



AGENDA

PARK TREE COMMITTEE

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, February 17, 2026 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

- [1.](#) January 20, 2026, Park | Tree Committee Minutes

COMMITTEE BUSINESS

- [2.](#) Hazards and Park Issues
3. Work Party Recap
4. Park Projects Update
5. Community Engagement/Outreach Planning for New Neighborhood Park
- [6.](#) Vegetation Management and Maintenance Plan Update

CITY UPDATES

- [7.](#) City Administration Report, February 2026

FUTURE MEETINGS

ADJOURNMENT



MINUTES

Parks Tree Citizen Advisory Committee

January 20, 2026 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Karen Coury, Coleen Marshall, Joe Morneau, Mary Mosier

MEMBERS ABSENT: Chair, Tom Beatty; Vice Chair, Michelle Shattuck

GUESTS/STAFF PRESENT: Public Works Director, Brian Harmon

TRANSCRIBED BY: Administrative Assistant; Madison Balcom

CALL TO ORDER

Coleen Marshall called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 6:04 pm.

ROLL CALL

Public Works Director, Brian Harmon called roll. A quorum was pre-established.

AGENDA REVIEW

There were no changes made to the agenda.

The election of chair and vice chair will be deferred to the February meeting.

MINUTES APPROVAL

1. November 18, 2025 Park Tree Committee Minutes

MOTION: Ms. Mosier moved, seconded by Ms. Marshall to approve the November 18, 2025 minutes as presented.

The motion passed unanimously as 4:0, with Coury, Marshall, Morneau, and Mosier voting affirmatively, none opposed.

COMMITTEE BUSINESS

2. Hazards and Park Issues

Mr. Harmon said that Public Works inventoried all benches and picnic tables in Coburg and ended up with 23 benches and 16 tables. Harmon noted that the wood and metal benches are in fair or poor condition, and the metal benches are all in good condition.

Harmon also said the restroom remote locking systems are in place and complete and do seem to be cutting down on the vandalism activity. The Johnny Diamond dead tree is noted for replacement this Spring. The location for the donated tree at Pavilion Park is set, they just need to pick out the variety and will plant it this Spring as well. The Norma Pfeiffer thistles in the playground have been removed.

3. Work Party Update

Mr. Harmon noted that the committee took off November, December and January, however Tom Beatty did trim most of the roses and will be finishing up soon.

They scheduled their next work party for Monday, February 16, at 9am at Johnny Diamond.

4. Park Project Updates

Mr. Harmon mentioned that the new sign at Pavilion Park is installed, the old sign was removed, and they did some clean up of the flower beds. The trees that had died have also been replanted. Harmon said the fundraising for the fountain is still in the development stages. There are also some maintenance tasks that are planned for winter.

Mr. Harmon noted that they are focusing on weeding along the west fence line at Johnny Diamond, and after their last few projects are addressed they will be working in the parks to get rid of as many weeds as they can. The historic signs are going through the donation process. There is a donation from the Main Street Arts Committee that will go to the Heritage Committee for their recommendation, then to the Park Tree Committee for input as well.

Harmon said that Mr. Hanks will shift focus to Jacob Spores once more progress has been made on the Coburg Creek Park design.

The Norma Pfeiffer Veterans Medallions have been ordered, and the city will complete the installation once the medallions and posts are delivered. They are still working on the permanent signage at the restrooms for the door locks, but there haven't been any issues with the temporary ones. The flag pole repair and marble base will be scheduled for deep cleaning in the Spring.

5. Painted Pillars at Pavilion Park

Mr. Harmon said this is still in process, and they haven't heard anything back from Coburg Main Street yet.

6. Community Engagement | Outreach Planning for New Neighborhood Park

Mr. Harmon said they had a few contractors look and provide them an idea of how much it would cost to level it and make sure the water drains how they want it to, which was estimated to be about \$15-18k. The idea is to get the leveling work done, and have the park be a usable space by Spring of 2027. It will need some clean up as well before any grading can happen.

Harmon also mentioned that the goal is to keep this area usable as the process goes along, and likely make one design/construction choice at a time as funds become available.

7. Vegetation Management and Maintenance Plan Update

Mr. Harmon said he, Megan and Adam have not been able to sit down and discuss this yet. A lot of the vegetation issues mentioned above will be included in this plan. The plan is likely to come to the committee in March/April.

CITY UPDATES

8. City Administration Report – January 2026

This report was provided. The committee had some questions regarding the high amount of locates in certain months, how the storm drain system did with the large rainfall that occurred the past week, and some pothole and paving problem areas, which Mr. Harmon answered.

They added elections to the future agenda items for the February 17th meeting.

ADJOURNMENT

Ms. Marshall adjourned the meeting at 6:50 pm.

APPROVED by the City of Coburg Park Tree Citizen Advisory Committee on this 17th day of February 2026.

DRAFT

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder



COMMITTEE MEMO

MEETING DATE: February 17, 2026

STAFF: Adam Hanks, City Administrator

Park | Tree Committee February Meeting Overview

Agenda Background Information

The following are highlights of items on the meeting agenda.

Item #1 – Minutes (5 min)

Item #2 – Hazards and Park Issues (5 min)

Follow up list includes:

- Bench maintenance
- Johnny Diamond – Dead tree – noted for replacement
- Pavilion Park – Donated Tree (funds received, will be purchased/planted in spring)

Item #3 – Work Party Recap (5 min)

N/A – Nov, Dec Jan off

Veterans Rose Garden trimming – Tom completed

Item #4 - Park Projects Update (15 min)

Pavilion

- Fundraising for fountain, benches, light bollards and picnic tables – Summer 2026
- Maintenance/improvement tasks planned for Winter/Spring include:
 - Painting existing light posts
 - Plank replacement on pavilion structure floor (near back)
 - Matching railing fab/installation for rear “bridge” from pavilion to sidewalk
 - Lighting replacement for info shelter

Johnny Diamond

- Focus on weeding, primarily along west fenceline
- **Historic Signs** - Coburg Main Street sign design/fabrication concept presented to Heritage Committee. Memo summarizing comments/recommendations attached

Jacob Spores

- Grading/clean up to the south of water tank access road scheduled for spring

Norma Pfeiffer

- Veterans Medallions ordered and funded (donation). City will complete post fabrication and installation upon delivery
- Permanent signage at restrooms for camera and open hours to be designed and installed

- Flag pole repair and marble base/plaque will be scheduled for deep cleaning in Feb/March

Item #5 – New Committee Member Recommendation (5 min)

The existing vacancy on the Committee has an applicant for Committee review and recommendation to Mayor and Council for consideration of appointment.

Item #6 – Community Engagement/Outreach planning for New Neighborhood Park (30 min)

The October Committee meeting recommendation of the Committee was to develop the initial project design concepts with the Committee that would result in a 30% project design. This will occur over the next several committee meetings with a target of community feedback on the 30% design in spring of 2026 through the use of surveys, open houses and other engagement tools.

30% project design plan

1. Review Parks and Open Space Master Plan
2. Develop initial list of desired park features/amenities
3. Rank/sort features by importance
4. Lay out features on plat maps for scale/fit
5. Develop phasing plan for feature improvements

Discussion and project concept scope will focus on items #2, #3 and #4 at the February meeting and items #4 (recap)and #5 at the March meeting

Item #7 – Vegetation Management and Maintenance Plan Update (15 min)

Staff will update the Committee on the plan development that was presented to Council at its January 27, 2026 Council work session

Item #7 – City Administration Report (0 min – unless questions)

Future Meeting Agenda Items – Items for upcoming meetings include:

- a. Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu*
- b. Committee mini-retreat – June? July?*

MEMO

MEETING DATE:

STAFF: Megan Winner, Planning Director



Johnny Diamond Sign Donation Proposal Heritage Committee Feedback

At the December 2025 Heritage Committee meeting, members reviewed the donation proposal from Coburg Main Street for informational signage to be located at Johnny Diamond Park. The following is a synopsis of the feedback gathered on the sign design and content:

- **Materials:** Consider materials to mitigate color fading. The committee clarified they are not suggesting that the sign be entirely black and white, but that consideration is given to prevent damage from the elements and also to the sign's durability and life expectancy.
- **Content:**
 - The Committee expressed that a greater focus on Coburg specific information would be more appropriate and engaging, and recommended highlighting the built environment including Johnny Diamond's home (which burned but there are pictures) and Johnny's impact to the local economy instead of the lake and peak now named after him. Preference for a photo of his home in Coburg instead of the peak was expressed.
 - Consideration and acknowledgement of the native name and heritage of the peak and lake was also raised, should the peak of lake be referenced in this sign.
 - This area had several names prior to Coburg, including Willamette Forks which was used for a longer time than Diamond. Committee recommended conducting further research or removing the name section altogether.

Coburg Parks Table & Bench Inventory

Date: January 15, 2026



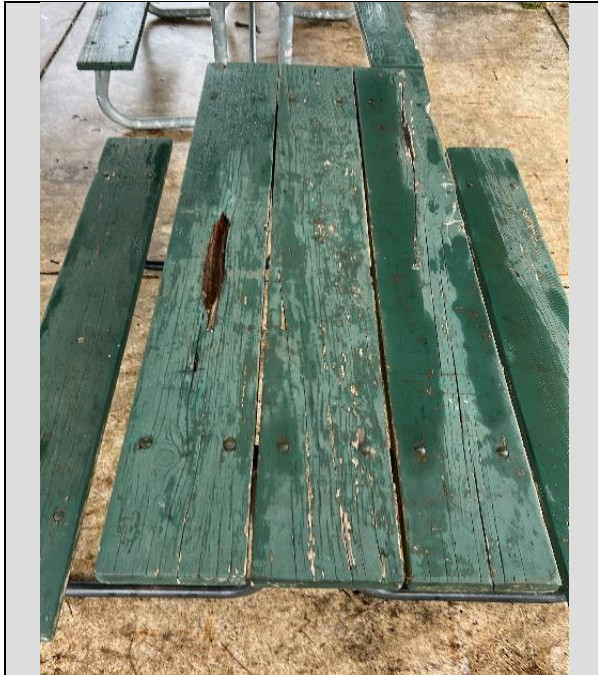
Condition Descriptions

Good: _____

Fair: _____

Poor: _____

Norma Pfeiffer Picnic Table 1



Location: Norma Pfeiffer Park Picnic Shelter

Material: Wood with metal frame

Condition (Good/Fair/Poor): Fair

Asset ID: Picnic table 1

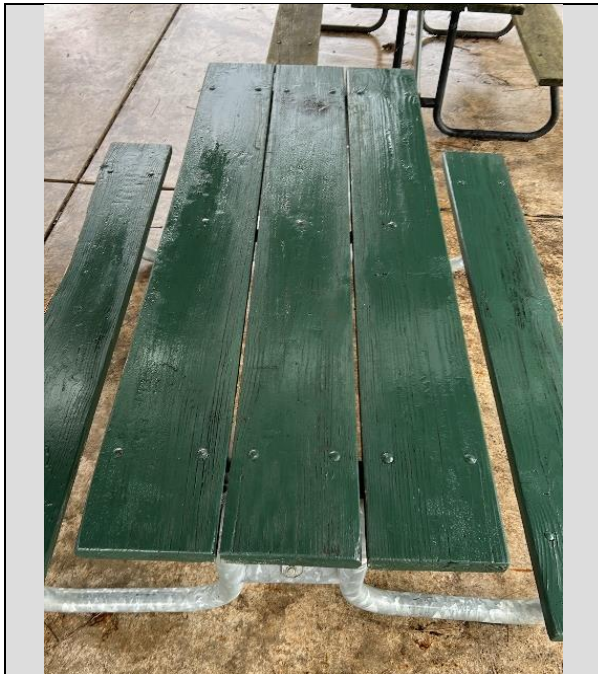
Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Norma Pfeiffer Picnic Table 2



