Total OPEB liability, beginning	46,590	42,319	34,597	33,241	26,087
Total OPEB liability, ending (a) **	<u>54,072</u>	<u>46,590</u>	<u>42,319</u>	<u>34,597</u>	<u>33,241</u>
Covered payroll	\$ 1,072,660	\$ 987,310	\$ 722,383	\$ 811,306	\$ 746,600
Total OPEB liability as a % of covered payroll **	5.0%	4.7%	5.9%	4.3%	4.5%
	2019	2018	2017*	2016*	2015*
<b>Total OPEB Liability</b>					
Service cost	\$ 5,558	\$ 5,243			
Interest on total OPEB liability	1,178	1,174			
Effect of changes to benefit terms	-	-			
Effect of economic/demographic gains or (losses)	(15,480)	-			
Effect of assumption changes or inputs	(3,777)	(2,995)			
Benefit payments	(680)	(143)			
Net change in total OPEB liability **	(13,201)	3,279	-	-	-
Total OPEB liability, beginning	39,288	36,009	-	-	-
Total OPEB liability, ending (a) **	<u>26,087</u>	<u>39,288</u>	<u>-</u>	<u>-</u>	<u>-</u>
Covered payroll	\$ 768,473	\$ 680,984	\$ 675,338	\$ 416,570	\$ 577,960
Total OPEB liability as a % of covered payroll **	3.4%	5.8%	0.0%	0.0%	0.0%

<sup>1</sup>Measurement date is one year in arrears.

\*This schedule is presented to illustrate the requirement to show information for 10 years. However, recalculations of prior years are not required, and if prior years are not reported in accordance with the current GASB standards, they should not be reported.

\*\* Totals may not agree due to rounding.



**SUPPLEMENTARY**  
**INFORMATION**

**Proprietary Funds**

**CITY OF COBURG**  
**Schedule of Revenues, Expenditures,**  
**and Changes in Fund Balance - Budget and Actual**  
**WATER FUND**  
**For the Fiscal Year Ended June 30, 2024**

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget Over
	Original	Final	(See Note 1)	(Under)
<b><u>REVENUES:</u></b>				
Charges for Services	\$ 1,197,262	\$ 1,197,262	\$ 1,031,718	\$ (165,544)
Investment Revenue	1,500	1,500	91,532	90,032
Other Revenue	-	-	23,992	23,992
<b>Total Revenues</b>	<b><u>1,198,762</u></b>	<b><u>1,198,762</u></b>	<b><u>1,147,242</u></b>	<b><u>(51,520)</u></b>
<b><u>EXPENDITURES:</u></b>				
Water	6,618,005	6,618,005	1,989,321	(4,628,684)
Not Allocated to an Organizational Unit:				
Debt Service	82,050	82,050	82,050	
Contingency	200,000	200,000	-	(200,000)
<b>Total Expenditures</b>	<b><u>6,900,055</u></b>	<b><u>6,900,055</u></b>	<b><u>2,071,371</u></b>	<b><u>(4,828,684)</u></b>
Excess (Deficiency) of Revenues Over Expenditures	(5,701,293)	(5,701,293)	(924,129)	4,777,164
<b><u>OTHER FINANCING SOURCES / (USES):</u></b>				
Loan Proceeds	4,496,795	4,496,795	2,009,620	(2,487,175)
<b>Total Other Financing Sources (Uses)</b>	<b><u>4,496,795</u></b>	<b><u>4,496,795</u></b>	<b><u>2,009,620</u></b>	<b><u>(2,487,175)</u></b>
Net Change In Fund Balance	(1,204,498)	(1,204,498)	1,085,491	2,289,989
Fund Balance - July 1,2023	1,375,000	1,375,000	1,153,402	(221,598)
<b>Fund Balance - June 30,2024</b>	<b><u>\$ 170,502</u></b>	<b><u>\$ 170,502</u></b>	<b><u>\$ 2,238,893</u></b>	<b><u>\$ 2,068,391</u></b>

**Reconciliation to generally accepted accounting principles basis**

Net Change in Fund Balance - from above	\$ 1,085,491
Change in personnel expense due to pension and OPEB accrual changes	(3,386)
Debt Principal Payments	75,000
Capital outlay that is capitalized	529,666
Loan Proceeds	(2,009,620)
Debt Forgiveness - Business Oregon	768,433
Change in interest expense due to bond premium amortization and interest payable change	456
Equity Transfer related to debt	(396,145)
Depreciation Expense	<u>(267,041)</u>
Change in Net Position as Reported in Proprietary Funds Statement of Revenues, Expenditures, and Changes in Net Position	<u>\$ (217,146)</u>

**CITY OF COBURG**  
**Schedule of Revenues, Expenditures,**  
**and Changes in Fund Balance - Budget and Actual**  
**SEWER FUND**  
**For the Fiscal Year Ended June 30, 2024**

	Budgeted Amounts		Actual Amounts (Budgetary Basis) (See Note 1)	Variance with Final Budget Over (Under)
	Original	Final		
<b><u>REVENUES:</u></b>				
Charges for Services	\$ 1,181,684	\$ 1,181,684	\$ 1,068,925	\$ (112,759)
Investment Revenue	2,500	2,500	50,204	47,704
Other Revenue	375,000	375,000	375,000	-
<b>Total Revenues</b>	<b><u>1,559,184</u></b>	<b><u>1,559,184</u></b>	<b><u>1,494,129</u></b>	<b><u>(65,055)</u></b>
<b><u>EXPENDITURES:</u></b>				
Sewer	1,170,228	1,170,228	1,090,227	(80,001)
Not Allocated to Organization Unit or Program				
Debt Service:	910,382	910,382	910,382	-
Contingency	200,000	200,000	-	(200,000)
<b>Total Expenditures</b>	<b><u>2,280,610</u></b>	<b><u>2,280,610</u></b>	<b><u>2,000,609</u></b>	<b><u>(280,001)</u></b>
Excess (Deficiency) of Revenues Over Expenditures	(721,426)	(721,426)	(506,480)	214,946
Net Change In Fund Balance	(721,426)	(721,426)	(506,480)	214,946
Fund Balance - July 1,2023	2,344,175	2,344,175	2,174,889	(169,286)
<b>Fund Balance - June 30, 2024</b>	<b><u>\$ 1,622,749</u></b>	<b><u>\$ 1,622,749</u></b>	<b><u>\$ 1,668,409</u></b>	<b><u>\$ 45,660</u></b>

**Reconciliation to generally accepted accounting principles basis**

Net change in fund balance from above	\$ (506,480)
Change in Inventory	
Change in Accrued Interest	2,995
Change in Pension and Employee Benefit Expenses	(2,076)
Debt Principal Payments	640,201
Amortization of Bond Premium	23,720
Capital outlay that is capitalized	391,372
Equity transfer related to debt refinancing	608,790
Depreciation Expense	<u>(549,452)</u>
Change in Net Position as Reported in Combining Statement of Revenues, Expenses, and Changes in Net Position	<u>\$ 609,070</u>

**OTHER INFORMATION**

**Additional Supporting Schedules**

**CITY OF COBURG**  
**SCHEDULE OF LONG-TERM DEBT TRANSACTIONS**  
**For the Fiscal Year Ended June 30, 2024**

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**IFA Business Oregon #S19007 - In Drawdown**

IFA Loan with Oregon Business Development Department loan #S19007 Safe Drinking Water Revolving Loan Fund for Water System Improvements in drawdown. Original balance \$6,530,000 with forgivable amount of \$780,000. Interest rate 1.00%. Dated December 27, 2018. As of June 30, 2021, the loan is in drawdown and therefore an amortization schedule has not been established. As of June 30, 2023 the forgivable loan balance is \$764,056 and the non-forgiveable balance is \$1,340,206.

**Current Year Activity:**

	<u>Outstanding Balance July 1, 2023</u>	<u>New Issues and Interest Matured</u>	<u>Principal and Interest Retired</u>	<u>Outstanding Balance June 30, 2024</u>	<u>Due Within One Year</u>
Principal	\$ 2,104,262	\$ 2,009,621	\$ 768,433	\$ 3,345,450	\$ 107,585
Total	<u>\$ 2,104,262</u>	<u>\$ 2,009,621</u>	<u>\$ 768,433</u>	<u>\$ 3,345,450</u>	<u>\$ 122,176</u>

**CITY OF COBURG**  
**SCHEDULE OF LONG-TERM DEBT TRANSACTIONS**  
**For the Fiscal Year Ended June 30, 2024**

**US Bank Global Corp. Trust Services - Sewer Portion**

Full Faith & Credit Refunding Obligation Bonds, Series 2020 held by US Bank for refinancing and consolidation of debt. The amount of the bonds is \$6,565,000 and carries an interest rate between 3.0 and 4.0 %. Bonds are dated November 19, 2020. Liability and repayment of the debt is allocated between governmental activities, water activities, and sewer activities. This is the sewer activities portion. This portion will be fully retired in 2055.

