



AGENDA CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, February 14, 2023 at 6:15 PM

CALL THE CITY COUNCIL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

Liaison Appointments

AGENDA REVIEW

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

RESPONSE(S) BY CITY COUNCIL

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

- [1.](#) Heritage Committee Appointment - Ronald Spores
- [2.](#) Minutes January 10, 2023 City Council
- [3.](#) Minutes January 24, 2023 City Council Work Session

SPECIAL GUEST

Park Tree Committee, Chair Mosier

Planning Commission, Chair Bell

ORDINANCES AND RESOLUTIONS

- [4.](#) RESOLUTION **2023-02** A RESOLUTION AUTHORIZING GRANT PROPOSAL TO THE REGIONAL FIBER CONSORTIUM FOR EXTENDING FIBER LINE TO THE SEWER PLANT AND NORTH COBURG ROAD

COUNCIL ACTION ITEMS

- [5.](#) Audit | Annual Finance Report through 6/30/2022

ADMINISTRATIVE INFORMATION REPORTS

- [6.](#) Public Works Operations Building Update
- [7.](#) American Rescue Fund Update
- [8.](#) Citizen Inquiry Quarterly Report
- [9.](#) Police Department Quarterly Presentation
- [10.](#) Finance Quarterly Presentation
- [11.](#) Administration Monthly Report

COUNCIL COMMENTS

UPCOMING AGENDA ITEMS

2023-24 Work Plan & Goals

Utility Billing Rates

FUTURE MEETINGS

February 15 Planning Commission

February 20 City Hall Closed - Presidents Day

February 21 Park Tree Committee

March 8 Heritage Committee

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

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

COBURG CITY COUNCIL ACTION/ISSUE ITEM



TOPIC: Heritage Committee Appointment

Meeting Date: February 14, 2023

Staff Contact: Megan Winner, Planner

Contact: 541.682.7862, megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Consider appointment of Ronald Spores to the Heritage Committee.

Suggested Motion: *"I move to recommend Mayor Bell appoint Ronald Spores to the Heritage Committee position five to fill the remainder of the term that expires on March 2024."*

CITY COUNCIL GOAL

Livability, Health & Vitality
Committees & Commissions

BACKGROUND

One Heritage Committee vacancy exists. Ronald Spores submitted an application and has demonstrated that he meets the requirements of the Heritage Committee. The Heritage Committee unanimously recommended the appointment of applicant Ronald Spores at the December 14th, 2022 meeting.

Historic Preservation Ordinance (ORD 226.A):

Section 5.A. The Mayor, subject to City Council approval, shall appoint a Historic Landmark Advisory Commission, hereinafter referred to as the "Landmark Commission", of at least three but no more than five members with a demonstrated competence, knowledge, or interest in historic preservation with preference given to those with professional experience in the fields of preservation, architecture, archaeology, community history, building trades, real estate, or related specialties. At least two members shall consist of one Planning Commissioner, and one resident of the City of Coburg. In cases where there is not sufficient interest or it is difficult to find qualified members it is acceptable to accept commissioners from outside the City of Coburg. Members shall serve without compensation, but are eligible for reimbursement of expenses related to their service. At least member of the Commission shall reside within the Coburg Historic District.

Section 5.C. Initial appointments to the Landmark Commission shall be for terms of two and three years. The first and third position shall be appointed for three years, the second position for two years. The fourth and fifth positions, if filled shall have terms corresponding

to the second and third positions, respectively. Subsequent terms of appointment shall be for three years, or in the case of a replacement, for the remainder of the unexpired term. Members shall be eligible for reappointment.

BUDGET

The financial impact of this action is negligible.

RECOMMENDATION AND ALTERNATIVES

Staff recommends that Mayor Bell appoint Ronald Spores to the Heritage Committee.

Alternates include:

1. Appoint applicant to Heritage Committee.
2. Do not appoint applicant to position. This action would result in continued vacancies.
3. Taking no action would result in continued vacancies.

NEXT STEPS

If appointed, the new Heritage Committee member will be notified of the next scheduled meetings and be provided background materials.

ATTACHMENTS

A. Ronald Spores Application

REVIEWED THROUGH:

Anne Heath, City Administrator

Received by
City of Coburg

JUL 21 2022



CITY OF COBURG

91136 N Willamette | P.O. Box 8316
Coburg, Oregon 97408

July 18, 2022

APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Please indicate the position you are applying for:

- () Planning Commission () Budget Committee (x) Historic Preservation (Heritage Committee)
() Park/Tree Committee () Finance/Audit Committee () Other please indicate _____

Name: RONALD M SPORES

Phone: 541-765-7656

Email: ronoaxaca@hotmail.com

Physical Address: 425 N. ALSEA AV, DEFEEN, OR 97341

Mailing Address: PO Box 1474, DEFEEN, OR 97341

Occupation: RETIRED PROFESSOR OF ANTHROPOLOGY, VANDERBILT UNIVERSITY

How long have you lived in Coburg? _____

How long have you lived in Oregon? 91 YEARS

Are you a registered Voter? Yes No

List boards, councils, or commissions, if any, that you have served on:

ANTHROPOLOGY PROGRAM DIRECTOR, VANDERBILT UNIVERSITY;
DEFEEN, OREGON PLANNING COMMISSION, DEFEEN PARKS & RECREATION COMM.
CHARTER MEMBER-FOUNDER TENNESSEE STATE ARCHAEOLOGICAL BOARD
CHARTER MEMBER TENNESSEE COMMISSION, U.S NATIONAL HISTORIC SITES REGISTRY

List and briefly describe community or service oriented organizations of which you are or have been a member:

NUMEROUS ARCHAEOLOGICAL-ETHNOHISTORIC PROJECTS DIRECTOR, OAXACA, MEXICO,
ARCHAEOLOGICAL FIELD SCHOOL DIRECTOR, MEXICO, TENNESSEE, VANDERBILT UNIV,
INTERNATIONAL GEOPARKS, CO-DIRECTOR, OAXACA, MEXICO, UNESCO, UNAMEXICO

Describe any goals, ideas or objectives you have for the City of Coburg:

ASSIST IN THE EXPANSION OF THE HISTORY AND PRESERVATION OF
HISTORICALLY SIGNIFICANT PROPERTIES IN AND AROUND COBURG,
PARTICIPATE IN PLANNING FOR COBURG AS A CITY AND HISTORIC SITE

List any skills, training, or experience that you have that might be useful to this position:

60 YEARS EXPERIENCE IN ARCHAEOLOGICAL & HISTORICAL RESEARCH IN
THE UNITED STATES & MEXICO

Why would you like to be appointed to this position?

BE MORE INVOLVED IN THE HISTORY, CULTURE, AND FUTURE DEVELOP-
MENT OF COBURG, FOUNDED BY MY GREAT GREAT GRANDFATHER IN
1847,

Ronald M. Spores



MINUTES

Coburg City Council Meeting

January 10th, 2023 at 6:00 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Nancy Bell, John Fox, John Lehmann, Kyle Blain, Cathy Engebretson, Alan Wells

MEMBERS ABSENT: None

STAFF PRESENT: City Administrator Anne Heath, City Recorder Sammy Egbert, City Attorney Anne Davies, Chief of Police Larry Larson, Public Works Director Brian Harmon

GUESTS: Paul Williams of Premier RV

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

CALL TO ORDER

Mayor Bell called the meeting to order at 5:59 pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

OATH OF OFFICE

Ms. Egbert administered the Oath of Office to Mayor Bell; to Councilors Engebretson, Lehmann, and Wells; and to City Administrator Heath.

STATE OF THE CITY

Mayor Bell thanked the voters, staff, volunteers and Council. She reported on the state of the city, indicating that the community was thriving.

Claire Smith was awarded Citizen of the Year by Mayor Bell.

Ms. Heath gave a city update.

Sarah Athey was awarded Employee of the Year.

Officer Kevin Wilson was given the Employee Longevity award.

Mayor Bell announced a recess at 6:30.

City Council reconvened at 6:40 pm.

MAYOR COMMENTS

Mayor Bell related that all notes taken by Council members must be entered into record. She handed out notebooks for the purpose.

1. Elect Council President

MOTION: Councilor Lehmann moved to elect Kyle Blain as Council President for a term ending on December 31, 2024, seconded by Councilor Wells. The motion passed 4:0:1. Councilor Blain abstained from voting for himself.

AGENDA REVIEW

Ms. Egbert noted that Item 8 had moved to the end of the Agenda.

CITIZEN TESTIMONY

None.

RESPONSE BY CITY COUNCIL

None.

CONSENT AGENDA

2. Minutes December 13, 2023

MOTION: Councilor Fox moved to accept the December 13th Minutes as presented, seconded by Council President Blain. The motion passed unanimously -- 5:0:0.

SPECIAL GUEST

3. Paul Williams, Premier RV Resort Inc.

Mr. Williams provided history on the annexation of the Premier RV property, stating that he understood there to be a promise of a reciprocal connection to city water, which had not been delivered on. He requested that the Council provide a definitive date for hook-up.

Mayor Bell explained that an exact date could not be provided. Ms. Heath noted that the City was waiting on the approval of permits that had been filed with the State. She further stated that Mr. Williams had the option to connect on the south end of the property in the spring.

Councilor Wells asked if Mr. Williams had a contract verifying the promise of water. Mr. Williams didn't know.

ORDINANCES AND RESOLUTIONS

4. Second Reading

ORDINANCE A-199-I AN ORDINANCE AMENDING THE COBURG COMPREHENSIVE PLAN MAP

ORDINANCE A-200-M AN ORDINANCE AMENDING THE COBURG OFFICIAL ZONING MAP

Ms. Winner presented, noting that the first change was to add the Downtown District overlay that was adopted by Council on September 27th, 2022. The second change was to remove a strip of Parks, Rec And Open Space (PRO) zoning from three parcels near City Hall, believed by Staff to be incorrectly labeled. Ms. Winner cited Map 8 of the 1980 Comprehensive Plan, where the lots were zoned both PRO and Central Business District.

Some minor clarifications were requested by Councilors Engebretson, Wells, and Blain. They were provided.

MOTION: Councilor Fox moved to accept the Second Reading of Ordinances A-199-I and A-200-M as presented, seconded by Council President Blain. The motion passed unanimously -- 5:0:0.

5. RESOLUTION 2023-01 A RESOLUTION APPLYING A CONSTRUCTION COST INFLATION FACTOR TO EXISTING SYSTEM DEVELOPMENT CHARGES

Ms. Winner explained that the inflation factor was an annual item, currently at 5.6% as researched by Branch Engineering.

Councilor Wells requested clarification on how costs were calculated.

MOTION: Councilor Lehmann moved to approve Ordinance 2023-01 as presented, seconded by Councilor Fox. The motion passed unanimously -- 5:0:0.

COUNCIL ACTION ITEMS

6. Park Tree Committee Appointment for 2023 Calendar Year

Mr. Harmon requested that the Council recommend that the Mayor reappoint the current Park and Tree Committee members for 2023.

MOTION: Council President Blain moved to recommend that the Mayor reappoint Mary Mosier, Tom Beatty, Lonna Meston, Joe Morneau, Coleen Marshall, Claire Smith, and Karen Coury as the seven voting members of the Park and Tree Citizen Advisory Committee for calendar year 2023, seconded by Councilor Engebretson. The motion passed unanimously -- 5:0:0.

Mayor Bell appointed Mary Mosier, Tom Beatty, Lonna Meston, Joe Morneau, Coleen Marshall, Claire Smith, and Karen Coury as the seven voting members of the Park and Tree Citizen Advisory Committee for calendar year 2023.

ADMINISTRATIVE INFORMATION REPORTS

7. Administration Monthly Report

Ms. Heath presented, reminding the Council of the upcoming work session on the 24th of January and the Council Retreat on February 4th.

Councilor Wells requested clarification on the Oregon Mayors Association funding.

Councilor Lehmann wanted to know if a Council liaison would be attending the interviews for Finance Director.

Councilor Fox inquired about sign standardization. Mr. Harmon said it was in process. He also invited the Council members to tour the treatment plant.

Councilor Engebretson raised the question of tailoring street lights to suit Dark Sky efforts as well as citizen lighting needs. Mayor Bell noted that while the building code did not require the installation of street lights in new development, it did require that conduit be laid.

Councilor Lehmann wondered about the Council Retreat Agenda. Mayor Bell requested that suggestions be submitted via email.

8. Council Vacancy and Recruitment

Ms. Egbert explained that the Council was required to declare a vacancy.

MOTION: Councilor Wells moved to declare a City Council Vacancy, seconded by Councilor Fox. The motion passed unanimously -- 5:0:0.

COUNCIL COMMENTS

Ms. Heath asked the Council how they would prefer to receive the upcoming audit information. The decision by consensus was to have the auditor present to the Finance/Audit Committee and hear their recommendations. Councilor Engebretson was asked to act as pro tem liaison.

ADJOURNMENT

Mayor Bell adjourned at 7:40 pm.

APPROVED by the City Council of the City of Coburg on this 14th day of February, 2023.

Nancy Bell, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT



MINUTES

Coburg City Council Meeting
January 24th, 2023 at 6:00 P.M.
91136 N Willamette Street
Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Nancy Bell, John Fox, John Lehmann, Kyle Blain, Cathy Engebretson

MEMBERS ABSENT: Alan Wells

STAFF PRESENT: City Administrator Anne Heath, City Recorder Sammy Egbert, Public Works Director Brian Harmon and Megan Winner, Coburg Planning

GUESTS: Julie Leland and Damien Gilbert of Branch Engineering; Justin Ford of Consor

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

CALL TO ORDER

Mayor Bell called the meeting to order at 6:01 pm.

ADMINISTRATIVE INFORMATION REPORTS

1. Water Feasibility Presentation

Ms. Leland, Mr. Gilbert and Mr. Ford presented. Key points included the Summary and Overview, Hydraulic Modeling, Seismic Evaluation of Existing Tanks, New Elevated Tank Specs, CIP Water Projects, and Next Steps.

Conceptual costs for the elevated tank were \$6-8 million. Rehabilitation of the existing tanks was speculated at \$1.5-3 million, depending on the scope.

The recommendation of the study was to focus on the wells first and existing tanks second, while beginning to put funding in place for the installation of an elevated tank in the future, depending on the City's growth rate.

2. Water Rate Discussion

After exhaustive discussion, there was a decision by consensus to hold public meetings regarding a water utility rate increase in March and April, with the intention to begin the budget year in July with the increase in place. Efforts would be made to educate the public on the rate raise, the reasons behind it, and the existence of the low-income assistance program.

Ms. Heath expected to be able to give updates on loan and grant opportunities in March.

Mr. Harmon reminded the Council of the need to maintain the City's existing wells.

Ms. Egbert raised the City of Veneta as an example of good public engagement.

Counselor Blain stressed the need to educate the public about the existence of the low-income assistance program.

ADJOURNMENT

Mayor Bell adjourned at 8:13 pm.

APPROVED by the City Council of the City of Coburg on this 13th day of February , 2023.

Nancy Bell, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution 2023-02: Authorizing a Grant Proposal to Regional Fiber Consortium for Funding to Extend Fiber Line to the Sewer Plant, and North Coburg Road.

Meeting Date: February 14, 2023

Staff Contact: Anne Heath

Contact: [Anne L. Heath, anne.heath@ci.coburg.or.us](mailto:anne.heath@ci.coburg.or.us)

541-682-7871

REQUESTED COUNCIL ACTION

Approval of Resolution 2023-02, a resolution authorizing the application to Regional Fiber Consortium for the purpose of extending fiber line to the Sewer Plant and North Coburg Road.

Suggested motion:

I move to approve Resolution 2023-02, a resolution authorizing a Grant Proposal to the Regional Fiber Consortium to Extend Fiber Line to the Sewer Plant, and North Coburg Road.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

Livability, Health, and Vitality

Utilities and Infrastructure

Economic Development

BACKGROUND

The City of Coburg is a member of the Regional Fiber Consortium, which makes the City eligible to apply for grant funds in order to address fiber related issues.

The City Sewer Plant and future Operations Center (summer of 2023) are not currently hooked up to high-speed service nor are they hooked up to the City network. This is important because the security systems for both monitoring, and for cyber security can be better monitored and managed by the City's IT service if it is connected to the City network. As attacks on infrastructure are a concern of all cities, it is in the City's work plan to increase the security and monitoring of all city utilities. Additionally, this allows for Public Works offices to be located at the new operations center and for connection to the City network along with all other City locations. Benefits include:

- Long term savings from vendors being able to manage SCADA remotely
- Remote Access to Sewer Plant operations

- Adding the City workstations would allow them to be included in the City network security system, and thereby making it a more secure environment.
- Accessing City File Shares for saving critical documentation that is backed up offsite.

DFN has provided the City with a budget as well as a plan for running the fiber to the plant, which includes passing through City owned property at the end of Coburg Industrial Way.

BUDGET

The total project budget is for \$27,647. Coburg is requesting \$25,000 with a match of \$2,647. The City Council set aside ARPA funds to fund broadband activities that will more than cover the match.

PUBLIC INVOLVEMENT

N/A, Expansion of broadband is within the Council Goals and the City work plan

NEXT STEPS

If the grant were received, then the work would start soon after. The grant is meant to be utilized in a very short time

ATTACHMENTS

- A. Resolution 2023-02, a resolution authorizing grant proposal to the Regional Fiber Consortium.
- B. Grant Proposal
- C. Coburg Waste Water Plant Staking Sheet

REVIEWED BY:

Anne Heath, City Administrator

ATTACHMENT A

RESOLUTION 2023-03**A Resolution Authorizing Grant Proposal to the Regional Fiber Consortium for extending fiber line to the Sewer Plant and North Coburg Road.**

WHEREAS, the Regional Fiber Consortium is accepting proposals for grant funds for fiber related projects.

WHEREAS, the City of Coburg desires to participate in this grant program to the greatest extent possible as a means extending fiber to the Sewer Plant

WHEREAS, City Council has identified Livability, Health, and Utilities and Infrastructure; and Economic Development as a goal for 2023; and

WHEREAS, grant funds will promote provide the ability for the Sewer Plant and future operations building to receive high speed service in order to hook up to the City Network, enhance security measures, and enable higher quality remote access while also extending the fiber to North Coburg Road.

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

1. The City Council demonstrates its support for the submittal of a grant proposal to the Regional Fiber Consortium.
2. The City Council authorizes the City Administrator to submit the proposal.
3. This Resolution shall be effective following its adoption by the Coburg City Council.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ___ for and ___ against, this 14th day of February 2023.

Nancy Bell, Mayor

ATTEST:

Sammy L. Egbert, City Recorder



Regional Fiber Consortium 2022-23 Grant Proposal

CITY OF COBURG FIBER EXTENSION ON COBURG INDUSTRIAL ROAD TO COBURG SEWER PLANT

The Project: This project extends fiber on North Industrial Road in Coburg Oregon northwest to the Coburg Sewer plant and operations center where vault will be installed. Trenching will then continue on out to North Coburg Road and place a vault for future service north and south on North Coburg Road.

This work will include two creek crossings which will require 300 feet of direction boring as well as 1600 feet of plowing to install 1.25 inch hdpe conduit.

Project Budget: The total cost of the project will be \$27,647. **Coburg is requesting \$25,000** and is prepared to provide a match of \$2,647.

The Purpose: The purpose is to not only provide high speed fiber line to the City utility infrastructure, but to utilize City property to continue the service north and make it available to North Coburg Road and thus additional users.

The City Sewer Plant and future Operations Center (summer of 2023) are not currently hooked up to high speed service nor are they hooked up to the City network. This is important because the security systems for both monitoring and for cyber security can be better monitored and managed by the City's IT service if it is connected to the City network. As attacks on infrastructure are a concern of all cities, it is in the City's work plan to increase the security and monitoring of all city utilities. Additionally, this allows for Public Works offices to be located at the new operations center and for connection to the City network along with all other City locations. Benefits include:

- Long term savings from vendors being able to manage SCADA remotely
- Remote Access to Sewer Plant operations
- Adding the City workstations would allow them to be included in the City network security system, and thereby making it a more secure environment.
- Accessing City File Shares for saving critical documentation that is backed up offsite.

Currently, there are not services extended up North Coburg road and this allows for this service to move through a City owned property without trenching along a road, and provide service to an area that is currently not served. Additionally, it extends fiber to the north of Coburg beyond the City limits.

Timeline: This work may begin immediately upon funds being granted and completed by the end of summer 2023.

Contractor: DFN has leased fiber to the City of Coburg and is currently installing line throughout the City. They will continue with this project as part of extension of service through the City of Coburg.

Caution: Known utility lines are shown in approx. locations only. Exact locations are to be determined by the contractor during construction.		Douglas Fast Network 2350 Aviation Dr. Roseburg, Oregon,	Exchange: Route: WO#: L1000123102 Description: COBURG WATER PLANT	Project: County: Douglas Sec: Twp: Rng: Easement: Scale: 1:3231	Actual Footage: Reel Number: Item 4.
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Comments:
5000' TOTAL FEET OF 48F. 5100 LF OF 18/14 MICRODUCT. 2 BORE SHOTS: 210' AND 300'. PULL 1 1/4" HDPE AFTER BORING. THE REST WILL BE PLOWED 16" DEEP. UP TO 6 VAULTS. WILL LAY SECOND 865' PIECE OF 18/14 FOR CITY USE.

Directions:
PARCELS ARE FOR REFERENCE ONLY. ALL UG WORK SHOULD BE ON CITY OF COBURG OWNED PROPERTY.



<u>Caution:</u> Known utility lines are shown in approx. locations only. Exact locations are to be determined by the contractor during construction.		Douglas Fast Network 2350 Aviation Dr. Roseburg, Oregon,	Exchange: Route: WO#: L1000123102 Description: COBURG WATER PLANT	Project: County: Douglas Sec: Twp: Rng: Easement: Scale: 1:757	Actual Footage: Reel Number:	Item 4.
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Comments:
5000' TOTAL FEET OF 48F. 5100 LF OF 18/14 MICRODUCT. 2 BORE SHOTS: 210' AND 300'. PULL 1 1/4" HDPE AFTER BORING. THE REST WILL BE PLOWED 16" DEEP. UP TO 6 VAULTS. WILL LAY SECOND 865' PIECE OF 18/14 FOR CITY USE.

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Comments:
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Comments:
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Comments:
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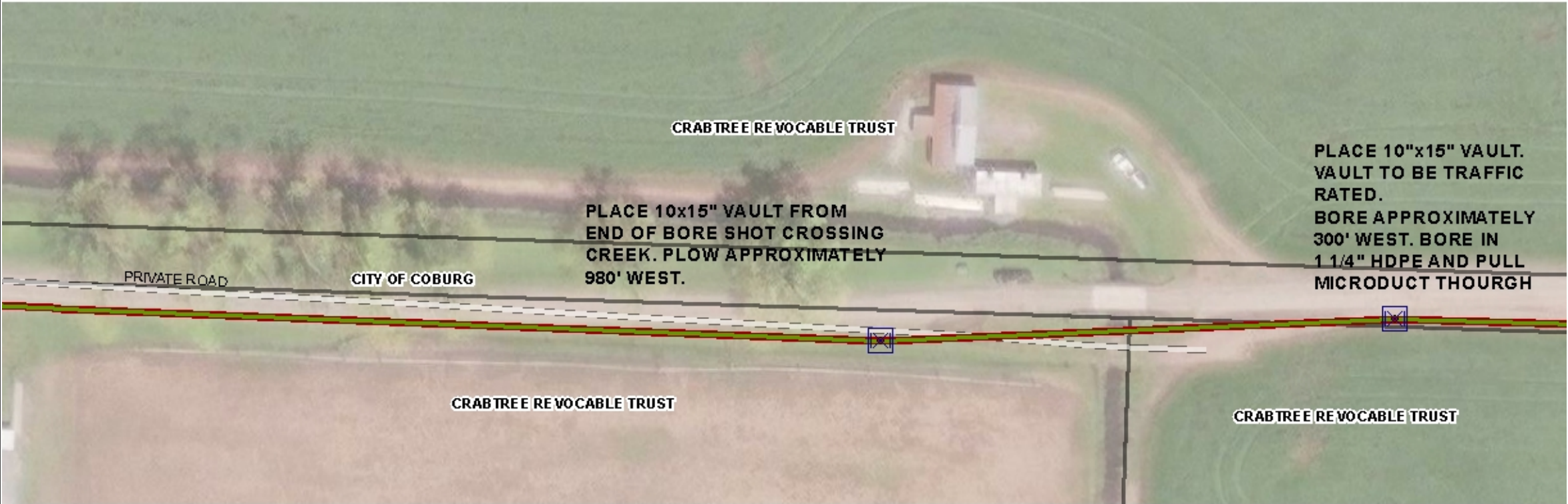
Directions:
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Caution: Known utility lines are shown in approx. locations only. Exact locations are to be determined by the contractor during construction.		Douglas Fast Network 2350 Aviation Dr. Roseburg, Oregon,	Exchange: Route: WO#: L1000123102 Description: COBURG WATER PLANT	Project: County: Douglas Sec: Twp: Rng: Easement: Scale: 1:890	Actual Footage: Reel Number:	Item 4.
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Comments:
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Directions:
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COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: City of Coburg Annual Financial Report

Meeting Date: February 14, 2023

Staff Contact: Anne Heath

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

REQUESTED COUNCIL ACTION

- Accept the Audit as presented

Motion: I move that the Coburg City Council accept the audit as presented to the Finance/Audit Committee, and per the committee's recommendation.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

2021-22 City Council Goals:

- Fiscal Stewardship
-

BACKGROUND

At the January 2023 City Council meeting the Council gave staff direction for the Auditor to present to the Finance/Audit Committee and the committee make a recommendation as to whether to accept the audit as presented.

Umpqua Valley Financial presented the audit on January 31, 2023 to the committee, and the committee unanimously voted to recommend that the Council accept the audit as written.

PUBLIC INVOLVEMENT

When accepted by the Council, the audit will be made available to the public on the website and by request at City Hall.

NEXT STEPS

1. Make adjusting entries as provided by auditor to City Books.
2. Prepare for next audit for year-ended June 30, 2023

ATTACHMENTS

- **City of Coburg – Annual Financial Statements**
-

REVIEWED BY:

Sammy Egbert, City Recorder

CITY OF COBURG



COBURG, OREGON

Annual Financial Report

June 30, 2022

CITY OF COBURG

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

MAYOR AND CITY COUNCIL

RAY SMITH PO Box 8316, Coburg, OR 97408	Mayor
NANCY BELL PO Box 8316, Coburg, OR 97408	Council President
JOHN LEHMAN PO Box 8316, Coburg, OR 97408	Councilor
MARK ALEXANDER PO Box 8316, Coburg, OR 97408	Councilor
JOHN FOX PO Box 8316, Coburg, OR 97408	Councilor
KYLE BLAIN PO Box 8316, Coburg, OR 97408	Councilor
PATRICIA MCCONNELL PO Box 8316, Coburg, OR 97408	Councilor

ADMINISTRATION

ANNE HEATH PO Box 8316, Coburg, OR 97408	City Administrator
TIM GAINES PO Box 8316, Coburg, OR 97408	Finance Director <i>Resigned Position in September, 2022</i>

CITY OF COBURG**AUDIT REPORT****JUNE 30, 2022**

Item 5.

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CITY OF COBURG**AUDIT REPORT****JUNE 30, 2022**

Item 5.

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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, 2022, 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 City of Coburg as of June 30, 2022, 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 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 that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit 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 in order 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 of time.

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 on pages 1-12, schedules of revenues, expenditures, and changes in fund balances – budget and actuals on pages 65-67, and the pension and OPEB schedules on pages 68-72 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 described on pages 65-67 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 on pages 74-75 is presented for purposes of additional analysis and is not a required part of the basic financial statements of the City of Coburg.

The supplementary information on pages 74-75 is the responsibility of management and was derived from and relate 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 5.

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 November 31, 2022, 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 that 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
December 31, 2022

MANAGEMENT'S
DISCUSSION
AND ANALYSIS

CITY OF COBURG

Management's Discussion and Analysis (MD&A)

For the Fiscal Year Ended June 30, 2022

Unaudited

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, 2022. The intent of this discussion and analysis is to look at 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, 2022, are as follows:

- The City's net position, increased by \$555,431 which represents a 3.2% increase from the previous year. This increase is primarily the result of reductions in net pension liability of \$483,518.
- Total revenues, not including transfers, for the City was \$5,773,879. That is a 758,520 or 15.1% increase from the previous year. This increase is primarily a result of an increase in charges for services of \$219,493, property taxes, franchise taxes, and public service taxes of \$187,176.
- The City's Accounts receivable increased from the prior year by \$171,499. Property Taxes Receivables increased by \$4,763, and SDC Receivables decreased by \$99,289.
- The City's long-term liabilities decreased during the fiscal year by \$1,013,073 due to the payment of long-term debt and a reduction in Net Pension Liability.

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. To supplement the basic financial statements, this report also includes required supplementary information, other supplementary data, and accompanying information.

Government-wide Financial Statements

The first of the government-wide statements is the *Statement of Net Position*. This is the City-wide statement of financial position that presents information including all the City's assets, deferred inflows, deferred outflows, and liabilities, and the resulting net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. Evaluation of the overall economic health of the City 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 of the City that are principally supported by user fee revenues, intergovernmental revenues from grants, and property tax revenues. The governmental activities of the City include general government activities, street construction and maintenance, police services, and providing resources for library, 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, 2022

Unaudited

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 as a whole. 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. Both 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 fund financial statements provide separate information for the Water Fund and Sewer Fund. These statements and schedules demonstrate compliance with the City's adopted and final revised 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 a full understanding of 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 that are not included in the Required Supplementary Information section can be found in the Supplementary Information section along with combining statements, and additional supporting schedules. These statements and schedules immediately follow the Required Supplementary Information section of this report.

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

CITY OF COBURG

Management's Discussion and Analysis (MD&A)

For the Fiscal Year Ended June 30, 2022

Unaudited

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 fiscal year-end is \$17,987,518 compared to \$17,433,248 at the prior year-end. This is an increase of \$554,270 or 3.18%. Impacting factors include an increase in cash and cash equivalents and a decrease in the total liabilities of the City.