Location: Norma Pfeiffer Park Picnic Shelter

Material: Wood with metal frame

Condition (Good/Fair/Poor): Good

Asset ID: Picnic table 2

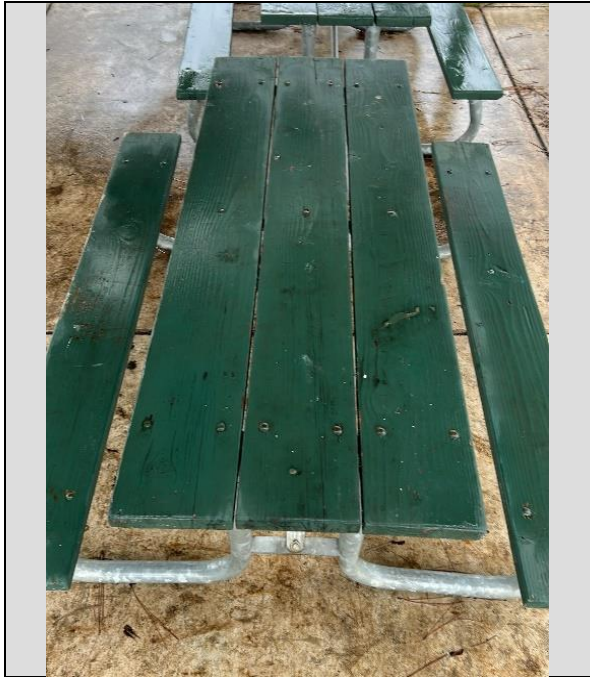
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Covered/Exposed: _____

Inspection/Review Date: _____

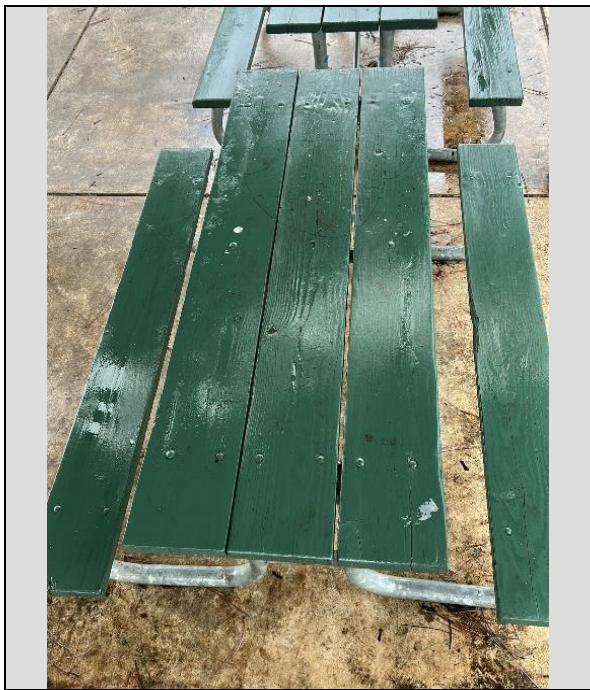
Norma Pfeiffer Picnic Table 3



Location: Norma Pfeiffer Park Picnic Shelter
Material: Wood with metal frame
Condition (Good/Fair/Poor): Good
Asset ID: Picnic table 3
Install Date: Unknown
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

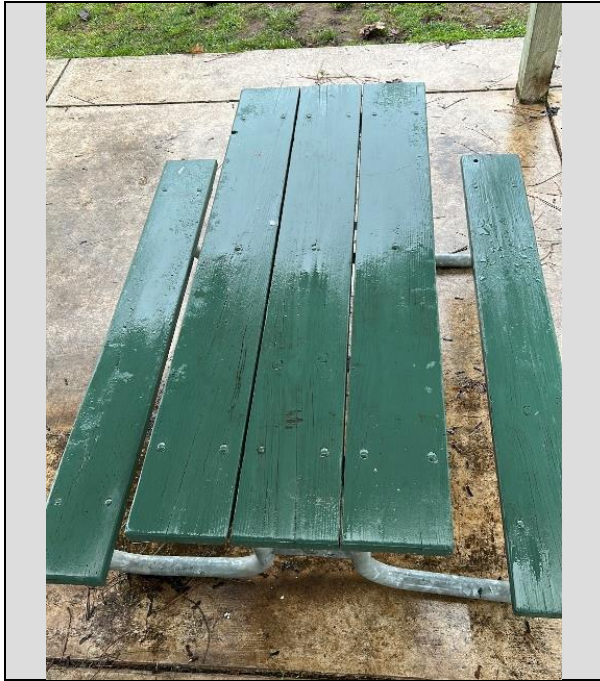
Norma Pfeiffer Picnic Table 4



Location: Norma Pfeiffer Park Picnic Shelter
Material: Wood with metal frame
Condition (Good/Fair/Poor): Good
Asset ID: Picnic table 4
Install Date: Unknown
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Norma Pfeiffer Picnic Table 5



Location: Norma Pfeiffer Park Picnic Shelter

Material: Wood with metal frame

Condition (Good/Fair/Poor): Good

Asset ID: Picnic table 5

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Norma Pfeiffer Picnic Table 6



Location: Norma Pfeiffer Park Picnic Shelter

Material: Metal

Condition (Good/Fair/Poor): Good

Asset ID: Picnic table 6

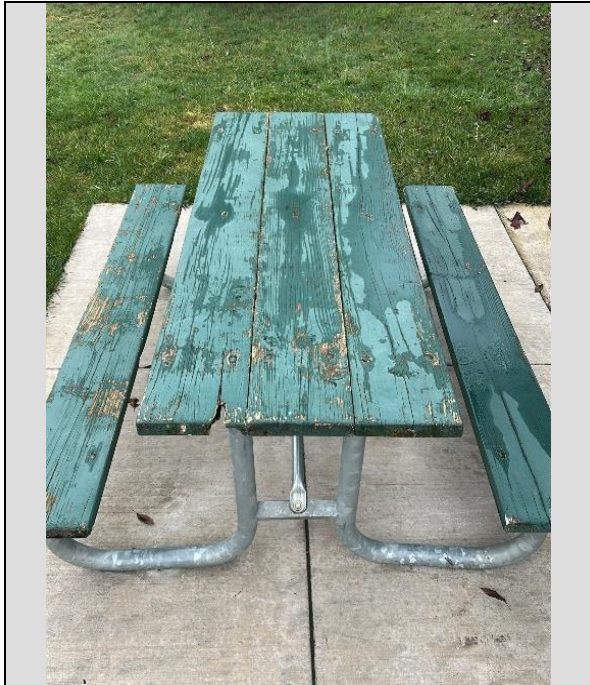
Install Date: 2020

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Pavilion Park Picnic Table 7



Location: Pavilion Park near Bike Hub

Material: Wood with metal frame

Condition (Good/Fair/Poor): Poor

Asset ID: Picnic table 7

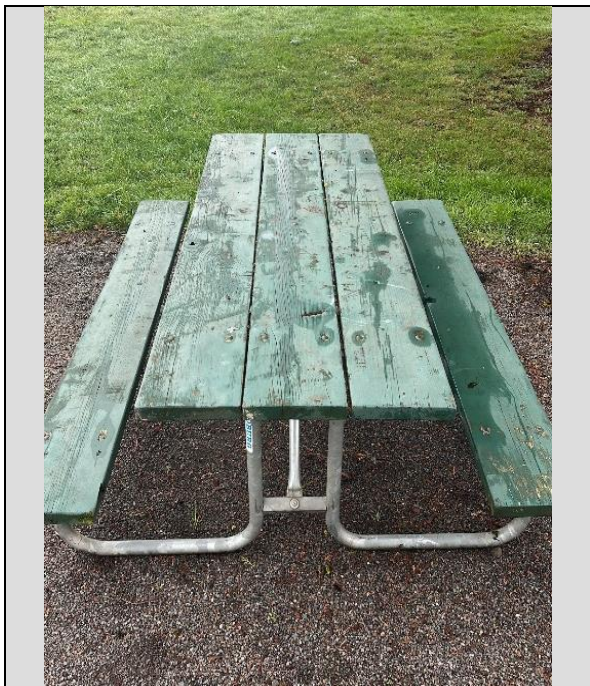
Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Pavilion Park Picnic Table 8



Location: Pavilion Park west side

Material: Wood with metal frame

Condition (Good/Fair/Poor): Fair

Asset ID: Picnic table 8

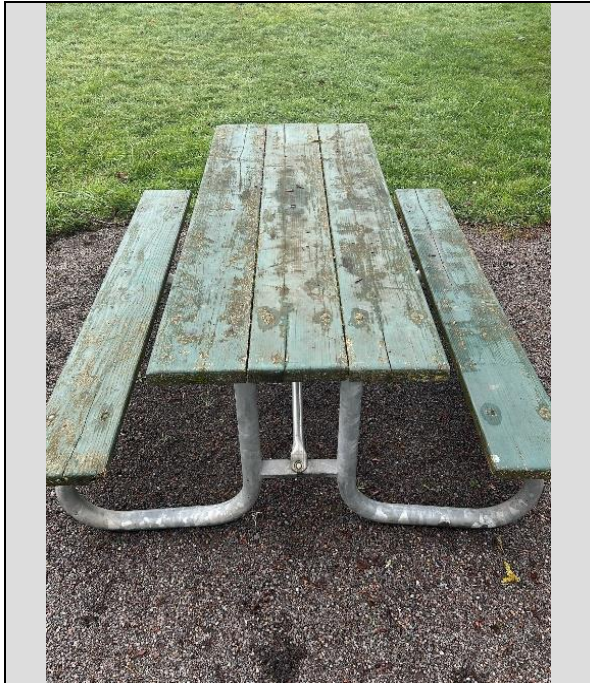
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Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