**Current Year Activity:**

	<u>Outstanding Balance July 1, 2023</u>	<u>New Issues and Interest Matured</u>	<u>Principal and Interest Retired</u>	<u>Outstanding Balance June 30, 2024</u>	<u>Due Within One Year</u>
Principal	\$ 4,960,000	\$ -	\$ 95,000	\$ 4,865,000	\$ 95,000
Interest	-	170,200	170,200	-	167,350
Total	<u>\$ 4,960,000</u>	<u>\$ 170,200</u>	<u>\$ 265,200</u>	<u>\$ 4,865,000</u>	<u>\$ 262,350</u>

**Future Requirements:**

<u>Fiscal Year Ended June</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Interest Rate</u>
2025	\$ 95,000	\$ 167,350	\$ 262,350	3.00%
2026	100,000	164,500	264,500	3.00%
2027	100,000	161,500	261,500	3.00%
2028	105,000	158,500	263,500	3.00%
2029	110,000	155,350	265,350	3.00%
2030	110,000	152,050	262,050	3.00%
2031	115,000	148,750	263,750	3.00%
2032	115,000	145,300	260,300	3.00%
2033	120,000	141,850	261,850	3.00%
2034	125,000	138,250	263,250	3.00%
2035	130,000	134,500	264,500	3.00%
2036	130,000	130,600	260,600	3.00%
2037	135,000	126,700	261,700	3.00%
2038	140,000	122,650	262,650	3.00%
2039	145,000	118,450	263,450	3.00%
2040	150,000	114,100	264,100	3.00%
2041	155,000	109,600	264,600	3.00%
2042	160,000	104,950	264,950	3.00%
2043	160,000	100,150	260,150	3.00%
2044	160,000	95,350	255,350	3.00%
2045	165,000	90,550	255,550	3.00%
2046	180,000	85,600	265,600	4.00%
2047	185,000	78,400	263,400	4.00%
2048	190,000	71,000	261,000	4.00%
2049	200,000	63,400	263,400	4.00%
2050	210,000	55,400	265,400	4.00%
2051	215,000	47,000	262,000	4.00%
2052	225,000	38,400	263,400	4.00%
2053	235,000	29,400	264,400	4.00%
2054	245,000	20,000	265,000	4.00%
2055	255,000	10,200	265,200	4.00%
Total	<u>\$ 4,865,000</u>	<u>\$ 3,279,800</u>	<u>\$ 8,144,800</u>	

**CITY OF COBURG**  
**SCHEDULE OF LONG-TERM DEBT TRANSACTIONS**  
**For the Fiscal Year Ended June 30, 2024**

**DEQ #R23045 Refinance Note**

Note payable to Department of Environmental Quality to refinance outstanding debt with DEQ. Note is dated December 1, 2020 for a total amount of \$8,805,123 and carries an interest rate of .86%. Principal and interest payments are due the first day of August and February until paid off with payment of February 1, 2036.

**Current Year Activity:**

	Outstanding Balance July 1, 2023	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2024	Due Within One Year
Principal	\$ 7,437,523	\$ -	\$ 545,201	\$ 6,892,322	\$ 549,900
Interest	-	62,793	62,793	-	58,094
<b>Total</b>	<b>\$ 7,437,523</b>	<b>\$ 62,793</b>	<b>\$ 607,994</b>	<b>\$ 6,892,322</b>	<b>\$ 607,994</b>

**Future Requirements:**

	Fiscal Year Ended June	Principal	Interest	Total	Interest Rate
	2025	\$ 549,900	\$ 58,094	\$ 607,994	0.86%
	2026	554,640	53,354	607,994	0.86%
	2027	559,420	48,574	607,994	0.86%
	2028	564,241	43,753	607,994	0.86%
	2029	569,103	38,891	607,994	0.86%
	2030	574,008	33,986	607,994	0.86%
	2031	578,956	29,038	607,994	0.86%
	2032	583,945	24,049	607,994	0.86%
	2033	588,978	19,018	607,996	0.86%
	2034	594,054	13,940	607,994	0.86%
	2035	599,174	8,820	607,994	0.86%
	2036	575,903	3,656	579,559	0.86%
<b>Total</b>		<b>\$ 6,892,322</b>	<b>\$ 375,173</b>	<b>\$ 7,267,495</b>	

**CITY OF COBURG**  
**SCHEDULE OF LONG-TERM DEBT TRANSACTIONS**  
**For the Fiscal Year Ended June 30, 2024**

**US Bank Global Corp. Trust Services - Water Portion**

Full Faith & Credit Refunding Obligation Bonds, Series 2020, held by US Bank for refinancing and consolidation of debt. The amount of the bonds is \$6,565,000 and carries an interest rate between 3.0 and 4.0 %. Bonds are dated November 19, 2020. Liability and repayment of the debt is allocated between governmental activities, water activities, and sewer activities. This is the water activities portion. This portion will be fully retired in 2026.

**Current Year Activity:**

	<u>Outstanding Balance July 1, 2023</u>	<u>New Issues and Interest Matured</u>	<u>Principal and Interest Retired</u>	<u>Outstanding Balance June 30, 2024</u>	<u>Due Within One Year</u>
Principal	\$ 235,000	\$ -	\$ 75,000	\$ 160,000	\$ 80,000
Interest	-	7,050	7,050	-	4,800
Total	<u>\$ 235,000</u>	<u>\$ 7,050</u>	<u>\$ 82,050</u>	<u>\$ 160,000</u>	<u>\$ 84,800</u>

**Future Requirements:**

	<u>Fiscal Year Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Interest Rate</u>
	2025	\$ 80,000	\$ 4,800	\$ 84,800	3.00%
	2026	80,000	2,400	82,400	3.00%
Total		<u>\$ 160,000</u>	<u>\$ 7,200</u>	<u>\$ 167,200</u>	



**CITY OF COBURG**  
**SCHEDULE OF LONG-TERM DEBT TRANSACTIONS**  
**For the Fiscal Year Ended June 30, 2024**

**US Bank Global Corp. Trust Services - Govmntl. Portion**

Full Faith & Credit Refunding Obligation Bonds, Series 2020, held by US Bank for refinancing and consolidation of debt. The amount of the bonds is \$6,565,000 and carries an interest rate between 3.0 and 4.0 %. Bonds are dated November 19, 2020. Liability and repayment of the debt is allocated between governmental activities, water activities, and sewer activities. This is the governmental activities portion. This portion will be fully retired in 2045.

**Current Year Activity:**

	Outstanding Balance July 1, 2023	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2024	Due Within One Year
Principal	\$ 490,000	\$ -	\$ 15,000	\$ 475,000	\$ 15,000
Interest	-	14,700	14,700	-	14,250
Total	<u>\$ 490,000</u>	<u>\$ 14,700</u>	<u>\$ 29,700</u>	<u>\$ 475,000</u>	<u>\$ 29,250</u>

**Future Requirements:**

	Fiscal Year Ended June 30,	Principal	Interest	Total	Interest Rate
	2025	\$ 15,000	\$ 14,250	\$ 29,250	3.00%
	2026	15,000	13,800	28,800	3.00%
	2027	15,000	13,350	28,350	3.00%
	2028	20,000	12,900	32,900	3.00%
	2029	20,000	12,300	32,300	3.00%
	2030	20,000	11,700	31,700	3.00%
	2031	20,000	11,100	31,100	3.00%
	2032	20,000	10,500	30,500	3.00%
	2033	20,000	9,900	29,900	3.00%
	2034	20,000	9,300	29,300	3.00%
	2035	20,000	8,700	28,700	3.00%
	2036	20,000	8,100	28,100	3.00%
	2037	25,000	7,500	32,500	3.00%
	2038	25,000	6,750	31,750	3.00%
	2039	25,000	6,000	31,000	3.00%
	2040	25,000	5,250	30,250	3.00%
	2041	25,000	4,500	29,500	3.00%
	2042	25,000	3,750	28,750	3.00%
	2043	25,000	3,000	28,000	3.00%
	2044	40,000	2,250	42,250	3.00%
	2045	35,000	1,050	36,050	3.00%
Total		<u>\$ 475,000</u>	<u>\$ 175,950</u>	<u>\$ 650,950</u>	

**REPORTS ON LEGAL**  
**AND**  
**REGULATORY REQUIREMENTS**

**INDEPENDENT AUDITOR'S REPORT**  
**REQUIRED BY OREGON STATE REGULATIONS**

**As of June 30, 2024**

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To the Governing Body of the City of Coburg  
Coburg, Oregon

We have audited the basic financial statements of the City of Coburg as of and for the year ended June 30, 2024, and have issued our report thereon dated January 24, 2025. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

**Compliance**

As part of obtaining reasonable assurance about whether the City of Coburg's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions, and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Highway revenues used for public highways and roads (ORS Chapters 294, 368 & 373).**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

**OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City internal control over financial reporting.

This report is intended solely for the information and use of the City Council and management of the City of Coburg and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.



Steven L. Tuchscherer, CPA  
Umpqua Valley Financial  
Roseburg, Oregon  
January 24, 2025

**Management Representation Letter**

City of Coburg, Oregon

January 24th, 2025

Umpqua Valley Financial, LLC  
171 NE Exchange Avenue  
Roseburg, Oregon 97470

This representation letter is provided in connection with your audit of the financial statements of City of Coburg which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of June 30<sup>th</sup>, 2024, and the respective changes in financial position and, where applicable, cash flows for the fiscal year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of January 24<sup>th</sup>, 2025, the following representations made to you during your audit.

**Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated March 15<sup>th</sup>, 2024, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.

- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the city is contingently liable, if any, have been properly recorded or disclosed.

**Information Provided**

- 11) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the city from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the city and involves
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the city's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 18) We have disclosed to you the names of the city's related parties and all the related party relationships and transactions, including any side agreements.

**Government-specific**

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have taken timely and appropriate steps to remedy identified and suspected fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements that you have reported to us, if applicable.
- 21) We have a process to track the status of audit findings and recommendations, if any.
- 22) We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- 23) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.

- 24) We have provided our views on reported findings, conclusions, and recommendations, if any, as well as our planned corrective actions, for the report.
- 25) The city has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 26) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 27) We have appropriately identified, recorded, and disclosed all leases in accordance with GASBS No. 87 .
- 28) We have appropriately disclosed or recognized conduit debt obligations and/or certain arrangements associated with conduit debt obligations in accordance with GASBS No. 91 .
- 29) We have appropriately identified, recorded, and disclosed subscription-based information technology arrangements in accordance with GASBS No. 96 .
- 30) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
- 31) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 32) As part of your audit, you assisted with preparation of the financial statements and disclosures and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures and schedule of expenditures of federal awards.
- 33) The city has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 34) The city has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 35) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 36) The financial statements include all fiduciary activities required by GASBS No. 84 , as amended.
- 37) The financial statements properly classify all funds and activities in accordance with GASBS No. 34 , as amended.
- 38) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 39) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 40) Investments, derivative instrument transactions, and land and other real estate held by endowments are properly valued.
- 41) Provisions for uncollectible receivables have been properly identified and recorded.
- 42) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 43) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

- 44) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 45) Special and extraordinary items are appropriately classified and reported, if any.
- 46) Deposits and investment securities and derivative instrument transactions, if any, are properly classified as to risk and are properly disclosed.
- 47) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 48) The government meets the GASB-established requirements for accounting for eligible infrastructure assets, if any, using the modified approach.
- 49) We have appropriately disclosed the city's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 50) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 51) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 52) With respect to the supplementary information on which an in-relation-to opinion is issued of the audited financial statements:
- a) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
  - b) If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 53) With respect to federal award programs:
- a) We are responsible for understanding and complying with and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
  - b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
  - c) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
  - d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

- e) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- f) We are responsible for establishing, designing, implementing, and maintaining, and have established, designed, implemented, and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement* relating to federal awards and [have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards OR confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards].
- j) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- r) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t) We have monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with federal statutes, regulations, and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance, if any.