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 assets that are still outstanding. 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

	Governmental Activities		Business-type Activities		Total	
	2022	2021	2022	2021	2022	2021
Assets						
Current and Other Assets	\$ 1,783,879	\$ 1,925,321	\$ 4,153,725	\$ 3,884,415	\$ 5,937,604	\$ 5,809,736
Capital Assets	2,982,609	2,772,326	26,421,352	26,646,836	29,403,961	29,419,162
Total Assets	4,766,488	4,697,647	30,575,077	30,531,251	35,341,565	35,228,899
Deferred Outflow of Resources	797,879	603,795	68,187	52,502	866,066	656,297
Liabilities						
Current Liabilities	291,775	207,720	897,726	836,215	1,189,501	1,043,935
Long-Term Liabilities	1,366,081	1,819,057	14,666,630	15,226,727	16,032,711	17,045,784
Total Liabilities	1,657,856	2,026,777	15,564,356	16,062,942	17,222,212	18,089,719
Deferred Inflow of Resources	744,577	131,039	252,161	231,190	996,738	362,229
Net Position						
Net Investment in Capital Assets	2,474,402	2,248,876	11,030,083	10,763,151	13,504,485	13,012,027
Restricted	636,485	872,574	1,626,183	1,525,337	2,262,668	2,397,911
Unrestricted	51,045	22,177	2,170,481	2,001,133	2,221,526	2,023,310
Total Net Position	\$ 3,161,932	\$ 3,143,627	\$ 14,826,747	\$ 14,289,621	\$ 17,988,679	\$ 17,433,248

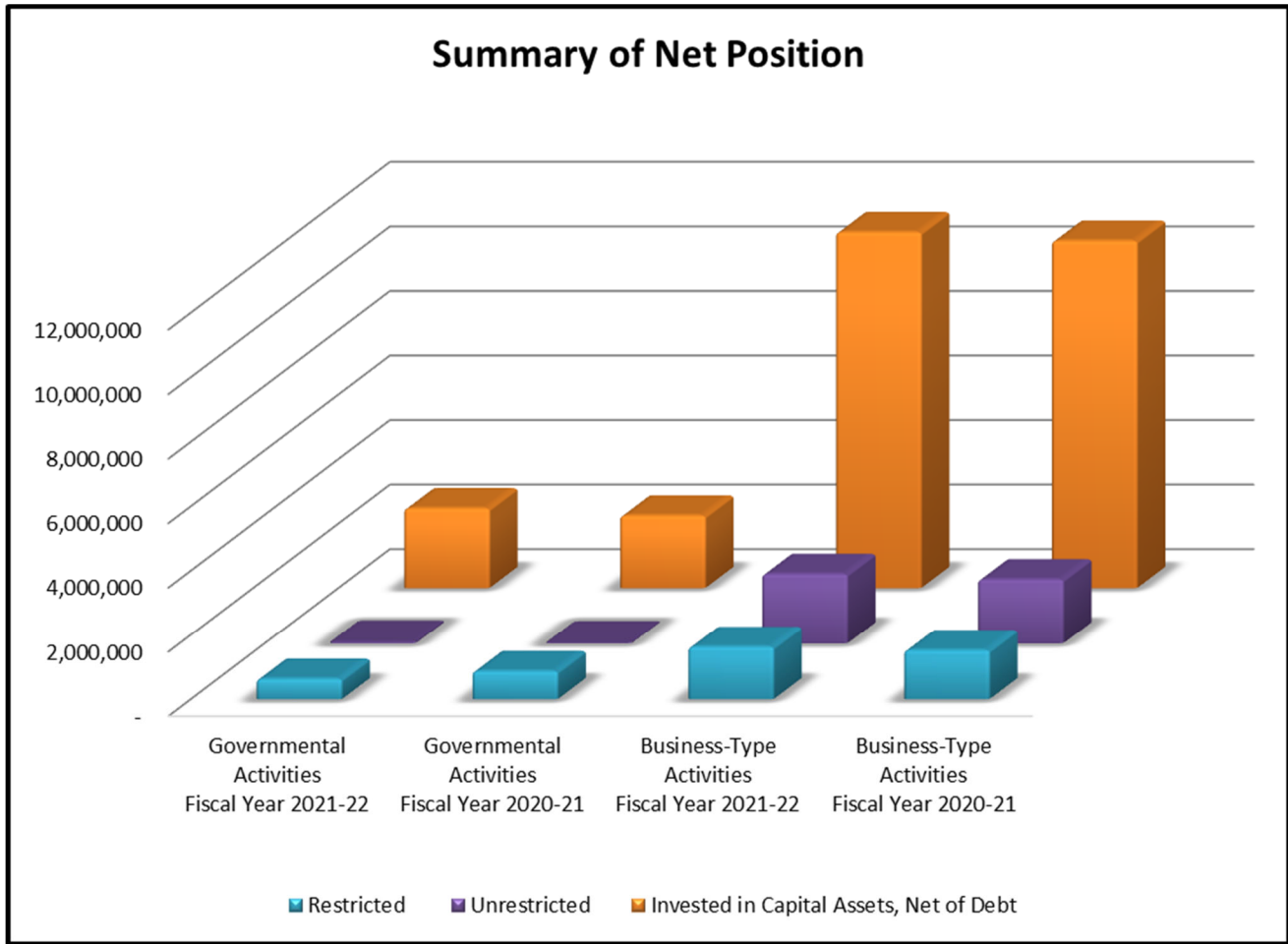
CITY OF COBURG

Management's Discussion and Analysis (MD&A)

For the Fiscal Year Ended June 30, 2022

Unaudited

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, 2022

Unaudited

Changes in net position - The City's total revenues for the fiscal year ended June 30, 2022, were \$5,773,879. The total cost of all programs and services was \$5,218,447. The following table shows a comparative analysis of government-wide revenues, expenses, and changes in net position.

Summary of Changes in Net Position

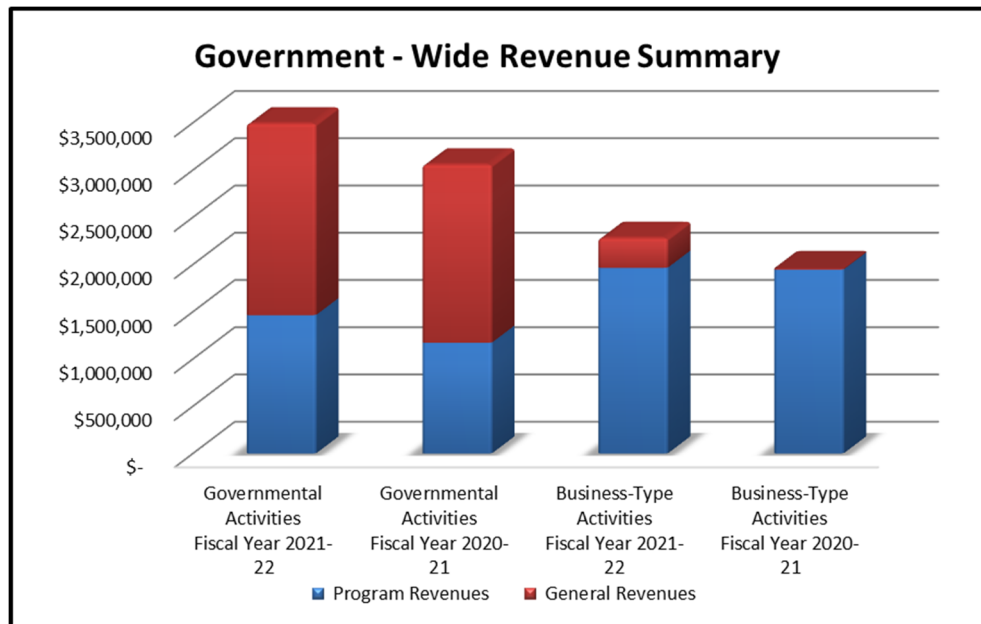
	Governmental Activities		Business-type Activities		Total	
	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21
Revenues						
Program Revenues						
Charges for Services	\$ 1,210,595	\$ 1,010,671	\$ 1,965,692	\$ 1,946,123	\$ 3,176,287	\$ 2,956,794
Operating Grants and Contributions	253,472	161,744	-	-	253,472	161,744
Total Program Revenues	1,464,067	1,172,415	1,965,692	1,946,123	3,429,759	3,118,538
General Revenues						
Local Sources						
Property Taxes, Franchise Fees, & Public Service Taxes	1,989,244	1,802,068	-	-	1,989,244	1,802,068
Interest & Investment Earnings	11,404	16,959	12,606	10,978	24,010	27,937
Other Revenues	28,296	66,816	302,570	-	330,866	66,816
Total General Revenues	2,028,944	1,885,843	315,176	10,978	2,344,120	1,896,821
Total Revenues	3,493,011	3,058,258	2,280,868	1,957,101	5,773,879	5,015,359
Program Expenses						
General Government	1,444,904	687,244	-	-	1,444,904	687,244
Public Safety	867,896	821,203	-	-	867,896	821,203
Public Works	704,075	843,377	-	-	704,075	843,377
Culture and Recreation	54,492	128,936	-	-	54,492	128,936
Urban Renewal Projects	12,071	5,869	-	-	12,071	5,869
Interest on Long-Term Debt	16,267	19,292	-	-	16,267	19,292
Utility Services						
Water Utilities	-	-	799,668	531,005	799,668	531,005
Sewer Utilities	-	-	1,319,074	1,514,509	1,319,074	1,514,509
Total Program Expenses	3,099,705	2,505,921	2,118,742	2,045,514	5,218,447	4,551,435
Transfers	(375,000)	(354,535)	375,000	354,535	-	-
Change in Net Position	<u>\$ 18,307</u>	<u>\$ 197,802</u>	<u>\$ 537,126</u>	<u>\$ 266,122</u>	<u>\$ 555,432</u>	<u>\$ 463,924</u>

CITY OF COBURG

Management's Discussion and Analysis (MD&A) For the Fiscal Year Ended June 30, 2022 Unaudited

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 less charges for services generated by the activities and intergovernmental aid provided for specific programs). The net cost shows the financial burden that was placed on the City's taxpayers by each of these functions.

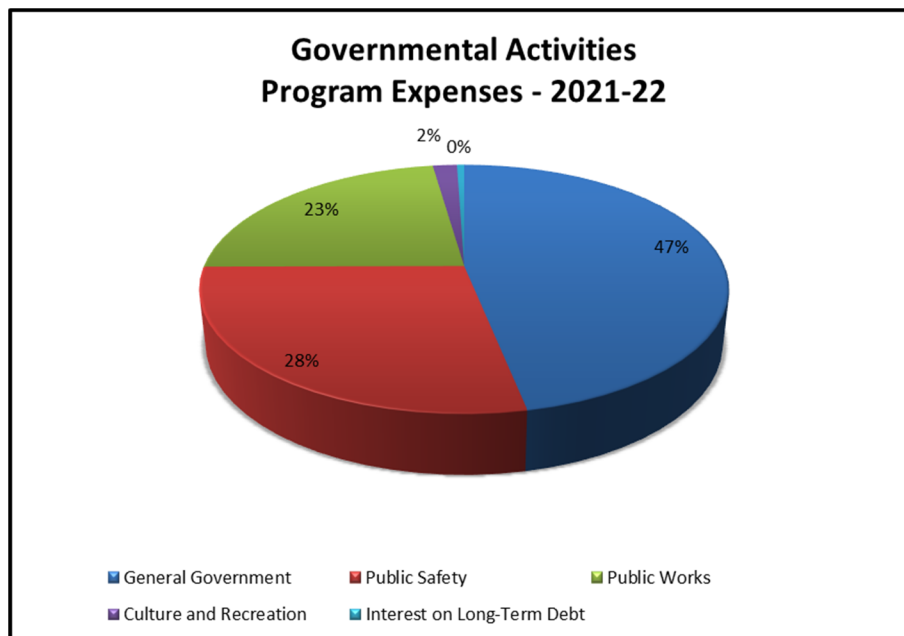
The following chart analyzes the revenue between governmental activities and business-type activities from the prior to the current year.



CITY OF COBURG

Management's Discussion and Analysis (MD&A) **For the Fiscal Year Ended June 30, 2022** **Unaudited**

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



Governmental activities had total program expenses of \$3,099,705, versus \$2,505,921 in the previous year. The most significant increase was in General Government, which increased from \$687,244 in the prior year to \$1,444,904 in the current year.

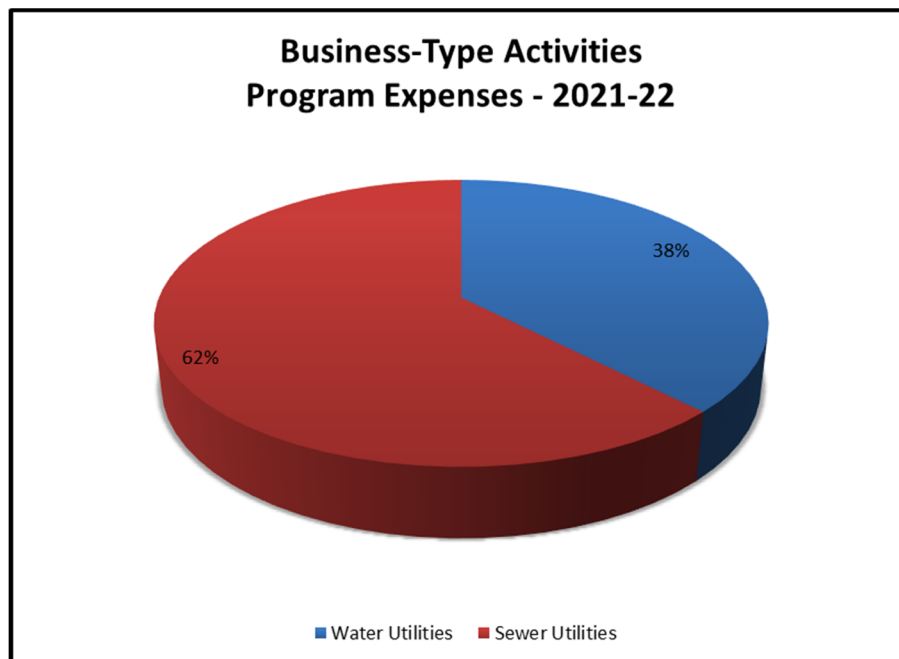
Governmental Activities

	Total Cost of Services		Net (Cost) Profit of Services	
	2021-22	2020-21	2021-22	2020-21
General Government	\$ 1,444,904	\$ 687,244	\$ (1,250,479)	\$ (625,479)
Public Safety	867,896	821,203	(726,213)	(686,472)
Public Works	704,075	843,377	320,219	94,893
Culture and Recreation	54,492	128,936	49,173	(91,288)
Urban Renewal Projects	12,071	5,869	(12,071)	(5,869)
Interest Expense	16,267	19,292	(16,267)	(19,292)
Total Program Expenses	\$ 3,099,705	\$ 2,505,921	\$ (1,635,638)	\$ (1,333,506)

CITY OF COBURG

Management's Discussion and Analysis (MD&A) **For the Fiscal Year Ended June 30, 2022** **Unaudited**

This graph represents the cost of the City's Program expenses by Business Type activities.



Business Type activities had total program expenses of \$2,188,742 versus \$2,045,514 in the previous year. Both the Water Utilities and Sewer Utilities had a decrease in total costs of services versus the prior year.

Business-Type Activities

	Total Cost of Services		Net (Cost) Profit of Services	
	2021-22	2020-21	2021-22	2020-21
Water Utilities	\$ 799,668	\$ 531,005	\$ 161,209	\$ 341,885
Sewer Utilities	<u>1,319,074</u>	<u>1,514,509</u>	<u>(314,259)</u>	<u>(441,276)</u>
Total Program Expenses	<u>\$ 2,118,742</u>	<u>\$ 2,045,514</u>	<u>\$ (153,050)</u>	<u>\$ (99,391)</u>

CITY OF COBURG

Management's Discussion and Analysis (MD&A)

For the Fiscal Year Ended June 30, 2022

Unaudited

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 focus of the City's governmental funds is to provide information on short-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. 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 fund balance of \$1,432,942. The fund balance constitutes restricted, committed, and unassigned amounts. Of the current fund balances, a total of \$619,826 is restricted funds including, \$583,322 for Systems Development, and \$36,504 for Urban Renewal Projects. Of the current fund balance, a total of \$431,251 is committed funds including \$427,512 for Parks and Recreation Programs and \$3,739 for Community Development Projects. The remaining balance of \$381,865 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 \$381,865, committed fund balance was \$3,739 for community development projects and restricted fund balance was \$53,265 for Systems Development.

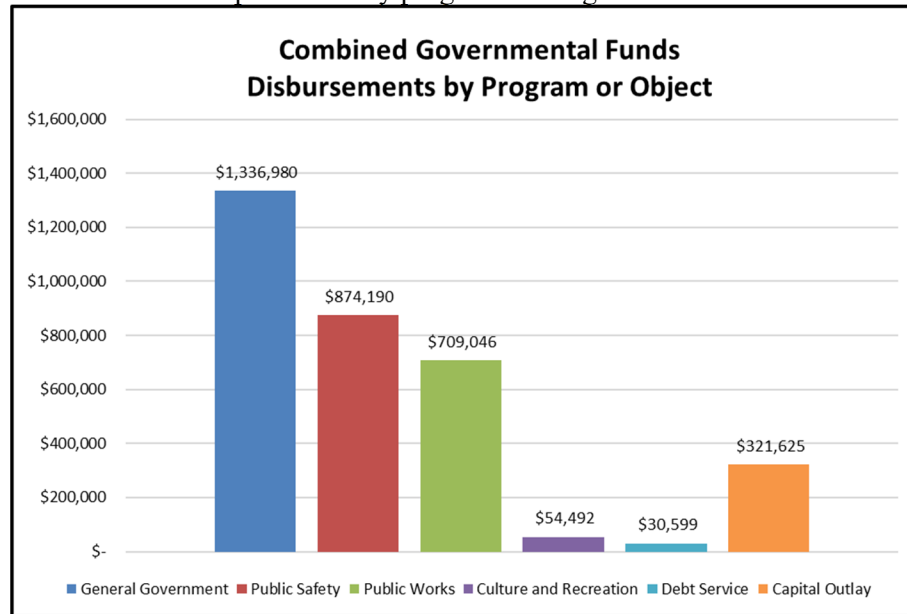
At the end of the current fiscal year, restricted fund balance of the Street Fund was \$530,057 for systems development. The committed fund balance was \$427,512 for Public Works. Total Fund balance was \$957,569.

At the end of the current fiscal year, fund balance of the Coburg Urban Renewal Agency Fund was \$36,504, of which all is restricted for Urban Renewal Projects.

CITY OF COBURG

Management's Discussion and Analysis (MD&A) For the Fiscal Year Ended June 30, 2022 Unaudited

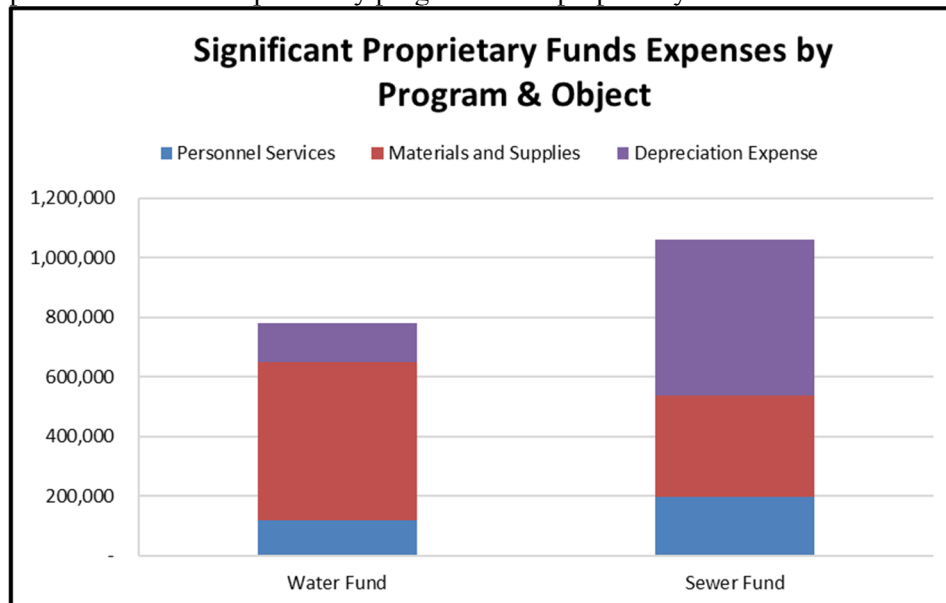
Following is a comparison of current expenditures by program of the governmental funds.



Proprietary Funds

The City's enterprise funds reported total net position of \$14,826,747 an increase of \$537,126. This is primarily attributed to a reduction in long-term liabilities. The enterprise funds also report \$1,626,183 in restricted net position which includes debt service of \$555,111, \$1,609,623 for Systems Development, and \$1,449 for Net OPEB Asset. Capital Assets net of related debt was \$11,030,083 which includes sewer and water infrastructure, buildings, and equipment.

Following is a comparison of current expenses by program of the 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 hours charged to each department.

CITY OF COBURG

Management's Discussion and Analysis (MD&A)

For the Fiscal Year Ended June 30, 2022

Unaudited

Budgetary Highlights

General Fund revenues were budgeted and anticipated to be collected in the amount of \$3,172,634 during the fiscal year. Actual revenues of \$2,596,934 were available which was \$575,700 less than budgeted. This is primarily attributed to budgeted grant and donations revenues being \$184,025 higher than actual, and budgeted charges for services being \$168,951 higher than actual. General Fund expenditures budget was under-spent by \$343,521. The ending fund balance of \$438,869 was less than what was budgeted by \$235,602.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

As of June 30, 2022, the City had invested, before net reduction for accumulated depreciation, \$36,345,600 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 \$767,413 from the prior year due to the addition of capital assets in fiscal year 2022. There were no deletions.

Total depreciation expense for the year was \$784,549; of which \$101,575 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 the Capital Asset Note of the Notes to the Basic Financial Statements section of this report.

Long-Term Debt

By June 30, 2022, the City had total long-term debt outstanding of \$15,083,934, a decrease of \$537,277. Principal paid on long-term debt was \$785,924, while interest paid was \$279,769. Issuance of new long-term debt of \$302,570. 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

A number of factors were considered by the City's officials during the process of developing the fiscal year 2022-23 budget.

The City adopted a budget of \$17,103,837 for the fiscal year ending June 30, 2023, versus \$15,223,510 in the prior year. The Permanent Tax Rate for 2022-23 is \$3.7506 per \$1000.

The General Fund Total appropriations are \$3,554,097, compared to a total of \$3,248,163 in 2021-22.

The Street Fund Total appropriations are \$2,575,815, compared to a total of \$2,327,497 in 2021-22.

The Water Fund Total appropriations are \$4,982,559, compared to a total of \$4,069,434 in 2021-22.

The Sewer Fund Total appropriations are \$1,972,573, compared to a total of \$1,989,344 in 2021-22.

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

June 30, 2022

	Governmental Activities	Business-Type Activities	Total
<u>ASSETS:</u>			
Current Assets:			
Cash and Investments	\$ 1,552,342	\$ 2,931,679	\$ 4,484,022
Accounts Receivable	85,449	441,202	526,651
LID Liens Receivable	-	100,418	100,418
SDCs Receivable	75,196	123,866	199,062
Property Taxes Receivable	54,233	-	54,233
Total Current Assets	1,767,220	3,597,165	5,364,386
Restricted Assets:			
Sinking Funds for Debt Service	-	555,111	555,111
Net OPEB Asset (RHIA)	16,659	1,449	18,108
Total Restricted Assets	16,659	556,560	573,219
Capital Assets, Net of Accumulated Depreciation	2,982,609	26,421,352	29,403,961
Total Assets	4,766,488	30,575,077	35,341,566
<u>DEFERRED OUTFLOW OF RESOURCES:</u>			
Pension Related Deferrals	794,494	67,514	862,008
OPEB Related Deferrals - RHIA	2,282	251	2,533
OPEB Related Deferrals - CIS	1,103	422	1,525
Total Deferred Outflow of Resources	797,879	68,187	866,066
<u>LIABILITIES:</u>			
Current Liabilities:			
Due to Component Unit			
Accounts Payable	106,719	49,029	155,748
Payroll Payable	110,556	-	110,556
Accrued Compensated Absences	57,169	-	57,169
Interest Payable	2,331	45,795	48,126
Customer Deposits	-	2,360	2,360
Current Portion of Long-Term Liabilities:			
Notes Payable	-	540,542	540,542
Bonds Payable	15,000	260,000	275,000
Total Current Liabilities	291,775	897,726	1,189,501
Long-Term Liabilities:			
Noncurrent Portion of Long-Term Liabilities:			
Notes Payable	-	8,731,551	8,731,551
Bonds Payable, Net of Premium	493,207	5,859,176	6,352,383
Net OPEB Obligation - CIS	38,933	3,386	42,319
Net Pension Liability	833,941	72,517	906,458
Total Long-Term Liabilities	1,366,081	14,666,630	16,032,711
Total Liabilities	1,657,856	15,564,356	17,222,212
<u>DEFERRED INFLOW OF RESOURCES:</u>			
Receivables Currently not Collectable	-	185,843	185,843
Deferred Earnings on Pension Assets	724,198	64,546	788,744
OPEB Related Deferrals - RHIA	4,672	406	5,078
OPEB Related Deferrals - CIS	15,707	1,366	17,073
Total Deferred Inflow of Resources	744,577	252,161	996,738
<u>NET POSITION:</u>			
Net Investment in Capital Assets	2,474,402	11,030,083	13,504,485
Restricted for:			
Systems Development	583,322	1,069,623	1,652,946
Debt Service	-	555,111	555,111
Urban Renewal Projects	36,504	-	36,504
Net OPEB Asset	16,659	1,449	18,108
Unrestricted	51,045	2,170,481	2,221,526
Total Net Position	\$ 3,161,932	\$ 14,826,747	\$ 17,988,680

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

CITY OF COBURG
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2022

		Program Revenues			Net (Expense) Revenue and Change in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<u>GOVERNMENTAL ACTIVITIES:</u>					
General Government	\$ 1,444,904	\$ -	\$ 194,425	\$ -	\$ (1,250,479)
Public Safety	867,896	141,683	-	-	(726,213)
Public Works	704,075	965,247	59,047	-	320,219
Culture and Recreation	54,492	103,665	-	-	49,173
Urban Renewal Projects	12,071	-	-	-	(12,071)
Interest Expense	16,267	-	-	-	(16,267)
Total Governmental Activities	3,099,705	1,210,595	253,472	-	(1,635,638)
<u>BUSINESS-TYPE ACTIVITIES:</u>					
Water Utilities	799,668	960,877	-	-	161,209
Sewer Utilities	1,319,074	1,004,815	-	-	(314,259)
Interest on Long-Term Debt					
Total Business-type Activities	2,118,742	1,965,692	-	-	(153,050)
Total Primary Government	\$ 5,218,447	\$ 3,176,287	\$ 253,472	\$ -	\$ (1,788,688)
			Governmental Activities	Business-type Activities	Total
<u>CHANGES IN NET POSITION:</u>					
Net (expense) revenue			\$ (1,635,638)	\$ (153,050)	\$ (1,788,688)
General Revenues:					
Property Taxes, levied for general purposes			874,667	-	874,667
Property Taxes, levied for urban renewal programs			384,502	-	384,502
Intergovernmental Tax Turnovers			506,005	-	506,005
Franchise Taxes			224,070	-	224,070
Interest and Investment Earnings			11,404	12,606	24,010
Other Revenue			28,296	302,570	330,866
Subtotal - General Revenues			2,028,944	315,176	2,344,120
Interfund Transfers			(375,000)	375,000	-
Total general revenues, special items, and transfers			1,653,944	690,176	2,344,120
Change in Net Position			18,306	537,127	555,433
Net Position, July 1, 2021			3,143,627	14,289,621	17,433,248
Net Position, June 30, 2022			\$ 3,161,932	\$ 14,826,747	\$ 17,988,680

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

June 30, 2022

	<u>Component Unit</u>			
	<u>General</u>	<u>Street</u>	<u>Urban</u>	<u>Total</u>
	<u>Fund</u>	<u>Fund</u>	<u>Renewal</u>	<u>Governmental</u>
			<u>Agency</u>	<u>Funds</u>
			<u>Fund</u>	
<u>ASSETS:</u>				
Cash and Investments	\$ 558,509	\$ 957,569	\$ 36,264	\$ 1,552,342
Receivables:				
Accounts, net	2,184	836	-	3,020
System Development Charges	38,908	36,288	-	75,196
Property Tax	36,615	-	17,618	54,233
Other	49,663	32,767	-	82,430
Total Assets	\$ 685,879	\$ 1,027,460	\$ 53,882	\$ 1,767,221
<u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES:</u>				
LIABILITIES:				
Accounts Payable	\$ 67,513	\$ 35,869	\$ 3,337	\$ 106,719
Payroll Payable	110,556	-	-	110,556
Total Liabilities	178,069	35,869	3,337	217,275
DEFERRED INFLOWS OF RESOURCES:				
Delinquent Property Tax Revenue Not Available	30,033	-	14,041	44,074
Uncollected SDC Revenue	38,908	34,022	-	72,930
Total Deferred Inflows of Resources	68,941	34,022	14,041	117,004
FUND BALANCES:				
Restricted for:				
Systems Development	53,265	530,057	-	583,322
Urban Renewal Projects	-	-	36,504	36,504
Committed for:				
Public Works	-	427,512	-	427,512
Community Development Projects	3,739	-	-	3,739
Unassigned	381,865	-	-	381,865
Total Fund Balances	438,869	957,569	36,504	1,432,942
Total Liabilities, Deferred Inflows of Resources & Fund Balances	\$ 685,879	\$ 1,027,460	\$ 53,882	\$ 1,767,221

CITY OF COBURG
RECONCILIATION OF THE BALANCE SHEET -- GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
June 30, 2022

Total Fund Balances - Governmental Funds		\$ 1,432,942
Amounts reported for governmental activities in the Statement of Net Position are different because:		
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 -	\$ 4,017,115	
The accumulated depreciation is -	<u>(1,034,506)</u>	
Net Value of Assets		2,982,609
Net pension assets reported in governmental activities are not financial resources and therefore are not reported in the governmental funds.		
		16,659
Certain receivables that will not be available to pay for current-period expenditures are deferred in the governmental funds:		
Property Taxes	44,074	
Assessments	<u>72,931</u>	
		117,005
Deferred inflows and outflows of pension and opeb contributions and earnings are not reported in the governmental funds		
Pension and OPEB Related Deferrals		53,301
Interest Payable is not recorded in the governmental funds:		
Accrued Compensated Absences are not recorded in the governmental funds:		(57,169)
Interest Payable is not recorded in the governmental funds:		(2,332)
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>(1,381,081)</u>
Net Position of Governmental Activities		<u>\$ 3,161,934</u>

CITY OF COBURG
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES

GOVERNMENTAL FUNDS

For the Fiscal Year Ended June 30, 2022

	<u>Component Unit</u>			
	<u>General Fund</u>	<u>Street Fund</u>	<u>Urban Renewal Agency Fund</u>	<u>Total Governmental Funds</u>
<u>REVENUES:</u>				
Taxes and Assessments	\$ 873,210	\$ -	\$ 384,502	\$ 1,257,712
Intergovernmental	95,701	410,304	-	506,005
Franchise Taxes	224,070	-	-	224,070
Licenses & Permits	157,698	-	-	157,698
Charges for Service	103,665	80,549	-	184,214
Fines and Forfeitures	141,683	-	-	141,683
Investment Revenue	3,590	6,344	1,470	11,404
Grants and Donations	194,425	59,047	-	253,472
Interdepartmental Charges	782,934	-	-	782,934
Other Revenue	19,958	8,338	-	28,296
Total Revenues	2,596,934	564,582	385,972	3,547,488
<u>EXPENDITURES:</u>				
Current Operating:				
General Government	1,336,980	-	-	1,336,980
Public Safety	874,190	-	-	874,190
Public Works	526,389	182,657	-	709,046
Culture and Recreation	54,492	-	-	54,492
Urban Renewal Projects	-	-	12,071	12,071
Debt Service:				
Principal	15,000	-	-	15,000
Interest	15,599	-	-	15,599
Capital Outlay	81,992	239,633	-	321,625
Total Expenditures	2,904,642	422,290	12,071	3,339,003
Excess (Deficiency) of Revenues Over Expenditures	(307,708)	142,292	373,901	208,485
<u>OTHER FINANCING SOURCES (USES):</u>				
Interfund Transfers (Out)	-	-	(375,000)	(375,000)
Total Other Financing Sources (Uses)	-	-	(375,000)	(375,000)
Net Change in Fund Balances	(307,708)	142,292	(1,099)	(166,515)
Fund Balances - July 1, 2021	746,577	815,277	37,603	1,599,457
Fund Balances - June 30, 2022	\$ 438,869	\$ 957,569	\$ 36,504	\$ 1,432,942

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, 2022

Net Changes in Fund Balances - Total Governmental Funds \$ (166,515)

Amounts reported for governmental activities in the Statement of Activities are different because:

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.