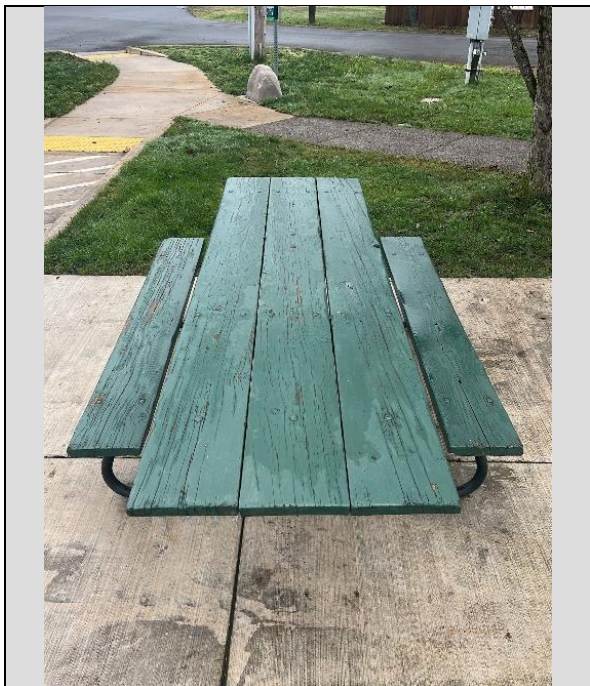
Pavilion Park Picnic Table 9



Location: Pavilion Park west side
Material: Wood with metal frame
Condition (Good/Fair/Poor): Fair
Asset ID: Picnic table 9
Install Date: Unknown
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

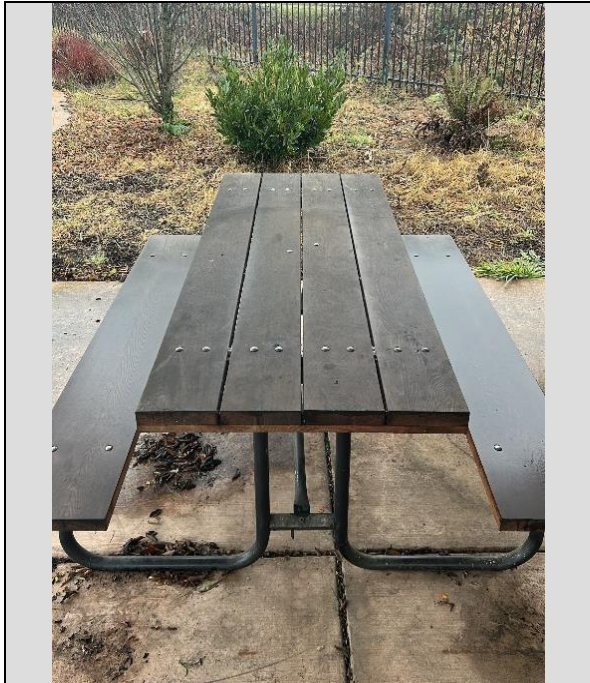
Pavilion Park Picnic Table 10



Location: Pavilion Park ADA Picnic area
Material: Wood with metal frame
Condition (Good/Fair/Poor): Good
Asset ID: Picnic table 10
Install Date: Unknown
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

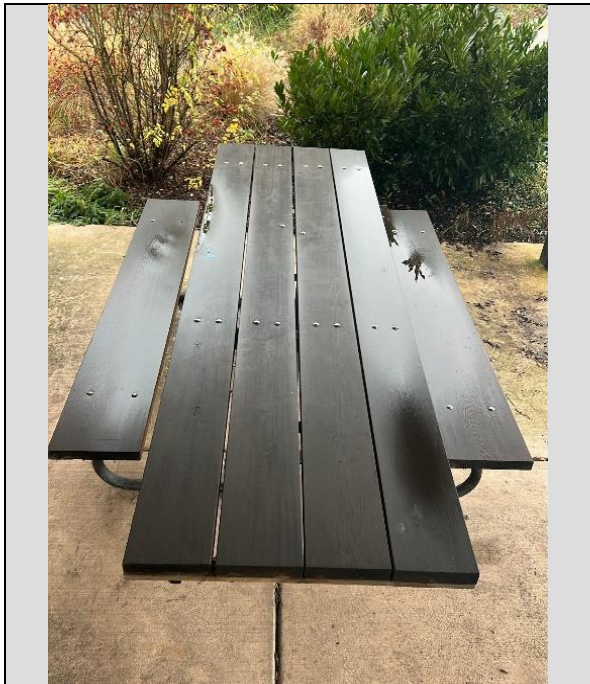
Johnny Diamond Park Table 11



Location: Johnny Diamond Park
Material: Wood with metal frame
Condition (Good/Fair/Poor): Good
Asset ID: Picnic table 11
Install Date: 2018
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Johnny Diamond Park Table 12



Location: Johnny Diamond Park ADA
Material: Wood with metal frame
Condition (Good/Fair/Poor): Good
Asset ID: Picnic table 12
Install Date: 2018
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Johnny Diamond Park Table 13



Location: Johnny Diamond Park Play Area

Material: Metal

Condition (Good/Fair/Poor): Good

Asset ID: Picnic table 13

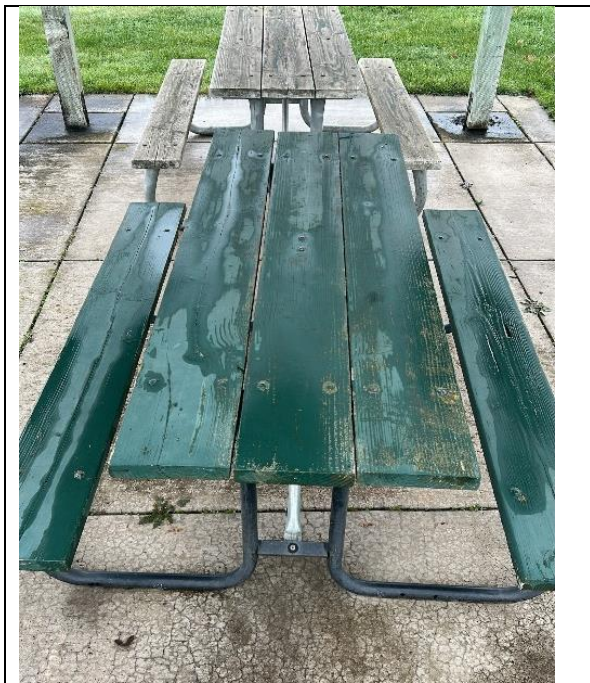
Install Date: _____

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Jacob Spores Park Table 14



Location: Jacob Spores Picnic Shelter

Material: Wood with metal frame

Condition (Good/Fair/Poor): Fair

Asset ID: Picnic table 14

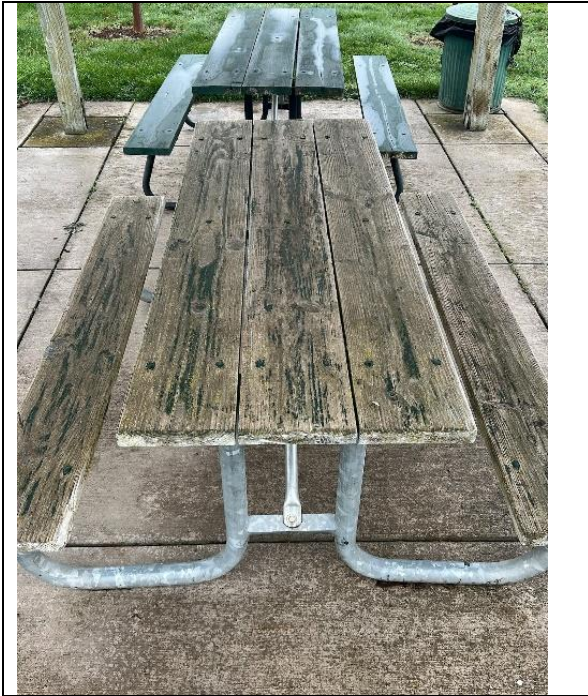
Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

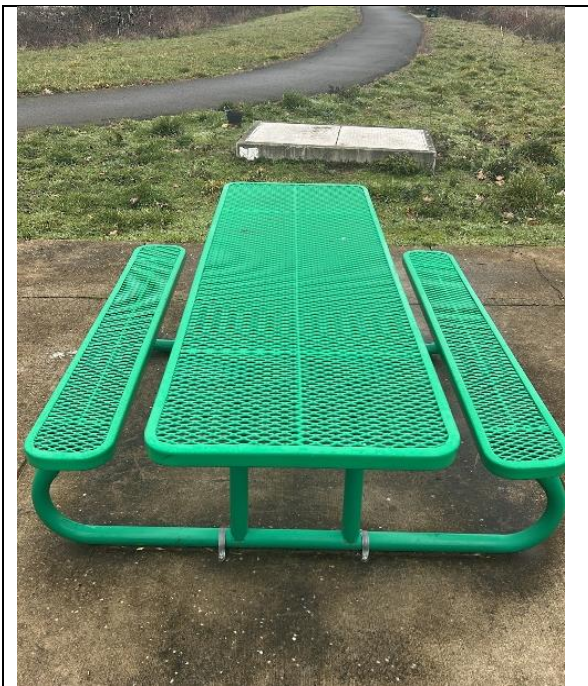
Jacob Spores Park Table 15



Location: Jacob Spores Park Picnic Shelter
Material: Wood with metal frame
Condition (Good/Fair/Poor): Fair
Asset ID: Picnic table 15
Install Date: Unknown
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Trails End Park Table 16



Location: Trails End Park Picnic Pad
Material: Metal
Condition (Good/Fair/Poor): Good
Asset ID: Picnic table 16
Install Date: 2019
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Norma Pfeiffer Park Bench 1