- u) We have issued management decisions for audit findings that relate to federal awards made to subrecipients and such management decisions have been issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed-up ensuring that the subrecipient has taken timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the subrecipient, if any.
- v) We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records, if any.
- w) We have charged costs to federal awards in accordance with applicable cost principles.
- x) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- y) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- z) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- aa) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.
- bb) We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations, if any.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



# Ordinance Adopting the Oregon Criminal Code, Uniform Controlled Substances Act, Liquor Control Act and Motor Vehicle Code and Repealing Ordinance A-163-U

Meeting Date	Staff Contact	Email
February 11, 2025	Larry Larson, Police Chief	<a href="mailto:Larry.Larson@ci.coburg.or.us">Larry.Larson@ci.coburg.or.us</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

This is an annually required ordinance to ensure the Coburg Police Department to maximize its enforcement abilities within the Coburg Municipal Court processes rather than Lane County Circuit Court

#### Suggested Motion

*I move to adopt Ordinance A-163-V, an Ordinance adopting the Oregon Criminal Code, Oregon Uniform Controlled Substance Act, Oregon Liquor Control Act and the Oregon Motor Vehicle Code, repealing Ordinance A-163-U*

### 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-V makes violations of the traffic laws, similar violations and minor criminal offenses violations of City of Coburg ordinance.

**RECOMMENDATION**

Staff recommends Council adopt Ordinance A-163-V after the second reading is held to maximize utilization of the Coburg Municipal Court and the staff time of the Coburg Police Department.

**BUDGET / FINANCIAL IMPACT**

Passage of this ordinance positively impacts the City's general fund by maximizing the utilization of the Coburg Municipal Court, while also being a more efficient use of Coburg Police Department staff time for Court appearances required by the judicial process by keeping the proceedings local rather than with the Lane County Circuit Court in Eugene.

**PUBLIC INVOLVEMENT**

No specific public involvement has occurred with this process and decision as this is primarily an administrative function between the Coburg Police Department and the Coburg Municipal Court.

**NEXT STEPS**

Upon Council adoption, the ordinance will be signed by the Mayor and recorded with an effective date of March 13, 2025

**ATTACHMENTS**

1. Draft Ordinance A-163-V

**ORDINANCE A-163-V**

**AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE REPEALING ORDINANCE A-163-U.**

**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 chapters 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.** Invalidity of a section or part of a section of this ordinance shall not affect the validity of the remaining sections or parts of sections.

**Section 7. Repeal.** Ordinance A-163-U, enacted August 8, 2023, is repealed.

This ordinance was read as required by the City of Coburg Charter at the City Council regular meeting on January 14, 2025, and February 11, 2025.

**ADOPTED** by the **City Council** of the **City of Coburg** on this 11th day of February 2025 by a vote of \_\_\_\_ for and \_\_\_\_ against.

**APPROVED** by Mayor of City of Coburg this 11<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Nancy Bell, Mayor

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



# Resolution 2025-02

## A Resolution Adopting the 2025-2031 Capital Improvements Plan

Meeting Date	Staff Contact	Email
February 11, 2025	Adam Hanks, City Administrator	<a href="mailto:adam.hanks@ci.coburg.or.us">adam.hanks@ci.coburg.or.us</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

A Capital Improvements Plan (CIP) is developed, presented and adopted annually in advance of the annual budget process to guide financial planning for the City’s capital projects. This five year planning horizon document has been updated to remove projects that have been completed, updated cost estimates for a number of projects and movement of projects between fiscal years for operational, financial and regulatory reasons.

#### Suggested Motion

*I move to approve Resolution 2025-02, adopting the 2025-2031 Capital Improvements Plan as presented.*

### BACKGROUND

The annual CIP process and general methodology is provided in the narrative portion of the document and is followed by a listing of anticipated capital projects in the five major categories: Administration/General Government, Parks, Transportation, Water and Wastewater.

Significant changes from the prior year CIP include:

- Removal of the recently completed Public Works Operations building
- Removal of the soon to be completed Pavilion Park Expansion and Improvements
- Removal of the recently completed N Willamette/E Macy/N Harrison Street Reconstruction Project
- Recategorization of the Loop Path #4 extension project from Parks to Transportation
- Inclusion in the “2030+” year of the EWEB Water Supply Waterline Extension
- Removal of Street Preservation (crack seal and seal coat) from the Transportation project lists as those important projects are more accurately categorized as operations and maintenance projects.
- Higher prioritization of the Facilities Security Systems Integration project

**RECOMMENDATION**

Staff recommends Council approve the resolution to establish the capital project list that will be utilized to develop the FY26 Annual Budget as well as be used to pursue external funding sources to enable the completion of many projects with less than identified and dedicated funding sources.

**BUDGET / FINANCIAL IMPACT**

After staffing costs, capital projects are typically the largest component of the City’s annual expenditures and have the greatest impact on the City’s debt service. While a small number of projects are able to be “cash funded” with annual operating revenues (utility rate revenue), the high cost of infrastructure projects often drive utility rate increase requirements and also drive the need for significant external funding that also drive utility rate increases. City staff aggressively pursue low or no cost external funding, but the current financial and administrative uncertainty at the state and federal level makes reliance on external funding challenging to gauge.

The CIP document provides a solid summary of the best estimates of the total capital costs facing the City over the upcoming five to ten years.

**PUBLIC INVOLVEMENT**

No specific public involvement was conducted for this agenda item for this update cycle. The prior year CIP was presented to Council in a February 2024 Work Session and was adopted at the April 2024 Council Meeting, both noticed and open public meetings.

**NEXT STEPS**

Upon Council approval of the resolution, staff will integrate the CIP projects into the upcoming FY26 Annual Budget to be presented, reviewed and approved in the April-June timeframe.

**ATTACHMENTS**

- 1. CIP Document
- 2. Draft Resolution 2025-02

**RESOLUTION 2025-02**

**A RESOLUTION ADOPTING THE FISCAL YEAR 2025-26 CAPITAL IMPROVEMENT PLAN**

**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 11th day of February, 2025.

\_\_\_\_\_  
Nancy Bell, Mayor

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



# CAPITAL IMPROVEMENT PLAN

Adopted February 11, 2025 | Resolution 2025-02



## INTRODUCTION

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The City of Coburg's Capital Improvement Plan (CIP) is a multi-year citywide infrastructure financial planning document that lists and describes scheduled improvements to the City of Coburg's general government and utility infrastructure across all City departments. More detailed and technical analysis, project objectives and scheduling can be found in specific master plan documents for the City's water and wastewater utilities.

The CIP provides the Council, staff and community with an understanding of the timing, costs and funding sources and guides financial planning decision making to ensure adequate funds are available or obtained to ensure the successful completion of the project. Because of the significant costs of many infrastructure projects, the use of debt service impacts not only the individual project but the ability for future projects to be funded, further highlighting the importance and need for a comprehensive and regularly updated CIP document.

Annual review and updating of the CIP occurs prior to the budget development process then integrated into the current proposed budget as well as the future years budget forecasts. Capital project budgets are shown in their associated funds where the revenues utilized to fund the project are located. Projects are typically funded in one or more ways, including "cash-funding" with prior year savings and/or annual revenues, grants, debt service (loans) and systems development charges (SDC's)

To ensure that priority projects are planned, funded and constructed in a timely manner, this document provides for projected years of engineering and construction completion. When possible, specific revenue sources are attached to the projects so that planning and facilitation can take place for grant and loan applications well in advance of beginning the project. Therefore, there may be engineering costs associated with projects prior to the actual construction schedule.

## CAPITAL IMPROVEMENT PROGRAM GOALS

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Goals of this CIP Program include:

1. Responsible and efficient financial planning
2. Clear and inclusive planning, engineering and construction timelines
3. Establishment of funding mechanisms for Capital projects and planning for funding applications
4. Local economic development support
5. Planning and forecasting to serve residential, commercial and industrial growth
6. Enhanced safety, access and increased mobility of transportation modes
7. Consideration and compliance with environmental standards and improving environmental quality
8. High quality and cost-effective maintenance and improvements to existing infrastructure
9. Protection of public health and safety through regulatory compliance and industry best practices

## CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT PROCESS

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- December/January: Staff Review and Update to Prior Year CIP
- January/February: CIP Draft Document Provided to Council (retreat or work session)
- March: Adopted by City Council – Public Comment is available
- May/June: CIP incorporated into the Budget Document and Presented

Spending authority (appropriations) occurs only through the budget review/approval process. The prior approval and adoption of the CIP does not convey spending authority. Although the CIP is a starting point for the annual Capital Budget, the projects budgeted each year can vary somewhat in timing and costs from those proposed in the CIP, due to engineering, permitting, contract bidding, seasonal scheduling, grant requirements, etc.