Expenditures for capitalized assets	\$ 315,743	
Less current year depreciation	<u>(101,575)</u>	
		214,168

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	1,457	
System Development Charges	<u>(55,934)</u>	
		(54,477)

Expense accruals in the governmental funds do not include accrued interest expense payable.

The change in payables from the prior year to the current year is as follows -

Changes to certain accruals are reflected in expenses in the Statement of Activities as follows:

Employee benefits amounts		(7,402)
Interest Payable		(911)
Amortization of Bond Premium		243

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		
General Obligations Bonds	<u>15,000</u>	
		15,000

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:

18,200

Change in Net Position of Governmental Activities	<u>\$ 18,306</u>
--	-------------------------

BASIC FINANCIAL **STATEMENTS**

Proprietary Fund **Financial Statements**

CITY OF COBURG
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
June 30, 2022

	Enterprise Funds		Total
	Water Fund	Sewer Fund	Proprietary Funds
<u>ASSETS:</u>			
Current Assets:			
Cash and Investments	\$ 1,329,874	\$ 1,601,805	\$ 2,931,679
Accounts Receivable, Net	397,504	43,698	441,202
LID Liens Receivable	-	100,418	100,418
SDCs Receivable	45,112	78,754	123,866
Total Current Assets	1,772,490	1,824,675	3,597,165
Restricted Assets:			
Sinking Funds for Debt Service	31,960	523,151	555,111
Net OPEB Asset (RHIA)	373	1,076	1,449
Total Restricted Assets	32,333	524,227	556,560
Capital Assets:			
Land	-	217,293	217,293
Depreciable Assets, Net of Depreciation	4,713,014	21,491,045	26,204,059
Total Capital Assets	4,713,014	21,708,338	26,421,352
Total Assets	6,517,837	24,057,240	30,575,077
<u>DEFERRED OUTFLOW OF RESOURCES:</u>			
Pension Related Deferrals	16,193	51,321	67,514
OPEB Related Deferrals - RHIA	104	147	251
OPEB Related Deferrals - CIS	351	71	422
Total Deferred Outflow of Resources	16,648	51,539	68,187
<u>LIABILITIES:</u>			
Current Liabilities:			
Accounts Payable	39,475	9,554	49,029
Interest Payable	1,870	43,925	45,795
Customer Deposits	2,360	-	2,360
Current Portion of Long-Term Liabilities:			
Notes Payable	-	540,542	540,542
Bonds Payable	170,000	90,000	260,000
Total Current Liabilities	213,705	684,021	897,726
Long-Term Liabilities:			
Noncurrent Portion of Long-Term Liabilities:			
Notes Payable	1,294,028	7,437,523	8,731,551
Bonds Payable, Net of Premium	235,411	5,623,765	5,859,176
Net OPEB Obligation - CIS	871	2,515	3,386
Net Pension Liability	18,647	53,870	72,517
Total Long-Term Liabilities	1,548,957	13,117,673	14,666,630
Total Liabilities	1,762,662	13,801,694	15,564,356
<u>DEFERRED INFLOW OF RESOURCES:</u>			
Receivables Currently not Collectable	45,112	140,731	185,843
Pension Related Deferrals	17,765	46,781	64,546
OPEB Related Deferrals - RHIA	104	302	406
OPEB Related Deferrals - CIS	351	1,015	1,366
Total Deferred Inflow of Resources	63,332	188,829	252,161
<u>NET POSITION:</u>			
Net Investment in Capital Assets	3,013,575	8,016,508	11,030,083
Restricted for Debt Service	31,960	523,151	555,111
Restricted for Systems Development	45,112	1,024,511	1,069,623
Restricted for Net OPEB Asset	373	1,076	1,449
Unrestricted	1,617,471	553,010	2,170,481
Total Net Position	\$ 4,708,491	\$ 10,118,256	\$ 14,826,747

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, 2022

	Enterprise Funds		Total
	Water	Sewer	Proprietary
	Fund	Fund	Funds
<u>OPERATING REVENUES:</u>			
Charges for Services & Fees	\$ 903,742	\$ 844,033	\$ 1,747,775
Systems Development Charges	53,835	69,971	123,806
Other Revenue	3,300	90,811	94,111
Total Revenues	960,877	1,004,815	1,965,692
<u>OPERATING EXPENSES:</u>			
Personnel Services	118,819	199,071	317,890
Materials and Supplies	530,325	339,307	869,632
Depreciation Expense	133,521	524,069	657,590
Total Operating Expenses	782,665	1,062,447	1,845,112
Operating Income (Loss)	178,212	(57,632)	120,580
<u>NON-OPERATING REVENUES (EXPENSES):</u>			
Loan Fees	-	(42,570)	(42,570)
Investment Revenue	8,035	4,571	12,606
Interest Expense	(17,003)	(214,057)	(231,060)
Total Non-Operating Revenues (Expenses)	(8,968)	(252,056)	(261,024)
Income Before Other Revenues, Expenses, and Transfers	169,244	(309,688)	(140,444)
<u>CAPITAL CONTRIBUTIONS AND TRANSFERS:</u>			
Capital Contributions	302,570	-	302,570
Transfers from Other Funds	-	375,000	375,000
Total Capital Contributions and Transfers	302,570	375,000	677,570
Changes in Net Position	471,814	65,312	537,126
Net Position, July 1, 2021	4,236,677	10,052,944	14,289,621
Net Position, June 30, 2022	\$ 4,708,491	\$ 10,118,256	\$ 14,826,747

CITY OF COBURG
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
For the Fiscal Year Ended June 30, 2022

	Enterprise Funds		Total
	Water Fund	Sewer Fund	Proprietary Funds
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>			
Cash Received from User Charges	\$ 807,941	\$ 1,090,548	\$ 2,859,366
Cash Payments for Employee Services	(106,677)	(198,134)	(304,811)
Cash Payments to Suppliers & Service Providers	(499,774)	(329,351)	(829,125)
Net Cash Provided (Used) by Operating Activities	201,490	563,063	764,553
<u>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES:</u>			
Refund of Deposits & Non-Operating Payments	(9,701)	(28,276)	(37,977)
Transfer from Other Funds	-	375,000	375,000
Net Cash Provided (Used) by Non-capital Financing Activities	(9,701)	346,724	337,023
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>			
Proceeds from Long-Term Debt	(302,570)	-	(302,570)
Acquisition of Capital Assets	452,110	25,510	477,620
Loan Fees Paid	-	(42,570)	(42,570)
Principal Paid on Long Term Debt	(152,310)	(644,726)	(797,036)
Interest Paid on Long Term Debt	(16,650)	(214,057)	(230,707)
Net Cash Provided (Used) by Capital and Related Financing Activities	(19,420)	(875,843)	(895,263)
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>			
Investment Income	8,035	4,571	12,606
Net Cash Provided (Used) by Investing Activities	8,035	4,571	12,606
Cash and Cash Equivalents at July 1, 2021	1,181,430	2,086,441	3,267,871
Cash and Cash Equivalents at June 30, 2022	\$ 1,361,834	\$ 2,124,956	\$ 3,486,790

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
June 30, 2022

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

CITY OF COBURG
ADDITIONS, DEDUCTIONS & CHANGES IN
NET POSITION
FIDUCIARY FUND
For the fiscal year ended June 30, 2022

	<u>Custodial Fund</u>
	Cash Evidence Held Fund
<u>ADDITIONS</u>	
Custodial funds received	-
Total Additions	\$ -
<u>DEDUCTIONS</u>	
Custodial funds Dispersed	\$ -
Total Deductions	\$ -

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, 2022

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, 2022

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, 2022

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 organization, other governmental units or other funds. Fiduciary funds are custodial in nature 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, 2022

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 set forth 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, interfund transfers, contingencies, and debt service by fund are the levels of control. The detail 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 purposes of 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. 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. The 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 in the management and investment options of the LGIP.

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

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 position 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 position 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 expenditures when purchased.

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

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 the 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, 2022

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, 2022

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 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 they are reported by PERS. 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 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. Various restrictions on deposits and investments are imposed by state statutes. 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 for External Investment Pools, investments with a remaining maturity of more than one year at the time of purchase are stated at fair value. Fair value is determined at the quoted market prices, if available; 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. Investments in the State of Oregon Local Government Investment Pool (LGIP) are stated at fair value.

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

CASH AND INVESTMENTS (Cont.):

Deposits - All cash is deposited in compliance with Oregon statutes. The insurance and collateral requirements for deposits are established by banking regulations and Oregon law. 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 found 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, 2022, the reported amount of the City's deposits was \$1,664,283 the bank balance was \$ 1,317,329 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 policy 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, 2022, the City's investment in the Oregon State Treasurer's Local Government Investment Pool (LGIP) was unrated.

On June 30, 2022, 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>\$ 3,374,409</u>	N/A
Total Investments	<u>\$ 3,374,409</u>	

Investments in the LGIP and federal agency notes do not require disclosure 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 investments.

CITY OF COBURG**NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2022****CAPITAL ASSETS:**

The following is a summary of capital asset activity for the fiscal year ended June 30, 2022:

Depreciable Assets Schedule
For the Year 2022

<u>Governmental Activities</u>	<u>Beginning Balances</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balances</u>
Assets Not Being Depreciated:				
Land	\$ 317,231	\$ -	\$ -	\$ 317,231
Construction in Progress	68,647	122,375	-	191,023
Total of Capital Assets Not Being Depreciated	385,878	122,375	-	508,254
Assets Being Depreciated:				
Building and Building Improvement	795,648	92,502	-	888,150
Machinery and Equipment	580,793	21,130	-	601,923
Infrastructure	1,939,052	79,736	-	2,018,788
Total Depreciable Assets	3,315,493	193,368	-	3,508,861
Less: Accumulated Depreciation				
Land Improvement	-	-	-	-
Building and Building Improvement	123,619	27,548	-	151,167
Machinery and Equipment	387,394	26,180	-	413,574
Infrastructure	421,919	47,847	-	469,765
Total Accumulated Depreciation	932,931	101,575	-	1,034,506
Net Value of Capital Assets Being Depreciated	2,382,562	91,793	-	2,474,355
Total Governmental Activities				
-- Net Value of Capital Assets	<u>\$ 2,768,440</u>	<u>\$ 214,168</u>	<u>\$ -</u>	<u>\$ 2,982,609</u>

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

General Government	\$ 32,110
Public Safety	9,064
Public Works	26,329
Culture and Recreation	34,072
Total Depreciation Expense	<u>\$ 101,575</u>

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

CAPITAL ASSETS (Cont.):Depreciable Assets Schedule
For the Year 2022

<u>Governmental Activities</u>	<u>Beginning Balances</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balances</u>
Assets Not Being Depreciated:				
Land	\$ 317,231	\$ -	\$ -	\$ 317,231
Construction in Progress	68,647	122,375	-	191,023
Total of Capital Assets Not Being Depreciated	385,878	122,375	-	508,254
Assets Being Depreciated:				
Building and Building Improvement	795,648	92,502	-	888,150
Machinery and Equipment	580,793	21,130	-	601,923
Infrastructure	1,939,052	79,736	-	2,018,788
Total Depreciable Assets	3,315,493	193,368	-	3,508,861
Less: Accumulated Depreciation				
Land Improvement	-	-	-	-
Building and Building Improvement	123,619	27,548	-	151,167
Machinery and Equipment	387,394	26,180	-	413,574
Infrastructure	421,919	47,847	-	469,765
Total Accumulated Depreciation	932,931	101,575	-	1,034,506
Net Value of Capital Assets Being Depreciated	2,382,562	91,793	-	2,474,355
Total Governmental Activities				
-- Net Value of Capital Assets	<u>\$ 2,768,440</u>	<u>\$ 214,168</u>	<u>\$ -</u>	<u>\$ 2,982,609</u>

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

General Government	\$ 32,110
Public Safety	9,064
Public Works	26,329
Culture and Recreation	34,072
Total Depreciation Expense	<u>\$ 101,575</u>

<u>Business-Type Activities</u>	<u>Beginning Balances</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balances</u>
Assets Not Being Depreciated:				
Land	\$ 217,293	\$ -	\$ -	\$ 217,293
Construction in Progress	1,520,221	451,670	-	1,971,891
Total	1,737,514	451,670	-	2,189,184
Assets Being Depreciated:				
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
Total Depreciable Assets	30,139,301	-	-	30,139,301
Less: Accumulated Depreciation				
Utility Systems	4,752,991	592,767	-	5,345,759
Building and Building Improvement	297,950	49,658	-	347,608
Machinery and Equipment	173,218	40,548	-	213,766
Total Accumulated Depreciation	5,224,159	682,973	-	5,907,133
Net Value of Capital Assets Being Depreciated	24,915,142	(682,973)	-	24,232,168
Total Business-Type Activities				
-- Net Value of Capital Assets	<u>\$ 26,652,656</u>	<u>\$ (231,303)</u>	<u>\$ -</u>	<u>\$ 26,421,352</u>
Total Net Value of Capital Assets of Primary Government	<u>\$ 29,421,096</u>	<u>\$ (17,135)</u>	<u>\$ -</u>	<u>\$ 29,403,961</u>

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

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

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

LONG-TERM DEBT:

Long-term debt information, presented separately with respect to 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 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. 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 activities, water activities, and sewer activities.

Business-Type Activities:

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. 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 activities, water activities, and sewer activities.

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. Original balance of \$555,000 is the water activities portion. This portion will be fully re-tired in 2026. This bond is reported on the schedule as three separate amounts because it is reported by three different activities, governmental activities, water activities, and sewer activities.

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, 2022, 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, 2022****LONG-TERM DEBT (Cont.):**

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

Governmental Long-Term Debt	Outstanding Balance July 1, 2021	New Issues	Principal Paid	Interest Paid	Outstanding Balance June 30, 2022	Due Within One Year
Bonds Payable:						
US Bank Global Corp. Trust Services - Govnmntl. Portion	\$ 520,000	\$ -	\$ 15,000	\$ 15,599	\$ 505,000	\$ 15,000
Total Bonds Payable	520,000	-	15,000	15,599	505,000	15,000
	Unamortized Beginning	New Premiums		Current Amortization	Unamortized Ending	
Bond Premium	3,450	-		(243)	3,207	
Total Governmental Long-Term Debt, Net	\$ 523,450	\$ -	\$ 15,000	\$ 15,356	\$ 508,207	\$ 15,000
Business-Type Long-Term Debt	Outstanding Balance July 1, 2021	New Issues	Principal Paid	Interest Paid	Outstanding Balance June 30, 2022	Due Within One Year
Bonds Payable:						
US Bank Global Corp. Trust Services - Sewer Portion	\$ 5,135,000	\$ -	85,000	\$ 175,450	\$ 5,050,000	\$ 90,000
US Bank Global Corp. Trust Services - Water Portion	555,000	-	150,000	16,650	405,000	170,000
Total Bonds Payable	5,690,000	-	235,000	192,100	5,455,000	260,000
Notes from Direct Borrowing :						
IFA Business Oregon #S19007 - In Drawdown	991,458	302,570	-	-	1,294,028	-
DEQ #R23045 Refinance Note	8,513,989	-	535,924	72,070	7,978,065	540,542
Total Notes from Direct Borrowing	9,505,447	302,570	535,924	72,070	9,272,093	540,542
	Unamortized Beginning	New Premiums		Current Amortization	Unamortized Ending	
Bond Premium	688,238	-		(24,062)	664,176	
Total Business-Type Long-Term Debt, Net	\$15,883,685	\$ 302,570	\$ 770,924	\$ 240,108	\$15,391,269	\$800,542

CITY OF COBURG**NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2022****LONG-TERM DEBT (Cont.):**

The debt service requirements* on the above debt is as follows:

Bonds Payable:

Due Fiscal Year Ending June 30,	Principal	Interest	Total
2023	\$ 275,000	\$ 200,200	\$ 475,200
2024	185,000	191,950	376,950
2025	190,000	186,400	376,400
2026	195,000	180,700	375,700
2027	115,000	174,850	289,850
2028 - 2032	655,000	818,450	1,473,450
2033 - 2037	745,000	715,400	1,460,400
2038 - 2042	875,000	596,000	1,471,000
2043 - 2047	950,000	456,350	1,406,350
2048 - 2052	1,040,000	275,200	1,315,200
2053 - 2057	735,000	59,600	794,600
Total	<u>\$ 5,960,000</u>	<u>\$ 3,855,100</u>	<u>\$ 9,815,100</u>

Notes from Direct Borrowing:

Due Fiscal Year Ending June 30,	Principal	Interest	Total
2023	\$ 540,542	\$ 67,452	\$ 607,994
2024	545,201	62,793	607,994
2025	549,900	58,094	607,994
2026	554,640	53,354	607,994
2027	559,420	48,574	607,994
2028 - 2032	2,870,253	169,717	3,039,970
2033 - 2037	2,358,109	45,434	2,403,543
Total	<u>\$ 7,978,065</u>	<u>\$ 505,418</u>	<u>\$ 8,483,483</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 the Other Supplementary Data section of this report.

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

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. It may be selected 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.

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 (effective January 1, 2020): A new \$195,000 limitation on subject 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. This amount will be indexed annually to the Consumer Price Index (CPI).

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

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 \$2,500/month or more, (adjusted to \$3,333/month in House Bill 2906 effective June 2021), 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 salary, currently contributed to the IAP, (whether paid by the member or employer) will start going into an Employee Pension Stability Account (EPSA). The remaining 3.5 percent of salary 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, 2022

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 (effective January 1, 2020): A new \$195,000 limitation on subject 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. 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 \$2,500/month or more, (adjusted to \$3,333/month in House Bill 2906 effective June 2021), 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 salary, currently contributed to the IAP, (whether paid by the member or employer) will start going into their EPSA. The remaining 5.25 percent of salary 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, 2022

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 900 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, 2022

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, 2022, were \$181,392 excluding amounts to fund employer specific liabilities. The contribution rates in effect for the period July 1, 2021, to June 30, 2023, were: Tier1/Tier2 – 17.54%, OPSRP General Service – 15.21%, and OPSRP Police and Fire – 19.57%.

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 percent of 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 2021-2022, approximately \$191,274 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 percent) contributions.

For **Oregon PERS Defined Benefit Plans**, based on the actuarial valuation as of December 31, 2019, the state agencies, the judiciary, schools, and political subdivisions all had decreases in employer contribution rates on July 1, 2021. These rate changes are measured against the actual average rates paid since the last rate-setting valuation. Every two years, the PERS Board adjusts contributions so that, over time, those contributions will be sufficient to fund the benefits earned if earnings follow assumptions.

For **Oregon PERS OPSRP Benefit Plans**, 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.

Members of OPSRP are required to contribute six percent 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.

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

PENSION PLAN (Cont.):

For **Oregon PERS Postemployment Benefit Plans**, for the fiscal year ended June 30, 2022, PERS employers contributed 0.06 percent 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 126.4 percent as of December 31, 2017. These rates were based on the December 31, 2017, 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 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:
<https://www.oregon.gov/pers/Documents/Financials/CAFR/2021-ACFR.pdf>

Actuarial Valuations

The employer contribution rates effective July 1, 2021, through June 30, 2023, 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 16 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 at 126.4 percent as of December 31, 2017. 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, 2022

PENSION PLAN (Cont.):

Actuarial Methods and Assumptions Used in Developing Total Pension Liability

Actuarial Methods and Assumptions Used in Developing Total Pension Liability:	
Valuation Date	December 31, 2019
Measurement Date	June 30, 2021
Experience Study	2018, published July 24, 2019
Actuarial cost method	Entry Age Normal
Actuarial assumptions:	
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	Healthy retirees and beneficiaries: 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. Active members: Pub-2010 Employee, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation. Disabled retirees: 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.

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 2018 Experience Study which reviewed experience for the four-year period ending on December 31, 2018.

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, 2022

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, 2021

<u>Asset Class/Strategy</u>	<u>OIC Policy Range</u>	<u>OIC Target Allocation</u>	<u>Asset Class/Strategy</u>	<u>Actual Allocation²</u>
Debt Securities	15.0% - 25.0%	20.0%	Debt Securities	20.8%
Public Equity	27.5% - 37.5%	32.5%	Public Equity	29.4%
Real estate	9.5% - 15.5%	12.5%	Real estate	10.5%
Private Equity	14.0% - 21.0%	17.5%	Private Equity	25.1%
Alternative Equity	7.5% - 17.5%	15.0%	Alternative Equity	9.5%
Opportunity Portfolio ¹	0.0% - 5.0%	0.0%	Opportunity Portfolio	2.3%
Risk Parity	0.0% - 2.5%	2.5%	Risk Parity	2.4%
Total		<u>100%</u>	Total	<u>100%</u>

¹Opportunity Portfolio is an investment strategy and it may be invested up to 5% of total plan net position.

²Based on the actual investment value at 6/30/2021.

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

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 June 2021 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 Return¹</u>				
Asset Class	Target Allocation	Annual Arithmetic Return ²	20-Year Annualized Geometric Mean	Annual Standard Deviation
Global Equity	30.62%	7.11%	5.85%	17.05%
Private Equity	25.50%	11.35%	7.71%	30.00%
Core Fixed Income	23.75%	2.80%	2.73%	3.85%
Real Estate	12.25%	6.29%	5.66%	12.00%
Master Limited Partnerships	0.75%	7.65%	5.71%	21.30%
Infrastructure	1.50%	7.24%	6.26%	15.00%
Commodities	0.63%	4.68%	3.10%	18.85%
Hedge Fund of Funds - Multistrategy	1.25%	5.42%	5.11%	8.45%
Hedge Fund Equity - Hedge	0.63%	5.85%	5.31%	11.05%
Hedge Fund - Macro	5.62%	5.33%	5.06%	7.90%
US Cash ³	-2.50%	1.77%	1.76%	1.20%
Assumed Inflation - Mean			2.40%	1.65%

¹Based on the Oregon Investment Council's (OIC) Statement of Investment Objectives and Policy Framework for the Oregon Public Employees Retirement Fund as most recently revised on June 2, 2021.

²The 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.

³Negative allocation to cash represents leveraged exposure from allocation to Risk Parity strategy.

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 5.90%	Discount Rate 6.90%	1% Increase 7.90%
Employer's proportionate share of the net pension liability	\$ 1,780,068	\$ 906,458	\$ 175,565

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

PENSION PLAN (Cont.):

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

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

Mortality Rates

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

Assumption	Recommended December 31, 2018 and 2019 Valuations	Recommended December 31, 2020 and 2021 Valuations
Healthy Annuitant Mortality	Pub-2010 Healthy Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale	Pub-2010 Healthy Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale
School District male	Teachers, no set back	Blend 80% Teachers and 20% General Employees, no set back
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
Disabled Retiree Mortality	Pub-2010 Disabled Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale	Pub-2010 Disabled Retiree, Sex Distinct, Generational Projection with Unisex Social Security Data Scale
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
Non-Annuitant Mortality	Pub-2010 Employee, Sex Distinct, Generational Projection with Unisex Social Security Data Scale	Pub-2010 Employee, Sex Distinct, Generational Projection with Unisex Social Security Data Scale
School District male	120% of same table and set back as Healthy Annuitant assumption	125% of same table and set back as Healthy Annuitant assumption
Other General Service male	115% of same table and set back as Healthy Annuitant assumption	No change
Police & Fire male	100% of same table and set back as Healthy Annuitant assumption	No change
School District female	100% of same table and set back as Healthy Annuitant assumption	No change
Other General Service female	125% of same table and set back as Healthy Annuitant assumption	No change
Police & Fire female	100% of same table and set back as Healthy Annuitant assumption	No change

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

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, 2020, 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 76, of the June 30, 2021, Oregon PERS ACFR.

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

On June 30, 2022, the employer reported a liability of \$906,458 for its proportionate share of the net pension liability. The net pension liability/(asset) was measured as of June 30, 2021, 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.

CITY OF COBURG**NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2022****PENSION PLAN (Cont.):**

On June 30, 2022, the employer's proportion was 0.00757498%.

For the year ended June 30, 2022, the employer recognized pension expense of \$172,827. On June 30, 2021, the employer reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 84,850	\$ -
Changes of assumptions	226,914	2,386
Net difference between projected and actual earnings on investments	-	671,044
Changes in proportionate share	311,186	35,818
Differences between employer contributions and employer's proportionate share of system contributions	-	77,924
Total Deferred Outflows/Inflows	\$ 622,950	\$ 787,172
Post-measurement date contributions	181,392	N/A
Total Deferred Outflow/(Inflow) of Resources	<u>\$ 804,342</u>	<u>\$ 787,172</u>
Net Deferred Outflow/(Inflow) of Resources prior to post-measurement date contributions		<u>(164,222)</u>

Contributions of \$181,392, for PERS defined benefits, were made subsequent to the measurement date, but prior to the end of the District'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:

Employer subsequent fiscal years	Deferred Outflow/(Inflow) of Resources (prior to post-measurement date contributions)
1st Fiscal Year	\$ (19,990)
2nd Fiscal Year	(19,737)
3rd Fiscal Year	(35,019)
4th Fiscal Year	(122,054)
5th Fiscal Year	32,577
Thereafter	-
Total	<u>\$ (164,223)</u>

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

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 <https://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>.

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, 2021, state agencies contributed 0.06 and 0.12 percent of PERS-covered salaries for Tier One and Tier Two members to fund the normal cost portion of RHIA and RHIPA benefits, respectively. No UAL rate was assigned for the RHIA program as it was funded at 126.4 percent as of December 31, 2017. 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.

Contributions

The City's contributions to OPERS' RHIA for the years ended June 30, 2022, 2021, and 2020 were \$174, \$141, and \$490 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, 2021. That independently audited report was dated February 25, 2022, and can be found at: <https://sos.oregon.gov/audits/Documents/2022-09.pdf>

CITY OF COBURG**NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2022****OTHER POST-EMPLOYMENT BENEFITS (OPEB) RHIA (Cont.):**

Actuarial Methods and Assumptions Used in Developing Total OPEB (RHIA) Liability:

Actuarial Methods and Assumptions - OPEB Plans - RHIA	
	RHIA
Valuation Date	December 31, 2019
Measurement Date	June 30, 2021
Experience Study	2018, published July 24, 2019
Actuarial cost method	Entry Age Normal
Actuarial assumptions:	
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: 32% Disabled retirees: 20%
Healthcare cost trend rate	Not applicable
Mortality	Healthy retirees and beneficiaries: 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. Active members: Pub-2010 Employee, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation. Disabled retirees: 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.

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 2018 Experience Study which is reviewed for the four-year period ending December 31, 2018.

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, 2022

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: <https://www.oregon.gov/pers/Documents/Financials/CAFR/2021-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	\$ (16,014)	\$ (18,108)	\$ (19,897)

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

At June 30, 2022, the City reported a net OPEB RHIA liability/(asset) of \$(18,108) for its proportionate share of the net OPEB RHIA liability/(asset). The OPEB liability/(asset) was measured as of June 30, 2021, 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, 2019. 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, 2021, the City's proportion was 0.00527308 percent. OPEB RHIA expense/(income) recorded for the year ended June 30, 2022 was \$(1,838).

CITY OF COBURG

Item 5.

NOTES TO THE BASIC FINANCIAL STATEMENTS**June 30, 2022****OTHER POST-EMPLOYMENT BENEFITS (OPEB) RHIA:**

On June 30, 2022, the employer reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 504
Changes of assumptions	356	269
Net difference between projected and actual earnings on investments	-	4,303
Changes in proportionate share	1,950	2
Total Deferred Outflows/Inflows	\$ 2,306	\$ 5,078
Post-measurement date contributions	174	N/A
Total Deferred Outflow/(Inflow) of Resources	<u>\$ 2,480</u>	<u>\$ 5,078</u>
Net Deferred Outflow/(Inflow) of Resources prior to post-measurement date contributions		<u>(2,772)</u>

Contributions of \$174 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 OPEB expense as follows:

Employer subsequent fiscal years	Deferred Outflow/(Inflow) of Resources (prior to post-measurement date contributions)
1st Fiscal Year	\$ (361)
2nd Fiscal Year	(69)
3rd Fiscal Year	(982)
4th Fiscal Year	(1,360)
5th Fiscal Year	-
Thereafter	-
Total	<u>\$ (2,772)</u>

Changes Subsequent to the Measurement Date

We are not aware of any changes subsequent to the June 30, 2021 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, 2022

OTHER POST-EMPLOYMENT BENEFITS (OPEB) CIS:

Retiree Healthcare Insurance Premiums Subsidy

Plan Description

The City operates a single employer retiree benefit plan through the City county 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, 2022, the City reported a net OPEB IRSP liability/(asset) of \$42,319 for its proportionate share of the net OPEB IRSP liability/(asset). The OPEB IRSP liability/(asset) was measured as of June 30, 2021, 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, 2020. 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, 2021, the City’s OPEB IRSP expense/(income) for the year ended June 30, 2022, was \$5,040.

Actuarial Methods and Assumptions - The City engaged an actuary to perform an evaluation as of July 1, 2020, 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:

Discount Rate	3.50%	2.21%	2.16%
Other Key Actuarial Assumptions and Methods			
Valuation date	July 1, 2018	July 1, 2020	July 1, 2020
Measurement date	June 30, 2019	June 30, 2020	June 30, 2021
Inflation	2.50%	2.50%	2.50%
Salary increases	3.50%	3.50%	3.50%
Withdrawal, retirement, and mortality rates	December 31, 2019 Oregon PERS valuation	December 31, 2019 Oregon PERS valuation	December 31, 2019 Oregon PERS valuation
Election and Lapse Rates	40% of eligible employees. 60% of male members and 35% of female members will elect spouse coverage.	40% of eligible employees. 60% of male members and 35% of female members will elect spouse coverage.	40% of eligible employees. 60% of male members and 35% of female members will elect spouse coverage.
Actuarial cost method	Entry Age Normal	Entry Age Normal	Entry Age Normal

CITY OF COBURG

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2022

OTHER POST-EMPLOYMENT BENEFITS (OPEB) CIS (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, 2021, reporting date is 2.21%, and the discount rate in effect for the June 30, 2022 reporting date is 2.16%.

Health Care Cost Trend

The assumed medical and vision costs will increase 5.25% for FYE June 30, 2022. In future years, the medical and vision cost trend varies between 5.75% and 4.00% due to the timing of the excise tax scheduled to affect health care benefits. The trend then settles to an ultimate rate of 4.00%.