Location: Norma Pfeiffer Park

Material: Wood and metal

Condition (Good/Fair/Poor): Poor

Asset ID: Bench 1

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Norma Pfeiffer Park Bench 2



Location: Norma Pfeiffer Park

Material: Wood and metal

Condition (Good/Fair/Poor): Poor

Asset ID: Bench 2

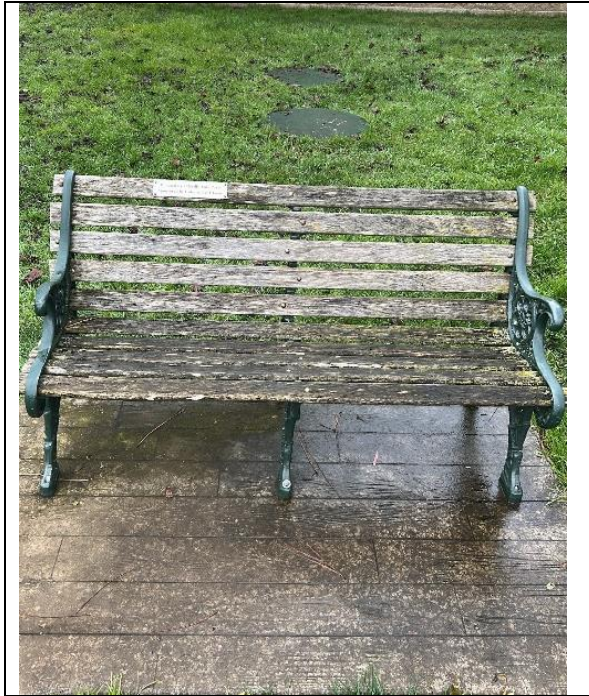
Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Norma Pfeiffer Park Bench 3



Location: Norma Pfeiffer Park

Material: Wood and metal

Condition (Good/Fair/Poor): Fair

Asset ID: Bench 3

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Norma Pfeiffer Park Bench 4



Location: Norma Pfeiffer Park

Material: Wood and metal

Condition (Good/Fair/Poor): Fair

Asset ID: Bench 4

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Norma Pfeiffer Park Bench 5



Location: Norma Pfeiffer Park Veterans Rose Garden

Material: Wood and metal

Condition (Good/Fair/Poor): Good

Asset ID: Bench 5

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Pavilion Park Bench 6



Location: Pavilion Park near Restrooms

Material: Wood and metal

Condition (Good/Fair/Poor): Good

Asset ID: Bench 6

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Pavilion Park Bench 7



Location: Pavilion Park near Restrooms
Material: Wood and metal
Condition (Good/Fair/Poor): Good
Asset ID: Bench 7
Install Date: Unknown
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Pavilion Park Bench 8



Location: Pavilion Park west side
Material: Wood and metal
Condition (Good/Fair/Poor): Fair
Asset ID: Bench 8
Install Date: Unknown
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Pavilion Park Bench 9



Location: Pavilion Park west side

Material: Wood and metal

Condition (Good/Fair/Poor): Fair

Asset ID: Bench 9

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Johnny Diamond Park Bench 10



Location: Johnny Diamond Park

Material: Wood and metal

Condition (Good/Fair/Poor): Good

Asset ID: Bench 10

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Johnny Diamond Park Bench 11



Location: Johnny Diamond Park

Material: Wood and metal

Condition (Good/Fair/Poor): Good

Asset ID: Bench 11

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Johnny Diamond Park Bench 12



Location: Johnny Diamond Park South Side

Material: Wood and metal

Condition (Good/Fair/Poor): Good

Asset ID: Bench 12

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Johnny Diamond Park Bench 13



Location: Johnny Diamond Park west side

Material: Wood and metal

Condition (Good/Fair/Poor): Good

Asset ID: Bench 13

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Johnny Diamond Park Bench 14



Location: Johnny Diamond Park north side

Material: Wood and metal

Condition (Good/Fair/Poor): Good

Asset ID: Bench 14

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Austin St Swale Bench 15



Location: Austin St near Loop Path
Material: Wood and metal
Condition (Good/Fair/Poor): Good
Asset ID: Bench 15
Install Date: Unknown
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Booth Kelly Path North End Bench 16



Location: Booth Kelly Path north end of path
Material: Wood and metal
Condition (Good/Fair/Poor): Poor
Asset ID: Bench 16
Install Date: Unknown
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Booth Kelly Path Middle Bench 17



Location: Booth Kelly Path middle

Material: Wood and metal

Condition (Good/Fair/Poor): Poor

Asset ID: Bench 17

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Booth Kelly Path South End Bench 18



Location: Booth Kelly Path South end

Material: Wood and metal

Condition (Good/Fair/Poor): Poor

Asset ID: Bench 18

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Coburg Commons Bench 19



Location: Van Duyn and Willamette near Coburg Commons

Material: Metal

Condition (Good/Fair/Poor): Good

Asset ID: Bench 19

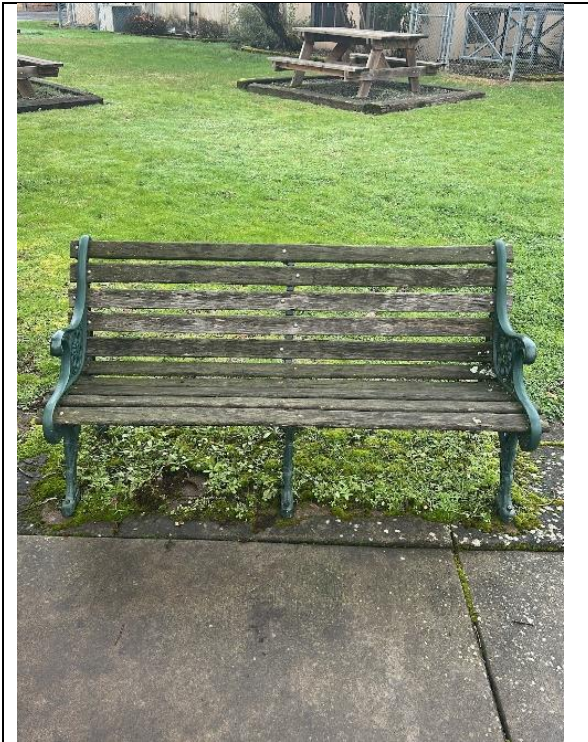
Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Locust and Willamette Bench 20



Location: Locust and Willamette near Dari Mart

Material: Wood and metal

Condition (Good/Fair/Poor): Fair

Asset ID: Bench 20

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

N Industrial Loop Path Bench 21



Location: N Industrial Loop Path
Material: Wood and Metal
Condition (Good/Fair/Poor): Fair
Asset ID: Bench 21
Install Date: Unknown
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Trails End Park Bench 22



Location: Trails End Park
Material: Wood and Metal
Condition (Good/Fair/Poor): Fair
Asset ID: Bench 22
Install Date: Unknown
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Trails End Park Bench 23



Location: Trails End Park

Material: Wood and Metal

Condition (Good/Fair/Poor): Fair

Asset ID: Bench 23

Install Date: Unknown

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Item 24: [Enter Title Here]



Location:

Material:

Condition (Good/Fair/Poor):

Asset ID: Bench

Install Date:

Notes: _____

Covered/Exposed: _____

Inspection/Review Date: _____

Item 25: [Enter Title Here]

Photo Placeholder

Location:
Material:
Condition (Good/Fair/Poor):
Asset ID: Bench
Install Date:
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Item 26: [Enter Title Here]

Photo Placeholder

Location:
Material:
Condition (Good/Fair/Poor):
Asset ID: Bench
Install Date:
Notes: _____

Covered/Exposed: _____
Inspection/Review Date: _____

Vegetation Management and Maintenance Plan



Purpose of this document

This document describes the operational procedures for the City of Coburg parks and open spaces that public works staff will use to practice vegetation management and maintenance.

What is a noxious weed

A noxious, harmful, or injurious weed is a plant designated by agricultural or governing authorities as harmful to agricultural or horticultural crops, natural habitats or ecosystems, and even humans or livestock. Most noxious weeds have been introduced into ecosystems due to ignorance, mismanagement, or accidental means. While some noxious weeds can be native species, many localities classify them as non-native. Generally, these plants grow aggressively, multiply rapidly without natural controls (such as native herbivores or specific soil conditions), and can have adverse effects through contact or ingestion.

They can cause significant damage to the environment and the economy, taking over ecosystems, destroying habitats, and causing losses worth millions of dollars. In some environments, a species can be a pest; in others, it may be beneficial or domesticated.

Awareness of the damage that non-native, invasive plants can cause is crucial. However, it's also important to understand that while most invasive plants are not native to the United States, not all non-native plants are invasive or harmful. Of the thousands of plants intentionally introduced to North America, less than 10% have become problematic invaders. Despite numerous “awful stories” about introduced plants, many non-native, domesticated plants have benefited society. For example, crops like corn and wheat and landscaping plants play significant roles in our economy and environment. Moreover, some *native* plants and animals, such as feral animals, mesquite, and juniper, can also become invasive in certain situations.

Three main methods for controlling weeds are manual, chemical, and biological.

1. Manual Control: This involves physically removing the weed from the ground, including its roots, either by hand or using machinery.

2. Chemical Control: This method includes spraying or injecting the weed with chemicals designed to kill or manage its growth.

3. Biological Control: This approach utilizes insects or diseases that target the weed or involves planting other plants that can outcompete the weeds for resources. Creating shade can also help, especially if the weed thrives in sunlight.

Prevention and early eradication are the best ways to deal with problem plants. Non-specialists often hesitate to take action, but delaying a control program can lead to increased costs and more significant damage caused by the weed.

Many plants can irritate the skin, leading to rashes. These include poison ivy, oak, poison sumac, stinging nettles, ragweed, leadwort, baby's breath, and giant hogweed.

This document outlines procedures for managing various pests, including weeds, animals, viruses, and fungi.

Guide on the use of the document

This document is primarily for staff responsible for Park land, open space, stormwater/bioswale and unimproved right of way maintenance.

What is a Maintenance Mode?

In this context, a “mode” refers to the standard by which a park natural area is maintained in the City of Coburg. Natural regions are classified alphabetically (Mode A – Mode C). The mode scale goes from most intensive management (Mode A) to least intensive management (Mode C). The maintenance modes assigned to each parkland area dictate pest species' threshold (tolerance) levels on these sites.

Maintenance Modes in Natural Areas

The purpose of the maintenance mode system for Natural Areas is to preserve the high quality of these environments. We have a reduced tolerance for invasive weed species in natural areas that host relatively intact and diverse native plant communities. Under this maintenance mode system, three maintenance levels are designated for natural areas.

Mode A areas are active or established wetland mitigation bank sites. Due to state and federal laws regulating wetlands, these sites are held to very high standards for the percentage cover of native and weed species.

Mode B and C

Maintenance Service Levels in Developed Parks

Park Operations has established a set of maintenance standards for developed parks. These standards outline the expected maintenance service levels for park assets and specify the degree of care they should receive. The service level for each asset depends on various factors, including the intended use or aesthetic qualities of a specific park or area within a park.