## PROJECT CATEGORIZATION

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Projects in the CIP are grouped by infrastructure system including:

○ Administration	○ Water
○ Parks/Trails/Open Space	○ Wastewater
○ Street	○ <i>Equipment/Fleet (future category)</i>

Project funding is listed as a category column in the project lists. Funding streams include:

○ User Fees	○ Grants
○ Tax Revenues (property, gas tax)	○ Loans (Debt Service)
○ Special Assessments	○ Systems Development Charges (SDC)

*In some instances, funding may be listed as TBD or “to be determined”. Projects scheduled within the two-year budget should have a funding source listed.*

## GUIDING DOCUMENTS

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This document is supported by multiple guiding documents of the City as follows:

### 1. Coburg Comprehensive Plan – Dated 5/8/2018

Comprehensive planning is a process that determines community goals and aspirations in terms of community development. The result is called a comprehensive plan, and expresses and regulates public policies on transportation, utilities, land use, recreation, and housing. Comprehensive plans typically encompass large geographical areas, a broad range of topics, and cover a long-term time horizon. Comprehensive Plan Amendments take place when the City anticipates a change in zoning, or any form of change in development regulations either mandated by the State or determined by the City as necessary for the future progress of the City.

## 2. Coburg Community Vision – Dated 7/3/2017

The Community vision statement describes the current and future objectives of the City. The vision statement is a guide to help the City make decisions that align with its philosophy and declared set of goals.

## 3. City of Coburg Development code – 2019

The Coburg Development Code contains detailed descriptions of zoning districts and specifies what uses are allowed, prohibited, and conditional in each zone. The Development Code is intended to cover almost all types of land use issues which may arise, but in cases where a land use is not listed, a process for interpretation of the code is provided.

## 4. Master Plans

Master plans represent the long range (10 years or more) plan for the City's development of infrastructure. The master plan, and the facilities shown on it, may be built over a period of many years. Therefore, what is shown in a plan may not yet exist in the City. A lot of time and resource is needed to update a master plan. Therefore, adopted capital project lists can serve as the approved projects for the City. Projects can be updated when the master plans are updated. At the City of Coburg, the following Master Plans exist:

- Park and Open Space Master Plan
- Transportation System Plan
- Water Master Plan
- Wastewater Management Plan

*Copies of any of the documents listed below are available on the City of Coburg website and can also be obtained by request of the City Administration office.*

## 5. Annual Council Framework | Objectives

Each year, the Council holds and participates in a full day retreat, in part to develop the overall workplan for Council and Staff with an 18-24 month time horizon. The workplan operates within a framework structure that contains five categories: Our Community, Our Natural Resources, Our Government, Our Utility Systems and Our Financial Resources. Each category contains specific objectives, some of which involve capital improvements detailed in the annual CIP document.



# CITY OF COBURG

## Capital Improvements Plan

### 2026 to 2031 Planning Period

#### Administration/General Government

					TOTAL	
PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY	
1	IT Infrastructure/Equipment	Server/firewall/switch/desktop equipment replacement	General Fund Taxes/Fees*	\$ 25,000	2025-26	\$ 25,000
2	Facilities Security Systems Integration	Facilities Security Systems Integration	General Fund Taxes/Fees*	\$ 50,000	2026-27	
3	City Hall ADA Parking/Access Improvements	ADA Compliant parking, ramps, front entrance, doors	General Fund Taxes/Fees*	\$ 20,000	2026-27	
4	City Hall Improvements - HVAC	System Replacement (including ducting)	General Fund Taxes/Fees*	\$ 125,000	2026-27	\$ 195,000
5	City Hall ADA Parking/Access Improvements	ADA Compliant parking, ramps, front entrance, doors	General Fund Taxes/Fees*	\$ 60,000	2027-28	
6	Facilities Security Systems Integration	Facilities Security Systems Integration	General Fund Taxes/Fees*	\$ 50,000	2027-28	
7	City Hall Improvements - Flooring	Full carpet replacement (upstairs/downstairs	General Fund Taxes/Fees*	\$ 25,000	2027-28	\$ 135,000
8	City Hall Improvements - Façade	Willamette frontage and parking/landscaping	General Fund Taxes/Fees*	\$ 50,000	2030+	\$ 50,000
<b>TOTAL</b>				<b>405,000</b>		<b>\$ 405,000</b>

\* Portion of project costs will be allocated to enterprise funds based on approved Cost Allocation Methodology

#### Parks

					TOTAL	
PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY	
1	Cobug Creek Park	New Park Facility - Phase I + Desgin	Park SDC	\$ 50,000	2025-26	\$ 50,000
2	Cobug Creek Park	New Park Facility - Phase II	Park SDC	\$ 250,000	2026-27	\$ 250,000
3	Trails End Park - Phase II	Viewing platforms, paths, benches, signage	Undetermined Grant + Park SDC	\$ 250,000	2029-30	\$ 250,000
4	Julia Morneau Heritage Park	New park (no land purchase)	Undetermined Grant + Park SDC	\$ 250,000	2030 +	
5	Southside Neighborhood Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 350,000	2030 +	
6	Northside Neighborhood Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 350,000	2030 +	
7	Westside Mini-Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 150,000	2030 +	
8	Southwest Mini-Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 150,000	2030 +	
9	Coburg Loop 5	Path extesion south to Eugene	Undetermined Grant + Park/Trans SDC	\$ 1,500,000	2030 +	\$ 2,750,000
<b>TOTAL</b>				<b>3,300,000</b>		<b>3,300,000</b>

#### Transportation

					TOTAL	
PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY	
1	Industrial Way/Loop Path #4	Two Inch Overlay/Dig out	Gas Tax, TUF, SDC, MPO	\$ 500,000	2025-26	
2	Industrial Way/Loop Path #4	Industrial Wy - Sarah path to Trails End Park	Gas Tax, TUF, SDC, MPO	\$ 600,000	2025-26	
3	Collector Street Project - Phase I (N Coleman)	Street/Sidewalk Reconstruction N Coleman/Mill	Gas Tax, TUF, SDC, MPO	\$ 500,000	2025-26	\$ 1,600,000
4	PW Operations Center Fuel Center	Citywide Fuel Storgae/Pump System (\$150k Total)	Gas Tax, TUF, BRIC Grant	\$ 50,000	2026-27	
5	Locust St - Diamond to Skinner	Two Inch Overlay/Dig out	Gas Tax, TUF, SCA, SDC	\$ 125,000	2026-27	
6	Locust St - Willamette to Harrison	Street Reconstruction, curb, sidewalk	Gas Tax, TUF, SCA, SDC	\$ 250,000	2026-27	\$ 425,000
7	Harrison St - Mill to Locust	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 250,000	2027-28	
8	Mckenzie - Harrison to Diamond	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2027-28	
9	Mckenzie - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2027-28	
10	Mckenzie - Coleman to Miller	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2027-28	\$ 550,000

11	Lincoln St - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2028-29	
12	Roberts Rd - South end to Roberts Ct	Two Inch Overlay	Gas Tax, TUF	\$ 150,000	2028-29	
13	Roberts Ct - Huntly Ct to west dead end	Two Inch Overlay/Leveling	Gas Tax, TUF	\$ 150,000	2028-29	
14	Collector Street Project - Phase II (S Coleman)	Street Reconstruction	Gas Tax, TUF, SDC, MPO	\$ 900,000	2028-29	\$ 1,300,000
15	Skinner St - Pearl to Lincoln	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2030+	
16	Skinner St - Mckenzie to Mill	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2030+	
17	Skinner St - Maple to Dixon	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2030+	
18	Skinner St - Delaney to Pearl	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2030+	
19	Skinner St - Lincoln to Mckenzie	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2030+	\$ 500,000
<b>TOTAL</b>				<b>\$ 4,375,000</b>		<b>4,375,000</b>

**Water**

PROJECT TITLE/LOCATION		DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY
1 -	Stallings Lane Water Supply	Well #3 Treatment systems & SCADA	Water Debt Service (rate revenues)	\$ 300,000	2025-26	
2	Stallings Lane Water Supply	Transmission line (connection to existing system)	Water Debt Service (rate revenues)	\$ 500,000	2025-26	
3	Coburg Industrial Waterline	12 inch waterline intertie	Water Rate Revenues	\$ 160,000	2025-26	\$ 960,000
4	PW Operations Center	Citywide Fuel Storgae/Pump System (\$150k Total)	Water Rate Revenues	\$ 50,000	2026-27	
5	Water Supply Wells #1, #2 Rehabilitation	System upgrades and rehab to existing wells	Water Rate Revenues	\$ 100,000	2026-27	
6	Pioneer Valley Estates Distribution System	Replacement of existing distribution system	Fed Grant/Water Revenues	\$ 750,000	2026-27	
7	Water Master Plan Update	Update of 2016 Water Master Plan	Fed Grant/Water Revenues	\$ 125,000	2026-27	\$ 1,025,000
8	E Dixon St Waterline Replacement	Diamond St to East End - Waterline Replacement	Water Debt Service (rate revenues)	\$ 650,000	2027-28	
9 -	Christian Wy Waterline Replacement	6 Ince pipeline replacement	Water Debt Service (rate revenues)	\$ 300,000	2027-28	
10 -	Delaney St Waterline Replacement	Willamette St to Stuart St - Waterline Replacement	Water Debt Service (rate revenues)	\$ 100,000	2027-28	\$ 1,050,000
11 -	Existing Water Storage Tanks Rehab	Replace/Retrofit (seismic) existing (2) 500k/gl tanks	Grant/Loan (rate revenues)	\$ 3,000,000	2028-29	
12 -	Maple St Waterline Replacement	Coleman St to East End - Waterline Replacement	Water Debt Service (rate revenues)	\$ 250,000	2028-29	\$ 3,250,000
13	EWEB Waterline Connection	8-12" waterline for water supply	Grant/Loan (rate revenues)	\$ 9,000,000	2030+	
14	New Water Reservoir	750,000 Gallon elevated Reservoir	Grant/Loan (rate revenues)	\$ 7,000,000	2030+	
15	Van Duyn St Waterline	12 inch waterline intertie	Water Rate Revenues	\$ 175,000	2030 +	
16	Vintage St Waterline	12 inch waterline intertie	Water Rate Revenues	\$ 175,000	2030 +	
17	Waterline Pipeline Replacements	6 inch pipeline replacements in various locations	Grant/Loan (rate revenues)	\$ 1,000,000	2030 +	
18	I-5 Transmission Line (new)	East/West Transmission Loop Line - North of Exit 199	Grant/Loan (rate revenues)	\$ 2,500,000	2030 +	\$ 19,850,000
<b>TOTAL</b>				<b>\$ 26,135,000</b>		<b>\$ 26,135,000</b>