Withdrawal, Retirement and Mortality Rates

They are generally using the rates adopted by the Oregon Public Employees Retirement System (PERS) for its December 31, 2019, 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 liability of the Plan, calculated using the disclosure discount rate as well as what the Plan's total OPEB 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 1.16%	Discount Rate 2.16%	1% Increase 3.16%
Total OPEB liability from Implicit Rate Subsidy	\$ 46,911	\$ 42,319	\$ 38,076
	1% Decrease	Trend Rate	1% Increase
Total OPEB liability from Implicit Rate Subsidy	\$ 35,358	\$ 42,319	\$ 50,878

CITY OF COBURG**NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2022****OTHER POST-EMPLOYMENT BENEFITS (OPEB) CIS (Cont.):****Participation**

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

Members as of Valuation Date July, 1, 2020	PERS Police & Fire	PERS General Service	Total
Number of Members			
Active	3	11	14
Retired Members	0	0	0
Spouses of Ineligible Retirees	0	0	0
Total Participants	3	11	14
Spouses of Eligible Retirees	0	0	0

Changes in Net OPEB CIS IRSP Liability

Changes in Total OPEB Liability	Increase (Decrease) Total OPEB Liability
Balance as of June 30, 2021	\$ 34,597
Changes for the year:	
Service Cost	6,677
Interest	911
Effect of changes to benefit terms	-
Effect of economic/ demographic gains or losses	-
Effect of assumptions or other inputs	220
Employer Contributions	
Benefit payments	(86)
Net OPEB Liability at June 30, 2022	\$ 42,319

CITY OF COBURG**NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2022****OTHER POST-EMPLOYMENT BENEFITS (OPEB) CIS (Cont.)****Components of OPEB CIS IRSP Expense**

OPEB Expense	July 1, 2021 to June 30, 2022
Service cost	\$ 6,677
Interest on total OPEB liability	911
Effect of plan changes	-
Recognition of Deferred (Inflows)/Outflow	-
Recognition of economic/demographic	(1,939)
Recognition of assumption changes	(609)
Administrative Expense	n/a*
OPEB Expense	\$ 5,040

Schedule of Deferred Inflows and Outflows of Resources for OPEB CIS IRSP

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 12,702
Changes of assumptions or inputs	1,199	4,371
(prior to post-measurement date contributions)	\$ 1,199	\$ 17,073
Net Deferred Outflow/(Inflow) of Resources prior to post-measurement date contributions		(15,874)

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:

Employer subsequent fiscal years	Deferred Outflow/(Inflow) of Resources (prior to post-measurement date contributions)
1st Fiscal Year	\$ (2,548)
2nd Fiscal Year	(2,548)
3rd Fiscal Year	(2,548)
4th Fiscal Year	(2,548)
5th Fiscal Year	(2,422)
Thereafter	(3,260)
Total	\$ (15,874)

CITY OF COBURG**NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2022****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 which may be disallowed by the grantor cannot be determined at this time although the City expects such amount, if any, 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 amount of 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 it may 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:

Interfund transfers for the year ended June 30, 2022, were as follows:

	Transfers Out	Transfers In
Coburg Urban Renewal Agency Fund	\$ 375,000	\$ -
Sewer Fund	-	375,000
Total	<u>\$ 375,000</u>	<u>\$ 375,000</u>

The City makes various interfund transfers to move resources between funds to provide resources for expenditures that are not supported by other revenues. The transfers are part of the City's budget preparation and adoption. The Coburg Urban Renewal Agency Fund transferred funds to the Sewer Fund for the purpose of debt payments.

CITY OF COBURG**NOTES TO THE BASIC FINANCIAL STATEMENTS****June 30, 2022****OVER-EXPENDITURE OF APPROPRIATIONS:**

Expenditures in excess of appropriations in individual funds for the year ended June 30, 2022, occurred as follows:

<u>Fund / Department</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Variance</u>
General Fund / Administration	\$ 789,304	\$ 813,846	\$ 24,542
General Fund / Planning	\$ 338,227	\$ 349,634	\$ 11,407
General Fund / Public Works Admin.	\$ 514,847	\$ 526,389	\$ 11,542
Street Fund / Street Capital	\$ 210,677	\$ 239,633	\$ 28,956
Urban Renewal Agency / Mat. & Supplies	\$ 8,775	\$ 12,071	\$ 3,296

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, 2022

	Budgeted Amounts		Actual Amounts (Budgetary Basis) (See Note 1)	Variance with Final Budget Over (Under)
	Original	Final		
<u>REVENUES:</u>				
Taxes and Assessments	\$ 894,000	\$ 894,000	\$ 873,210	\$ (20,790)
Intergovernmental	71,640	71,640	95,701	24,061
Franchise Fees	286,200	286,200	224,070	(62,130)
Licenses, Permits, & Misc Fees	208,810	208,810	157,698	(51,112)
Fines and Forfeitures	127,080	127,080	141,683	14,603
Investment Revenue	16,856	16,856	3,590	(13,266)
Grants and Donations	378,450	378,450	194,425	(184,025)
Charges for Services	272,616	272,616	103,665	(168,951)
Interdepartmental Charges	833,947	833,947	782,934	(51,013)
Other Revenue	83,035	83,035	19,958	(63,077)
Total Revenues	3,172,634	3,172,634	2,596,934	(575,700)
<u>EXPENDITURES:</u>				
Administration Department	789,304	789,304	813,846	24,542
Facility Management Department	148,100	148,100	130,815	(17,285)
Planning Department	338,227	338,227	349,634	11,407
Police Department	811,325	811,325	731,464	(79,861)
Municipal Court	161,221	161,221	142,726	(18,495)
Economic Development	97,070	97,070	87,949	(9,121)
Park	64,172	64,172	55,227	(8,945)
Park Capital	43,297	43,297	35,993	(7,304)
Public Works Administration	514,847	514,847	526,389	11,542
Not Allocated to an Organizational Unit:				
Debt Service				
Principal	15,000	15,000	15,000	-
Interest	15,600	15,600	15,599	(1)
Contingency	250,000	250,000	-	(250,000)
Total Expenditures	3,248,163	3,248,163	2,904,642	(343,521)
Net Change in Fund Balance	(75,529)	(75,529)	(307,708)	(232,179)
Fund Balance - July 1, 2021	750,000	750,000	746,577	(3,423)
Fund Balance - June 30, 2022	\$ 674,471	\$ 674,471	\$ 438,869	\$ (235,602)

CITY OF COBURG
Schedule of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual
STREET FUND
For the Fiscal Year Ended June 30, 2022

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u> <u>(Budgetary Basis)</u>	<u>Variance with</u> <u>Final Budget</u> <u>Over</u>
	<u>Original</u>	<u>Final</u>	<u>(See Note 1)</u>	<u>(Under)</u>
<u>REVENUES:</u>				
Intergovernmental	\$ 419,060	\$ 419,060	\$ 410,304	\$ (8,756)
Grants	-	-	59,047	59,047
Investment Revenue	7,568	7,568	6,344	(1,224)
Charges for Services	271,441	271,441	80,549	(190,892)
Miscellaneous Revenue	500	500	8,338	7,838
Total Revenues	698,569	698,569	564,582	(133,987)
<u>EXPENDITURES:</u>				
Street	1,566,820	1,566,820	182,657	(1,384,163)
Contingency	200,000	200,000	-	(200,000)
Street Capital	210,677	210,677	239,633	28,956
Debt Service	350,000	350,000	-	(350,000)
Total Expenditures	2,327,497	2,327,497	422,290	(1,905,207)
Excess (Deficiency) of Revenues Over Expenditures	(1,628,928)	(1,628,928)	142,292	1,771,220
<u>OTHER FINANCING SOURCES / (USES):</u>				
Proceeds from Bond Sales	1,400,000	1,400,000	-	1,400,000
Total Other Financing Sources (Uses)	1,400,000	1,400,000	-	1,400,000
Net Change In Fund Balance	(228,928)	(228,928)	142,292	3,171,220
Fund Balance - July 1, 2021	882,194	882,194	815,277	(66,917)
Fund Balance - June 30, 2022	\$ 653,266	\$ 653,266	\$ 957,569	\$ 3,104,303

CITY OF COBURG
**Schedule of Revenues, Expenditures,
and Changes In Fund Balance - Budget and Actual**
URBAN RENEWAL AGENCY FUND
(A Component Unit of the City of Coburg)
For the Fiscal Year Ended June 30, 2022

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Over</u>
				<u>(Under)</u>
<u>REVENUES:</u>				
Taxes and Assessments	\$ 405,000	\$ 405,000	\$ 384,502	\$ (20,498)
Investment Revenue	7,000	7,000	1,470	(5,530)
Total Revenues	412,000	412,000	385,972	(26,028)
<u>EXPENDITURES:</u>				
Materials and Supplies	8,775	8,775	12,071	3,296
Total Expenditures	8,775	8,775	12,071	3,296
Excess (Deficiency) of Revenues Over Expenditures	403,225	403,225	373,901	(29,324)
<u>OTHER FINANCING SOURCES / (USES):</u>				
Operating Transfer (Out)	(400,000)	(400,000)	(375,000)	(25,000)
Total Other Financing Sources (Uses)	(400,000)	(400,000)	(375,000)	(25,000)
Net Change In Fund Balance	3,225	3,225	(1,099)	(4,324)
Fund Balance - July 1, 2021	50,000	50,000	37,603	(12,397)
Fund Balance - June 30, 2022	\$ 53,225	\$ 53,225	\$ 36,504	\$ (16,721)

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

Measurement Date June 30,	(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	(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
2022	0.00757498%	\$ 906,458	\$ 987,310	91.81%	87.6%
2021	0.00636919%	906,458	722,383	102.44%	75.8%
2020	0.00480466%	831,091	811,306	102.44%	80.2%
2019	0.00534755%	810,083	746,600	108.50%	82.1%
2018	0.00571827%	770,825	768,473	100.31%	81.3%
2017	0.00542243%	814,033	680,984	119.54%	80.5%
2016	0.00467319%	268,309	675,338	39.73%	91.9%
2015	0.00517355%	\$ (117,270)	\$ 416,570	-28.15%	103.6%

*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
2022	\$ 240,630	\$ 240,630	\$ -	\$ 987,310	24.37%
2021	161,461	161,461	-	722,383	17.94%
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*

Measurement Date June 30,	(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	(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
2022	0.00527308%	\$ (18,108)	\$ 987,310	-1.83%	183.9%
2021	0.00687514%	(13,968)	722,383	-1.93%	150.1%
2020	0.00687559%	(13,286)	811,306	-1.64%	144.4%
2019	0.00679127%	(7,581)	746,600	-1.02%	124.0%
2018	0.00646188%	(2,697)	768,473	-0.35%	108.9%
2017	0.00724014%	\$ 1,966	\$ 680,984	0.29%	94.2%

*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 employee payroll	(b/c) Contributions as a percent of covered payroll
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 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 employee payroll	(b/c) Contributions as a percent of covered payroll
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

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, 2022

	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis) (See Note 1)	Variance with Final Budget Over (Under)
	<u>Original</u>	<u>Final</u>		
<u>REVENUES:</u>				
Charges for Services	\$ 1,125,712	\$ 1,125,712	\$ 957,577	\$ (168,135)
Investment Revenue	3,352	3,352	8,035	4,683
Other Revenue	4,500	4,500	3,300	(1,200)
Total Revenues	1,133,564	1,133,564	968,912	(164,652)
<u>EXPENDITURES:</u>				
Water	368,990	368,990	350,511	(18,479)
Contingency	300,000	300,000		(300,000)
Water Capital Outlay	3,083,794	3,083,794	451,670	(2,632,124)
Debt Service				
Principal	300,000	300,000	150,000	(150,000)
Interest	16,650	16,650	16,650	-
Total Expenditures	4,069,434	4,069,434	968,831	(3,100,603)
Excess (Deficiency) of Revenues Over Expenditures	(2,935,870)	(2,935,870)	81	2,935,951
<u>OTHER FINANCING SOURCES / (USES):</u>				
Loan Proceeds	2,022,204	2,022,204	302,570	(1,719,634)
Total Other Financing Sources (Uses)	2,022,204	2,022,204	302,570	(1,719,634)
Net Change In Fund Balance	(913,666)	(913,666)	302,651	1,216,317
Fund Balance - July 1, 2021	1,309,202	1,309,202	1,414,852	105,650
Fund Balance - June 30, 2022	\$ 395,536	\$ 395,536	\$ 1,717,503	\$ 1,321,967

CITY OF COBURG
Schedule of Revenues, Expenditures,
and Changes in Fund Balance - Budget and Actual
SEWER FUND
For the Fiscal Year Ended June 30, 2022

	Budgeted Amounts		Actual Amounts (Budgetary Basis) (See Note 1)	Variance with Final Budget Over (Under)
	Original	Final		
<u>REVENUES:</u>				
Taxes & Assessments	\$ 53,517	\$ 53,517	\$ 90,811	\$ 37,294
Charges for Services	1,210,683	1,210,683	917,689	(292,994)
Investment Revenue	500	500	886	386
Total Revenues	1,264,700	1,264,700	1,009,386	(255,314)
<u>EXPENDITURES:</u>				
Sewer	670,790	670,790	522,231	(148,559)
Sewer Capital	52,540	52,540	4,073	(48,467)
Contingency	350,000	350,000	-	(350,000)
Sewer Debt Service	47,570	47,570	42,714	(4,856)
Debt Service:				
Principal	620,924	620,924	620,924	-
Interest	247,520	247,520	247,519	(1)
Total Expenditures	1,989,344	1,989,344	1,437,461	(551,883)
Excess (Deficiency) of Revenues Over Expenditures	(724,644)	(724,644)	(428,075)	296,569
<u>OTHER FINANCING SOURCES / (USES):</u>				
Operating Transfer In	400,000	400,000	375,000	(25,000)
Total Other Financing Sources (Uses)	400,000	400,000	375,000	25,000
Net Change In Fund Balance	(324,644)	(324,644)	(53,075)	271,569
Fund Balance - July 1, 2021	2,190,443	2,190,443	2,228,802	38,359
Fund Balance - June 30, 2022	\$ 1,865,799	\$ 1,865,799	\$ 2,175,727	\$ 309,928

OTHER INFORMATION

CITY OF COBURG
SCHEDULE OF LONG-TERM DEBT TRANSACTIONS
For the Fiscal Year Ended June 30, 2022

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.

Current Year Activity:

	Outstanding Balance July 1, 2021	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2022	Due Within One Year
Principal	\$ 991,458	\$ 302,570	\$ -	\$ 1,294,028	\$ -
Total	<u>\$ 991,458</u>	<u>\$ 302,570</u>	<u>\$ -</u>	<u>\$ 1,294,028</u>	<u>\$ -</u>

CITY OF COBURG
SCHEDULE OF LONG-TERM DEBT TRANSACTIONS
For the Fiscal Year Ended June 30, 2022

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, 2021	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2022	Due Within One Year
Principal	\$ 8,513,989	\$ -	\$ 535,924	\$ 7,978,065	\$ 540,542
Interest	-	72,070	72,070	-	67,452
Total	<u>\$ 8,513,989</u>	<u>\$ 72,070</u>	<u>\$ 607,994</u>	<u>\$ 7,978,065</u>	<u>\$ 607,994</u>

Future Requirements:

	Fiscal Year Ended June 30,	Principal	Interest	Total	Interest Rate
	2023	\$ 540,542	\$ 67,452	\$ 607,994	0.86%
	2024	545,201	62,793	607,994	0.86%
	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%
Total		<u>\$ 7,978,065</u>	<u>\$ 505,418</u>	<u>\$ 8,483,483</u>	

CITY OF COBURG
SCHEDULE OF LONG-TERM DEBT TRANSACTIONS
For the Fiscal Year Ended June 30, 2022

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:

	Outstanding Balance July 1, 2021	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2022	Due Within One Year
Principal	\$ 5,135,000	\$ -	\$ 85,000	\$ 5,050,000	\$ 90,000
Interest	-	175,450	175,450	-	172,900
Total	<u>\$ 5,135,000</u>	<u>\$ 175,450</u>	<u>\$ 260,450</u>	<u>\$ 5,050,000</u>	<u>\$ 262,900</u>

Future Requirements:

	Fiscal Year Ended June 30,	Principal	Interest	Total	Interest Rate
	2023	\$ 90,000	\$ 172,900	\$ 262,900	3.00%
	2024	95,000	170,200	265,200	3.00%
	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>\$ 5,050,000</u>	<u>\$ 3,622,900</u>	<u>\$ 8,672,900</u>	

CITY OF COBURG
SCHEDULE OF LONG-TERM DEBT TRANSACTIONS
For the Fiscal Year Ended June 30, 2022

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:

	Outstanding Balance July 1, 2021	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2022	Due Within One Year
Principal	\$ 555,000	\$ -	\$ 150,000	\$ 405,000	\$ 170,000
Interest	-	16,650	16,650	-	12,150
Total	<u>\$ 555,000</u>	<u>\$ 16,650</u>	<u>\$ 166,650</u>	<u>\$ 405,000</u>	<u>\$ 182,150</u>

Future Requirements:

	Fiscal Year Ended June 30,	Principal	Interest	Total	Interest Rate
	2023	\$ 170,000	\$ 12,150	\$ 182,150	3.00%
	2024	75,000	7,050	82,050	3.00%
	2025	80,000	4,800	84,800	3.00%
	2026	80,000	2,400	82,400	3.00%
Total		<u>\$ 405,000</u>	<u>\$ 26,400</u>	<u>\$ 431,400</u>	

CITY OF COBURG
SCHEDULE OF LONG-TERM DEBT TRANSACTIONS
For the Fiscal Year Ended June 30, 2022

US Bank Global Corp. Trust Services - Govnmntl. 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, 2021	New Issues and Interest Matured	Principal and Interest Retired	Outstanding Balance June 30, 2022	Due Within One Year
Principal	\$ 520,000	\$ -	\$ 15,000	\$ 505,000	\$ 15,000
Interest	-	15,599	15,599	-	15,150
Total	<u>\$ 520,000</u>	<u>\$ 15,599</u>	<u>\$ 30,599</u>	<u>\$ 505,000</u>	<u>\$ 30,150</u>

Future Requirements:

	Fiscal Year Ended June 30,	Principal	Interest	Total	Interest Rate
	2023	\$ 15,000	\$ 15,150	\$ 30,150	3.00%
	2024	15,000	14,700	29,700	3.00%
	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>\$ 505,000</u>	<u>\$ 205,800</u>	<u>\$ 710,800</u>	

REPORTS ON LEGAL
AND
REGULATORY REQUIREMENTS

CITY OF COBURG

Item 5.

INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

As of June 30, 2022

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, 2022 and have issued our report thereon dated December 31, 2022. 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, with the following exceptions:

- There were over expenditures in three funds. See the Over expenditure note disclosure for details.

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 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
December 31, 2022



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Operation Center Update

Meeting Date: February 14th 2023

Staff Contact: Brian Harmon Public Works Director

Contact: 541-682-7857 brian.harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Information only

BACKGROUND

The Operations Center has been in development for a couple of years. The Center will house the Public Works Department equipment, management offices, SCADA System, and Training Room. Currently the Public Works is confined to one room for all staff, SCADA System, and offices. The Wastewater Treatment Facility is also used for storage of almost all overflow from the Water Department, Street Department, and Parks Department. Maintenance shop is also overflowing with tools and supplies that need to be stored indoors, which makes fleet maintenance almost impossible at times.

The new operations building will be roughly the same size as the Wastewater Treatment Plant building (4,800sq/ft). In addition, the Coburg Fire District has partnered with the City to build an auxiliary building. The Fire District will utilize this building in the short-term future (5-7 years). After the Fire District no longer needs the building, it will become the full property of the City. The Fire District contribution is \$90,000 for the auxiliary building. This is the majority of the construction estimate cost. The City is funding the engineering and construction costs exceeding \$90,000. We feel this is a win win for everyone involved. The construction estimates are very conservative and may lead to lower than expected bids. I have attached the cover of the construction plans that shows locations of Operation Center and shop.

High points: We believe this is the best direction for the future of the Public Works Department's requirements for successful operations. We have considered growth predictions for the City, and sized these buildings accordingly.

Concerns: Storm water management could be an issue. We are working with engineering on how to manage this. When we started the plan for this build we were estimating costs of

\$900,000 over a two-year period, and now are looking at estimates of \$1,000,000. The longer we take to build the more the costs could rise.

BUDGET

The estimated cost of the Operations Center is \$1,000,000.

\$500,000 has been budgeted for this fiscal year, including \$200,000 in Water, \$200,000 in Sewer, and \$100,000 in Streets. Additionally, \$400,000 was budgeted in FY 2024 in the projected five year budget.

RECOMMENDATIONS AND ALTERNATIVES

Staff recommends that the City continue to move forward with the Operations Building Construction in the summer of 2023.

PUBLIC INVOLVEMENT

This was discussed during the budget process

NEXT STEPS

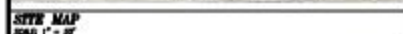
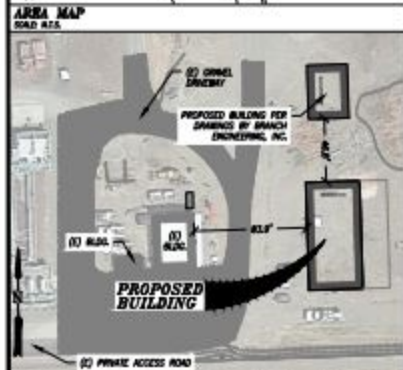
- Start the process to advertise, receive, and select a bid for construction...

ATTACHMENTS

- A. 90% Plans – construction plans cover page only
-

Reviewed by:

Anne Heath, City Administrator



DEFERRED SUBMITTAL:

1. PRE-MANUFACTURED METAL BUILDING (DESIGN BY OTHERS).
2. BUILDING FOUNDATION - SPREAD FOOTINGS & CHU-BL-PLATE ANCHOR DESIGN.
3. MECHANICAL HVAC DESIGN.
4. PLUMBING DESIGN.
5. ELECTRICAL DESIGN.

NATURAL VENTILATION (1705.5)

REQUIRED VENTILATION AREA 14500' x .08 = 1160' x 250' MIN. (N.B. OFFICE)
 PROVIDED VENTILATION AREA 37' x 71' DOOR = 2637'
 PROVIDE A SINGLE DOOR AT EACH SPACE PLUS A MINIMUM OF 450' ADDITIONAL NATURAL VENTILATION AREA.

STATEMENT OF SPECIAL INSPECTION			
TABLE 1705.3 REQUIRED SPECIAL INSPECTIONS AND TESTS OF CONCRETE CONSTRUCTION			
TYPE	CONT.	PERIODIC	REFERENCE STANDARD
4. INSPECT ANCHORS POST-INSTALLED IN HARDENED CONCRETE MEMBERS.		X	ACI 318: 17.6.2
5. MECHANICAL ANCHORS AND ANCHORAGE ANCHORS NOT DEFINED IN 4.4.			
TABLE 1705.6 REQUIRED SPECIAL INSPECTIONS AND TESTS OF SOILS			
VERIFICATION & INSPECTION	CONT.	PERIODIC	
1. VERIFY MATERIALS BELOW SHALLOW FOUNDATIONS ARE ADEQUATE TO ACHIEVE THE DESIGN BEARING CAPACITY.		X	
2. VERIFY EXCAVATIONS ARE EXTENDED TO PROPER DEPTH AND HAVE REACHED PROPER MATERIAL.		X	
3. PERFORM CLASSIFICATION AND TESTING OF COMPACTED FILL MATERIALS.		X	
4. VERIFY USE OF PROPER MATERIALS, DENSITIES AND LIFT THICKNESSES DURING PLACEMENT AND CONSOLIDATION OF COMPACTED FILL.		X	
5. PRIOR TO PLACEMENT OF COMPACTED FILL, INSPECT SURROUND AND VERIFY THAT SITE HAS BEEN PREPARED PROPERLY.	X		

TABLE 1705.2 - AS REQUIRED BY METAL BUILDING MANUFACTURER.

SELECTED ABBREVIATIONS

1. ALL - ALL THRESHOLD FIBER
2. ISO - NOT-OF GALVANIZED
3. T.O. - TOP OF
4. ACC - ACCESSIBLE
5. TYP - TYPICAL
6. MAX - MAXIMUM
7. MIN - MINIMUM
8. CLG - CLEAR

OPERATIONS & MAINTENANCE BUILDING CITY OF COBURG COBURG, LANE COUNTY, OREGON

SITE LOCATION

2007 S. COBURG ROAD
 COBURG, OREGON 97101

DESIGN TEAM

OWNER

CITY OF COBURG
 CONTACT: JIMMY HARRIS
 PO BOX 8210
 COBURG, OREGON 97101
 OFFICE: (503) 853-2812
 EMAIL: JHARRIS@CITYOF-COBURG.ORG

CITY ENGINEER

BRANCH ENGINEERING, INC.
 CONTACT: JILL LEVINE, P.E.
 210 SW STREET
 SPRINGFIELD, OR 97157
 OFFICE: (503) 794-5617
 EMAIL: JLEVINE@BRANCHENGINEERING.COM

STRUCTURAL ENGINEER

BRANCH ENGINEERING, INC.
 CONTACT: JILL LEVINE, P.E.
 210 SW STREET
 SPRINGFIELD, OR 97157
 OFFICE: (503) 794-5617
 EMAIL: JLEVINE@BRANCHENGINEERING.COM

CONTRACTOR

CONTRACT: TBD

METAL BUILDING MANUFACTURER

DELEGATED DESIGN BY OTHERS

CONTACT: TBD

PROJECT DESCRIPTION

CONSTRUCT PRE-MANUFACTURED METAL BUILDING WITH CONCRETE SLAB-ON-GRADE FOUNDATION. THE PROPOSED METAL BUILDING IS INTENDED FOR MAINTENANCE AND REPAIR OF THE SCHOOL DISTRICT'S FLEET VEHICLES.

DRAWING INDEX

0001 COVER SHEET

0101 NEW 2ND FLOOR PLAN

0102 MEZZANINE FLOOR PLAN

0103 LOWER LEVEL REFLECTED CEILING PLAN

0104 ROOF PLAN

0201 ELEVATIONS

0202 SECTIONS

0401 STRUCTURAL ELEVATIONS

0402 ARCHITECTURAL DETAILS

0403 SCHEDULES

0501 STRUCTURAL NOTES

0502 FOUNDATION PLAN & NOTES

0503 MEZZANINE FLOOR PLAN

0504 STRUCTURAL NOTES

GENERAL NOTES

1. CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.
2. CONDITIONS NOT SPECIFICALLY DETAILLED SHALL BE IN GENERAL CONFORMANCE WITH CONSTRUCTION DETAILS OF A SIMILAR NATURE ELSEWHERE ON THE PROJECT.

BUILDING ENVELOPE REQUIREMENTS

CLIMATE ZONE 4C - DRY-SEMI-ARID

OPaque ELEMENT	ASSEMBLY MAX.	MIN. R-VALUE ¹ (METAL BUILDING)	MIN. R-VALUE ² (WOOD-FRAME & OTHERS)
ROOF	U-0.082	R-19	R-30
WALLS, ABOVE GROUND	U-0.142	R-13	R-13
SLAB-ON-GRADE FLOOR - UNHEATED	F-0.730	N/A	N/A
OPaque SWINGING DOOR	U-0.270	N/A	N/A
OPaque NON-SWINGING DOOR	U-0.360	N/A	N/A
VERTICAL FENESTRATION 3'-8" OF WALL	ASSEMBLY MAX. U	ASSEMBLY MAX. SHGC	ASSEMBLY MIN. VT/SHGC
FIXED	0.50	N/A	N/A
OPERABLE	0.65 (FOR ALL TYPES)	(FOR ALL TYPES)	(FOR ALL TYPES)
ENTRANCE DOOR	0.77	N/A	N/A
SKYLIGHT 6'-36" OF ROOF	ASSEMBLY MAX. U	ASSEMBLY MAX. SHGC	ASSEMBLY MIN. VT/SHGC
ALL TYPES	0.75	N/A	N/A

1. SEE SHEET A001 FOR ASSEMBLY DETAILS.

2. SEMI-HEATED BUILDING ENVELOPE PER ASHRAE 90.1-2019 5.6.2

SEMI-HEATED SPACE NOTES (ASHRAE STANDARD 90.1-2019 5.6.2 DETAILMENTS - SPACE):
 1. HEATING SYSTEM OUTPUT CAPACITY SHALL BE LESS THAN 8 BTU/H·F (TABLE 5.6.2)
 2. COOLING SYSTEM OUTPUT CAPACITY SHALL BE LESS THAN 3.4 BTU/H·F

BUILDING CODE COMPLIANCE

APPLICABLE CODE:

2022 OREGON STRUCTURAL SPECIALTY CODE (OSSC)
 2021 OREGON ENERGY EFFICIENCY SPECIALTY CODE (OEEEC)
 2021 OREGON MECHANICAL SPECIALTY CODE (OMSC)
 2021 OREGON ELECTRICAL SPECIALTY CODE (OESC)
 2021 OREGON PLUMBING SPECIALTY CODE (OPSC)
 CITY OF COBURG
 PERI

BUILDING AUTHORITY:

CITY OF COBURG

OCCUPANCY CLASSIFICATION & USE (310):

TYPE V-1, F-1, R

CONSTRUCTION TYPE (310):

TYPE V-B NON-SPRINKLED

GENERAL BUILDING HEIGHT & AREA LIMITATIONS (310):

MIN. ALLOWABLE BUILDING HEIGHT (TB 504.3) = 40 FT

PROPOSED BUILDING HEIGHT = 40 FT

ALLOWABLE NUMBER OF STORES (TB 504.4) = 1

PROPOSED NUMBER OF STORES = 1

ALLOWABLE AREA FACTOR, A (TB 504.2) = 8,500 SF

BUILDING AREA MODIFICATION (504):

PROPOSED BUILDING AREA = 4,800 SF

PROPOSED BUILDING AREA = 4,800 SF

MEZZANINES & EQUIPMENT PLATFORMS (505.2):

ALLOWABLE MEZZANINE AREA = 1,267 SF

PROPOSED MEZZANINE AREA = 1,267 SF

*GLAZED MEZZANINES SHALL NOT CONTRIBUTE TO EITHER THE BUILDING AREA OR NUMBER OF STORES AS REGULATED BY SECTION 503.1.