Policy

Ordinance No 207 regulates the planting and maintenance, protection, control, and removal of trees in public areas within the city limits of Coburg. The city has the right to plant, prune, maintain, and remove trees located within public right-of-way as necessary to preserve and enhance the symmetry and beauty of such areas. Another support comes from The Coburg Parks and Open Space Master Plan, adopted by the Coburg City Council on January 4, 2005, under ordinance A-194. It is now a functional component of the City’s Comprehensive Plan. Adopting the Plan will allow the city to develop and adopt a methodology for collecting System Development Charges (SDCs) for parks and open space acquisition and development under the City’s existing SDC ordinance (2003). The Coburg City Council adopted the Plan on January 4, 2004, under ordinance A-194.

As part of the Coburg Parks and Open Spaces Master Plan with 2019 amendments, a survey on parks and open spaces shows that the community enjoys the parks for their accessibility within a reasonable walkable distance and space. However, the community also wants more maintenance, such as mowing, edging, and weeding.

Operation Guide for Types of Sites



Prairies

Description

Prairies are habitats primarily characterized by herbaceous plants, with their distinction based mainly on the presence and number of trees in a grassland environment. They can be found in wetland and upland areas and typically have few or no trees. Prairies often include minor features with diverse hydrology, such as vernal pools and emergent ponds. Ecologists generally agree that natural prairies evolved alongside fire and typically had no more than two trees and a few shrubs per acre.

Once dominated by prairies, the Willamette Valley floor was frequently burned by indigenous people to enhance hunting and maintain essential plant species used for food and ceremonial purposes. Without regular periodic burning, prairie habitats have been overtaken by woody species, and now, less than 5% of the historically occurring prairies remain in the Willamette Valley. These prairie habitats may host remnant populations of rare plants, making the conservation and expansion of these species a high management priority.

If left unmanaged, prairies may gradually succeed in forested ecosystems over time. Effective managing these habitats may involve mowing, prescribed burns, and other actions to preserve prairie structure and control weeds and woody vegetation to create or expand suitable habitats for diverse herbaceous plant communities.

Wetland prairies may be found in areas such as Trails End Park, Booth Kelly Millpond Trail, Jacob Spores Park, the City's Wastewater Treatment Plant property and regional parks such as Armitage Park and Green Island.

Action Thresholds

Due to their undeveloped or natural features, prairies are classified as Mode A areas in our parks maintenance classification system. The designation of a natural area indicates the habitat's resource quality.

Some areas under City management fall under state and federal regulations for wetland protections and monitoring. This restoration and enhancement help mitigate the impacts of on wetlands allowing for their natural ecosystem to flourish. Adequate site preparation, which includes removing competing vegetation, is crucial for successfully establishing native plant communities. Restoration, enhancement, or research project sites typically undergo intense monitoring and weed control lasting at least five years. This helps to minimize competition from weeds and supports the establishment of native

prairie plant communities. Regarding native plant abundance or diversity, Mode A prairies are often among the highest-quality sites managed by the city.

Mode B prairies and savannas are medium-quality habitats and have often undergone significant natural resource alterations or enhancements.

Mode C prairies are generally lower-quality or fragmented habitats that non-native species may dominate, either purposefully (irrigated grass and ornamental plantings) or by being left unattended.

If poison oak or other poisonous plants are found in areas where the public might contact them, control measures may be implemented at any time for public safety.

The current mode classifications are listed in the table below.

Mode A Prairies

In Mode A Prairies, weeds are classified into three categories: Class 1, Class 2, and Class 3. Each class includes exotic or invasive species that must be managed to ensure that the overall weed cover does not exceed 10-15%.

Control measures should be implemented when any potentially invasive weed has less than 2% cover. This proactive response aims to quickly address new invasions of exotic species and promote the growth of native prairie plant communities.

Best professional judgment will guide the effective use of control methods for site preparation and ongoing management. For instance, if hand weeding crews are tasked with removing a Class 2 weed that has reached 10% cover, they may also be instructed to remove Class 3 weeds at 3% cover from the same area.

Here's an example of a Vegetation Management and Maintenance Plan based on the City of Eugene's Integrated Pest Management (IPM) Policy and Operations Manual:

Site Assessment

Site Type: Prairie (Mode B - high-quality natural resource area)

Management Objectives:

- Maintain and enhance native plant diversity
- Control invasive species
- Preserve habitat for rare/uncommon native plants
- Maintain open grassland structure

VMMP Strategies

Prevention

- Minimize soil disturbance to prevent weed establishment
- Use weed-free materials (e.g., seed, mulch) for restoration activities
- Clean equipment before entering the site to prevent the spread of invasive species
- Educate staff and visitors about identifying and reporting invasive species

Monitoring

- Conduct regular surveys to detect new invasive species early
- Map and track populations of target weeds
- Monitor the effectiveness of control methods

Cultural Controls

- Promote healthy native plant communities through prescribed burning (where appropriate)

- Use native plant seeding/planting to increase competition with weeds
- Manage visitor access to minimize trampling and soil disturbance

Mechanical Controls

- Hand-pulling of small weed populations
- Mowing or cutting larger infestations before seed set
- Brush-cutting to maintain open structure and control woody encroachment

Biological Controls

- Utilize approved biological control agents for specific invasive species (e.g., Klamath weed beetles for St. John's wort)

Chemical Controls (as a last resort)

- Spot-treat persistent invasive species with approved herbicides
- Use selective herbicides to minimize impact on non-target species
- Follow all pesticide application guidelines and notification procedures

Implementation Schedule

Spring:

- Conduct site assessment and update weed maps
- Begin manual removal of early-season weeds
- Implement prescribed burns (if conditions allow)

Summer:

- Continue manual and mechanical weed control
- Monitor and treat any new weed populations
- Collect native seeds for future restoration work

Fall:

- Conduct follow-up herbicide treatments as needed
- Plant native species in treated areas
- Evaluate the effectiveness of the season's management activities

Winter:

- Plan next year's management activities
- Maintain equipment
- Provide staff training on IPM techniques

Adaptive Management

- Review monitoring data annually to assess the effectiveness of control methods
- Adjust management strategies based on results and new research
- Update plan as needed to address changing site conditions or management priorities¹

This example vegetation management plan incorporates key elements from the City of Eugene's IPM manual, including site-specific management objectives, a range of IPM strategies, and an adaptive approach to pest management in natural areas.

Coburg Public Works Parks Dept. Mowing & Maintenance list

1. Pavilion Park

Site Type: Recreation: Picnic area, pavilion, paths, benches

Management Objectives: 1

Prevention :1

Maintenance Plan

	Time allocated for each task			
	Daily	Weekly	Monthly	Annually
Mowing	3			
Mowed at the level of 4"				
Mulched in Spring/Summer				
Bagged two times in the Summer	1			
Weed eating				
Weeding planting beds	1	4		
Manual controls: Spring/summer/fall				
Chemical Control as needed				
Cleaning restrooms	0.5	1		
Trash removal	0.25	0.5		

Natural Areas:

Grass, planting beds, sensory area, fountain area, benches, paths.

Event Prep outside normal operations:

Events that commonly occur at Pavilion Park, Christmas in Coburg, Weddings, Birthdays, and Concerts in the Park

Accessibility: Two ADA Parking Stalls, ADA Restrooms, ADA Soft Paths, and One ADA Picnic Table

2. Norma Pfeiffer

Site Type: Recreation: Basketball/Pickleball Court, Picnic area: 4 tables, playground, paths, benches: 5

Management Objectives: 1

Prevention :1

Maintenance Plan

Time allocated for each task

	Daily	Weekly	Monthly	Annually
Mowing		4		
Mowed at the level of 4"				
Mulched in Spring/Summer				
Bagged two times in the Summer				
Weed eating		1.25		
Weeding planting beds		0.5	2	
Manual controls: Spring/summer/fall				
Chemical Control as needed				
Cleaning restrooms	0.5	1		

Trash removal 0.25 0.5

Natural Areas:

Grass, one planting bed, Rose Garden, Sensory area, Memorial Flagpole, benches, and paths.

Event Prep outside normal operations:

Events that commonly occur at Norma Pfeffer include Birthdays, Car shows, and Antique fairs

Accessibility: Two ADA Parking Stalls, ADA Restrooms, ADA Soft Paths, and One ADA Picnic Table

3. Johnny Diamond

Site Type: One Picnic area: playground, paths, benches: 4

Management Objectives: 2

Prevention :1

Maintenance Plan

Time allocated for each task

Daily Weekly Monthly Annually

Mowing 1

Mowed at the level of 4"

Mulched in Spring/Summer

Bagged two times in the Summer

Weed eating 0.5



Weeding planting beds 1 4

Manual controls: Spring/summer/fall

Chemical Control as needed

Cleaning restrooms

Trash removal 0.25 0.25

Natural Areas:

Grass, many planting beds, a Sensory area, benches, and paths.

Event Prep outside normal operations:

Events that commonly occur at Johnny Diamond include Birthdays

Accessibility: ADA Concrete path, One ADA Picnic table

4. Jacob Spores

Site Type: One Picnic area, BBQ

Management Objectives: 3

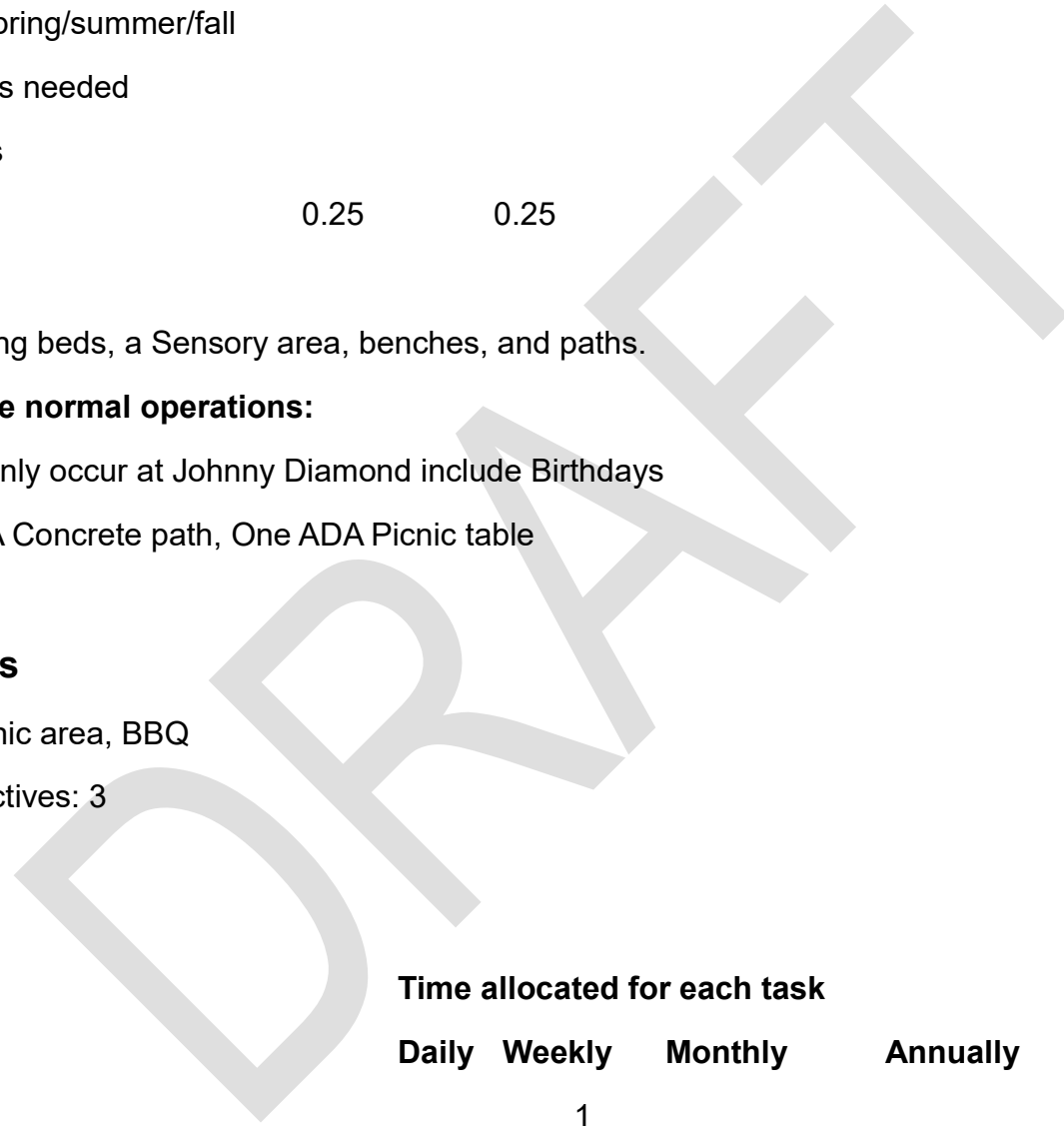
Prevention :1

Maintenance Plan

Time allocated for each task

Daily Weekly Monthly Annually

Mowing 1



Mowed at the level of 4"

Mulched in Spring/Summer

Bagged two times in the Summer

Weed eating

Weeding planting beds

Manual controls: Spring/summer/fall

Chemical Control as needed

Cleaning restrooms

Trash removal

0.25

0.25

0.5

1

4

Natural Areas:

Grass, many planting beds, a Sensory area

Event Prep outside normal operations:

Events that commonly occur at Jacob Spores include Birthdays

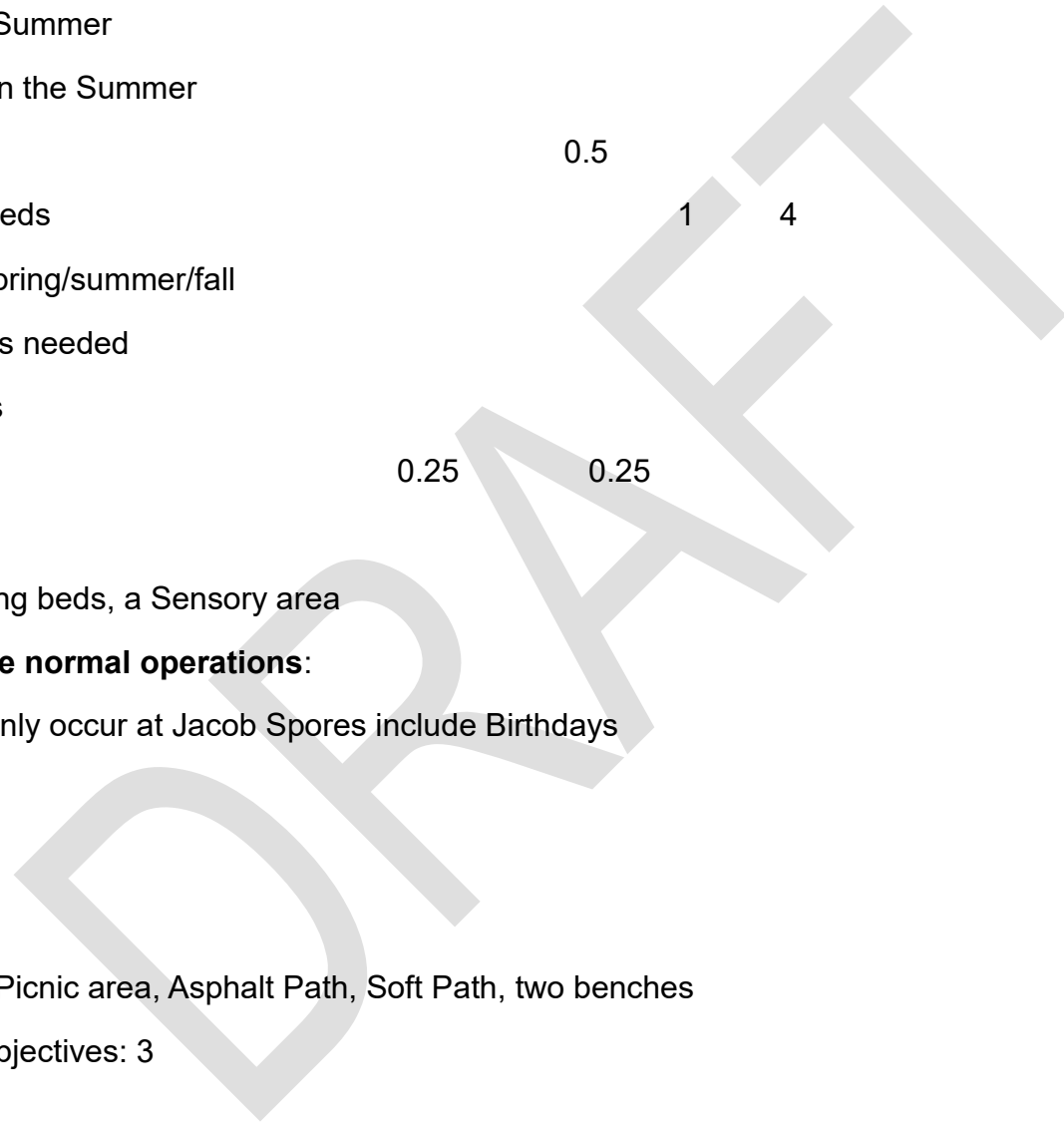
Accessibility:

5. Trails End

Site Type: One Picnic area, Asphalt Path, Soft Path, two benches

Management Objectives: 3

Prevention :1



Maintenance Plan

	Time allocated for each task			
	Daily	Weekly	Monthly	Annually
Mowing				
Mowed at the level of 3"				
Mulched in Spring/Summer				
Bagged two times in the Summer				
Weed eating		0.5		
Weeding planting beds				
Manual controls: Spring/summer/fall				
Chemical Control as needed				
Cleaning restrooms				
Trash removal	0.25	0.25		
Adding Play Chips				6
Natural Areas:				
Grass and a Sensory area				
Event Prep outside normal operations:				
Events that commonly occur at Jacob Spores include Birthdays				



Accessibility: ADA Concrete Path

6. Booth Kelly

Management Objectives: 4

Prevention: 5

Maintenance Plan

Time allocated for each task

	Daily	Weekly	Monthly	Annually
Mowing				
Weed eating			1.5	
Weeding planting beds				
Manual controls: Spring/summer/fall				
Chemical Control as needed				
Cleaning restrooms				
Trash removal		0.25	0.5	
Natural Areas:				
Sensory area				
Event Prep outside normal operations:				
Accessibility:				



Right of Way Areas

1. Van Duyn St

Date range = April-July

Time per task = 2 hrs.

Frequency = Weekly

- WEED EATER AND PUSH MOWER
- North and South Side from N Willamette St to Bottom Loop. Also, Bruce St to Hatfield West side of Rd.

2. S Willamette St.

Date range = April-July

Time per task = 2 hrs.

Frequency = Weekly

- WEED EATER AND PUSH MOWER
- East and West sides of the road from Pearl to Vintage (unless someone maintains it)

3. Pearl St

Date range = April-July

Time per task = 3 hrs.

Frequency = Every two weeks

- WEED EATER, PUSH MOWER, AND RIDER
- Including the swale area on the North side, East and West of Finley St

4. Industrial Way

Date range = April-July

Time per task = 3 hrs.

Frequency = Monthly

- WEED EATER, PUSH MOWER, RIDER, AND BRUSH HOG MOWER
- This includes the East and West sides of North and South Industrial Way
- including the area West of the Road from Pearl to Serenity Lane Entrance to the creek edge

5. Roberts Rd

Date range = April-July

Time per task = 3 hrs.

Frequency = Monthly

- WEED EATER AND BRUSHHOG MOWER
- Area West of Street 5ft backside of curb from S Industrial to Roberts Ct
- Also, the area North of S Industrial on the West side of the street to McDonalds' Entrance

6. Area East of the end Roberts Rd in Cul da sac

Date range = April-July

Time per task = 1 hrs.

Frequency = Monthly

- WEED EATER AND BRUSH HOG
- Area East and South of Cul da sac and sidewalk on Pearl St to GCR Sign

7. Bottom Loop

Date range = April-July

Time per task = 1 hrs.

Frequency = Weekly

- WEED EATER AND RIDER
- Area East of the road on both sides of Loop Path to Property line

8. Sarah Lane

Date range = April-July

Time per task = 1 hrs.

Frequency = Weekly

- WEED EATER AND RIDER
- Area South of Sarah from Miller to end of street

Stormwater Swales

1. Vintage St

Date range = April-July

Time per task = 4 hrs.

Frequency = Twice (spring/summer)

- WEED EATER, RIDER, BRUSHHOG, AND BILLY GOAT MOWER
- Area West of the end of the road (see No Dumping City of Coburg Sign)

2. Austin & Abby

Date range = April-July

Time per task = 4 hrs.

Frequency = Twice (spring/summer)

- WEED EATER, RIDER, AND BILLY GOAT MOWER
- Area from the street on both sides of Loop Path to Property Line
- All the way to Bottom Loop Rd

3. S Industrial Way

Date range = April-July

Time per task = 3 hrs.

Frequency = Twice (spring/summer)

- WEED EATER, BRUSHHOG, AND BILLY GOAT MOWER
- Area behind sidewalk on Northwest Corner of S. Industrial and Roberts Rd

4. Pearl St

Date range = April-July

Time per task = 1.5 hrs.