**WasteWater**

PROJECT TITLE/LOCATION		DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY
2 -	PW Operations Center	Citywide Fuel Storgae/Pump System (\$150k Total)	WW Rate Revenues	\$ 50,000	2026-27	
	WWTP Equipment Replacements (If needed)	Membrane, Blowers, Pumps, Motors Replacement	WW Rate Revenues	\$ 150,000	2026-27	
3 -	Premier RV Septic Tank Improvement	Replacement of existing (aged/mis-sized) Septic Tank	WW Rate Revenues	\$ 450,000	2026-27	
4 -	Wastewater Master Plan Update	Complete Update of 20 Year Infrastructure Plan	WW Rate Revenues	\$ 100,000	2026-27	\$ 750,000
5 -	WW Treatment Plant - Facilities Improvements	Headworks Structure	Grant/Loan (rate revenues)	\$ 120,000	TBD *	
6 -	WW Treatment Plant - Facilities Improvements	Additional Membrane(s)	Grant/Loan (rate revenues)	\$ 600,000	TBD *	
7 -	WW Treatment Plant - Facilities Improvements	Additional Treatment Basin	Grant/Loan (rate revenues)	\$ 900,000	TBD *	
8 -	WW Treatment Plant - Facilities Improvements	Bridge Crane (Membrane maint)	Grant/Loan (rate revenues)	\$ 175,000	TBD *	
9 -	WW Treatment Plant - Facilities Improvements	Effluent Storage/Holding Pond	Grant/Loan (rate revenues)	\$ 250,000	TBD *	
10 -	WW Treatment Plant - Facilities Improvements	Effluent Cooling Systems	Grant/Loan (rate revenues)	\$ 150,000	TBD *	\$ 2,195,000
<b>TOTAL</b>				<b>\$ 2,945,000</b>		<b>\$ 2,945,000</b>

\* Timing/order of improvements dependent on final recommendations of capacity and facilities study + Master Plan



# 2025 City Rules of

Adopted by Resolution on **DRAFT.**

City of Coburg, OR  
[coburgoregon.org](http://coburgoregon.org)

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## INTRODUCTION AND AUTHORITY

The 2022 Coburg Charter requires the Council to adopt Rules of governance for its members and meetings. The following rules will be in effect upon adoption by the Council until they are amended or new rules are adopted via resolution.

### Section 1 - General Rules

#### 1.1 Rules of Procedure

Unless otherwise provided by the Charter, ordinance, or these rules, the procedures for council meetings and any subcommittee of the council shall be guided by Roberts Rules of Order.

Council members are encouraged to avoid invoking the finer points of parliamentary procedure found in Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public. However, utilization of tools provided in Robert's Rules of Order can be productively utilized to assist the Council's meeting operations.

Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

#### 1.2 Quorum

A quorum is required to conduct official city business. Fifty percent plus one of the six serving members of Coburg City Council shall constitute a quorum. In the event of a vacancy, the quorum is reduced accordingly. The mayor is not considered a member of the Council and does not count toward a quorum.

If the roll call determines that the required quorum has not been reached, the presiding officer shall adjourn the meeting, which ends all discussion and deliberation on all items on the meeting agenda.

#### 1.3 Presiding Officer

The mayor and, in the mayor's absence, the council president shall serve as the presiding officer. The presiding officer shall preserve decorum and decide all points of order, with the available utilization of the parliamentarian for guidance, subject to appeal by the Council.

If both the mayor and the president of the council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:

1. The city recorder shall call the council to order and call the roll of the members.
2. The first order of business will be to elect a temporary presiding officer for the meeting by a vote of a majority of the quorum.

3. The presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.

4. Should either the mayor or the council president arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item being discussed.

### 1.4 Appointed Officers

The City Administrator and Recorder are appointed and removed by the City Council as officers of the City of Coburg.

The City Administrator serves as the chief administrative officer. The city administrator is required to attend all council meetings and is permitted to participate in any discussion; however, the city administrator has no authority to cast a vote in any decision rendered by the council. **The city administrator shall be the parliamentarian and advise the presiding officer on questions of order.**

The City Recorder serves as the city council's clerk and must attend all council meetings unless excused by the Mayor. The City Recorder is responsible for creating the official record of the meeting in compliance with Oregon Public Meeting Laws.

### 1.5 Agendas and Packets

The city administrator, in consultation with the mayor, shall set and approve agenda items for all Council meetings.

The city recorder is responsible for compiling and creating the agenda and packet materials for council meetings. Agenda and packets will be sent electronically to the mayor and city councilors (3) business days preceding the meeting. Hard copies may be picked up at City Hall. Electronic packets are also posted on the City website.

Agendas for all council meetings are posted at city hall in the front lobby, at the Coburg Post Office, on the City's Facebook page, and on the City website. They are also sent electronically to news media and other interested parties.

No council approval shall be required for an agenda of any meeting.

### 1.6 Order of Business

The Charter requires the Mayor to determine the order of business to be specified within Council Rules. The presiding officer may adjust the order of business during the meeting as necessary, with no formal approval of the Council required. The order of business for all regular meetings will generally be as follows:

#### **Call to Order**

The presiding officer shall call all council meetings to order, stating the date and time to be accurately reflected in the minutes.

**Pledge of Allegiance**

The presiding officer or designee leads the council and audience in the pledge of allegiance.

**Roll Call**

The City Recorder shall conduct a roll call to determine which members of the council are present and which are absent. The attendance shall be reflected correctly in the minutes.

If the roll call determines that a quorum is not present, the presiding officer shall adjourn the meeting with no further discussion or deliberation on meeting agenda topics permitted.

**Mayor Comments**

The mayor or presiding officer may give special reports, make personal announcements, announce resignations and appointments, read proclamations, and advise Council and the public of any other matters or events of interest.

**Agenda Review**

The city administrator or city recorder will review all changes to the agenda or packets and may include recommendations to remove or move an item on the agenda, call out all new or revised packet material handed out at the meeting.

**Public Comment**

Public Comment is on all regular meeting agendas. The time allotted for public comment shall not exceed 60 minutes, unless a majority of Councilors present vote to extend the time.

Persons wishing to speak during the public comment must fill out a "Speaker Card" before the meeting is called to order.

Speakers will be limited to three minutes unless a majority of Councilors present to vote to approve a different time allowance before the start of the Public Comment

Members of the public may speak about topics including items on the agenda issues or concerns of city business except:

1. Item that is scheduled for a public hearing at that same meeting (the speaker shall wait until that public hearing);
2. An item that relates to a quasi-judicial land use matter that may or will be decided by the City Council.

**Consent Agenda**

The consent agenda contains items that shall be approved by a single motion to

“adopt the consent agenda”. Any item on the consent agenda may be removed for separate consideration by any council member.

For this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.

Upon approval of the consent agenda, the council will consider all items pulled as the next agenda item. The presiding officer can choose to place items pulled later on the agenda by announcing for the record where on the agenda the item is being placed.

**Special Guests**

The council will receive reports from outside entities, commissions or committees not otherwise scheduled on the meeting agenda.

**Ordinance & Resolutions**

**Contracts**

**Council Action Items**

**Administrative Reports**

**Council Comments and Liaison Updates**

1. During council comments councilors may bring before the council city business not included on the agenda for discussion. Action shall not be taken until a subsequent meeting, unless there is compelling reason and permitted via the presiding officer. This excludes providing general direction to the city administrator.
2. Councilor Liaisons shall regularly update the Council on the work of the Committee as required under Section 6 item **TBD**

**Future Public Meetings**

All public meetings and city hall closures scheduled in the next thirty days.

**Adjournment**

The presiding officer shall adjourn the council meetings, stating the time to be accurately reflected in the minutes. Since a quorum of Council members routinely exists immediately following adjournment, Council should refrain from continued

discussion or deliberation on matters of City business to ensure compliance with public meetings law.

## 1.7 Notice

# Section 2 – Council Meetings

## 2.1 Regular Meeting

The council shall meet every second Tuesday of each month, except designated holidays and/or council recesses.

1. Meetings shall begin at 6:00 p.m.
2. Meetings shall adjourn at 8:30 p.m., allowing thirty-minute extensions upon a majority vote of the council.
3. All council meetings must end before 10:00 p.m.

## 2.2 Special Meetings

The mayor or city administrator may schedule special meetings as needed to conduct City business. Special meetings are public meetings and shall be held and noticed in accordance with Oregon Public Meetings law.

## 2.3 Work Session

The mayor or city administrator may schedule work sessions as needed. Work sessions are generally scheduled on the fourth Tuesday of the month. Work sessions are public meetings and shall be held and noticed per Oregon Public Meeting Law. Work sessions are intended for information gathering, staff presentations, or preliminary discussions. The council cannot take formal or final action on any matters at a work session. Public Comment is **not taken, unless determined by the Mayor, with concurrence of Council prior to the posting of the meeting agenda.**

## 2.4 Emergency Meeting

The mayor or city administrator may call an emergency meeting of the City Council with less than 24 hours notice. Emergency meetings are public meetings, and they shall be held and noticed per Oregon Public Meeting Law. The agenda and minutes of the meeting must describe the emergency and justify the notice being less than 24 hours. Only the emergency matter(s) are to be discussed and considered during the meeting.

## 2.5 Executive Sessions

The mayor or city administrator may call an executive session for any purpose authorized by ORS 192.660. Executive Sessions are generally held prior to or at the end of a regular or special council meeting. Executive Sessions are closed to the public, except recognized news media consistent with relevant state statutes, shall be allowed to attend most sessions. City Council and staff in attendance shall not disclose to any person the content of any discussions that takes place in an executive session.

Mayor, councilors, city administrator, and persons specifically invited by the mayor or city administrator are allowed to attend. No elected official who declares an actual conflict of interest on a topic to be discussed in executive session shall remain in the room during the discussion.

No executive session may be held for the purpose of taking a final action or making a final decision. Decisions must be taken by a vote in a open session to allow the public to know the results of the discussions in executive session.