FIRE-RESISTANCE RATING REQUIREMENTS FOR EXTERIOR WALLS BASED ON FIRE SEPARATION DISTANCE (TB 602):

10 ≤ X < 35 OCCUPANCY ALL (EXCEPT H) = 0

OCCUPANT LOAD (1004):

MAXIMUM FLOOR AREA PER OCCUPANT (TB 1004.5):

FUNCTION OF SPACE: SEE EGRESS PLAN

OCCUPANT LOAD FACTOR: WAKES PER PLAN

TOTAL NUMBER OF OCCUPANTS PER OWNER = 12

PROPOSED TOTAL NUMBER OF OCCUPANTS = 30

MINIMUM PLUMBING FACILITIES (2902):

SEWAGE FACILITIES (2902.2):

LOCATION OF TOILET FACILITIES (2902.3.1):

MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES (TABLE 2902.1):

WATER CLOSURES:

CLASSIFICATION STORAGE (TB 2902.1):

BUSINESS (TB 2902.1):

REQUIRED FACILITIES:

PROVIDED FACILITIES:

UNLATCHES:

CLASSIFICATION STORAGE (TB 2902.1):

BUSINESS (TB 2902.1):

REQUIRED FACILITIES:

PROVIDED FACILITIES:

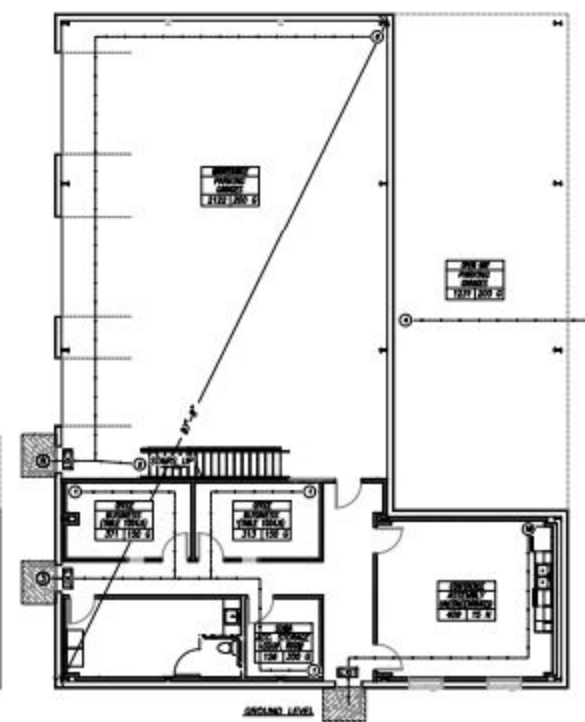
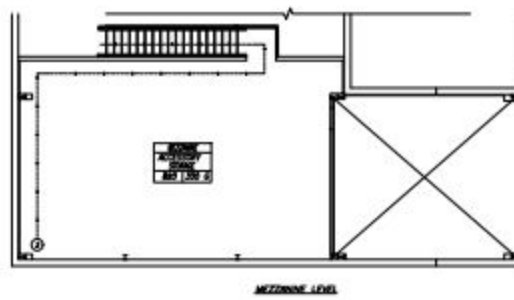
MEANS OF EGRESS ILLUMINATION NOTES

1. THE MEANS OF EGRESS SERVING A ROOM OR SPACE SHALL BE ILLUMINATED AT ALL TIMES THAT THE ROOM OR SPACE IS OCCUPIED.
2. THE MEANS OF EGRESS ILLUMINATION LEVEL UNDER NORMAL POWER SHALL NOT BE LESS THAN 1 FOOTCANDLE (1 LUX) AT THE BUILDING ENTRANCE.
3. EMERGENCY POWER (BATTERY BACKUP) FOR ILLUMINATION SHALL BE PROVIDED AT AREAS NOTED FOR PLAN DRAWING, FOR A DURATION OF NOT LESS THAN 90 MIN. SUCH AREAS INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:
 - a. EXTERIOR LIGHTING
 - b. INTERIOR LIGHTING
 - c. ELECTRICAL EQUIPMENT ROOMS
4. ILLUMINATION UNDER EMERGENCY POWER SHALL BE ARRANGED TO PROVIDE MINIMAL ILLUMINATION THAT IS NOT LESS THAN AN AVERAGE OF 1 FOOTCANDLE (1 LUX) AND A MINIMUM AT ANY POINT OF 0.1 FOOTCANDLE (1 LUX) MEASURED ALONG THE PATH OF EGRESS AT FLOOR LEVEL.

EGRESS ANALYSIS

TOTAL NUMBER OF OCCUPANTS	= 25 (MAIN BUILDING) < 25
NUMBER OF EXITS REQUIRED	= 2 (DOOR-THRU WALL) < 2
NUMBER OF EXITS PROVIDED	= 2
ALLOWABLE EXIT ACCESS TRAVEL DISTANCE	= 200 FT
MAXIMUM EXIT ACCESS TRAVEL DISTANCE	= 130 FT
ALLOWABLE COMMON PATH OF EGRESS TRAVEL DISTANCE	= 100 FT (2)
MAXIMUM COMMON PATH OF EGRESS TRAVEL DISTANCE	= 75 FT (2)
MINIMUM COMMON PATH OF EGRESS TRAVEL DISTANCE	= 100 FT (MEZZ.) 72 FT
MINIMUM BUILDING AREA SERVED ORIGINAL DIMENSION	= 87'-4"
MINIMUM REQUIRED DISTANCE BETWEEN EXITS	= 33'-4"
PROVIDED DISTANCE BETWEEN EXITS	= 38'-4"

EGRESS LEGEND



EGRESS PLAN
 SCALE: 1/8"=1'-0"

90% REVIEW SET



Project Code: 20-004

CITY OF COBURG - OPERATIONS
 OPS FLEET MAINTENANCE BUILDING #1
 91611 N. COBURG RD.
 COBURG, OR

DATE: DEC 29, 2022
 DRAWN BY: JA
 CHECKED BY: JA
 PROJECT NO: 20-004

COVER SHEET
 & EGRESS PLAN

119 01

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: American Rescue Funds Update

Meeting Date: February 14, 2023

Staff Contact: Anne Heath

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

REQUESTED COUNCIL ACTION:

Information only – Council may give staff direction

CITY COUNCIL GOAL

Responsible Fiscal Stewardship

BACKGROUND

As shared with Council in prior reports:

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

The City has received two installments equaling approximately \$260,000. The first in fiscal year 2022, and the second in the summer of fiscal year 2023.

At their January 2022 meeting, the City Council approved Resolution 22-02 allocating funds. A Copy of Resolution 22-02 is attached to this report. The resolution allocated the first half of the funds received including:

- **Design/Engineering of Public Works Shop**, which will house utility SCADA system - \$50,000 – The shop design, is nearly complete and the bills for the design will exceed \$50,000. This money is spent out.
- **Bike Kiosk** –\$15,000 - spent out
- **Coburg Chamber** –\$15,000 – spent out
- **Main Streets/Economic Development** - \$40,000 – budgeted as part of Economic Development Budget and will be spent out if current fiscal year
- **Broadband Planning/Feasibility**- \$9,865 – Will not be needed. However, a small amount of \$2647 may be utilized as a match for a grant through the Fiber Consortium. This application is

under a different tab. The remaining funds may be needed for further fiber extension. This may include trenching and fiber installation for neighborhoods for which no conduit is available, and the cost might be too high for a private provider to cover. It could also be used to extend fiber over the freeway to the newly annexed light industrial lands.

UPDATE TO THE GUIDELINE ON EXPENDITURES OF THE FUNDS

As 2022 ended, Congress passed the final budget package for 2023, which provides the Treasury Department the necessary authority to restore live assistance to local governments with questions about the complex rules and requirements of the ARPA SLFRF program.

This service was dramatically scaled back in October of 2022 when funding ran short. Many cities needed support from Treasury during reporting periods to answer SLFRF questions, so restoring this capacity was essential.

Standard allowance election extension through April 2023

As outlined in the final rule, recipients had the option to make a one-time election to either calculate revenue loss according to the formula outlined in the final rule or elect a “standard allowance” of up to \$10 million, not to exceed the award allocation, to spend on government services throughout the period of performance.

Recipients were asked to make this election during the April 2022 reporting deadline. However, this did not give Cities enough time to provide analysis comparisons. Based on recipient feedback and in anticipation of additional questions related to the revenue loss election, **Treasury has decided to keep the Standard Allowance election portion of the reporting portal open for recipients through April 2023, which will permit recipients to update their prior revenue loss election.**

Upon update, the prior revenue loss election will be superseded. Treasury expects to keep this election opportunity open through the April 2023 reporting period to provide an opportunity for annual reporters (NEUs) to take advantage of this flexibility.

Recipients continue to be required to use the same methodology across the period of performance (i.e., choose either the standard allowance or the regular formula), and may not elect one approach for certain reporting years and the other approach for different reporting years.

ARPA Flex provision

The ARPA Flex provision provides additional flexibility for states, tribes, and local units of government to spend up to \$10 million or 30% of the total ARPA funds received on the following newly eligible SLFRF grant expenditures:

- Spending to provide **emergency relief from natural disasters**, including temporary emergency housing, food assistance, financial assistance for lost wages, or other immediate needs.
- Spending on **transportation infrastructure** eligible projects and matching funds.
- Spending on any program, project, or service that would also be eligible under the Department of Housing and Urban Development's **Community Development Block Grant program** of which the national objectives are:
 - Benefits persons of low and moderate incomes
 - Eliminates slum and blight
 - Meets an urgent need of recent origin that threatens public health and safety

The City has until 2026 to spend all funds. However, they must be allocated no later than December 2024

BUDGET

Un-allocated funds should be discussed and included in the FY 2023-24 budget, or allocated to loss revenues of the City. These are still to be determined, but are likely in Power Franchise Revenues. More analysis is needed for this.

RECOMMENDATION

Staff is requesting Council to consider how the remainder of the funds might be allocated for Fiscal 2023-24 so that staff can include them in the budget. The following are some projects that the Council may wish to consider:

Lost Revenues Reimbursement – Analysis needed
 Continued Support of Coburg Main Street – funding of Main Street Coordinator Salary
 Street Projects - North Willamette – Safe Route to Schools Connection
 Emergency Fuel Island at New Operations Center
 Supporting the Food Bank for Funding of Storage Building

These are just a few ideas and the Council may wish to have a further discussion on this matter.

It is recommended that the allocated funds are part of the FY 2023-24 Budget cycle

ATTACHMENTS

- Resolution 2022-02
-

RESOLUTION 2022-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG ALLOCATING AMERICAN RESCUE PLAN ACT FUNDS TO CERTAIN PROJECTS OF THE CITY

WHEREAS, on March 11, 2021, the United States Congress passed the American Rescue Plan Act of (ARPA), which provides fiscal relief funds to State and Local Governments, and other program areas for the purpose of mitigating the continuing effects of Covid-19 Pandemic; and

WHEREAS, ARPA is intended to provide support to local governments in responding to the impact of COVID-19, and in their efforts to contain COVID-19 in their communities, residents, and businesses; and

WHEREAS, the United States Department of Treasury has adopted the interim final rule as guidance regarding the use of ARPA Funds; and,

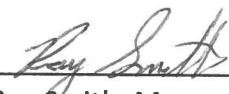
WHEREAS, on August 31, 2021, the State of Oregon deposited \$129,864 received from United States Department of Treasury on behalf of the City of Coburg as the first payment of funds; and,

WHEREAS, this resolution is intended as a statement of intent of the City Council to allocate this tranche of the City's ARPA Funds in accordance with Federal Law and guidance, for the current critical needs and priorities for which there is consensus as follows:

- Design/Engineering of Public Works Shop which will house utility SCADA system - \$50,000
- Bike Kiosk –\$15,000
- Coburg Chamber –\$15,000
- Main Streets/Economic Development - \$40,000
- Broadband Planning/Feasibility - \$9864

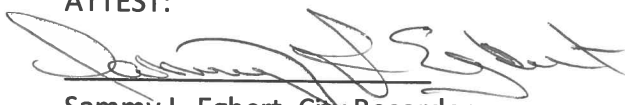
NOW, THEREFORE, BE IT RESOLVED by the City Council or the City of Coburg the adoption of the allocation of ARPA Funds in the amount of \$129,864.

Adopted by the City Council of the City of Coburg, Oregon, by a vote of 6 for and 0 against, this 11th day of January, 2022.



Ray Smith, Mayor

ATTEST:



Sammy L. Egbert, City Recorder



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Citizen Inquiry Quarterly Report

Meeting Date: February 14, 2023

Staff Contact: Sammy Egbert, City Recorder

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

REQUESTED COUNCIL ACTION:

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

Suggested Motion: Information only

CITY COUNCIL GOAL

Citizen Communication

BACKGROUND

City Council directed staff to provide a quarterly report on Citizen Inquires submitted to the City. Listed below is the inquires received in the October, November, and December 2022.

How are Citizen Inquires processed by the City?

1. Inquiries are received at the front desk. Logged, numbered and emailed to the City Administrator and departments who will handle the response.
2. The email with the Inquiry includes the steps below.
 - Step 1. Print a working copy for yourself.
 - Step 2. Research issue and follow up with citizen that submitted the inquiry by letter, email or phone. Providing them with policies and/or procedures that apply to the concern and let them know how the inquiry will be handled.
 - Step 3. Complete the Official Response on form summarizing the action and the date you followed up. Attach all emails, letters or other documents.
 - Step 4. Route fully completed inquiry forms to the City Administrator to close and sign off.
 - Step 5. City Administrator will sign off and return to City Recorder to log, retain and report status to Council quarterly.

Citizen Inquiry Log for October, November, December 2022

Recieved	Inquiry by:	Citizens Inquiry	Closed	City Response
10/3/2022	Ryan Cunningham	Carry On trail 5:37am Forklift Activity	Pending	Monitoring - Police Chief & City Administrator
10/24/2022	Ryan Cunningham	Carry on Trailer 5:51am Forklift activity metal being	Pending	Monitoring - Police Chief & City Administrator
10/24/2022	Pat Hill	Suggestion for no air brakes near Premier RV	2.6.2023	I-5 is owned by ODOT the city place signs on it. City does have signs on the north and south end of town
10/31/2022	Ryan Cunningham	11:09pm Carry on Trailer Noise	Pending	Monitoring - Police Chief & City Administrator
11.28.2022	Aaron Doughan	Truck Running all night long	2.6.2023	Tenant was evicted and moved others to other end of parking lot.
12/5/2022	Ryan Cunningham	5:55am loud forklift activity	Monitoring	Monitoring - Police Chief & City Administrator

Additional information including staff responses and history on the inquiry are available upon request.

PURPOSE

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

BUDGET

Not Applicable

RECOMMENDATION

None

NEXT STEPS

Quarterly report covering January, February and March is scheduled for the April 11, 2023 City Council Meeting.

ATTACHMENTS

None

REVIEWED THROUGH:

Anne Heath, City Administrator

COBURG CITY COUNCIL



TOPIC: COBURG POLICE DEPARTMENT – QUARTERLY REPORT

Quarter ending: December 31, 2022

Meeting Date: February 14, 2023

Staff Contact: Larry Larson

Contact: 541-682-7855, Larry.Larson@ci.coburg.or.us

POLICE STATS FOR QUARTER ENDED DECEMBER 31, 2022

Coburg Police Department stats are divided into the following seven categories.

1. Traffic/person stops

Traffic stops, person stops, truck inspections,

2. Patrol/business checks

3. Person Crimes/calls for service

Assaults, rape, sex abuse, all other sex crimes, subject down, fight, menacing, all domestic violence crimes, welfare checks, harassment, runaways, suicidal subject, deceased subject, peace officer hold (POH Mental hold) etc.

4. Property crimes/calls for service

Theft, unlawful use of a motor vehicle, unlawful entry into a motor vehicle, alarms, criminal mischief, motor vehicle accident, fraud, criminal trespassing etc.

5. Society crimes/calls for service

DUII, reckless driving, unlawful possession of a controlled substance, disorderly conduct, illegal camping, assist public, all dog and animal issues, suspicious vehicle, speeding vehicle, suspicious conditions, abandoned vehicle, traffic hazard, ATL drunk driver, disabled vehicle, city ordinance violations, prowler, etc.

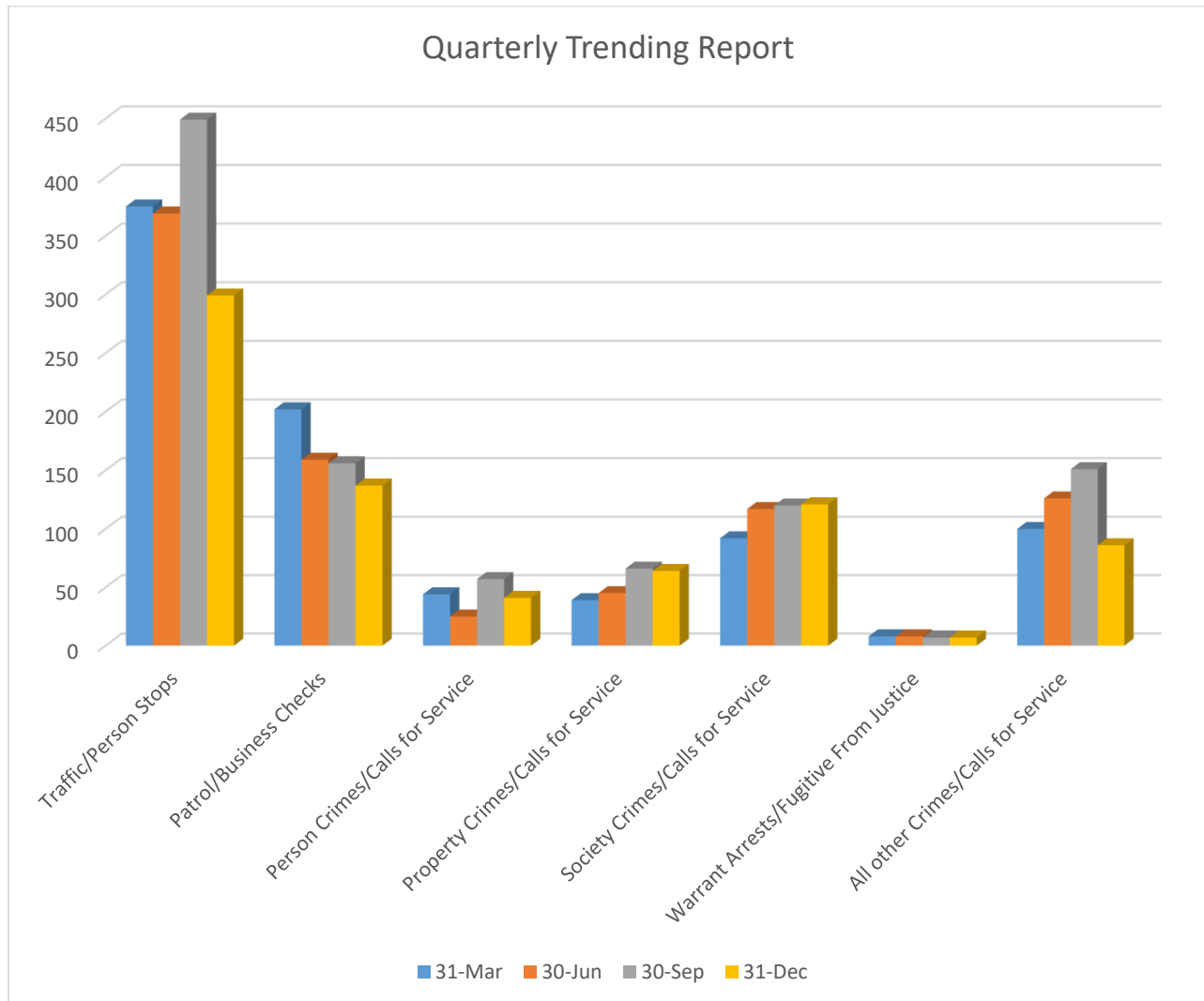
6. Warrant arrests/fugitive from Justice

7. All other crimes/calls for service

Citizen contact, assist other agency LCSO, OSP, Coburg Fire Department, follow up investigation, vin inspections, training, court, special assignment, stop sign down, etc.

Calls for Service – Quarter Ended December 31, 2023

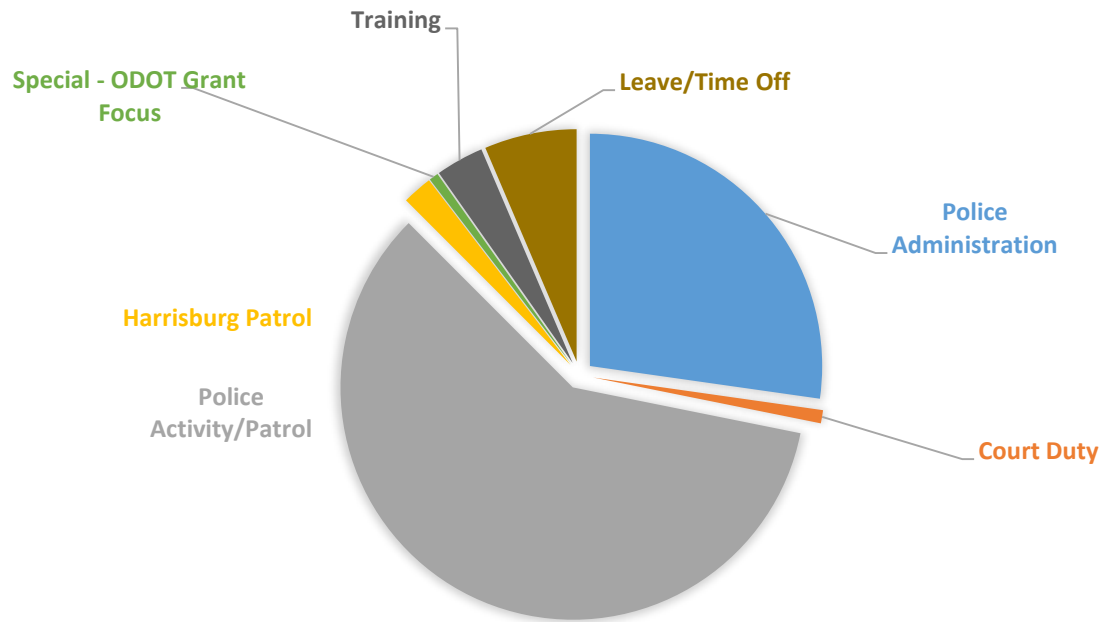
1. Traffic/Person stops	299
2. Patrol/ business checks	137
3. Person Crimes/calls for service	41
4. Property crimes/calls for service	64
5. Society crimes/calls for service	121
6. Warrant arrest/fugitive from justice	7
7. All other crimes/calls for service	86



Below is a list of and type of calls for service for Coburg Police Department October 1, 2022 – December 31, 2022

Traffic stop	Death Investigation	Criminal Trespass
Unlawful Entry into vehicle	Lost Property	Follow up investigation
Patrol check	Citizen Contact	Loud Noise
Sex Abuse	Assist Public	Civil Standby
Police Officer Hold (Mental Hold)	Illegal Parking	Animal Complaint
Welfare check	Theft	Alarm
Business Check DUII	Business Check	Court
Prisoner Transport	Vehicle Tow	Disabled Vehicle
Rape	Training	Stop Sign Down
Locate Subject	Open Door	Locate Subject
Disorderly Subject	Suspicious Conditions	Truck Inspection
Vin inspection	Welfare check	Assist OSP
Assist Fire Department	Dispute	Dog at Large
Attempt to locate drunk driver	Criminal Mischief	Vehicle Impound
Illegal Camping	Warrant Arrest	Prisoner Transport
Vehicle Tow	Incomplete 911 Call	Motor Vehicle Accident
Suspicious Conditions	VIN Inspection	Harassment
Subject down	Sodomy	

POLICE HOURS - 4TH QUARTER



ACTIVITY	30-Jun-22	30-Sep-22	31-Dec-22
Police Administration	1314.75	961	1102.5
Court Duty	25	13	37
Police Activity/Patrol	2412.45	2439	2401
Harrisburg Patrol	77.75	105	105
Oakridge Patrol	212.75	212.75	0
Special - ODOT Grant Focus	25	62	26
US Marshall Task Force	43	0	0
Military Leave	0	30	0
Training	104	120.25	135
Leave/Time Off	40	131	260
Total	4041.95	4074	4066.5



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Finance Quarterly Update

Meeting Date: February 14, 2023

Staff Contact: Anne Heath

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

REQUESTED COUNCIL ACTION

- Information only
-

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goals:

- Fiscal Stewardship
-

ANALYSIS

Important notes regarding the quarter ended December 31, 2022

- December is the 6th month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 50% of budget with each.
 - **Whole City Revenue** received \$14,386,294 to date, which equals 37% of budget. The following are important points to consider regarding revenues:
 - Property tax receipts received by the end of December were \$844,603 which is 91.2% of budget. Last year at December 31, 2021, the City had collected \$811,577 which was 91.8% of budget.
 - Reimbursement requests for the budgeted Water Master Project and street projects are in process, but have not yet been submitted. All submitted reimbursements have been received.
 - Fuel Taxes received are \$176,190 which is 41% of budget
 - Transportation Utility Fees collected to date are \$74,422 which is 49% of budget
 - Utility fees collected are water at 52.7%, and sewer at 49.5%

- **Whole City Expenses** are \$4,022,010, which is 35% of budget. Compared to \$2,506,545 last year at month end, which was also 25%.
 - Capital projects of the City are in process but do not always fall in the months expected.
 - Only partial City debt payments were made by December 31. Additional payments will be due before the end of the fiscal year.
 - All Funds, General, Streets, Water, Sewer are operating within their budgets.
 - There is a 10% difference between Revenues received and Expenditures.

Revenues and Expenses are reported on graph sheets net of beginning fund balance and ending fund balance. This allows a comparison of budget line items with the actual received and expended.

FINANCE JOB POSTING

A posting for a finance position was released in January. Unfortunately, it was not published immediately as we requested and paid for. It was posted in the next week. To date, and as the writing of this report, we had received no responses. The posting is being extended through March 1, 2023. Additionally, the City is going to speak with the Local Government Personnel Service (LGPS) to see if we can have them provide some recruitment services for the position. THE LGPS works within the LCOG network. The posting has also been published through the Oregon Government Finance Association.

AUDIT

Umpqua Valley Financial presented the audit to the Finance/Audit committee on January 31, 2023. The Committee recommended that the City Council accept the audit as presented.

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

- Continue to advertise Finance Position with a hopeful hiring process in March, 2023.
- Begin Budget Process

ATTACHMENTS

- A. Budget Performance Analysis – To be distributed at meeting**
 - B. Full City Revenue and Expense Charts**
 - C. Fund Total sheets – From Springbrook**
 - D. Cash on Hand Spreadsheet**
 - E. Checks written list for October 1, 2022 - December 31, 2022**
 - F. Bank Statements – December 31, 2022**
 - G. LGIP Statements – December 31, 2022**
-

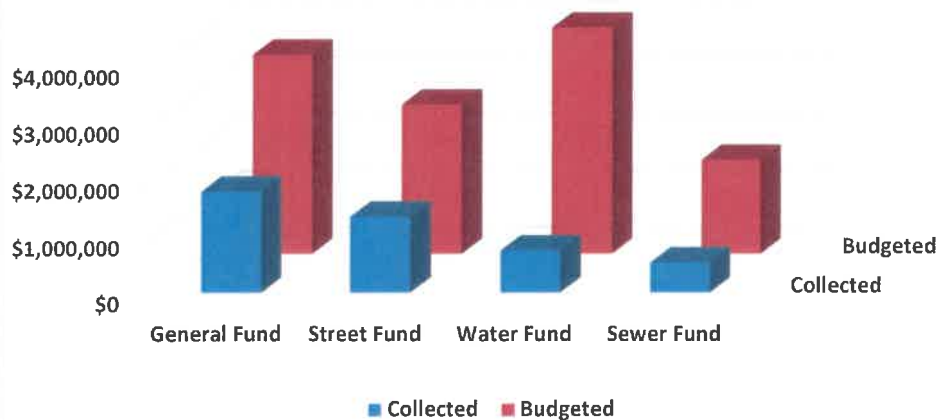
CITY OF COBURG

REVENUES COLLECTED COMPARED TO BUDGET

Fiscal Year To Date As of December 31, 2022

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$1,779,595	\$3,509,933	\$1,730,338	51%
Street Fund	\$1,336,604	\$2,627,752	\$1,291,148	51%
Water Fund	\$740,683	\$3,982,226	\$3,241,543	19%
Sewer Fund	\$529,412	\$1,651,926	\$1,122,514	32%
TOTAL ALL FUNDS	\$4,386,294	\$11,771,837	\$7,385,543	37%

Revenues: Budget vs Actual at December 31, 2022



Important Notes:

Budgeted revenues are net of Beginning Fund balance,

Overall revenues should be 50% if spread evenly throughout the year.

Property Tax Receipts received through 12/31/2022 were \$844,603 which is 91.2% of budget

Reimbursement requests for Streets and Water have been received

Fuel Taxes received as of 12/31/2022 are \$176,190 which is 41% of budget

Transportation Utility Fee (TUF) has collected \$74,422 which is 49% of budget

Water fees collected through 12/31/2022 are \$420,726 which is 53.7% of budget

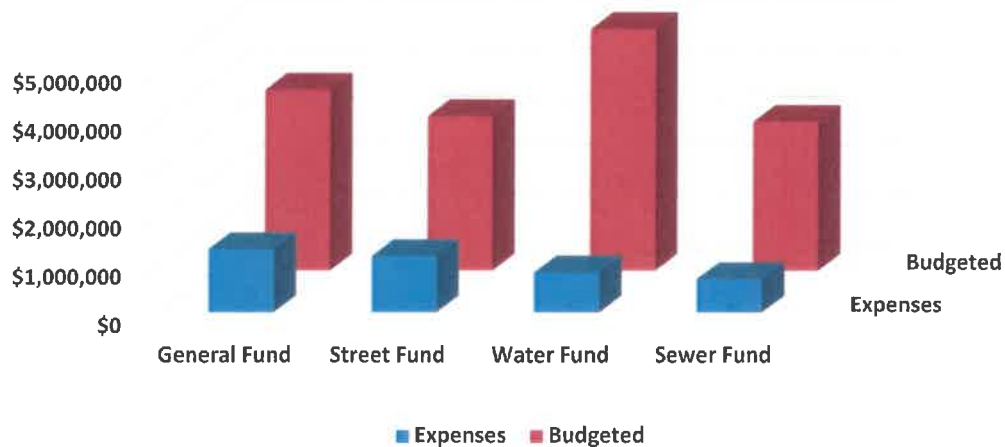
Sewer Fees collected through 12/31/22 are \$421,803 which are 49.5% of budget

There is a 10% difference between revenues received and expenses.

CITY OF COBURG
EXPENSES INCURRED COMPARED TO BUDGET
Fiscal Year To Date As of December 31, 2022

Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$1,317,520	\$3,730,687	\$2,413,167	35%
Street Fund	\$1,173,154	\$3,188,521	\$2,015,367	37%
Water Fund	\$835,967	\$4,982,559	\$4,146,592	17%
Sewer Fund	\$695,368	\$3,076,219	\$2,380,851	23%
TOTAL ALL FUNDS	\$4,022,010	\$14,977,986	\$10,955,976	27%

Expenses: Budget vs Actual at December 31, 2022



Important Notes

Budgeted expenses are net of Beginning Fund balance

Overall expenses should be 50% if spread evenly throughout the year.