Frequency = Monthly

- WEED EATER, BRUSHHOG, AND BILLY GOAT MOWER
- Area behind the sidewalk in the corner Northeast of N Industrial and Pearl St

5. Coburg Creek

Date range = April-July

Time per task = N/A

Frequency = N/A

Parks

1. Norma Pfeiffer Park

Date range = April-Oct

Time per task = 4 hrs.

Frequency = Weekly

- WEED EATER, WALKER MOWER, & EDGE

2. Johnny Diamond Park

Date range = April-Oct

Time per task = 2 hrs.

Frequency = Weekly

- WEED EATER, WALKER MOWER, & EDGE

3. Jacob Spores Park

Date range = April-Oct

Time per task = 2 hrs.

Frequency = Weekly

- WEED EATER AND WALKER MOWER

4. Pavilion Park

Date range = April-Oct

Time per task = 3 hrs.

Frequency = Weekly

- WEED EATER, WALKER MOWER, & EDGE

5. Trails End Park

Date range = April-Oct

Time per task = 3 hrs.

Frequency = Weekly

6. Coburg Creek Subdivision

Date range = N/A

Time per task = N/A

Frequency = N/A

- Rough cut mow

Maintenance areas (weed, spray, & pre-emergent)

1. Diamond St Island

Date range = April-July
Time per task = 1 hr.
Frequency = Monthly

2. City Hall flower beds
Date range = April-July
Time per task = 1 hr.
Frequency = Monthly

3. Mini Park at McKenzie and Willamette Northwest corner
Date range = April-July
Time per task = 1 hr.
Frequency = Monthly

4. Mini Park on S Willamette St in front of Willamette Forks Restaurant
Date range = April-July
Time per task = .5 hr.
Frequency = Monthly

5. Tree Wells on Willamette St
Date range = April-July
Time per task = .5 hr.
Frequency = Monthly

6. Mill St bubbles
Date range = April-July
Time per task = 1 hr.
Frequency = Monthly



7. Johnny Diamond planting areas

Date range = Year long

Time per task = 3 hrs.

Frequency = Monthly

8. Veterans Memorial Area

Date range = Year long

Time per task = 2 hrs.

Frequency = Monthly

9. Pavilion Park planting areas

Date range = Year long

Time per task = 3 hrs.

Frequency = Monthly

10. Playground at Norma

Date range = Year long

Time per task = 2 hrs.

Frequency = Monthly

Trails and Paths

1. Booth Kelly Trail

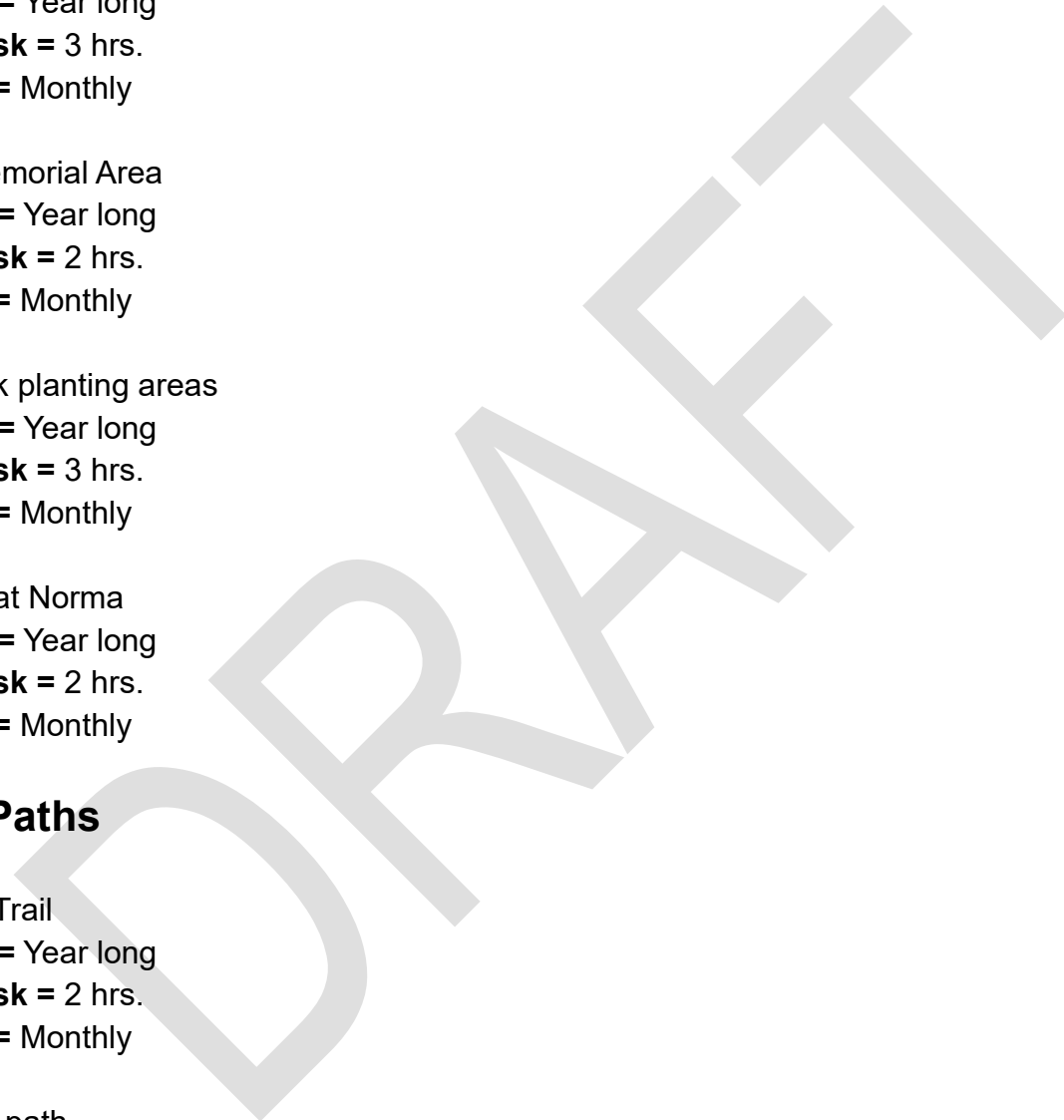
Date range = Year long

Time per task = 2 hrs.

Frequency = Monthly

2. Coburg loop path

Date range = Year long



Time per task = 2 hrs.
Frequency = Monthly

Guide of Parks

Norma Pfeiffer



Size: 1.73 acres

Classification: Neighborhood Park

Ownership: City of Coburg

Context: Pfeiffer Park is located in Coburg's downtown, one block east of Willamette Street, on a portion of an abandoned rail line.

Level of Usage: High (based on questionnaire results)

Facilities: Restrooms, Basketball court (two hoops), Park signage, Veteran's memorial and flagpole, Picnic Shelter, Picnic tables (4), Barbeque, Benches (2), Drinking fountain, Equipped play area (climbing structure, slide, climbing bars, swings), Lighting (streetlights), Open field, Trash receptacles (3), Significant shade trees, and Parking.

Pavilion Park



Size: 0.48 acres

Classification: Mini Park

Ownership: City of Coburg

Context: Pavilion Park is in Downtown Coburg on Willamette Street, immediately adjacent to Pfeiffer Park.

Level of Usage: High (based on questionnaire results)

Facilities: Pavilion, Ornamental Lighting (5 lights), Concrete walkways, Benches (2), Trash receptacle (1)

Mode:

Trails End Park



Size: 21.01 acres

Classification: Natural Area Park

Ownership: City of Coburg

Context: This wetland area lies adjacent to Interstate 5 on the north end of Industrial Way and is within the City's urban growth boundary.

Level of Usage: Minimal (no public access is currently available)

Facilities: None

Prairie Type:

Mode:

Booth Kelly Millpond Trail



Size: 2.31 acres

Classification: Linear Park

Ownership: City of Coburg

Context: This linear park is located along the western edge of the Coburg Estates Subdivision.

Level of Usage: Moderate - many repeat users (based on questionnaire results)

Facilities: Soft surface trail, Benches (4), Trash receptacles (2)

Prairie Type:

Mode:

Jacob Spores Park



Size: 0.30 acres

Classification: Mini Park

Ownership: City of Coburg

Context: Integrated within the Moody Subdivision

Level of Usage: Low (based on questionnaire results)

Facilities: Shelter, Table, and Barbeque

Mode:

Johnny Diamond Park



Size:

Classification: Park

Ownership: City of Coburg

Context:

Level of Usage: Low (based on questionnaire results)

Facilities: Benches, two swings, one swing bench.

Mode:

DRAFT





ADMINISTRATOR'S REPORT

This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of council and staff.

FEATURED ITEMS

February 2026

1. Proposed New General Fund Fee

Over the past twelve plus months, the Revenue Options Sub-Committee of the City Council has been meeting and evaluating necessary revenue enhancements to maintain the City's financial sustainability in the face of revenue stagnation compared to ever increasing costs in providing the current levels of service. This has led to Utility Rate increases to meet regulatory and safety requirements for the City's municipal water system, wastewater collection and treatment systems and transportation system (streets, sidewalks and storm drains).

In addition to the need for regular (annual) utility rate adjustments, the sub-committee and now full City Council are in the process of final evaluation of the need for a fee to ensure the ability to maintain Coburg's local public safety services (Police Department and Municipal Court). An ordinance to establish this new fee will be on the **March 10, 2026** Council meeting agenda. A resolution will be presented at the **April 14, 2026** meeting to set the fee amount with an effective date of **July 1, 2026**.

An informational "FAQ" sheet has been developed to provide background information on the need for the new revenue, the revenue options considered (fee, property tax levy, etc) and the final recommendations of the sub-committee that were presented in full to City Council at its December 9, 2025 Council meeting. This draft FAQ is

2. Regional Resiliency Evaluation Report - LCOG

Lane Council of Governments facilitated a Regional Resiliency Stress Test in November of 2025 to better understand and plan for recent federal and actions and proposals that would limit, reduce or eliminate funding in key areas relied upon by local governments and non-profits to carry out core regional services. Also evaluated were the stairstepping negative impacts associated with state level impacts of federal funding changes.

The result of this exercise is the attached Regional Resiliency Evaluation Report that includes an executive summary, next steps, 12-18 month action plan outline and toolkit templates for further exploration and assessment. Coburg staff will remain involved in the process and provide input on local impacts relating to current and proposed reductions to federal and state funding and will keep Council apprised as key milestones are reached and reports are available.

3. Updated Population Statistics

Portland State University houses the Population Research Center, an interdisciplinary public service, research and training unit for population-related data and research for the state of Oregon. The PRC recently published its most current preliminary county and city population estimates for July 1, 2025. See below for Coburg's most recent and prior year data.