## 2.6 Retreats

Retreats and similar goal setting sessions are special type of work session that usually happens once a year. It is a more extended work session to review the city goals and work plan and discuss potential additions or amendments. Mayor and Council can determine in advance whether any portion of the session will include public comment. All retreats and goal setting sessions are public meetings and will be noticed and operated as such.

## 2.7 Meeting Location and Joining Remote

## 2.8 Council Recess

The Charter permits the council to take up to two recesses per calendar year when agreed upon by a majority vote. Depending on deadlines and workloads, the month of August is typically set aside as a Council and advisory committee recess month.

## 2.9 Cancellation of meetings

The Charter permits the Mayor or Council President to cancel any council meeting for an emergency or lack of agenda items.

## 2.10 Attendance

Charter 7.9 (a)6 Absence from all Council meetings within 60 days, or four absences from all Council meetings in a 12-month period, and after the vote of the Council to vacate the office;

**Excused vs not excused. Council discussion needed on whether four absences total or four unexcused**

## 2.11 Excused Absence

Excused absences are defined as absences from formal Council meetings, work sessions, retreats where the Councilor has informed the Mayor 72 or more hours in advance of their inability to attend the meeting. In the case of the Mayor, notification of excused absence shall be communicated to the Council president and the City Recorder.

# Section 3 – Motions, Debate, Public Comment, and Voting

## 3.1 Motion

A motion is a proposal made by a member for a group to take action.

1. Councilor can make a motion
2. Motion is seconded (if no second, motion dies)
3. The presiding officer states the motion.
4. The Council debates the motion and may amend it.
5. The presiding officer restates the motion and calls for a vote.
6. The presiding officer states the results of the vote, whether the motion passes or fails, and what will happen as a result.

## 3.2 Consensus

## 3.3 Debate

The following rules shall govern the debate of any item the council discusses.

1. Nonmembers do not have the right to speak or make motions.
2. One subject is discussed at a time.
3. One person speaks at a time. No interrupting.
4. No one may speak a second time until everyone who wishes to do so has spoken once.
5. Mayor may participate in all debates.
6. Members address the chair to be recognized.
7. The maker of the motion may speak first.

### 3.4 Public Comment General

### 3.5 Vote (add more)

The Charter Section 3.1 states “The Mayor is not a voting member of the council, has no veto authority, and may only vote in order to break a tie”.

Majority Vote of the Council

Majority vote of the quorum

When a Ordinance is adopted the vote of each member must be entered into the Council minutes. Charter Section 4.2

### 3.6 Abstain

A councilor wishing to abstain from a formal vote of Council must first make the request to the presiding officer stating the reason for the abstention of either an actual conflict of interest or a potential conflict of interest. At the direction of the presiding officer, the Council must vote on the abstention request with an affirmative majority vote approving the Councilor’s abstention request. The abstention is not recorded as either a yes or a no, as it is neither.

Similarly, a Councilor can make a request to the presiding officer to be excused from participation in a particular agenda item and all of the same procedures of the abstention request apply. If the excusal is approved, the Councilor must physically leave the meeting room and be notified and return to the meeting prior to the introduction of the next item on the agenda. The minutes should reflect the excusal request, the Council vote and the time the Councilor left and returned to the meeting.

\*Look at bias

### 3.7 Conflict of Interest Disqualification

## Section 4 – Public Hearings

### 4.1 Public Hearing non Land Use

### 4.2 Legislative Land Use Hearings

### 4.3 Quasi-Judicial Land Use Hearings



## Section 5 – Committee, Commission, Sub Committee, Ad Hoc, Work Group

## Section 6 – Liaison Roles and Responsibilities

The Liaison is a mayor appointed annually. It will be reviewed and potentially reassigned annually. The role is typically collaboratively discussed and determined each January/February and formally appointed in March of each year.

**Definition of Liaison** “Liaison”: a person who establishes and maintains communication for mutual understanding and cooperation (Merriam-Webster Dictionary)

- Serves as point of contact between the Committee and the Council
- Assists in communication between the Committee and the Council
- Non-voting, limited participation committee representative
- Opportunity to listen, learn, and gain context on issues and requests that will be presented for future Council decision-making.

### Responsibilities of the Council Liaison:

1. Attend all meetings but is not a member of the committee.
2. Acts as a representative of the full Council to provide direction or guidance clearly supported by the Council.
3. If the committee asks for the Liaison’s opinion, the Liaison may state a **personal opinion** but should emphasize that they are speaking for themselves rather than the entire Council.
4. As requested or invited by the Committee Chair, Liaison may speak to remind the committee of the Council direction or City policies.
5. Shall not attempt to influence the work or recommendations of the committee.
  - a. Will not take part in any deliberations, votes or decisions.
  - b. Must not share or engage with information discussed in a quasi-judicial committee, e.g. Planning Commission.
6. Will share with Council any requests from the committee such as:
  - a. Questions raised by the Committee about scope of work or changes to the scope of work
  - b. Requests for expenditures or impact on city resources (money, staff time or supplies)
  - c. Requests to add items to Council agenda
7. The Council member liaison will regularly update Council on the work of the Committee.

## Section 7 – Appointment Process

## Section 8 – Ethics, Decorum, Outside Statements

Council may desire to develop decorum guidelines, norms or similar agreement to expectations on communication, etiquette, etc to assist with meeting productivity and tone. These guidelines/norms may be developed and utilized without formal inclusion in Council Rules as they exist as guidelines and desired, but not required behavior.

## Section 9 – Email and City-Issued Electronic Devices

Councilors shall not download any programs, or install any software on the electronic onto City issued electronic device without prior approval.

Councilors shall comply with the requirements of the Oregon Public Records Law, ORS 192.410 through 192.505, and the Oregon State Archivist public records retention scheduled pursuant to ORS 327.825.

City issued email and electronic devices shall not use the electronic device in connection with election or reelection efforts or campaigning.

All documents that exist on the electronic device, including the production of a document, internet usage, e-mails, are subject to disclosure under the Oregon Public Records Law.

City issued electronic device, are city property, and shall be returned upon request, for inspection, repair, installation or to process public records request.

## Section 10 – Miscellaneous

### 10.1 Flags and Signs

No flags, posters, placards, or signs, unless authorized by the Presiding Officer, may be carried or placed within the Council Chambers, any meeting facility in which the Council is officially meeting, any meeting facility in which a public meeting is being held, or on any virtual platform. This restriction shall not apply to armbands, emblems, badges, or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

### 10.2 Communication with Staff

Questions of city staff and/or requests for additional information that may take staff time in excess of fifteen minutes should be directed only to the City Administrator or designee. The City Administrator should be copied on any request. Materials supplied to a council member regarding pertinent, urgent or important issues that would be of interest to other councilors

will be made available to all members of the council so that all have equal access to information.

Every effort should be made to limit disruption to the work of city staff. Council members should avoid making requests to staff that are in meetings or on the phone. Or engrossed in performing their job functions.

Council members should never express concerns about the performance of a city employee in public or to the employee directly. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.

DRAFT



**City of Coburg  
Balances  
FY 2025  
As of 12/31/2024**

**Cash Balances**

	<b>FY 2025 Actual</b>	<b>FY 2024 Actual</b>	<b>EOY FY 2024</b>
General Fund	688,378	861,982	535,740
Street Fund	732,933	1,541,815	1,422,383
Water Fund	2,187,467	1,758,280	1,817,758
Sewer Fund	1,225,122	1,723,969	1,519,650
<b>Total Cash</b>	<b>4,833,899</b>	<b>5,886,046</b>	<b>5,295,530</b>

**Fund Balances**

	<b>FY 2025 Actual</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Actual</b>	<b>EOY FY 2024</b>
General Fund	627,112	438,204	827,715	403,179
Street Fund	755,727	404,077	1,542,248	1,443,651
Water Fund	2,665,479	1,503,020	1,500,565	2,238,893
Sewer Fund	1,338,536	1,120,423	1,828,451	1,668,411
<b>Total Fund Balance</b>	<b>5,386,854</b>	<b>3,465,724</b>	<b>5,698,979</b>	<b>5,754,134</b>

Interest Earnings Summary

Balance in Banks:	Cash	Percent in account	Interest Rate
Local Government Investment Pool	4,263,014	88%	5.20%
Key Bank	570,885	12%	0.00%
<b>Total Cash</b>	<b>4,833,899</b>	<b>100%</b>	



**City of Coburg  
Fund Statements  
City Wide  
FY 2025  
As of 12/31/2024**

	<b>FY 2025</b>			<b>FY 2024</b>	
	<b>Actual</b>	<b>Budget</b>		<b>Actual</b>	<b>EOY</b>
<b>Revenues:</b>					
Taxes and Assessments	976,172	1,160,000	84%	982,359	1,134,813
Intergovernmental	80,653	546,000	15%	77,033	569,826
Franchise Fees	116,422	279,300	42%	105,359	255,240
Licenses, Permits & Fees	57,421	141,000	41%	77,635	144,496
Fines and Forfeitures	38,459	100,500	38%	45,123	81,836
Investment Revenue	53,321	93,000	57%	44,669	110,696
Grants and Donations	100	355,000	0%	6,505	261,067
Charges for Services	1,152,488	2,019,100	57%	1,093,539	2,098,309
Charges for Services -SDC	290,885	369,500	79%	1,449,192	620,239
Other Revenue	21,107	31,500	67%	8,535	37,430
Bond Proceeds	252,935	1,200,000	21%	748,605	2,757,969
Transfer In	62,502	125,000	50%	519,926	1,039,851
<b>Total Revenue</b>	<b>3,102,465</b>	<b>6,419,900</b>	<b>48%</b>	<b>5,158,480</b>	<b>9,111,772</b>
<b>Operating Expenditures:</b>					
Personnel Services	982,680	1,996,100	49%	903,562	2,100,984
Materials and Services	703,287	1,313,000	54%	722,872	1,491,470
Debt Service	546,059	1,133,330	48%	543,428	1,136,532
Capital Outlay	1,175,218	3,621,000	32%	980,152	2,280,913
Transfers Out	62,502	125,000	50%	519,926	1,039,851
Contingencies	-	500,000	0%	-	-
<b>Total Expenditure</b>	<b>3,469,746</b>	<b>8,688,430</b>	<b>40%</b>	<b>3,669,940</b>	<b>8,049,750</b>
Net Change	(367,280)	(2,268,530)	16%	1,488,540	1,062,022
Fund Balance - June 30,	5,754,134	5,734,254	100%	4,210,439	4,692,112
Fund Balance	<b>5,386,854</b>	<b>3,465,724</b>	<b>155%</b>	<b>5,698,979</b>	<b>5,754,134</b>