Capital Projects are in process and do not spread out evenly over the year

The majority of debt payments still need to be paid

Overall City expenses are under budget.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	5,549,226.10	272,567.62	740,683.06	4,808,543.04	0.00	4,808,543.04	86.65
	Fund Expense Sub Totals:	5,549,226.14	31,235.03	835,967.35	4,713,258.79	0.00	4,713,258.79	84.94
	Fund 004 Sub Totals:	0.04	-241,332.59	95,284.29	-95,284.25	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,815,925.56	117,388.79	529,436.57	3,286,488.99	0.00	3,286,488.99	86.13
	Fund Expense Sub Totals:	3,815,926.02	37,257.35	695,368.48	3,120,557.54	0.00	3,120,557.54	81.78
	Fund 005 Sub Totals:	0.46	-80,131.44	165,931.91	-165,931.45	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 026	SEWER DEBT							
Dept 026-000	REVENUE							
R03	Property Taxes							
026-000-402030	URA Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R06	R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-000-401050	User Fees							
	LID Assessment							
	R06 Sub Totals:	0.00	0.00	-25.00	25.00	0.00	25.00	0.00
	Revenue Sub Totals:	0.00	0.00	-25.00	25.00	0.00	25.00	0.00
	Dept 000 Sub Totals:	0.00	0.00	25.00	-25.00	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:							
		17,103,836.77	1,417,666.97	4,386,293.10	12,717,543.67		12,717,543.67	74.35
	Expense Totals:	17,103,838.07	642,288.41	4,022,009.94	13,081,828.13		13,081,828.13	76.48
	Report Totals:	1.30	-775,378.56	-364,283.16	364,284.46	0.00		

CITY OF COBURG
December 31, 2023 Fiscal Year 2023
CASH ON HAND PER FUND

Bank Accounts									
Funds	KEY BANK - GEN	SP GEN.	SP SDC	For	SP SAVINGS	For	POLICE EVID.	TOTAL	
GEN 001	216,619	294,794			22,883			534,295	
PD Drug Educ.									
Park Cap	99,194							155,221	
STREET 003	790,187	44,890	56,027	Park SDC				1,089,311	
WATER 004	445,130	810,071	254,234	Street SDC				1,281,925	
SEWER 005	401,903		26,723	Water SDC				1,373,971	
SEWER DEBT	426,082		944,338	Sewer SDC	27,730	Membrane Replace		549,631	
EVIDENCE		-			123,549	Sewer Debt Reserve		100	100
TOTAL	2,379,114	1,149,754	1,281,323		174,162			4,984,453	
CIP SDCs									
Cash Balance 12/31/2022									
Cash Balance 12/31/2021									
Difference									
(533,213)									
REVENUE GENERATION BY FUND									
GENERAL FUND	Interest, taxes, State Shared Revenue, Cigarette Taxes, Liquor taxes, Land Use Fees, SDC Admin Fees, Franchise Fees								
	Tourism, Fines & Bails, Planning, Park user fees Capital and SDC, Park Donations and Grants, Building Dev. Fees								
STREET FUND	Street Taxes, User Fees, Grants, CIP Funds, SDC, Grants Loans								
WATER FUND	User Fees, Grants, Capital Funds, SDC								
SEWER FUND	User Fees, Grants,Capital Funds, SDC, Loans								
SEWER DEBT FUND	LID, Loan Proceeds, URA Debt Service								
EVIDENCE	Evidence Cash Seized								



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

Public Sector Statement
December 31, 2022
page 1 of 5

Item 10.

379681084602

74 31 T 908 00000 R EM AO
CITY OF COBURG
GENERAL ACCOUNT
PO BOX 8316
COBURG OR 97408-1310

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

Public Transaction 379681084602
CITY OF COBURG
GENERAL ACCOUNT

Beginning balance 11-30-22	\$2,223,411.06
72 Additions	+835,558.17
98 Subtractions	-674,328.04
Net fees and charges	-358.61
Ending balance 12-31-22	\$2,384,282.58

Additions

<u>Deposits</u>	<u>Date</u>	<u>Serial #</u>	<u>Source</u>	
	12-1		Merchant Svcs Merch Dep 8008238142	\$605.00
	12-1		Merchant Svcs Merch Dep 8008238126	593.70
	12-2		Merchant Svcs Merch Dep 8008238126	1,472.65
	12-2		Direct Deposit, Merchant S 8030298668	914.25
	12-2		Merchant Svcs Merch Dep 8008238142	100.00
	12-5		Merchant Svcs Merch Dep 8008238126	1,517.62
	12-5		Merchant Svcs Merch Dep 8008238142	495.00
	12-6		Direct Deposit, City of Coburg Cons Coll	30,987.92
	12-6		Key Capture Deposit	22,915.73
	12-6		Direct Deposit, City of Coburg Cons Coll	3,210.00
	12-6		Merchant Svcs Merch Dep 8008238126	2,840.20
	12-6		Merchant Svcs Merch Dep 8008238142	595.00
	12-6		Key Capture Deposit	79.00
	12-6		Key Capture Deposit	50.00
	12-7		Merchant Svcs Merch Dep 8008238126	398.70
	12-7		Merchant Svcs Merch Dep 8008238142	269.00
	12-8		Key Capture Deposit	504,130.85
	12-8		Direct Deposit, Merchant S 8030298668	19,920.60
	12-8		Key Capture Deposit	3,116.41
	12-8		Merchant Svcs Merch Dep 8008238126	740.75
	12-9		Key Capture Deposit	112,464.46
	12-9		Merchant Svcs Merch Dep 8008238142	265.00
	12-9		Merchant Svcs Merch Dep 8008238126	153.70
	12-9		Direct Deposit, Pcs OR Trust Pcs OR Tr	121.00

379681084602

Additions
(con't)

Deposits	Date	Serial #	Source	
	12-12		Merchant Svcs Merch Dep 8008238126	470.28
	12-12		Merchant Svcs Merch Dep 8008238142	440.00
	12-13		Merchant Svcs Merch Dep 8008238142	327.00
	12-13		Merchant Svcs Merch Dep 8008238126	303.70
	12-14		Merchant Svcs Merch Dep 8008238126	753.50
	12-15		Merchant Svcs Merch Dep 8008238126	1,130.55
	12-15		Direct Deposit, Pcs OR Trust Pcs OR Tr	195.25
	12-16		Key Capture Deposit	7,608.55
	12-16		Merchant Svcs Merch Dep 8008238126	1,400.68
	12-16		Merchant Svcs Merch Dep 8008238142	540.00
	12-16		Deposit Branch 0067 Oregon	200.00
	12-16		Deposit Branch 0067 Oregon	157.27
	12-16		Direct Deposit, Merchant S 8030298668	110.40
	12-16		Deposit Branch 0067 Oregon	40.00
	12-16		Deposit Branch 0067 Oregon	30.00
	12-19		Merchant Svcs Merch Dep 8008238126	1,903.34
	12-20		Merchant Svcs Merch Dep 8008238126	302.40
	12-20		Merchant Svcs Merch Dep 8008238142	200.00
	12-21		Key Capture Deposit	7,259.44
	12-21		Merchant Svcs Merch Dep 8008238126	1,148.57
	12-21		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,108.04
	12-22		Key Capture Deposit	572.61
	12-22		Key Capture Deposit	550.00
	12-22		Merchant Svcs Merch Dep 8008238126	296.85
	12-22		Merchant Svcs Merch Dep 8008238142	100.00
	12-23		Merchant Svcs Merch Dep 8008238126	300.00
	12-23		Merchant Svcs Merch Dep 8008238142	275.00
	12-27		Direct Deposit, Merchant S 8030298668	4,272.38
	12-27		Direct Deposit, Merchant S 8030298668	455.40
	12-28		Key Capture Deposit	9,220.05
	12-28		Key Capture Deposit	7,010.00
	12-28		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,456.09
	12-28		Merchant Svcs Merch Dep 8008238126	808.12
	12-28		Key Capture Deposit	500.00
	12-29		Merchant Svcs Merch Dep 8008238142	475.00
	12-29		Merchant Svcs Merch Dep 8008238126	302.40
	12-29		Direct Deposit, Merchant S 8030298668	86.25
	12-30		Key Capture Deposit	41,514.38
	12-30		Key Capture Deposit	13,897.30
	12-30		Key Capture Deposit	12,443.89
	12-30		Key Capture Deposit	2,800.12
	12-30		Key Capture Deposit	1,614.97
	12-30		Merchant Svcs Merch Dep 8008238126	870.60
	12-30		Key Capture Deposit	450.00
	12-30		Key Capture Deposit	400.00
	12-30		Deposit Branch 0067 Oregon	165.00
	12-30		Direct Deposit, Merchant S 8030298668	86.25
	12-30		Deposit Branch 0067 Oregon	50.00
Total additions				\$835,558.17



379681084602

Subtractions

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
88102	12-9	\$200.00	*88130	12-12	120.11	88155	12-15	265.12
*88105	12-8	482.82	88131	12-15	306.00	88156	12-15	508.40
88106	12-6	300.00	88132	12-13	1,473.48	88157	12-13	2,802.46
88107	12-8	714.00	88133	12-19	63.40	88158	12-13	27,185.63
88108	12-7	53,012.66	88134	12-12	1,258.14	88159	12-15	850.00
88109	12-9	637.55	88135	12-16	330.76	88160	12-19	54.96
88110	12-7	732.86	88136	12-13	514.32	88161	12-28	117.64
88111	12-14	169.29	88137	12-14	100.00	88162	12-20	6,432.19
88112	12-7	1,254.42	88138	12-14	401.87	*88164	12-22	630.92
88113	12-6	59.06	88139	12-15	366.43	88165	12-19	1,757.90
88114	12-16	169.90	88140	12-13	3,200.00	88166	12-30	240.00
88115	12-5	22.44	88141	12-12	16,709.18	88167	12-21	5,016.00
88116	12-13	1,004.83	88142	12-12	407.50	88168	12-29	212.00
88117	12-6	5,000.00	88143	12-15	265.00	88169	12-20	1,466.32
88118	12-6	5,922.42	88144	12-13	196.29	88170	12-22	340,847.44
88119	12-9	296.80	88145	12-13	75.00	88171	12-21	437.25
88120	12-6	1,143.30	88146	12-12	3,107.77	88172	12-28	300.00
88121	12-20	1,747.20	88147	12-13	195.00	88173	12-22	42.48
88122	12-6	177.02	88148	12-20	1,250.00	88174	12-19	637.50
88123	12-7	47.00	88149	12-21	87.50	*88177	12-30	185.91
88124	12-8	537.00	88150	12-29	14.00	*88179	12-28	1,358.29
88125	12-5	4,000.00	88151	12-13	400.00	*88181	12-30	629.00
88126	12-7	279.56	88152	12-16	179.21	88182	12-29	263.26
88127	12-23	200.00	88153	12-22	53.50	88183	12-29	1,264.31
88128	12-6	3,687.48	88154	12-15	839.72			

Paper Checks Paid

\$507,216.77

Withdrawals	Date	Serial #	Location	
	12-1		Merchant Svcs Merch Fee 8008238126	\$1,360.02
	12-1		Merchant Svcs Merch Fee 8008238142	228.71
	12-2		Direct Withdrawal, Merchant S 8030298668	673.00
	12-5		Direct Withdrawal, Invoice PA0006Dvbilling	129.50
	12-6		Direct Withdrawal, City of Coburg Return	59.00
	12-6		Direct Withdrawal, City of Coburg Dir Dep	34,162.53
	12-6		Direct Withdrawal, Cis Trust 5037633834	22,689.37
	12-12		Direct Withdrawal, Employer Contrb Pers Cntrb	14,273.44
	12-12		Direct Withdrawal, KeyBank Auto Pymt	6,677.16
	12-12		Direct Withdrawal, Employer Contrb Pers Cntrb	4,533.01
	12-12		Direct Withdrawal, Asi Asi Fees	22.50
	12-12		Direct Withdrawal, Employer Contrb Pers Cntrb	13.60
	12-14		Direct Withdrawal, Irs Usat taxpymt	11,639.24
	12-14		Direct Withdrawal, OR Revenue Dept Taxpayment	3,238.21
	12-19		Direct Withdrawal, Invoice PA0006J4Billing	104.50
	12-20		Direct Withdrawal, City of Coburg Dir Dep	30,409.10
	12-22		Direct Withdrawal, Valic Eremit Prm	4,765.55
	12-22		Direct Withdrawal, Hra Veba Withdrawal	800.00
	12-28		Direct Withdrawal, Employer Contrb Pers Cntrb	13,068.50
	12-28		Direct Withdrawal, Irs Usat taxpymt	10,262.16
	12-28		Direct Withdrawal, Employer Contrb Pers Cntrb	4,555.42
	12-28		Direct Withdrawal, Asi Hc221227	551.00

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Subtractions

(con't)

Withdrawals	Date	Serial #	Location	
	12-28		Direct Withdrawal, Employer Contrb Pers Cntrb	9.44
	12-29		Direct Withdrawal, OR Revenue Dept Taxpayment	2,886.31
Total subtractions				\$674,328.04

Fees and charges

Date		Quantity	Unit Charge	
12-8-22	Nov Analysis Service Chg	1	358.61	-\$358.61
Fees and charges assessed this period				-\$358.61

See your Account Analysis statement for details.



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

Public Sector Statement
December 31, 2022
page 1 of 2

Item 10.

379681084610

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

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

Public Transaction 379681084610
CITY OF COBURG
POLICE EVIDENCE TRUST

Beginning balance 11-30-22	\$100.00
Ending balance 12-31-22	\$100.00

**Fees and
charges**

See your Account Analysis statement for details.

Accounts Payable

Checks by Date - Summary by Check Date

User: anne heath
Printed: 2/1/2023 5:41 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
87989	ANA165	Analytical Laboratory Group	10/06/2022	408.00
87990	CasCol	Cascade Columbia Dist Co	10/06/2022	4,854.72
87991	DJC	Daily Journal of Commerce	10/06/2022	314.60
87992	DCBS	DCBS Fiscal Services	10/06/2022	372.24
87993	EME131	Emerald People's Utility	10/06/2022	59.16
87994	NORCO	North Coast Electric Company	10/06/2022	1,705.10
87995	NOR146	NW Natural	10/06/2022	43.41
87996	Rexius	Rexius	10/06/2022	177.00
87997	ARC242	SPOK, INC.	10/06/2022	59.61
87998	Verizon	Verizon Wireless	10/06/2022	839.96
87999	OSGP	Voya-Oregon Savings Growth Plan	10/06/2022	200.00
88000	ALWE	Alan Wells	10/06/2022	855.00
88001	WFFL	Wells Fargo Financial Leasing, Inc.	10/06/2022	508.40
88002	WelWel	Welt & Welt, Inc	10/06/2022	3,829.31
Total for 10/6/2022:				14,226.51
88003	ANA165	Analytical Laboratory Group	10/12/2022	306.00
88004	BAT400	Batteries Plus	10/12/2022	1,262.95
88005	CenLin	CenturyLink	10/12/2022	55.35
88006	CINTA	Cintas Corporation	10/12/2022	181.04
88007	FERG	Ferguson Waterworks #3011	10/12/2022	335.75
88008	HUNTER	Hunter Communications	10/12/2022	315.46
88009	LAN129	Lane Council of Governments	10/12/2022	304.00
88010	Lanfin	Lane County Finance Department	10/12/2022	370.24
88011	JLOND	London & Paris, LLP	10/12/2022	880.00
88012	Marsh	Marshalls Heating Equipment & Sales	10/12/2022	540.13
88013	ONE193	One Call Concepts, Inc.	10/12/2022	49.20
88014	OreRev	Oregon Dept. of Revenue	10/12/2022	1,193.81
88015	PAVERITE	Paverite	10/12/2022	34,700.00
88016	TP	Tracey Pugh	10/12/2022	617.38
88017	Rexius	Rexius	10/12/2022	7.00
88018	TAG	The Automation Group, Inc.	10/12/2022	1,085.00
88019	TYLE	Tyler Technologies	10/12/2022	478.50
88020	ULINE	Uline	10/12/2022	838.88
Total for 10/12/2022:				43,520.69
88021	ANA165	Analytical Laboratory Group	10/20/2022	306.00
88022	CasCol	Cascade Columbia Dist Co	10/20/2022	1,071.64
88023	CenLin	CenturyLink	10/20/2022	188.29
88024	CINTA	Cintas Corporation	10/20/2022	41.83
88025	CitEug	City of Eugene	10/20/2022	5,548.26
88026	CIPLUS	CIVICPLUS	10/20/2022	3,800.00
88027	DOCU	DocuTRAK Imaging, Inc.	10/20/2022	32.00
88028	EME131	Emerald People's Utility	10/20/2022	5,842.25
88029	HJCON	H & J Construction, INC.	10/20/2022	107,979.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount	Item 10.
88030	IAPR	International Association for Property and I	10/20/2022	765.00	
88031	IRO100	Iron Mountain	10/20/2022	709.21	
88032	MID-V	Mid-Valley Tractor Co.	10/20/2022	298.70	
88033	NBS	National Business Solutions	10/20/2022	2,741.94	
88034	PAC150	Pacific Power	10/20/2022	1,501.17	
88035	RVBD	Riverbend Materials	10/20/2022	444.34	
88036	RoyFlu	Royal Flush Environmental	10/20/2022	3,610.00	
88037	SAIF	SAIF CORPORATION	10/20/2022	276.01	
88038	SSW	Sierra Springs	10/20/2022	147.89	
88039	SPEE	Sperry Tree Care	10/20/2022	877.50	
88040	TWOC	The Wash on Coburg	10/20/2022	97.50	
88041	Valvln	Valvoline Instant Oil Change	10/20/2022	101.12	
88042	PhWill	Phillip Williams	10/20/2022	750.00	
Total for 10/20/2022:				137,129.65	
88043	911Sup	911 Supply Inc	11/03/2022	67.50	
88044	ATH	Sara Athey	11/03/2022	48.13	
88045	BalMan	Mandy Balcom	11/03/2022	170.82	
88046	BRA344	Branch Engineering	11/03/2022	71,797.41	
88047	CINTA	Cintas Corporation	11/03/2022	159.47	
88048	DCBS	DCBS Fiscal Services	11/03/2022	678.24	
88049	DCC	Delta Construction Company	11/03/2022	124,229.96	
88050	EEBS	Evans Elder Brown & Seubert	11/03/2022	2,500.00	
88051	HJCON	H & J Construction, INC.	11/03/2022	92,927.05	
88052	JCPS	Junction City Point S LLC	11/03/2022	96.67	
88053	OREDA	Oregon Economic Development Associatio	11/03/2022	275.00	
88054	TP	Tracey Pugh	11/03/2022	422.46	
88055	SPGSD	Springfield Public Schools	11/03/2022	239.88	
88056	TANG	Tangent	11/03/2022	537.00	
88057	WelWel	Welt & Welt, Inc	11/03/2022	421.44	
Total for 11/3/2022:				294,571.03	
88058	AFL250	AFLAC	11/09/2022	482.82	
88059	AllSea	All Seasons Equipment	11/09/2022	112.50	
88060	ANA165	Analytical Laboratory Group	11/09/2022	714.00	
88061	ATBM	Ask the Bug Man Pest Management Service	11/09/2022	47.00	
88062	CAR476	Carquest Auto Parts	11/09/2022	127.38	
88063	CenLin	CenturyLink	11/09/2022	329.66	
88064	CINTA	Cintas Corporation	11/09/2022	21.57	
88065	CityCott	City of Cottage Grove	11/09/2022	17,648.00	
88066	CIPLUS	CIVICPLUS	11/09/2022	2,247.00	
88067	EDMS	EDMS	11/09/2022	1,213.85	
88068	EME131	Emerald People's Utility	11/09/2022	58.98	
88069	HDEPOT	Home Depot Credit Services	11/09/2022	557.66	
88070	LAN129	Lane Council of Governments	11/09/2022	2,603.38	
88072	MNELE	Mediarmid Controls Inc.	11/09/2022	1,469.90	
88073	MedTec	Med-Tech Resource LLC	11/09/2022	289.55	
88074	NOR146	NW Natural	11/09/2022	46.60	
88075	OHACas	OHA CASHIER	11/09/2022	140.00	
88076	ONE193	One Call Concepts, Inc.	11/09/2022	130.35	
88077	OOFs	Oregon Oldtime Fiddlers' Assn.	11/09/2022	200.00	
88078	RPSI	Reniner Pump Systems Inc.	11/09/2022	8,289.00	
88079	RVBD	Riverbend Materials	11/09/2022	450.34	
88080	Stap	Staples	11/09/2022	120.05	
88081	TWOC	The Wash on Coburg	11/09/2022	75.00	

Check No	Vendor No	Vendor Name	Check Date	Check	Item 10.
88082	TRAVEL	Travel Lane County	11/09/2022		195.00
88083	Tri-Coun	Tri-County Fire Protection	11/09/2022		524.84
88084	USA426	USA Blue Book	11/09/2022		2,318.74
88085	Verizon	Verizon Wireless	11/09/2022		841.13
88086	WelWel	Welt & Welt, Inc	11/09/2022		2,466.07
Total for 11/9/2022:					43,720.37
88087	DeptStLd	Oregon Dept of State Lands	11/10/2022		500.00
Total for 11/10/2022:					500.00
88088	ANA165	Analytical Laboratory Group	11/16/2022		306.00
88089	CINTA	Cintas Corporation	11/16/2022		181.04
88090	CBVL	Coffin Butte LF C/O Valley Landfills	11/16/2022		624.96
88091	EME131	Emerald People's Utility	11/16/2022		6,010.69
88092	FLACAT	Flavors Catering & Events	11/16/2022		1,527.38
88093	IDEX	Idexx Laboratories, Inc.	11/16/2022		207.27
88094	IRO100	Iron Mountain	11/16/2022		366.43
88095	JMTRUST	Julia Morneau Rev. Living Trust	11/16/2022		242,500.00
88096	KEIWC	Kei Window Cleaning	11/16/2022		220.00
88097	LAN129	Lane Council of Governments	11/16/2022		15,303.38
88098	LanLin	Language Line Services	11/16/2022		10.50
88099	PAC150	Pacific Power	11/16/2022		1,301.06
88100	SSW	Sierra Springs	11/16/2022		60.92
88101	TYLE	Tyler Technologies	11/16/2022		371.25
88102	OSGP	Voya-Oregon Savings Growth Plan	11/16/2022		200.00
88103	WFFL	Wells Fargo Financial Leasing, Inc.	11/16/2022		508.40
88104	PhWill	Phillip Williams	11/16/2022		712.50
Total for 11/16/2022:					270,411.78
88105	AFL250	AFLAC	12/01/2022		482.82
88106	AMES	Katia Ames	12/01/2022		300.00
88107	ANA165	Analytical Laboratory Group	12/01/2022		714.00
88108	BRA344	Branch Engineering	12/01/2022		53,012.66
88109	BOLI	Bureau of Labor & Industries	12/01/2022		637.55
88110	CenLin	CenturyLink	12/01/2022		732.86
88111	CINTA	Cintas Corporation	12/01/2022		169.29
88112	EDMS	EDMS	12/01/2022		1,254.42
88113	EME131	Emerald People's Utility	12/01/2022		59.06
88114	FERG	Ferguson Waterworks #3011	12/01/2022		169.90
88115	HDFow	HD Fowler Company	12/01/2022		22.44
88116	HDEPOT	Home Depot Credit Services	12/01/2022		1,004.83
88117	Huffman	Thomas Huffman	12/01/2022		5,000.00
88118	LAN129	Lane Council of Governments	12/01/2022		5,922.42
88119	LESST	Les Schwab Tire	12/01/2022		296.80
88120	MidState	Mid-State Industrial Service inc	12/01/2022		1,143.30
88121	MUELLER	MUELLER SYSTEMS	12/01/2022		1,747.20
88122	NOR146	NW Natural	12/01/2022		177.02
88123	PEST	Pest Management Services	12/01/2022		47.00
88124	TANG	Tangent	12/01/2022		537.00
88125	UQVF	Umpqua Valley Financial	12/01/2022		4,000.00
88126	Valvln	Valvoline Instant Oil Change	12/01/2022		279.56
88127	OSGP	Voya-Oregon Savings Growth Plan	12/01/2022		200.00
88128	WelWel	Welt & Welt, Inc	12/01/2022		3,687.48

Check No	Vendor No	Vendor Name	Check Date	Check	Item 10.
88129	JW	Joe Wicks	12/01/2022	346.32	
88130	ARC242	SPOK, INC.	12/01/2022	120.11	
Total for 12/1/2022:				82,064.04	
88131	ANA165	Analytical Laboratory Group	12/08/2022	306.00	
88132	CasCol	Cascade Columbia Dist Co	12/08/2022	1,473.48	
88133	CINTA	Cintas Corporation	12/08/2022	63.40	
88134	CON188	Consolidated Supply Co.	12/08/2022	1,258.14	
88135	CROWN	Crown Products, LLC	12/08/2022	330.76	
88136	DCBS	DCBS Fiscal Services	12/08/2022	514.32	
88137	gross	Alisa Gross	12/08/2022	100.00	
88138	Huntley	Rosalie Huntley	12/08/2022	401.87	
88139	IRO100	Iron Mountain	12/08/2022	366.43	
88140	IWORQ	iWorQ	12/08/2022	3,200.00	
88141	LCSO	Lane County Sheriff's Office	12/08/2022	16,709.18	
88142	JLOND	London & Paris, LLP	12/08/2022	407.50	
88143	MCKINLEY	McKinley Printing Co.	12/08/2022	265.00	
88144	NOR146	NW Natural	12/08/2022	196.29	
88145	OHACas	OHA CASHIER	12/08/2022	75.00	
88146	OreRev	Oregon Dept. of Revenue	12/08/2022	3,107.77	
88147	ORHealth	Oregon Health Authority	12/08/2022	195.00	
88148	PARPRO	Paraclete Projects LLC	12/08/2022	1,250.00	
88149	PTSINC	Pomp's Tire Service, INC.	12/08/2022	87.50	
88150	Rexius	Rexius	12/08/2022	14.00	
88151	TAG	The Automation Group, Inc.	12/08/2022	400.00	
88152	ULINE	Uline	12/08/2022	179.21	
88153	USA426	USA Blue Book	12/08/2022	53.50	
88154	Verizon	Verizon Wireless	12/08/2022	839.72	
88155	WaltNels	Walter E. Nelson Co.	12/08/2022	265.12	
88156	WFFL	Wells Fargo Financial Leasing, Inc.	12/08/2022	508.40	
88157	WelWel	Welt & Welt, Inc	12/08/2022	2,802.46	
88158	WildishC	Wildish Construction	12/08/2022	27,185.63	
88159	Witkin	Adam Witkin	12/08/2022	850.00	
Total for 12/8/2022:				63,405.68	
88160	CenLin	CenturyLink	12/15/2022	54.96	
88161	CINTA	Cintas Corporation	12/15/2022	117.64	
88162	EME131	Emerald People's Utility	12/15/2022	6,432.19	
88163	GATE	Gatehouse Media- Eugene Advertising	12/15/2022	550.00	
88164	HUNTER	Hunter Communications	12/15/2022	630.92	
88165	JCPS	Junction City Point S LLC	12/15/2022	1,757.90	
88166	KRPData	KRP Data Systems	12/15/2022	240.00	
88167	LCSO	Lane County Sheriff's Office	12/15/2022	5,016.00	
88168	OLLps	Oregon Labor Law Poster Service	12/15/2022	212.00	
88169	PAC150	Pacific Power	12/15/2022	1,466.32	
88170	RIVCON	Riverbend Construction	12/15/2022	340,847.44	
88171	TYLE	Tyler Technologies	12/15/2022	437.25	
88172	USBank	USBank	12/15/2022	300.00	
88173	Valvln	Valvoline Instant Oil Change	12/15/2022	42.48	
88174	PhWill	Phillip Williams	12/15/2022	637.50	
Total for 12/15/2022:				358,742.60	
88175	AFL250	AFLAC	12/22/2022	482.82	

Check No	Vendor No	Vendor Name	Check Date	Check Amount	Item 10.
88176	NABE	Nancy Bell	12/22/2022	88.69	
88177	CenLin	CenturyLink	12/22/2022	185.91	
88178	CheLin	Chef Lino's Catering	12/22/2022	275.00	
88179	CitEug	City of Eugene	12/22/2022	1,358.29	
88180	JJK	James J. Kolstoe	12/22/2022	583.00	
88181	LAN129	Lane Council of Governments	12/22/2022	629.00	
88182	BalMad	Madison Balcom	12/22/2022	263.26	
88183	NBS	National Business Solutions	12/22/2022	1,264.31	
88184	SPGSD	Springfield Public Schools	12/22/2022	117.03	
88185	Stap	Staples	12/22/2022	221.05	
88186	OSGP	Voya-Oregon Savings Growth Plan	12/22/2022	200.00	
Total for 12/22/2022:				5,668.36	
Report Total (197 checks):				1,313,960.71	

Client Services
OREGON STATE TREASURY
PO Box 11760
Harrisburg, PA 17108-1760

COBURG CITY OF

ACCOUNT STATEMENT

For the Month Ending
December 31, 2022

Client Management Team

Jeremy King

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Individual Accounts

Accounts included in Statement

3711	COBURG CITY OF / SDC
3784	COBURG CITY OF / GENERAL FUND SAVINGS
5968	COBURG CITY OF / URBAN RENEWAL DISTRICT
5969	COBURG CITY OF / GENERAL

Important Messages

Oregon LGIP will be closed on 01/02/2023 for New Year's Day (Observed).
Oregon LGIP will be closed on 01/16/2023 for Martin Luther King Jr Day.

COBURG CITY OF
Coburg Mayor
RAYMOND SMITH
PO BOX 8316
COBURG, OR 97408

Online Access www.oregon.gov/lcip Customer Service 1-855-678-5447



Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management LLC ("PFMAM"), as administrator for the Oregon State Treasury (Treasury), provides administrative and operational support for the Oregon Local Government Investment Pool (LGIP or pool). Information about the LGIP can be found in the Information Statement found on Treasury's website at www.oregon.gov/ligip.

Questions About an Account This monthly statement is intended to detail the activity of any accounts held by participants in the pool. Please review the detail pages of this statement carefully. Any inquiries or requests for further information should be directed to PFMAM Client Services at (855) OST-LGIP or (855) 678-5447.

Any disputes/objections to any of transactions in a statement should be addressed, within 60 days of receipt of the statement, to PFM Asset Management LLC, Compliance Department, 213 Market Street, Harrisburg, PA 17101. To protect your rights, if you initially report orally any inaccuracy or discrepancy, you should confirm the report in writing. Participants may also contact Treasury directly at (800) 452-0345.

Portfolio Treasury manages the pool in the same manner it oversees the management of state funds and in accordance with the prudent investor rule (ORS 293.726). The pool is commingled with state funds in the Oregon Short Term Fund (OSTF), which is not managed as a stable net asset value fund. Participants should be aware that preservation of principal is not assured by Treasury, the Oregon Investment Council, or the OSTF Board. Furthermore, account balances are not guaranteed or otherwise protected by Treasury, PFMAM, the FDIC, or any other government agency. Investment in securities involves risks, including the possible loss of the amount invested.

Compliance with Tax Law and Debt Covenants Treasury and PFMAM make no representations as to whether the pool complies with Section 148 of the Internal Revenue Code of 1986. Accordingly, the pool may not be appropriate for the investment of bond proceeds. Bond covenants may also restrict the investment of bond proceeds and may preclude the pool as a permitted investment option. Participants should discuss arbitrage rebate, yield restriction, and other applicable bond provisions with their bond counsel prior to depositing bond proceeds in the pool.

Important Disclosures

Key Terms and Definitions

Current Yield, for the purpose of the pool, is the average of the annualized variable interest rate set by Treasury over the last seven days. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed.