**City of Coburg**  
**Fund Statements**  
**General Fund**  
**FY 2025**  
**As of 12/31/2024**

	FY 2025			FY 2024	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
<b>Revenues:</b>					
Taxes and Assessments	928,103	996,000	93%	899,730	978,521
Intergovernmental	21,237	61,000	35%	25,090	85,249
Franchise Fees	116,422	279,300	42%	105,359	255,240
Licenses, Permits & Fees	57,421	141,000	41%	77,635	144,496
Fines and Forfeitures	38,459	100,500	38%	45,123	81,836
Investment Revenue	938	15,000	6%	5,593	13,714
Grants and Donations	100	355,000	0%	6,505	261,067
Charges for Services	48,078	108,600	44%	31,340	89,083
Charges for Services -SDC	64,171	83,000	77%	58,040	138,439
Other Revenue	8,707	15,500	56%	7,630	12,872
Transfer In - Admin Fee	62,502	125,000	50%	519,926	1,039,851
<b>Total Revenue</b>	<b>1,346,138</b>	<b>2,279,900</b>	<b>59%</b>	<b>1,781,971</b>	<b>3,100,370</b>
<b>Expenditures</b>					
Administration Department	299,025	531,790	56%	429,915	856,904
Facility Management Department	79,678	99,500	80%	50,930	111,110
Planning Department	88,299	213,870	41%	85,395	190,717
Police Department	389,843	866,650	45%	360,021	849,857
Municipal Court	76,086	171,290	44%	59,089	145,882
Economic Development	14,492	47,000	31%	12,700	49,235
Parks (Public Works)	167,656	344,380	49%	383,733	915,469
Debt Service:					
Principal	-	15,000	0%	-	15,000
Interest	7,125	14,250	50%	-	14,700
Contingency	-	50,000	0%	-	-
<b>Total Expenditures</b>	<b>1,122,205</b>	<b>2,353,730</b>	<b>48%</b>	<b>1,381,783</b>	<b>3,148,874</b>
Net Change	223,933	(73,830)	-303%	400,188	(48,504)
Fund Balance - June 30,	403,179	512,034	79%	427,527	451,683
Fund Balance	627,112	438,204	143%	827,715	403,179
Fund Balance:					
Restricted for Park SDC	340,120				275,948
Unappropriated Ending Fund Balance	286,992				127,230
Fund Balance	627,112				403,179



**City of Coburg**  
**Fund Statements**  
**Street Fund**  
**FY 2025**  
**As of 12/31/2024**

	FY 2025			FY 2024	
	Actual	Budget	% of B to A	Actual	EOY
<b>Revenues:</b>					
Taxes and Assessments	33,857	150,000	23%	82,629	156,292
Intergovernmental	59,416	110,000	54%	51,943	109,577
Investment Revenue	4,477	10,000	45%	4,388	10,382
Grants and Donations	-	-	N/A	-	-
Charges for Services	81,336	163,500	50%	81,407	162,996
Charges for Services -SDC	70,569	80,000	88%	70,457	168,362
Other Revenue	403	15,000	3%	-	4,456
Bond Proceeds	-	-	N/A	748,605	748,348
<b>Total Revenue</b>	<b>250,057</b>	<b>528,500</b>	<b>0%</b>	<b>1,039,429</b>	<b>1,360,412</b>
<b>Expenditures</b>					
Administration Department	42,347	74,930	57%	122,447	208,995
Public Works Department	117,895	251,430	47%	3,550	-
Capital	650,841	1,050,000	62%	73,360	352,034
Transfer Out	12,498	25,000	50%	76,734	153,467
Debt Service:					
Principal	92,523	92,530	100%	92,060	92,060
Interest	21,877	21,900	100%	22,340	22,340
Contingency	-	50,000	0%	-	-
<b>Total Expenditures</b>	<b>937,981</b>	<b>1,565,790</b>	<b>60%</b>	<b>390,491</b>	<b>828,896</b>
Net Change	(687,924)	(1,037,290)	66%	648,938	531,516
Fund Balance - June 30,	1,443,651	1,441,367	100%	893,310	912,135
Fund Balance	755,727	404,077	187%	1,542,248	1,443,651
Fund Balance:					
Restricted for Street SDC	875,092				804,524
Reserve for Tree Maintenance	-				-
Unappropriated Ending Fund Balance	(119,366)				639,127
Fund Balance	755,727				1,443,651



**City of Coburg  
Fund Statements  
Water Fund  
FY 2025  
As of 12/31/2024**

	<b>FY 2025</b>			<b>FY 2024</b>	
	<b>Actual</b>	<b>Budget</b>	<b>% of B to A</b>	<b>Actual</b>	<b>EOY</b>
<b>Revenues:</b>					
Investment Revenue	43,681	65,000	67%	34,016	85,177
Grants and Donations	-	-	N/A	-	-
Charges for Services	590,688	896,000	66%	520,346	916,250
Charges for Services -SDC	65,624	76,500	86%	1,261,652	135,623
Other Revenue	4,621	-	N/A	648	10,192
Bond Proceeds	252,935	1,200,000	21%	-	2,009,621
<b>Total Revenue</b>	<b>957,550</b>	<b>2,237,500</b>	<b>43%</b>	<b>1,816,662</b>	<b>3,156,862</b>
<b>Expenditures</b>					
Administration Department	49,070	72,930	67%	73,442	251,473
Public Works Department	179,959	296,770	61%	7,040	56,440
Capital	274,533	2,140,000	13%	744,526	1,226,576
Transfer Out	25,002	50,000	50%	227,417	454,833
Debt Service:					
Principal	-	80,000	0%	-	75,000
Interest	2,400	4,800	50%	6,522	7,050
Contingency	-	200,000	0%	-	-
<b>Total Expenditures</b>	<b>530,964</b>	<b>2,844,500</b>	<b>19%</b>	<b>1,058,947</b>	<b>2,071,372</b>
Net Change	426,586	(607,000)	-70%	757,715	1,085,490
Fund Balance - June 30,	2,238,893	2,110,020	106%	742,850	1,153,403
Fund Balance	2,665,479	1,503,020	177%	1,500,565	2,238,893
<b>Fund Balance:</b>					
Restricted for Water SDC	65,624				-
Unappropriated Ending Fund Balance	2,599,855				2,238,893
Fund Balance	2,665,479				2,238,893





**City of Coburg  
Fund Statements  
Sewer Fund  
FY 2025  
As of 12/31/2024**

	FY 2025			FY 2024	
	Actual	Budget	% of B to A	Actual	EOY
<b>Revenues:</b>					
Taxes and Assessments	14,212	14,000	102%	-	-
Intergovernmental	-	375,000	0%	-	375,000
Investment Revenue	4,226	3,000	141%	672	1,423
Grants and Donations	-	-	N/A	-	-
Charges for Services	432,386	851,000	51%	460,446	929,980
Charges for Services -SDC	90,520	130,000	70%	59,043	177,815
Other Revenue	7,376	1,000	738%	257	9,910
Bond Proceeds	-	-	N/A	-	-
<b>Total Revenue</b>	<b>548,721</b>	<b>1,374,000</b>	<b>40%</b>	<b>520,418</b>	<b>1,494,128</b>
<b>Expenditures</b>					
Administration Department	35,281	49,140	72%	157,072	258,532
Public Works Department	244,188	515,420	47%	-	8,771
Capital	151,990	205,000	74%	43,366	391,372
Transfer Out	25,002	50,000	50%	215,775	431,551
Debt Service:					
Principal	274,360	644,900	43%	353,337	721,522
Interest	147,774	259,950	57%	69,169	188,860
Contingency	-	200,000	0%	-	-
<b>Total Expenditures</b>	<b>878,596</b>	<b>1,924,410</b>	<b>46%</b>	<b>838,719</b>	<b>2,000,608</b>
<b>Net Change</b>	<b>(329,875)</b>	<b>(550,410)</b>	<b>60%</b>	<b>(318,301)</b>	<b>(506,480)</b>
Fund Balance - June 30,	1,668,411	1,670,833	100%	2,146,752	2,174,891
Fund Balance	1,338,536	1,120,423	119%	1,828,451	1,668,411
<b>Fund Balance:</b>					
Restricted for Wastewater SDC	1,498,699				1,408,179
Unappropriated Ending Fund Balance	(160,163)				260,232
Fund Balance	<u>1,338,536</u>				<u>1,668,411</u>



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2025**  
**As of 12/31/2024**  
**Target 50%**

	FY 2025			FY 2024	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
<b>General Fund</b>					
Administration Department					
Personnel Services	160,856	279,590	57.53%	273,227	609,098
Material and Services	138,169	252,200	54.79%	156,688	247,806
Total Administration Department	299,025	531,790	56.23%	429,915	856,904
Facility Management Department					
Material and Services	79,678	84,500	94.29%	50,930	100,807
Capital	-	15,000	0.00%	-	10,303
Total Facility	79,678	99,500	80.08%	50,930	111,110
Public Works Administration					
Personnel Services	48,919	106,980	45.73%	274,444	627,582
Material and Services	587	-	N/A	-	-
Total Public Works	49,506	106,980	46.28%	274,444	627,582
Planning Department					
Personnel Services	38,180	84,370	45.25%	32,416	77,524
Material and Services	50,120	129,500	38.70%	52,979	113,193
Total Planning Department	88,299	213,870	41.29%	85,395	190,717
Police Department					
Personnel Services	322,453	706,150	45.66%	273,677	666,190
Material and Services	67,390	154,500	43.62%	70,216	156,605
Capital Outlay	-	6,000	0.00%	16,128	27,062
Total Police Department	389,843	866,650	44.98%	360,021	849,857
Municipal Court					
Personnel Services	60,967	129,990	46.90%	49,558	120,350
Material and Services	15,118	41,300	36.61%	9,531	25,532
Total Municipal Court	76,086	171,290	44.42%	59,089	145,882
Economic Development					
Personnel Services	-	-	N/A	240	240
Material and Services	14,492	47,000	30.83%	12,460	48,995
Total Economic Department	14,492	47,000	30.83%	12,700	49,235



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2025**  
**As of 12/31/2024**  
**Target 50%**

	FY 2025			FY 2024	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
Park					
Material and Services	20,296	32,400	62.64%	6,517	14,321
Capital	97,854	205,000	47.73%	102,772	273,566
Total Park	118,150	237,400	49.77%	109,289	287,887
Debt Service:					
Principal	-	15,000	0.00%	-	15,000
Interest	7,125	14,250	50.00%	-	14,700
Total Debt	7,125	29,250	24.36%	-	29,700
<b>Total General Fund Expenditures</b>	<b>1,122,205</b>	<b>2,303,730</b>	<b>48.71%</b>	<b>1,381,783</b>	<b>3,148,874</b>



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2025**  
**As of 12/31/2024**  
**Target 50%**

	FY 2025			FY 2024	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
<b><u>Street Fund</u></b>					
Administration Department					
Personnel Services	42,198	69,930	60.34%	-	-
Material and Services	149	9,500	1.57%	122,447	208,995
Total Administration Department	42,347	79,430	53.31%	122,447	208,995
Public Works Administration					
Personnel Services	61,153	133,930	45.66%	-	-
Material and Services	56,742	113,000	50.21%	3,550	
Total Public Works	117,895	246,930	47.74%	3,550	-
Capital	650,841	1,050,000	61.98%	73,360	352,034
Transfer Out	12,498	25,000	49.99%	76,734	153,467
Debt Service:					
Principal	92,523	92,530	99.99%	92,060	92,060
Interest	21,877	21,900	99.90%	22,340	22,340
Total Debt	114,400	114,430	99.97%	114,400	114,400
<b>Total Street Fund Expenditures</b>	<b>937,981</b>	<b>1,515,790</b>	<b>61.88%</b>	<b>390,491</b>	<b>828,896</b>



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2025**  
**As of 12/31/2024**  
**Target 50%**

	FY 2025			FY 2024	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
<b><u>Water Fund</u></b>					
Administration Department					
Personnel Services	47,722	69,930	68.24%		
Material and Services	1,348	3,000	44.94%	73,442	251,473
<b>Total Administration Department</b>	<b>49,070</b>	<b>72,930</b>	<b>67.28%</b>	<b>73,442</b>	<b>251,473</b>
Public Works Administration					
Personnel Services	74,495	157,970	47.16%		
Material and Services	105,464	138,800	75.98%	7,040	56,440
<b>Total Public Works</b>	<b>179,959</b>	<b>296,770</b>	<b>60.64%</b>	<b>7,040</b>	<b>56,440</b>
Capital	274,533	2,140,000	12.83%	744,526	1,226,576
Transfer Out	25,002	50,000	50.00%	227,417	454,833
Debt Service:					
Principal	-	80,000	0.00%	-	75,000
Interest	2,400	4,800	N/A	6,522	7,050
<b>Total Debt</b>	<b>2,400</b>	<b>84,800</b>	<b>2.83%</b>	<b>6,522</b>	<b>82,050</b>
<b>Total Water Fund Expenditures</b>	<b>530,964</b>	<b>2,644,500</b>	<b>20.08%</b>	<b>1,058,947</b>	<b>2,071,372</b>



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2025**  
**As of 12/31/2024**  
**Target 50%**

	FY 2025			FY 2024	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
<b><u>Sewer Fund</u></b>					
Administration Department					
Personnel Services	34,747	46,640	74.50%	-	-
Material and Services	534	2,500	21.36%	157,072	258,532
<b>Total Administration Department</b>	<b>35,281</b>	<b>49,140</b>	<b>71.80%</b>	<b>157,072</b>	<b>258,532</b>
Public Works Administration					
Personnel Services	90,990	210,620	43.20%		
Material and Services	153,198	304,800	50.26%	-	8,771
<b>Total Public Works</b>	<b>244,188</b>	<b>515,420</b>	<b>47.38%</b>	<b>-</b>	<b>8,771</b>
Capital	151,990	205,000	74.14%	43,366	391,372
Transfer Out	25,002	50,000	50.00%	215,775	431,551
Debt Service:					
Principal	274,360	644,900	42.54%	353,337	721,522
Interest	147,774	259,950	56.85%	69,169	188,860
<b>Total Debt</b>	<b>422,134</b>	<b>904,850</b>	<b>46.65%</b>	<b>422,506</b>	<b>910,382</b>
<b>Total Sewer Fund Expenditures</b>	<b>878,596</b>	<b>1,724,410</b>	<b>50.95%</b>	<b>838,719</b>	<b>2,000,608</b>
<b>Total City Expenditure</b>	<b>3,469,746</b>	<b>8,188,430</b>	<b>42.37%</b>	<b>3,669,940</b>	<b>8,049,750</b>



**City of Coburg**  
**Budgetary Compliance**  
**FY 2025**  
**Resolution 2024-07**  
**As of 12/31/2024**  
**Target 50%**

	ACTUAL	BUDGET	% BUDGET to ACTUAL	BALANCE
<b>General Fund</b>				
Administration Department	299,025	531,790	56%	232,765
Facility Management Department	79,678	99,500	80%	19,822
Planning Department	88,299	213,870	41%	125,571
Police Department	389,843	866,650	45%	476,807
Municipal Court	76,086	171,290	44%	95,204
Economic Development	14,492	47,000	31%	32,508
Parks (Public Works)	167,656	344,380	49%	176,724
Debt Service	7,125	29,250	24%	22,125
Contingency	-	50,000		50,000
<b>Total General Fund</b>	<b>1,122,205</b>	<b>2,353,730</b>		<b>1,231,525</b>

<b>Street Fund</b>				
Administration Department	42,347	74,930	57%	32,583
Public Works Department	117,895	251,430	47%	133,535
Capital	650,841	1,050,000	62%	399,159
Transfer Out	12,498	25,000	50%	12,502
Debt Service	114,400	114,430	100%	30
Contingency	-	50,000		50,000
<b>Total Street Fund</b>	<b>937,981</b>	<b>1,565,790</b>		<b>627,809</b>

<b>Water Fund</b>				
Administration Department	49,070	72,930	67%	23,860
Public Works Department	179,959	296,770	61%	116,811
Capital	274,533	2,140,000	13%	1,865,467
Transfer Out	25,002	50,000	50%	24,998
Debt Service	2,400	84,800	3%	82,400
Contingency	-	200,000		200,000
<b>Total Water Fund</b>	<b>530,964</b>	<b>2,844,500</b>		<b>2,313,536</b>



**City of Coburg**  
**Budgetary Compliance**  
**FY 2025**  
**Resolution 2024-07**  
**As of 12/31/2024**  
**Target 50%**

	ACTUAL	BUDGET	% BUDGET to ACTUAL	BALANCE
<b>Wastewater Fund</b>				
Administration Department	35,281	49,140	72%	13,859
Public Works Department	244,188	515,420	47%	271,232
Capital	151,990	205,000	74%	53,010
Transfer Out	25,002	50,000	50%	24,998
Debt Service	422,134	904,850	47%	482,716
Contingency	-	200,000		200,000
<b>Total Wastewater Fund</b>	<b>878,596</b>	<b>1,924,410</b>		<b>1,045,814</b>
<b>Total Appropriations</b>	<b>3,469,746</b>	<b>8,688,430</b>	<b>40%</b>	<b>5,218,684</b>





# COUNCIL MEMO

## Council Liaison Appointment Discussion Item

**MEETING DATE:** February 11, 2025      **STAFF:** Mayor Bell/Sammy Egbert

### BACKGROUND

#### Councilor Liaisons appointed on March 12, 2024.

Finance Audit Committee	Councilor Wells
Heritage	Councilor Fox
Parks and Tree	Councilor Smith
Planning Commission	Councilor Lehmann
Lane ACT	Councilors Fox & Engelbretson
Land Council of Government	Mayor Bell
MPS   MPO	Mayor Bell
Main Streets	Mayor Bell

### Council Liaison Roles and Responsibilities

The role is a mayor appointed one year term and will be reviewed and potentially reassigned annually, typically collaboratively discussed and determined each January/February and formally appointed in March of each year.

#### Definition of Liaison

“Liaison”: a person who establishes and maintains communication for mutual understanding and cooperation (Merriam-Webster Dictionary)

- Serves as point of contact between the Committee and the Council
- Assists in communication between the committee and the Council
- Non-voting, limited participation committee representative
- Opportunity to listen, learn and gain context on issues and requests that will be presented for future Council decision making.

#### **Responsibilities of the Council Liaison:**

1. Attend all meetings but is not a member of the committee.
2. Acts as a representative of the full Council to provide direction or guidance clearly supported by the Council.
3. If the committee asks for the Liaison’s opinion, the Liaison may state a **personal opinion**, but should emphasize that they are speaking for themselves rather than the entire Council.

4. As requested or invited by the Committee Chair, Liaison may speak to remind the committee of the Council direction or City policies.
5. Shall not attempt to influence the work or recommendations of the committee.
  - a. Will not take part in any deliberations, votes or decisions.
  - b. Must not share or engage with information discussed in a quasi-judicial committee, e.g. Planning Commission.
6. Will share with Council any requests from the committee such as:
  - a. Questions raised by the Committee about scope of work or changes to the scope of work
  - b. Requests for expenditures or impact on city resources (money, staff time or supplies)
  - c. Requests to add items to Council agenda
7. The Councilmember liaison will regularly update Council on the work of the Committee.

### **NEXT STEPS**

Mayor Bell will appoint Council liaisons at the March 11, 2025 City Council Meeting.