Dividends represent interest paid on a pool account. Interest is accrued daily on each pool account based on an account's closing balance and a variable interest rate set by Treasury. Interest is paid to accounts on the last business day of the month.

Monthly distribution yield, for the purpose of the pool, represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

Purchases represent all credits to a pool account, including those initiated by an account's owner and its authorized agents, those initiated by another pool participant and its authorized agents, those initiated by approved third-party entities (e.g., state agencies), and those initiated by Treasury and its authorized agents (e.g., dividends). **Redemptions** represent all debits from a pool account, including those initiated by an account's owner and its authorized agents, and those initiated by Treasury and its authorized agents (e.g., fees).

Account Statement

For the Month Ending **December 31, 2022**

Portfolio Summary

Investment Allocation

Portfolio Holdings		Closing Balance	Current Yield	Investment Type	Closing Balance	Percent	
Oregon LGIP	Dividends	8,503.78	3,511,284.55	3.10 %	Local Government Investment Pool	3,511,284.55	100.00
Total		\$8,503.78	\$3,511,284.55		Total	\$3,511,284.55	100.00%



Consolidated Summary Statement

Account Statement
For the Month Ending **December 31, 2022**

COBURG CITY OF

Account Number	Account Name	Opening Balance	Purchases	Redemptions	Closing Balance	Dividends
3711	COBURG CITY OF / SDC	1,278,019.46	3,303.59	0.00	1,281,323.05	3,303.59
3784	COBURG CITY OF / GENERAL FUND SAVINGS	173,712.85	449.04	0.00	174,161.89	449.04
5968	COBURG CITY OF / URBAN RENEWAL DISTRICT	313,447.11	126,594.18	0.00	440,041.29	1,104.65
5969	COBURG CITY OF / GENERAL	1,149,754.48	466,004.04	(0.20)	1,615,758.32	3,646.50
Total		\$2,914,933.90	\$596,350.85	(\$0.20)	\$3,511,284.55	\$8,503.78



Account Statement - Transaction Summary

For the Month Ending December 31, 2022

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Oregon LGIP		Asset Summary	
		December 31, 2022	November 30, 2022
Opening Balance	1,278,019.46		
Purchases	3,303.59		
Redemptions	0.00		
		Oregon LGIP	
		Total	
Closing Balance	\$1,281,323.05	\$1,281,323.05	\$1,278,019.46
Dividends	3,303.59		



Account Statement

For the Month Ending December 31, 2022

COBURG CITY OF - COBURG CITY OF / SDC - 3711

Trade	Settlement	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Date	Date				
Oregon LGIP					
Opening Balance					1,278,019.46
12/30/22	01/03/23	Accrual Income Div Reinvestment - Distributions	1.00	3,303.59	1,281,323.05
Closing Balance					1,281,323.05
		Month of		Fiscal YTD	
		December		July-December	
Opening Balance					
Purchases		1,278,019.46		1,467,067.09	
Redemptions		3,303.59		14,256.01	
		0.00		(200,000.05)	
				Closing Balance	
				Average Monthly Balance	
				Monthly Distribution Yield	
Closing Balance					
		1,281,323.05		1,281,323.05	
Dividends		3,303.59		14,256.01	

For the Month Ending **December 31, 2022**

Oregon LGIP

Opening Balance

December 31, 2022 November 30, 2022

173,712.85

1/3, 112.85

449.04



Account Statement

For the Month Ending December 31, 2022

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					173,712.85
12/30/22	01/03/23	Accrual Income Div Reinvestment - Distributions	1.00	449.04	174,161.89
Closing Balance					174,161.89
Month of December					
Fiscal YTD July-December					
Opening Balance					173,712.85
Purchases				449.04	174,161.89
Redemptions				(100,000.05)	173,741.82
					3.04%
Closing Balance					174,161.89
Dividends				449.04	2,346.17
					174,161.89

Closing Balance
Average Monthly Balance
Monthly Distribution Yield



Account Statement - Transaction Summary

For the Month Ending December 31, 2022

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

Oregon LGIP		Asset Summary	
Opening Balance	313,447.11	December 31, 2022	November 30, 2022
Purchases	126,594.18		
Redemptions	0.00		
		Oregon LGIP	
		Total	
Closing Balance	\$440,041.29	\$440,041.29	\$313,447.11
Dividends	1,104.65		



Account Statement

For the Month Ending **December 31, 2022**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					313,447.11
12/02/22	12/02/22	Lane County - Tax Seg for November 14-18, 2022	1.00	104,868.70	418,315.81
12/14/22	12/14/22	Lane County - Tax Seg for November 21-30, 2022	1.00	20,620.83	438,936.64
12/30/22	01/03/23	Accrual Income Div Reinvestment - Distributions	1.00	1,104.65	440,041.29
Closing Balance					440,041.29
Month of December Fiscal YTD July-December					
Opening Balance					
Purchases					
					313,447.11
					406,028.57
					409,012.77
Redemptions					
					0.00
					(375,000.05)
Closing Balance					
					440,041.29
Dividends					
					1,104.65
					1,633.66

Closing Balance 440,041.29
Average Monthly Balance 426,977.60
Monthly Distribution Yield 3.04%



Account Statement - Transaction Summary

For the Month Ending December 31, 2022

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Oregon LGIP		Asset Summary	
Operating Balance	1,149,754.48	December 31, 2022	November 30, 2022
Purchases	466,004.04		
Redemptions	(0.20)	Oregon LGIP	
			1,149,754.48
		Total	
			\$1,615,758.32
			\$1,149,754.48
Closing Balance	\$1,615,758.32		
Dividends	3,646.50		



Account Statement

For the Month Ending December 31, 2022

COBURG CITY OF - COBURG CITY OF / GENERAL - 5969

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					1,149,754.48
12/01/22	12/01/22	LGIP Fees - ACH Redemption (2 @ \$0.05 - From 5969) - November 2022	1.00	(0.10)	1,149,754.38
12/01/22	12/01/22	LGIP Fees - Received ACH (1 @ \$0.10 - From 5969) - November 2022	1.00	(0.10)	1,149,754.28
12/02/22	12/02/22	Lane County - Tax Seg for November 14-18, 2022	1.00	217,783.20	1,367,537.48
12/14/22	12/14/22	Lane County - Tax Seg for November 21-30, 2022	1.00	42,854.20	1,410,391.68
12/19/22	12/19/22	ODOT - ODOT PYMNT	1.00	13,660.14	1,424,051.82
12/29/22	12/29/22	SFWS Fr.-Oregon Business Development Depa Safe Drinking Water	1.00	188,060.00	1,612,111.82
12/30/22	01/03/23	Accrual Income Div Reinvestment - Distributions	1.00	3,646.50	1,615,758.32
Closing Balance					1,615,758.32
Summary					
Opening Balance					1,149,754.48
Purchases					1,615,758.32
Redemptions					1,409,558.36
					3.04%
Closing Balance					1,615,758.32
Dividends					15,634.25



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

Public Sector Statement
December 31, 2022
page 1 of 5

Item 10.

379681084602

74 31 T 908 00000 R EM AO

CITY OF COBURG
GENERAL ACCOUNT
PO BOX 8316
COBURG OR 97408-1310

Questions or comments?

Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Transaction 379681084602
CITY OF COBURG
GENERAL ACCOUNT

Beginning balance 11-30-22	\$2,223,411.06
72 Additions	+835,558.17
98 Subtractions	-674,328.04
Net fees and charges	-358.61
Ending balance 12-31-22	\$2,384,282.58

Additions

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	12-1		Merchant Svcs Merch Dep 8008238142	\$605.00
	12-1		Merchant Svcs Merch Dep 8008238126	593.70
	12-2		Merchant Svcs Merch Dep 8008238126	1,472.65
	12-2		Direct Deposit, Merchant S 8030298668	914.25
	12-2		Merchant Svcs Merch Dep 8008238142	100.00
	12-5		Merchant Svcs Merch Dep 8008238126	1,517.62
	12-5		Merchant Svcs Merch Dep 8008238142	495.00
	12-6		Direct Deposit, City of Coburg Cons Coll	30,987.92
	12-6		Key Capture Deposit	22,915.73
	12-6		Direct Deposit, City of Coburg Cons Coll	3,210.00
	12-6		Merchant Svcs Merch Dep 8008238126	2,840.20
	12-6		Merchant Svcs Merch Dep 8008238142	595.00
	12-6		Key Capture Deposit	79.00
	12-6		Key Capture Deposit	50.00
	12-7		Merchant Svcs Merch Dep 8008238126	398.70
	12-7		Merchant Svcs Merch Dep 8008238142	269.00
	12-8		Key Capture Deposit	504,130.85
	12-8		Direct Deposit, Merchant S 8030298668	19,920.60
	12-8		Key Capture Deposit	3,116.41
	12-8		Merchant Svcs Merch Dep 8008238126	740.75
	12-9		Key Capture Deposit	112,464.46
	12-9		Merchant Svcs Merch Dep 8008238142	265.00
	12-9		Merchant Svcs Merch Dep 8008238126	153.70
	12-9		Direct Deposit, Pcs OR Trust Pcs OR Tr	121.00

379681084602

Additions
(con't)

Deposits	Date	Serial #	Source	
	12-12		Merchant Svcs Merch Dep 8008238126	470.28
	12-12		Merchant Svcs Merch Dep 8008238142	440.00
	12-13		Merchant Svcs Merch Dep 8008238142	327.00
	12-13		Merchant Svcs Merch Dep 8008238126	303.70
	12-14		Merchant Svcs Merch Dep 8008238126	753.50
	12-15		Merchant Svcs Merch Dep 8008238126	1,130.55
	12-15		Direct Deposit, Pcs OR Trust Pcs OR Tr	195.25
	12-16		Key Capture Deposit	7,608.55
	12-16		Merchant Svcs Merch Dep 8008238126	1,400.68
	12-16		Merchant Svcs Merch Dep 8008238142	540.00
	12-16		Deposit Branch 0067 Oregon	200.00
	12-16		Deposit Branch 0067 Oregon	157.27
	12-16		Direct Deposit, Merchant S 8030298668	110.40
	12-16		Deposit Branch 0067 Oregon	40.00
	12-16		Deposit Branch 0067 Oregon	30.00
	12-19		Merchant Svcs Merch Dep 8008238126	1,903.34
	12-20		Merchant Svcs Merch Dep 8008238126	302.40
	12-20		Merchant Svcs Merch Dep 8008238142	200.00
	12-21		Key Capture Deposit	7,259.44
	12-21		Merchant Svcs Merch Dep 8008238126	1,148.57
	12-21		Direct Deposit, Pcs OR Trust Pcs OR Tr	1,108.04
	12-22		Key Capture Deposit	572.61
	12-22		Key Capture Deposit	550.00
	12-22		Merchant Svcs Merch Dep 8008238126	296.85
	12-22		Merchant Svcs Merch Dep 8008238142	100.00
	12-23		Merchant Svcs Merch Dep 8008238126	300.00
	12-23		Merchant Svcs Merch Dep 8008238142	275.00
	12-27		Direct Deposit, Merchant S 8030298668	4,272.38
	12-27		Direct Deposit, Merchant S 8030298668	455.40
	12-28		Key Capture Deposit	9,220.05
	12-28		Key Capture Deposit	7,010.00
	12-28		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,456.09
	12-28		Merchant Svcs Merch Dep 8008238126	808.12
	12-28		Key Capture Deposit	500.00
	12-29		Merchant Svcs Merch Dep 8008238142	475.00
	12-29		Merchant Svcs Merch Dep 8008238126	302.40
	12-29		Direct Deposit, Merchant S 8030298668	86.25
	12-30		Key Capture Deposit	41,514.38
	12-30		Key Capture Deposit	13,897.30
	12-30		Key Capture Deposit	12,443.89
	12-30		Key Capture Deposit	2,800.12
	12-30		Key Capture Deposit	1,614.97
	12-30		Merchant Svcs Merch Dep 8008238126	870.60
	12-30		Key Capture Deposit	450.00
	12-30		Key Capture Deposit	400.00
	12-30		Deposit Branch 0067 Oregon	165.00
	12-30		Direct Deposit, Merchant S 8030298668	86.25
	12-30		Deposit Branch 0067 Oregon	50.00
			Total additions	\$835,558.17



379681084602

Subtractions

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
88102	12-9	\$200.00	*88130	12-12	120.11	88155	12-15	265.12
*88105	12-8	482.82	88131	12-15	306.00	88156	12-15	508.40
88106	12-6	300.00	88132	12-13	1,473.48	88157	12-13	2,802.46
88107	12-8	714.00	88133	12-19	63.40	88158	12-13	27,185.63
88108	12-7	53,012.66	88134	12-12	1,258.14	88159	12-15	850.00
88109	12-9	637.55	88135	12-16	330.76	88160	12-19	54.96
88110	12-7	732.86	88136	12-13	514.32	88161	12-28	117.64
88111	12-14	169.29	88137	12-14	100.00	88162	12-20	6,432.19
88112	12-7	1,254.42	88138	12-14	401.87	*88164	12-22	630.92
88113	12-6	59.06	88139	12-15	366.43	88165	12-19	1,757.90
88114	12-16	169.90	88140	12-13	3,200.00	88166	12-30	240.00
88115	12-5	22.44	88141	12-12	16,709.18	88167	12-21	5,016.00
88116	12-13	1,004.83	88142	12-12	407.50	88168	12-29	212.00
88117	12-6	5,000.00	88143	12-15	265.00	88169	12-20	1,466.32
88118	12-6	5,922.42	88144	12-13	196.29	88170	12-22	340,847.44
88119	12-9	296.80	88145	12-13	75.00	88171	12-21	437.25
88120	12-6	1,143.30	88146	12-12	3,107.77	88172	12-28	300.00
88121	12-20	1,747.20	88147	12-13	195.00	88173	12-22	42.48
88122	12-6	177.02	88148	12-20	1,250.00	88174	12-19	637.50
88123	12-7	47.00	88149	12-21	87.50	*88177	12-30	185.91
88124	12-8	537.00	88150	12-29	14.00	*88179	12-28	1,358.29
88125	12-5	4,000.00	88151	12-13	400.00	*88181	12-30	629.00
88126	12-7	279.56	88152	12-16	179.21	88182	12-29	263.26
88127	12-23	200.00	88153	12-22	53.50	88183	12-29	1,264.31
88128	12-6	3,687.48	88154	12-15	839.72			

Paper Checks Paid

\$507,216.77

Withdrawals	Date	Serial #	Location	
	12-1		Merchant Svcs Merch Fee 8008238126	\$1,360.02
	12-1		Merchant Svcs Merch Fee 8008238142	228.71
	12-2		Direct Withdrawal, Merchant S 8030298668	673.00
	12-5		Direct Withdrawal, Invoice PA0006Dvbilling	129.50
	12-6		Direct Withdrawal, City of Coburg Return	59.00
	12-6		Direct Withdrawal, City of Coburg Dir Dep	34,162.53
	12-6		Direct Withdrawal, Cis Trust 5037633834	22,689.37
	12-12		Direct Withdrawal, Employer Contrb Pers Cntrb	14,273.44
	12-12		Direct Withdrawal, KeyBank Auto Pymt	6,677.16
	12-12		Direct Withdrawal, Employer Contrb Pers Cntrb	4,533.01
	12-12		Direct Withdrawal, Asi Asi Fees	22.50
	12-12		Direct Withdrawal, Employer Contrb Pers Cntrb	13.60
	12-14		Direct Withdrawal, Irs Usatapyt	11,639.24
	12-14		Direct Withdrawal, OR Revenue Dept Taxpayment	3,238.21
	12-19		Direct Withdrawal, Invoice PA0006J4Billing	104.50
	12-20		Direct Withdrawal, City of Coburg Dir Dep	30,409.10
	12-22		Direct Withdrawal, Valic Eremit Prm	4,765.55
	12-22		Direct Withdrawal, Hra Veba Withdrawal	800.00
	12-28		Direct Withdrawal, Employer Contrb Pers Cntrb	13,068.50
	12-28		Direct Withdrawal, Irs Usatapyt	10,262.16
	12-28		Direct Withdrawal, Employer Contrb Pers Cntrb	4,555.42
	12-28		Direct Withdrawal, Asi Hc221227	551.00

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Subtractions

(con't)

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	12-28		Direct Withdrawal, Employer Contrb Pers Cntrb	9.44
	12-29		Direct Withdrawal, OR Revenue Dept Taxpayment	2,886.31
Total subtractions				\$674,328.04

**Fees and
charges**

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
12-8-22	Nov Analysis Service Chg	1	358.61	-\$358.61
Fees and charges assessed this period				-\$358.61

See your Account Analysis statement for details.

CITY OF COBURG
GENERAL FUND BUDGET PERFORMANCE ANALYSIS
December 31, 2022

								CURRENT BUDGET YEAR 2022-23																		
Account #	Account Name	HISTORICAL ACTUALS						Actual	Actual	Actual	Actual	Acutal	Actual	Budget	Budget	Budget	Budget	Budget	Budget	YTD	YTD	Variance	YTD			
		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACT/PROJ	BUDGET	(fav)/UnFav)	%			
TOTAL GENERAL FUND REVENUE		1,920,492	2,322,272	2,764,876	2,075,738	2,299,185	2,545,187	123,030	274,982	116,873	137,919	744,892	431,562	250,000	260,000	240,000	260,000	280,000	390,000	3,509,258	3,509,934	675.41	100%			
																					705,000	Beginning Fund Balance				
PERSONAL SERVICES																					4,214,934					
ADMINISTRATION		305,091	339,253	412,997	448,344	450,154	554,534	48,977	59,487	58,493	34,947	32,271	30,380	32,500	32,500	53,333	53,333	53,333	53,336	542,890	639,999	97,110	85%			
PLANNING		49,664	60,154	87,192	79,098	39,402	55,892	4,556	6,704	4,694	4,894	5,294	5,033	5,352	5,352	5,352	5,352	5,352	5,346	63,281	64,218	937	99%			
POLICE		284,948	354,383	390,597	401,572	469,242	568,686	50,538	68,567	48,591	51,590	53,544	52,273	58,125	58,125	58,125	58,125	58,125	58,127	673,855	697,502	23,647	97%			
COURT		86,201	95,160	97,451	104,352	105,729	113,826	9,580	13,780	9,394	9,137	9,162	9,162	10,000	10,000	10,500	10,000	10,000	10,287	121,003	123,422	2,419	98%			
ECONOMIC DEVELOPMENT		49,664	60,154	87,192	79,098	39,402	30,389	3,134	5,064	3,295	3,070	3,386	3,356	2,512	2,512	2,512	2,512	2,512	2,510	36,374	30,142	-6,232	121%			
PUBLIC WORKS		298,864	273,993	330,627	397,303	404,159	503,536	43,296	57,289	42,866	41,223	42,003	42,965	51,077	51,077	51,077	51,077	51,077	51,082	576,108	612,928	36,820	94%			
TOTAL PERSONAL SERVICES		1,024,768	1,183,097	1,406,056	1,509,767	1,508,088	1,826,863	160,081	210,890	167,333	144,860	145,660	143,169	159,566	159,566	180,899	180,399	180,399	180,688	2,013,511	2,168,212	154,701	93%			
																					2,013,511	proof				
MATERIALS AND SERVICES																										
ADMINISTRATION		226,043	248,187	220,817	219,341	252,167	240,560	83,402	8,491	18,974	8,757	32,961	8,345	18,000	18,000	17,500	17,500	17,500	17,500	266,930	271,198	4,269	98%			
FACILITIES		97,833	170,524	82,624	153,795	99,485	127,901	3,703	7,730	26,348	4,544	9,941	-2,157	6,000	6,000	6,500	6,000	6,000	6,000	86,609	92,840	6,231	93%			
PLANNING		151,662	235,060	258,088	101,478	159,930	271,218	18,322	1,791	3,382	1,702	24,949	1,382	10,510	10,510	10,510	10,510	10,510	10,507	114,585	126,115	11,530	91%			
POLICE		115,200	117,469	118,724	142,855	160,800	122,168	7,330	1,972	20,072	5,495	6,654	27,355	15,000	15,000	15,000	10,000	15,000	13,123	152,001	232,498	80,497	65%			
COURT		19,796	28,606	27,291	38,908	42,050	25,121	2,095	892	1,838	1,588	1,524	2,057	3,587	3,587	3,587	3,587	3,587	3,587	31,516	43,040	11,524	73%			
ECONOMIC DEVELOPMENT		50,451	23,836	42,939	80,991	21,600	54,856	12,698	0	2,115	747	2,359	267	14,415	14,415	14,415	14,415	14,415	14,415	104,676	172,980	68,304	61%			
PARK & PARK CAPITAL		67,307	90,399	59,280	450,213	97,450	88,901	1,447	4,574	6,719	6,887	699	2,547	5,000	5,000	5,000	5,000	100,000	100,000	242,872	247,215	4,342	98%			
TOTAL MATERIALS AND SERVICES		728,292	914,081	809,763	1,187,581	833,482	930,726	128,997	25,449	79,448	29,720	79,087	39,796	72,512	72,512	72,512	67,012	167,012	165,132	999,189	1,185,886	186,697	84%			
																					999,189	proof				
INTERFUND TRANSFERS-OUT																										
PARK FUND			0	0	0	0	0																			
WATER CAPITAL FUND			0	0	0	0	0																			
PAYROLL ALLOCATION - PLANNING		19,601	0	0	0	0	0																			
STREET FUND				50,000	50,000	50,000	0																			
SEWER FUND		50,000	0	0	0	0	0																			
TOTAL TRANSFERS OUT		69,601	0	50,000	50,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
					0		0																			
TOTAL EXPENSES		1,822,661	2,097,178	2,265,819	2,747,348	2,391,570	2,757,589	289,078	236,339	246,781	174,580	224,747	182,965	232,078	232,078	253,411	247,411	347,411	345,820	3,012,699	3,354,098	341,398	90%			
TOTAL REVENUE/(LOSS)		97,831	225,094	499,057	586,250	-92,385	-212,402	-166,048	38,642	-129,908	-36,661	520,145	248,597	17,922	27,922	-13,411	12,589	-67,411	44,180	496,559	Net Income/Loss 496,559					
																						200,000	Contingency			
CASH IN BANK BEGINNING																						176,590	Restricted for Park SDC			
Revenue/(Loss)																						484,246	Ending Fund Balance			
																					4,214,934	Budget Expenditures				
																					660,836					
																					Projected Ending Cash					

Admin		Planning	
-105054		-38000	
-86204		0	
-71069		-700	
-38493		-80	
-44580		-2257	
0		-9231	
-5000		0	
-1500		-7888	
-23795.2		-781	
-26116			
-88577			
0			
-73317			
-7099			
-744			
-571548	571548	-58937	58937

Police		Court		Econ Dev		PW	
-102178		-67511		-25320		-93329	
-89251		-1000		-200		-67554	
-65798		-145		-50		-188514	
-67749		-5056		-1748		0	
-1500		-27298		0		0	
-5000		0		0		-26166	
-57166		-15558		-2424		-86760	
-2500		-1388		-480		-74677	
-28734						-7183	
-92595						-752	
0							
-85186							
-7888							
-826							
-606371	606371	-117956	117956	-30222	30222	-544935	544935

250

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COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: February 14, 2023

Staff Contact: Anne Heath, City Administrator

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

The following is an overview of important activities during the month of January, general administration, and upcoming work to be done. The City Administrator and Department Directors compiled the information in this report.

Water Project

- Well under design
- Water Fee 20 year analysis will be presented by FCS at the March 14th City Council meet which will assist the Council in making decisions regarding setting fees.
- Draft brochure will be available to council prior to meeting for review. A final draft will be completed and released to the public by mail and social media at least two weeks prior to the March 14th City Council meeting.
- **Premier RV** – The City staff and engineers met with Premier RV as well as the developer of the property recently annexed regarding the eastside hook up of water. Premier RV has indicated that they would like to hook up at the south end of their property as soon as possible and has provided a letter to the City, which is attached to this report. Mr. Williams is asking that the City fund the pipe between the bore to his property at the cost to the City, and install his water meter. Staff have asked he engineers to give a projected cost of the pipe that the City is being requested to pay for. Please see the attached correspondence from Mr. Williams.

Street Project

- **Macy/Harrison/North Willamette** – Engineering is provided alternative designs for these streets, which were presented, to the Public in an open house on January 30 – February 3. Comments were also available on-line and by an online survey. The collection comment reporting is attached to this report. There will be an opportunity for the Public to provide comment, which will be consolidated and presented to the City Council at their February 14 meeting. This will allow for Council to give staff direction how they would like to proceed with the design of these roads

Options to move forward are:

- Allow for Public Works and Engineers to review comments and begin final design which can be presented at the March meeting to City Council

- Create an agenda item on the March meeting for Council to discuss and then give direction to Public Works and Engineers for final design.

Utility Fee Discussion – Timeline for Public Education and Engagement.

The Council have asked for a timeline for the Council discussion and decision, and public education and engagement for the Utility Fee increase. The following is the suggested timeline:

March 1	Brochure mailed to the community, placed on website and social media
March 14	Public Hearing – Public Comment Taken FCS attend Council to present Utility Fee Finance Model
April 11	Public hearing – Public Comment Taken
April 11	Council Decision
June	New Fees implemented in adopted budget
July 1	New Fees applied to Utility Billings

Staff are working on the brochure and hope to have it to Council for review and comment in mid-February.

Street Committee

The Mayor has reconvened the Street Discussion Group, which was began by Mayor Smith. This group consists of the Mayor, Councilors, Commissioner, staff, engineers and City Partners. The purpose of this group is to discuss transportation challenges in Coburg, prioritize, and make recommendation for how the group will operate in the future. The group's first meeting is to be held on February 9.

Council Goals and Work Plan

The Work Plan will be updated according to the additions and changes the council made during their retreat. It will be sent out to Council no later than February 15 for review. Councilors may submit changes up to March 3, 2023 at which time it will be finalized and brought to Council for adoption at their March 14, 2023 meeting.

Park Projects

- **Pavilion Park Planning** – Open house for opportunities to comment on the conceptual drawing was held from January 30 – February 3. Public could make written comment, or provide comment on-line. All comments will be provided to the Park|Tree Committee in order to guide them in the final design of the park.

Public Works Shop

- Update on this project is being presented by the Public Works Director under a different tab

Finance Department Staffing – The posting has been extended to March 1.

Upcoming Meetings

February 15 Planning Commission
 February 20 City Hall CLOSED for Presidents Day
 February 21 Park Tree Committee
 March 8 Heritage Committee
 March 14 City Council

DEPARTMENTS AND OPERATIONS

City Recorder | Utility Billing | Office Administration - Prepared by Sammy Egbert

City Recorder

- January 11th to February 14th managed seven **Public Meetings**. Each meeting is noticed, created, require electronic and paper files for retention. I review edit and process draft minutes for approval then record and post approved signed minutes.
- Extended the Recruitment for finance position until filled.
- Recruitment is open for City Councilor, Planning Commissioner, vacancies.
- Council Retreat coordination and binders.

Administration Front Office

- Facebook posts and updates done regularly.
- Intake record and routed **4 Citizen Inquiry** and **2 facility** right of way permit
- Sara trained with Anne to begin process accounts payable inputting invoices and preparing checks, and additional accounts receivable tasks. These tasks will be added to the administration position.
- Trained and assisting with finance with payroll tasks while Finance position is being recruited. Will be cross-trained and provided back up when the Finance position is filled.
- January | February front office is busy collecting and processing payments for annual sewer LID's and business license.
- One Park rental application processed.

Utility Billing

- **January December utility billing covers 12/10 to 1/9**
 - Billed Water \$58,900 | Sewer \$70,200 | Transportation Utility Fee \$12,400
 - Cash Receipts or Payments Received \$134,100
 - Past dues charged 89
 - 9 Utility Billing related work orders
 - 8 Door Hangers for past due accounts

- 2 Active payment plans
- 3 change in service

Finance

- Finance Report under a different tab. There will be a presentation at the February 14, 2023 for the City Finances through December 31, 2022.

Planning – Prepared by Megan Winner

- SR 01-22 & CUP 01-22: Public hearing scheduled on February 15th at 6pm for site review and conditional use permit for restaurant and brewery "Willamette Forks" at 91032 S Willamette (old Primrose Lane Antique);
- SR 02-22: Construction continues at Roberts Rd. light industrial park;
- SUB 02-20: Construction continues. Permit for one new single family dwelling issued in December;
- SUB 01-22: Approved application for phase two of the Coburg Creek Subdivision on January 18th, 2023;
- SR 04-22: Approved application for food truck plaza "The Barnyard" on Willamette Street at January 18th Planning Commission Meeting;
- Nine Structural/Plumbing/Mechanical/Electrical Permits issued in January;
- Participating in Coburg Community Charter School 8th grade mentorship program;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC).

Main Streets and Economic Development – Prepared by Tracey Pugh

- Attended Oregon Main Street Virtual Conference
- Organizing Board Retreat for Coburg Main Street - February 15
- Working on March/April Our Town newsletter
- Coordinated monthly Main Street Board Meeting
- Working with art committee on Mural Policy
- Working with Main Street treasurer to finalize 2023 Budget
- Working on grant opportunities with Ford Family Foundation and Oregon Main Street
- Working on Strategic Plan for Main Street
- Updating Main Street website with event calendar
- Working with Board to establish financial policies, budget, event calendar
- Participating in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

Public Works

- **Streets and ROW.**
 - **Street**

- **Projects**
 - TMDL Updates
- **Leaf Pickup**
 - Completed
- **Potholes**
 - Started our Pothole Maintenance Repair Plan
 - **If you see one developing please call or email Public Works**
- **Maintenance**
 - Guardrail on S Industrial hit by car. Will be repaired in Feb-March
 - Added new Garbage Can to S Willamette St

Water Utility

- **New Service**
 - 1 new meter
- **Distribution System**
 - 2 Leak Investigations
 - 1 Leak Forgiveness
- **Projects**
 - Pre-Construction Meeting for the Coleman St Waterline Replacement Project(set to start Feb 6th)
- **Sewer Utility**
 - **Collections**
 - **Inspections**
 - 3
 - **Callouts**
 - 3
 - **Treatment Plant**
 - **Treatment Plant**
 - Multiple breakdowns occurred at the Treatment Plant, mixer faulted out, Membrane Aeration Low Flow.
 - 2 Councilor Tours
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party worked at Norma Pfeiffer Park
 - **Park Maintenance**
 - Removed Graffiti from the Restrooms

Misc.

- **Locates** 29
- **Work Orders** 71

Municipal Court - Prepared by Mandy Balcom

- **January 2023 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for January 24, 2023 Court Date: 46
 - **January 2023 Receipts Including Collections,**
 - **Total Fines:** \$12,169.08 (total monies taken in for the month, nothing deducted),
compared to \$ 10,766.12 in January of 2022
 - **Net Fines:** \$10,241.00 (City share only, NOT including collections),
compared to \$8,946.00 in January of 2022
 - **January 2023 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 1,928.08
compared to \$1,820.12 in January of 2022
 - **Turned over to collection:** \$ 0
compared to \$2,123.50 in January of 2022

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

Other Information:

- Upcoming Court Date: February 14, 2023 Regular Court Session
- Judge Williams will be attending the OMJA/OJPA Spring Education Conference March 22-24, 2023
- Court has received and has complied with the Governor's Order on Remission of Fines dated 12/21/2022 to waive fines and clear suspensions.

Police Department – Prepared by Chief Larry Larson

- Officer investigated a theft of a trailer in Premier RV.
- Officer investigated property stolen from a vehicle.
- Officer investigated a theft of a catalytic converter from a business.
- Officer investigated two non-injury motor vehicle accidents.
- Citizen turned in a found wallet to the Police Department.
- Officers arrested a driver for DUII/Reckless Driver and Reckless Endangering; suspect BAC was .19%.
- Officer investigated hit and run property damage to City property.
- Officers arrested a driver for failing to provide a license and obstructing governmental process. He was provided veteran services.

- Officer investigated a criminal mischief that caused damage of \$2,000.00
- Officer investigated a child neglect from DHS and determined the investigation to be unfounded.
- Officer investigated a theft in which a bike was stolen.
- Officer investigated a theft of a bicycle.
- Officer investigated a report of verbal dispute.
- Officer arrested a driver for (misd.) Warrant and driving without a license.
- Officers arrested a driver for DUII and wrote a warrant for the driver's blood alcohol content.
- Officer investigated stolen items in Premier RV Park.
- Three officers arrested suspect for Rape, Assault, Strangulation and other sex crimes.
- Officer investigated damage to a vehicle's windshield.
- Officer investigated stolen property from a vehicle totaling over \$1,000.00
- Officer registered a sex offender for their annual registration.
- Officer investigated a stolen vehicle. Vehicle was subsequently returned to the owner.
- Officer took a report of three chainsaws that were stolen out of a vehicle.
- Officers assisted Lane County Sheriffs with an investigation.
- Officer performed a traffic stop, which resulted in the locating of missing persons.
- Officer cited a driver for reckless driving.
- Officer investigated damaged and stolen property to vehicles at a business.
- Officer investigated damage to a fence at a business.
- Officer investigated a fraudulent use of credit card.
- Officer transported an inmate to and from the jail to Coburg and back for court.
- Officer cited a motorhome on Roberts Road for city ordinance violations.
- Officer responded to a suicidal person; the officer was unable to find the person.
- Officers enforced the illegal parking ordinance on Roberts Road on several vehicles.
- Coburg Police Department had a vehicle displayed in front of City Hall to help prevent impaired driving.
- Coburg Police Department placed a mobile radar unit in town to help discourage speeding on city streets.
- Coburg Police Department set up a new storage rack with bins to help organize found property in the property shed.
- Evidence label stickers were made to place on property/evidence sheets to inform arrested subjects on where to pick up their property after being released from custody and the time they have to claim their property.
- Officers have started implementing written warnings on traffic stops that did not result in a citation.

Upcoming Events:

Coburg Community Shred Day on April 15th, 2023

ATTACHED

Council requested copies of all public meetings be included in packets

January 17, 2023, Park Tree Committee Minutes DRAFT

January 17, 2023, Park Tree Committee Work Session Summary

January 18, 2023, Planning Commission Minutes DRAFT

January 31, 2023, Finance Audit Committee Minutes DRAFT

Park Survey Results

Street Improvement Survey Results

Eugene Premier RV Letter RE: Domestic water to Eugene Premier RV Resort, LLC



MINUTES

Coburg Parks | Tree Committee

City Hall, 91136 N. Willamette

January 17th, 2023 – 6:00 p.m.

COMMITTEE MEMBERS PRESENT: Chair Mary Mosier, Vice Chair Tom Beatty, Lonna Meston, Coleen Marshall, Karen Coury

COMMITTEE MEMBERS ABSENT: Claire Smith, Joe Morneau

STAFF: Public Works Director Brian Harmon

1. Call to Order

Chair Mosier opened the Parks | Tree Committee meeting at 6:05 p.m.

2. Roll Call

Chair Mosier acknowledged those present. There was a quorum.

3. AGENDA REVIEW | Approve Minutes from November 15th, 2022

MOTION: Ms. Marshall moved to approve the November 15th minutes as presented, seconded by Ms. Meston. The motion passed unanimously - 4:0:0.

4. City Updates/City Administrator Report

There were no questions.

5. Committee Business

- Election of Officers

MOTION: Ms. Marshall moved to re-elect Mary Mosier as Chair, seconded by Vice Chair Beatty. The motion passed unanimously - 4:0:0.

MOTION: Ms. Marshall moved to re-elect Tom Beatty as Vice-Chair, seconded by Ms. Meston. The motion passed unanimously - 4:0:0.

- Finalize Annual Report to City Council - Goals

Mr. Harmon noted that he'd need the report and goals by February 2nd.

Chair Mosier said the report was finished but was waiting on the City Council's response for volunteer hours.

After discussion of the long-term goals as recorded in the November 15th minutes, it was decided by consensus to add the Coburg Creek subdivision park to the list.

Updated Long-term Committee Goals:

- Advocate for a volunteer coordinator on City staff
- Establish a community volunteer base
- Research and development of a Parks & Rec district
- Create a process for future purchase approval and development of park land
- Julie Morneau Heritage Park
- Coburg Creek subdivision

- Our Town (Newsletter) Contributions

Vice Chair Beatty noted that he had submitted a poem which would appear in the next issue.

Suggestions for upcoming issues included biographies of individual "Heritage" trees, a history of Arbor Day, a "Before You Plant" guide, and a piece on the value of volunteers.

Mr. Harmon suggested adding Arbor Day to the February agenda.

- Holly at Picnic Shelter

Vice Chair Beatty presented. There was a decision by consensus to replace two of the three holly bushes with a red maple.

- Location of Ray Smith Fire Hydrant

There was a decision by consensus to entrust the donation to the City Council with the recommendations of placement within the City Hall or the Odd Fellows buildings.

- Donation Policy Suggestion List

Vice Chair Beatty volunteered to compile a list of donation suggestions. He requested that the committee members send in their ideas.

Mr. Harmon specifically suggested drinking fountains.

There was some discussion of the status of Park Watch signs.

- Upcoming Work Party Date & Location

A work party was scheduled for February 6th at 9:00 am at Norma Pfeiffer Park for clean-up around the flagpole and pruning and edging around the roses. A yard of bark dust or wood chips from Lane Forest Products was requested from Public Works.

Mr. Harmon noted that the Open House scheduled for January 24th had been moved to February 2nd. Chair Mosier, Ms. Meston and Vice Chair Beatty offered to attend. Mr. Harmon suggested including index cards and a drop box for public input.

Ms. Marshall noted that the date listed on the agenda for the next scheduled meeting was incorrect and should be the 21st rather than the 14th.

After discussion, the decision by consensus was to schedule a Work Session for 4:30 pm on February 21st to review public input on the Pavilion Park Plaza. A second Work Session in March was suggested but not scheduled.

6. Adjournment

Chair Mosier adjourned the meeting at 7:05 p.m.

FUTURE MEETINGS

~~January 24th~~ February 2nd Public Meeting for Plaza Ideas - All Day

February 6th Work Party - 9:00 am

February 7th City Council Meeting

February 21st Parks and Tree Work Session - 4:30 pm

February 14th 21st Parks and Tree Committee

(Minutes recorded by Angela Kern)

APPROVED by the Park & Tree Committee on this ____ day of _____ 2023.

ATTEST:

Sammy L. Egbert, City Recorder

Mary Mosier, Chair

Parks / Tree Committee Work Session

Date	Name	Summary of Discussion
January 17, 2023	Mary Masier	Elements of design were discussed and refined for improvements to Pavilion Park.
4:40 pm - 6:00 pm.	Karen Clouty	
	Lonna Weston	
	Cohen Marshall	
	Tom Beatty	
	Staff: Brian Harmon	

Please attach a copy of all documents that were handed out

Park Plaza Funded by Oregon Department of Parks & Recreation

The City of Coburg has successfully submitted and received a grant to construct a Public Plaza in Pavilion Park. The Park & Tree Committee has worked with and engineers to create a preliminary design of the plaza. Your input is need and appreciated as they move forward to final design. The attached preliminary design includes ADA designs, restrooms, a water feature, picnic area, and a community concern area. Please take the time to look at the design and submit any comments you may have no later than February 3, 2023.



Coburg Planning Commission
January 18, 2023 at 6:00 p.m.
Coburg City Hall
91136 N. Willamette St.
Hybrid Meeting

COMMISSIONERS PRESENT: Chair Jim Bell, John Marshall, Marissa Doyle and Jonathan Derby.
Absent: Vice Chair William Wood and Seth Clark.

STAFF PRESENT: Anne Heath and Megan Winner

GUEST PRESENT: Don Johnson.
Virtually Present: Alan Wells.

1. Call Meeting to Order

Chair Bell opened the Planning Commission Work Session at 6:03 p.m.

2. Roll Call

Chair Bell called roll. A quorum was present.

3. Agenda Review

Ms. Winner had two additions to the Agenda:

- Review and discuss the goals and priorities of the Planning Commission for 2023.
- Recruitment for a Planning Commission vacancy.

Ms. Winner stated that Alan Wells had resigned from the Planning Commission because he was elected to City Council. The discussion and review of priorities and goals would be addressed after
Agenda (8.) Discussion Items.

4. Approval of Minutes - December 21, 2022

MOTION: *Commissioner Marshall moved, seconded by Commissioner Derby to approve the December 21, 2022 Planning Commission Meeting minutes as presented.*

The motion passed. Vote, 4:0.

5. Public Testimony

There were no public speakers.

6. Commission Business

A Public Hearing on land use application SUB 01-22; submitted by Bruce Wiechert Custom Homes for the Coburg Creek Subdivision First Addition.

Chair Bell re-opened the Public Hearing from the December 21, 2023 meeting.

Staff Presentation:

The Commission proceeded to testimony.

Ms. Winner read aloud four written pieces of testimony that were emailed to the Commission.

Coburg residents, Sandra and James Marr opposed Land Use Proposal SUB 01-22.

Coburg residents, Edward and Susan Wojakowski opposed Land Use Proposal SUB 01-22.

Peter Chapin supported Land Use Proposal SUB 01-22.

Stanley Shattuck submitted an addendum to the testimony that he provided on the December 21, 2022 meeting.

Chair Bell asked the Commission if anyone wished to disclose any ex parte contact since the first hearing of December. There were no comments.

Mr. Marshall commented that the connection of Macy Street to the subdivision seemed to be a concern in the written testimonies. He said it was not listed as a condition, but was within the development plat and proposal. He asked if that was sufficient to satisfy the concern of the people or should the Commission add a condition that the subdivision be connected to Macy Street?

Ms. Winner commented that it was her understanding that the Council acceptance of the dedication of the portion of Macy Street previously, as well as the subdivision application showing a connection of Macy St., was approval of that access being connected westward.

Commissioner Marshall asked if all the streets, access points to the subdivision needed to be approved prior to any building permits issued?

Ms. Winner answered that it was correct, the utilities, infrastructure, and streets would all go through a public improvement review process.

Ms. Doyle asked if Macy Street was included in that?

Ms. Winner replied that Macy Street would go through its own design approval process. Beginning February 1, 2023, there would be two designs, prepared by the city engineers and available for the public to weigh in on.

Ms. Heath clarified that the developer was asked to make changes to Macy Street up to Harrison Street. It was important to the Council that they heard from the community on not just Macy Street, but North Willamette Street design, as well as the Harrison Street design. Those street projects were expected to take place next summer.

MOTION: Commissioner Doyle moved, seconded by Commissioner Derby to close the public hearing on the Bruce Wiechert Custom Homes Inc. at 6:23p.m.

The motion passed. Vote, 4:0.

Ms. Doyle asked if there was enough room for a delivery-like truck to turn around at the intersection of Van Duyn Street and Skinner Street.

Ms. Heath answered that it was not a concern related to the traffic pattern of the subdivision, however it could be brought up to the City as a concern by a citizen.

Mr. Marshall understood the tie from Skinner Street to the subdivision was primarily for pedestrians and bicycles and the bollards were to keep vehicles from going through. The bollards could be moved for emergency vehicles, while the dead end Van Duyn Street was not applicable to the subdivision and the City would most likely post a sign stating that it was not a turn around.

MOTION: Commissioner Marshall moved, seconded by Commissioner Derby to recommend approval of the proposed Coburg Creek Subdivision First Addition SUB-01-22, with the conditions of approval items 1 - 9, as listed in the Staff Report.

The motion passed. Vote, 4:0.

Commissioner Marshall stated, in conjunction with the recommendation for approval of the Coburg Creek Subdivision First Addition, he would like to recommend to City Council to direct staff to assure that the planned improvements to Macy Street, North Willamette, and Harrison Street were complete on or before the developer completes the connection of the subdivision to Macy St. prior to subdivision completion.

Seconded by Commissioner Derby. The motion passed. Vote 4-0.

7. Commission Business

Public Hearing on SR 04-22 Food Truck Plaza The Barnyard Site Review

Chair Bell opened the Public Hearing at 6:36p.m..

Staff Report:

Ms. Winner presented an overview of the proposal. The proposal is for a site design review for a food plaza called The Barnyard, located on Willamette Street near the intersection of Pearl Street. The proposed project would be constructed in two phases. Phase-1 would include a concrete pad for up to five trucks, a small stage and approximately a 1000 square foot building that would include restrooms. Phase-2 would include a small entertainment stage and the small building called The Barn. Currently, the subject property is a vacant field south of The Coburg Inn, mixed-use development and is the anticipated location for Phase-2 of the Coburg mixed-use development. According to the applicant and property owner, this was not planned as a final use for the property, but rather a limited duration development until Phase-2 of The Coburg Inn was more economically feasible. The proposal meets the building standards. The Central Business District is exempt from the minimum parking requirements for vehicles. Employee parking would be accommodated in the existing Coburg Inn parking lot. The proposed project would share parking and access with The Coburg Inn.

The three recommended conditions of approval are:

- All food trucks must obtain a Type-1 approval for mobile vending prior to operation.
- Prior to commencement of construction activities, the applicant shall submit for and obtain the required building permits.
- Bicycle parking facilities to accommodate a minimum of nine bicycles must be provided on-site, as part of the first proposed phase of the food truck plaza.

Ms. Winner read aloud a written testimony received by the Commission from Stephen Sheehan, opposing Land Use Proposal SR 04-22.

The applicant, a Coburg resident and local business owner, Mr. Alan Wells stated that he had spoken with the area business owners and every one of them were in support of the project.

Mr. Derby asked if the Phase-2, add-on to The Barn was going to be adjacent to The Coburg Inn, blocking the view of the food trucks?

Mr. Wells answered that it was not the intention to block the view of the trucks. They would be seen from the intersection. When Phase-2 is built the food trucks would be removed.

Mr. Marshall asked if the food trucks would be stored there.

Mr. Wells answered that they prefer the trucks would be open from 11 a.m.-8 p.m., seven days a week. When not in use they would be securely locked, with additional security cameras in use.

Chair Bell stated that since staff had put it in the report as temporary, then the Commission must make the record clear and place a condition of a time limit on it.

Albany resident and architect for the proposed project, Don Johnson, explained in greater detail, the building design to the Commission.

Hearing closed at 6:50p.m.

MOTION: Commissioner Derby moved, seconded by Commissioner Doyle to approve the application with the three conditions found by staff, including a fourth condition of clarification on a time horizon, specifically to be revisited in five years.

The motion passed. Vote, 4:0.

Ms. Winner asked for clarification of the fourth condition of approval.

Mr. Derby stated the fourth condition of approval would be that we revisit the temporary status of the food truck plaza in five years in consultation with the applicants.

8. Discussion Items

- Intersection of Willamette St. & Van Duyn St.

Mr. Marshall pointed out that the intersection had been addressed previously. The City's Transportation Plan (TSP) stated that it needed modifications. Mr. Marshall proposed that the Planning Commission pass a motion asking the City Council to address the intersection formally with the County and have the Council Direct Staff work with the County to create some modifications to make it safer.

Ms. Heath clarified that the engineers were currently designing Van Duyn Street to North Willamette Street with the thought that it was a safe route to school from the neighborhoods, with possible sidewalks connecting to the existing sidewalks.

MOTION: Commissioner Marshall moved, seconded by Commissioner Derby to request the Mayor and City Council to formally address the issue of the intersection of North Willamette Street and Van Duyn Street, to direct staff to research possible modifications to this intersection, as being a safe route to the school.

The motion passed. Vote, 4:0.

Ms. Heath offered to add it to the Work Plan presented to the Council on their February 4, 2023 retreat, as a request from the Planning Commission and informed the Commission that any one of them could go and represent the decision as a whole, to the next Council meeting.

9. Planning Commission Goals for 2022-2023

Ms. Winner announced that it was time for the Planning Commission to set the goals and priorities for 2023. She instructed the Planning Commission to look at the 2022 list and choose to keep those as they were or make additions or removals.

The Board asked for more training on master planned developments, specifically their purpose and use; types of land use applications the expirations of land use approvals and Planning Commission responsibilities.

MOTION: *Commissioner Marshall moved, seconded by Commissioner Doyle to approve the list as amended, with specific topics.*

The motion passed. 4:0.

10. Adjournment

Chair Bell adjourned the meeting at 7:45 p.m.

(Minutes recorded by Trenay Ryan, LCOG)

APPROVED by The Planning Commission of the City of Coburg on this

Jim Bell, Commission Chair

ATTEST:

Sammy L. Egbert, City Recorder



MINUTES

Coburg Finance/Audit Committee Meeting

January 31st at 5:30 P.M.

91136 N Willamette Street

In-person meeting

PRESENT: Vice Chair Terry Dawson, Coleen Marshall, Elise Landry

STAFF PRESENT: Anne Heath, City Administrator, Councilor Engebretson, Councilor Lehmann

GUESTS: Steve Tuchscherer and Josh Huffman of Umpqua Valley Financial via Zoom; City Council Liaison John Lehmann

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

1. CALL TO ORDER

Councilor Engebretson called the meeting to order at 5:33 pm.

2. ROLL CALL

A quorum was present.

3. MINUTES REVIEW: November 29th, 2022

MOTION: Ms. Marshall moved to accept the Coburg Finance/Audit November 29th, 2022 minutes as presented, seconded by Mr. Dawson. The motion passed unanimously – 3:0:0.

4. Receive Audit From Umpqua Valley Financial

Mr. Tuchscherer presented the audit. He stated that the City was in good shape overall and noted that full accrual accounts could be challenging.

Ms. Landry inquired about modified accrual accounting for capital accounts. Mr. Tuchscherer explained that capital accounts were subject to full accrual.

Ms. Heath asked for clarification of over-expenditures below 3% on page 83. Mr. Tuchscherer said that he was required to assess compliance with Oregon budget law and that significant over-expenditures must be reported. He noted that Coburg's were not particularly significant but that the inclusion was required.

At the conclusion of the audit, it was observed that Ms. Heath had included in the Committee packets a sheet of 2014 findings, provided to illustrate the progress of the City. Mr. Lehmann asked what actions had created the positive changes. Ms. Heath listed growth, better management, setting budgets, revisiting allocation methods, and charging for services as the main contributors. She said setting 5-year budgets was key. Mr. Lehmann inquired about providing comparisons for ending fund balances for proceeding years. Ms. Heath said that would be provided at budget time. .

MOTION: Ms. Landry moved to recommend to the City Council that the Umpqua Valley Financial Audit be accepted, seconded by Mr. Dawson. The motion passed unanimously – 3:0:0.

There was some further discussion of the over-expenditures, with no actionable conclusions.

5. Elect Officers for Fiscal Year 2023

MOTION: Ms. Marshall nominated Ms. Landry as Chair, seconded by Mr. Dawson. The motion passed unanimously – 3:0:0.

Councilor Engbretson handed over control of the meeting to Chair Landry.

MOTION: Ms. Marshall nominated Mr. Dawson as Vice Chair, seconded by Ms. Landry. The motion passed unanimously – 3:0:0.

6. Financial Reporting - December 31, 2022

Ms. Heath presented, saying that revenues were at 37%, expenses were at 27%, property tax receipts were at 91%, and fuel taxes were at 41%. She stated that there were no concerns at the moment.

Mr. Dawson wondered how things looked for being six months into the fiscal year. Ms. Heath said it looked good.

Ms. Marshall inquired about the payment to Julie Morneau. Ms. Heath explained that it was the final payment for the well property.

Chair Landry requested clarification of an increase in program expenses in the governmental funds of the audit. Ms. Heath explained that it was the Street Fund had increased capital

projects. Chair Landry noted an increase in the water utility as well, which Ms. Heath said was due to the Water Project.

Mr. Lehmann wondered if there would be a URA Audit. Ms. Heath said yes.

7. Finance Committee Goals

It was noted that the goals had been discussed at the April 27th meeting.

Mr. Dawson stated that the Committee's perpetual goal was reviewing the City of Coburg Fiscal Policies and Accounting Procedures.

Chair Landry suggested the Committee move forward from page 20.

It was noted that Ms. Heath had corrected spelling and punctuation throughout the document.

Ms. Heath asked for recommendations to present to the City Council.

Mr. Dawson suggested merging the Finance/Audit Committee and the Budget Committee.

MOTION: Mr. Dawson moved to recommend to the Coburg City Council that they consider blending the Citizen Members of the Budget Committee with the Finance/Audit Committee, seconded by Ms. Marshall. The motion passed unanimously – 3:0:0.

8. ADJOURNMENT

Chair Landry adjourned at 7:17 pm.

APPROVED by the Finance Audit Committee of the City of Coburg on this 25th day of April, 2023.

Elise Landry, Finance Audit Chair

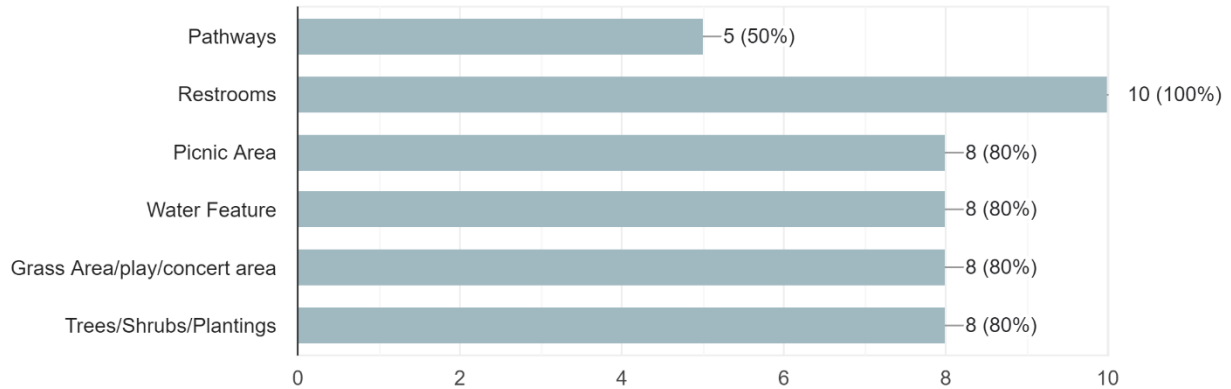
ATTEST:

Sammy L. Egbert, City Recorder

Pavilion Park Plaza Comment Survey Results Data Visualizations

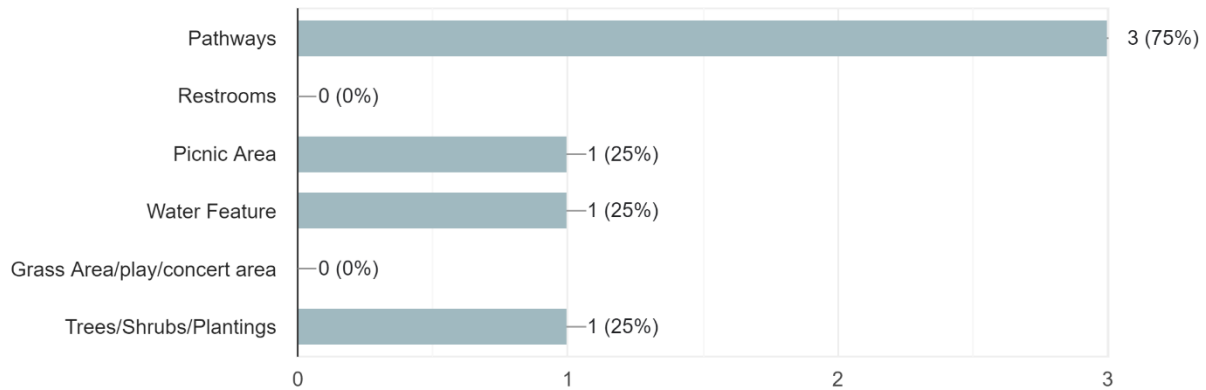
Design features you like

10 responses



Design features you do not like

4 responses



Other features I would like to see in the park:

Chess tables

Water presentation features

Mural

Picnic area at south end also

Other comments or ideas I would like to share about this design:

Native plants in the garden with butterfly attracting plants

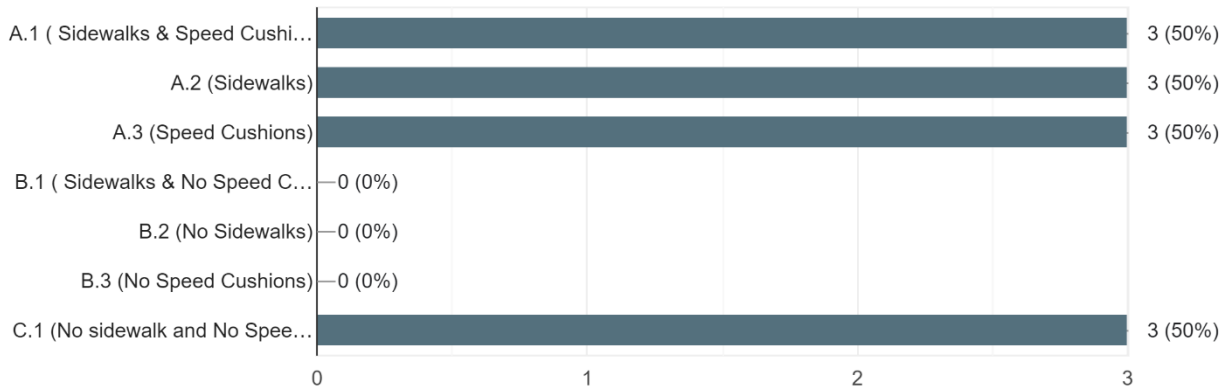
Shade trees as well as evergreens would be nice

Too many paths
Will the memorial wall/fountain have names of Coburg veterans on it?
There needs to be more parking for events!!
How will events be able to accommodate booths for vendors?
Restroom: Will it be a nice building or a funky plastic bathroom? Would like to see a nice cement structure with some design standards not a "Quonset" hut

Street Improvements Survey Results Data Visualizations

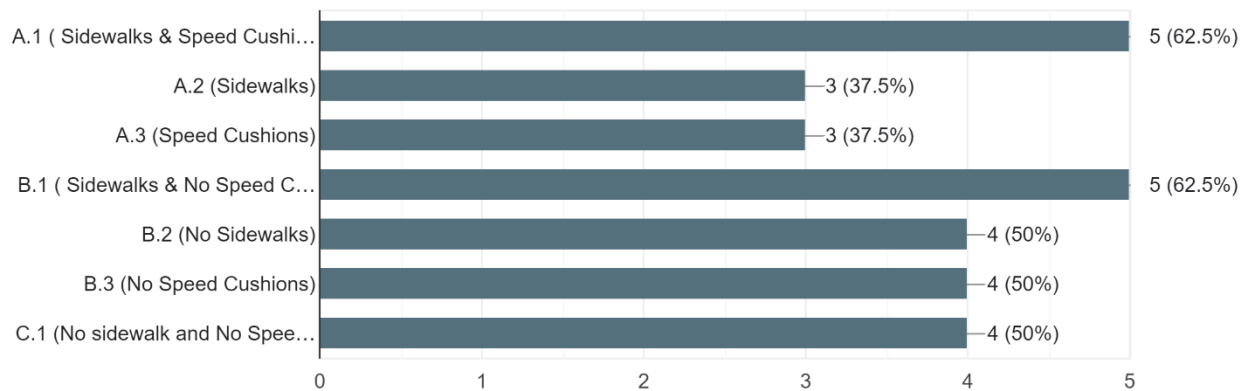
Design options you like

6 responses



Design options you do not like

8 responses



Other features I would like to see on the streets:

4 responses

15 mph speed limit signs

Bench facing west at Macy & Willamette. Great spot for sunsets!

We'd like to see speed cushions or some other way to slow traffic on N. Harrison between Locust and Van Duyn Streets when that area is improved. Also more signs alerting motorists to the presence of school children and other pedestrians in all of these areas that will be improved in the next few years. That includes all of the streets surrounding the park, where we often see cars driving faster than they should in areas of greater numbers of people of all ages, often walking their pets or just enjoying the park areas. Be aware, many drivers use all of these streets to avoid the stop light intersection at Willamette/Pearl Streets!

Any place there is a light intersection!

Other comments or ideas I would like to share about these street improvement options:

6 responses

Love the speed cushions, although potholes make people slow down

I am very encouraged to see the possibility of more sidewalks and speed dampening techniques coming to Coburg. Slower is better.

Should how Macy will be accessed to the Weichert housing

We look directly out our kitchen windows and see fast traffic and disregard for stop signs, from all directions, at the N Harrison and E Van Duyn intersection at all times of the day. We also see the same at the south end of N Harrison where it meets E Locust. The entire length of N Harrison, going north/south between Locust and Macy Streets, and E Van Duyn, going east/west from N Harrison to Willamette Street, need some kind of speed amelioration to keep them safe for the many walkers and bikers, both young and old, who use this corridor to get to and from the school and Coburg Bottom Loop.

Don't change how the streets are now. Coburg is wonderful as is!

We don't want sidewalks or speed cushions

**Premier RV Resorts, LLC
Eugene Premier RV Resort, LLC
33620 SW Firdale Rd.
Cornelius, Or. 97113**

January 30, 2023

Anne Heath
City Administrator
91136 N. Willamette Street,
Coburg OR 97408

RE: Domestic water to Eugene Premier RV Resort, LLC

33022 Van Duyn Rd, Eugene, OR 97408

Dear Ms. Heath,

Thank you for the productive meeting with your staff concerning the extension of the city water line to our property.

Based on our discussion with you and your staff we propose the following:

1. The City of Coburg extend the water line the approximately 71 feet to reach our south property line at its cost.
2. The city installs a water meter (which shall be paid for by Eugene Premier RV Resort LLC) sized to serve our resort as determined by our engineer.
3. Eugene Premier RV Resort will hire an engineer at its expense to determine the size of meter, and supply pipe needed to service the resort and the required back flow device to meet the city standards.
4. The city will keep us apprised of the progress in getting the state permit and will review our engineering as we wait for the state permit so that we can begin construction of our water line as soon as the state permit is issued.

Time is of the essence for this project. We cannot predict how long our domestic water wells will have sufficient flow to provide the potable water for our resort.

Please share this letter with the mayor and council members.

We remind the city that we have been promised water for almost 18 years and the proposed hook up date has been moved back at least 4 times in the last 4 years.

We do not want to have to litigate this issue but are prepared to do so should the city again fail to perform as promised.

Very Truly Yours,

Paul Williams

Managing Member Eugene Premier RV Resort, LLC