Incorporated City/Town	Estimates Base April 1, 2020	Revised Population Estimate July 1, 2020	Revised Population Estimate July 1, 2021	Revised Population Estimate July 1, 2022	Revised Population Estimate July 1, 2023	Revised Population Estimate July 1, 2024	Preliminary Estimate July 1, 2025
Coburg	1,308	1,254	1,322	1,330	1,373	1,421	1,456



Coburg Growth Rate

7/2000 to 7/2021 = 5.42%
 7/2021 to 7/2022 = 0.61%
 7/2022 to 7/2023 = 3.23%
 7/2023 to 7/2024 = 3.50%
 7/2024 to 7/2025 = 2.46%

Average five year growth rate = **3.05%**

Portland State Population Research Center projected 20-year annual growth rate = **1.66%**

- ❖ 241 incorporated cities in Oregon
- ❖ 97 cities smaller than Coburg and 144 cities larger
- ❖ 159 cities with a population of 5,000 or less and 82 larger (59 larger than 10,000)
- ❖ The median population is 2,111
- ❖ The average population is 12,764
- ❖ Eugene is the third largest in the state and missed being #2 by 625 (less than .04%)
- ❖ Springfield is #9
- ❖ Lane County is #4 in total population of 36 counties in Oregon - Portland Metro top three (Multnomah, Washington and Clackamas)

CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	July 2026
Water	Stallings Transmission Line	\$1,000,000	TBD
Streets	Collector St Project (Coleman Phase I)	\$600,000 \$ (MPO Grant)	Sept 2026
PW	Storm Water Master Plan	\$60,000	Complete
Water	Water Conservation & Management Plan	\$50,000	March 2026

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Active - Ongoing
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Park Vegetation Intrusion – Johnny Diamond Park	9/8/25	Active – Plan in place
Rooster Noise – Pearl St	9/10/25	Resolved
Vintage St Bioswale – Unauthorized activities	9/26/25	Resolved – Reactivated
Stormwater not draining – McKenzie/Abby/Austin	1/5/26	Active – CIP item FY26/27

DEPARTMENT ACTIVITY AND STATISTICS

Staff maintains various activity, work order and case log type records that are utilized for required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some data comes from third party systems and not always in a format that is easily summarized or customized.

Public Works

Water System:

Monthly Water sampling, meter reading, door hangars

Wastewater System:

Collection system large leak repair from utility contractor driving over/breaking connection box. PW Staff isolated and repaired the line within three hours with minimal disruption to neighborhood.

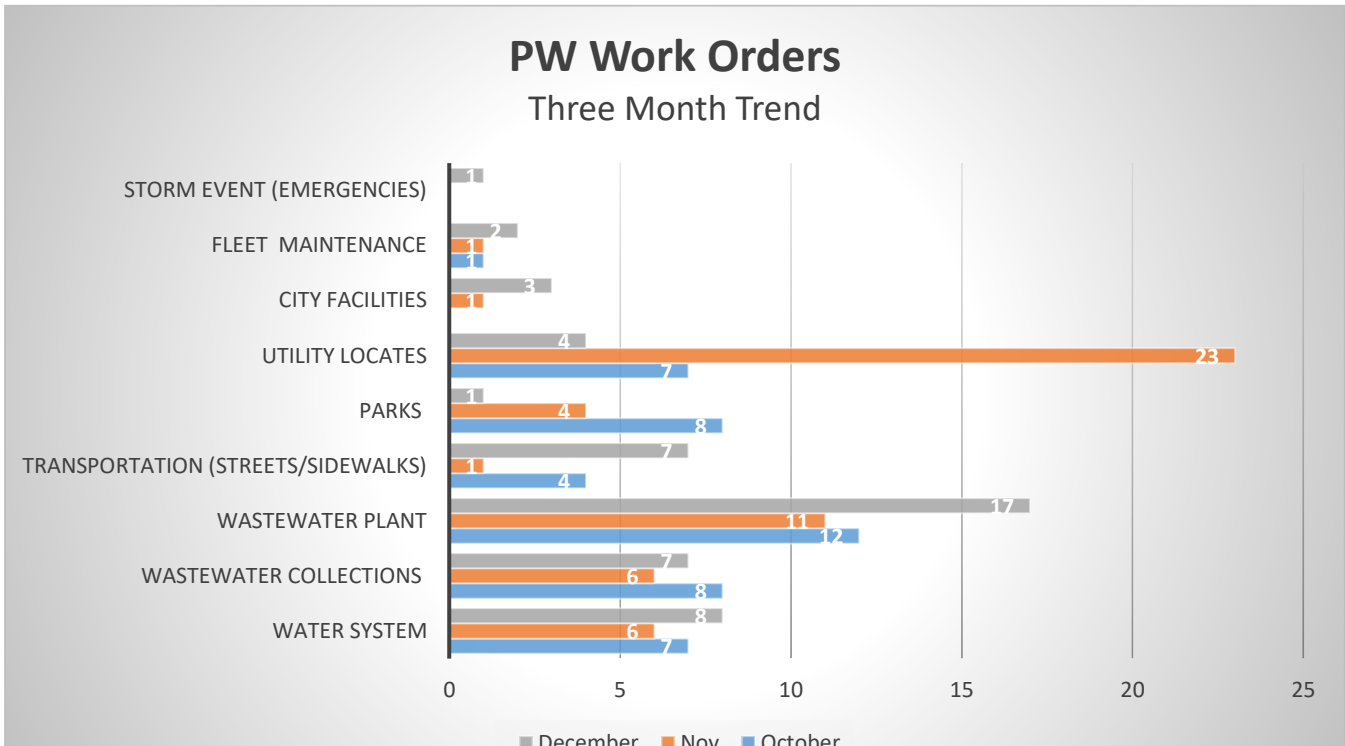
Streets/Storm Drains:

Leaf pick-up season was highly successful and completed several weeks ahead of target.

Facilities:

City Hall – Roof leak repair

Work Order Type	October	Nov	December
Water System	7	6	8
WasteWater Collections	8	6	7
WasteWater Plant	12	11	17
Transportation (Streets/Sidewalk)	4	1	7
Parks	8	4	1
Utility Locates	7	23	4
City Facilities	0	1	3
Fleet Maintenance	1	1	2
Storm Event (Emergencies)	0	0	1
TOTALS	47	53	50



Municipal Court

Citations (Crimes and Violations)

- New Citations for January 6, 2026 Court Date: 47

January 2026 Receipts Including Collections.

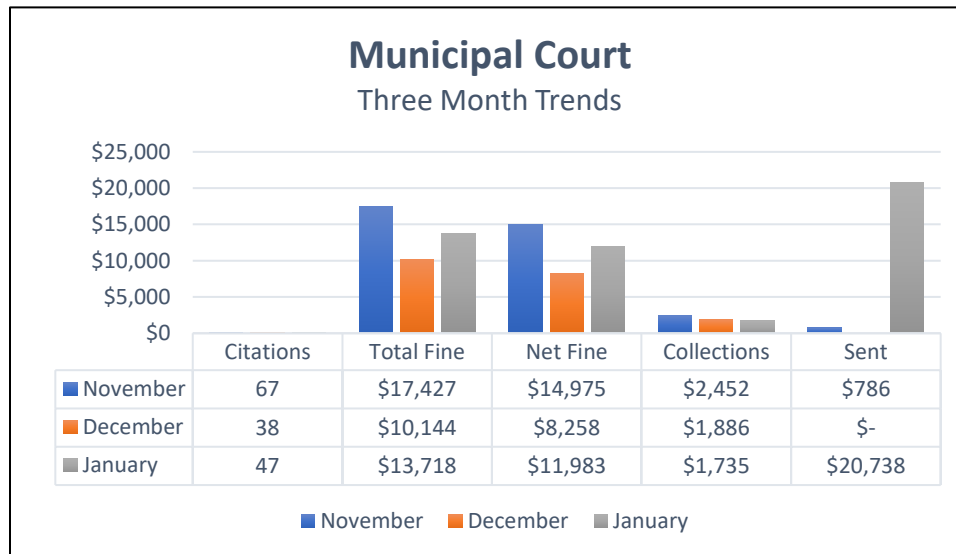
- **Total Fines:** \$13,718.17 (total monies taken in for the month, nothing deducted), compared to \$ 8,376.57 in January of 2025
- **Net Fines:** \$ 11,983.00 (City share only, NOT including collections), compared to \$4,084.00 in January of 2025

January 2026 Professional Credit Service Collections:

- **Total Collection Revenue:** \$ 1,735.17 compared to \$4,292.57 in January of 2025
- **Turned over to collection:** \$20,738.23 compared to \$895.00 in January of 2025

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.

- Upcoming Court Date: February 3, 2026 Regular Court Session
- Scanning Update: All open cases and cases since 2020 (over 51,000 documents) now available electronically
- Court Online Portal set up and implementation nearly complete, providing customers with the ability to make payments and process documents online and after hours at no extra costs to the City. Final staff training in February with an anticipated “Go Live” March 1, 2026



Planning

- Issued four Structural/Plumbing/Mechanical/Electrical/Sign permits in January with an estimated valuation of \$42,807.
- Attended various regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, MPC & TASC. The regional funding proposals for the upcoming funding cycle and statewide transportation improvement plan (STIP) and ODOT capital investment plan were discussed at the January MPC meeting.
- Received application for a partition on N. Coleman St. (SUB 01-26).
- Met with LCOG staff regarding the upcoming Housing Capacity Analysis project.
- Attended open forums and webinars presented by DLCD's Housing Accountability and Production Office (HAPC)
- Coordinated on updates to the community development web pages including soon to be available pre-approval plans (courtesy of the City of Eugene).

Police

MULTIPLE OFFICER RESPONSE:

- Officers and deputies responded to a motor vehicle accident on N. Coburg Rd. **Assist**
- Officers and deputies responded to a report of reckless driving on N. Coburg Rd. **Unable to Locate**
- Officers and deputies responded to a report of a menacing on N. Willamette St. **Report**
- Officers and deputies responded to a report of a suspicious vehicle on Coburg Rd. **Field Interview**
- Officers took a report of an elderly female subject in need of mental health assistance **Info/DHS**
- Officers responded to Serenity Lane regarding a report of a disorderly subject **Assist/No Crime**
- Officers responded to a stranded motorist on Priceboro Rd. and changed a flat tire **Assist**

SINGLE OFFICER RESPONSE:

- Officer responded to a report of an Unauthorized Use of a Credit Card **Report**
- Officer arrested a driver for Driving While Suspended-Misdemeanor **Citation in Lieu of Custody**
- Officer responded to several illegally parked vehicles in Roberts Rd. turnaround **Warning**
- Officer responded to a disorderly juvenile at the TA Truck Stop **Warning**
- Officer responded to city hall for a citizens contact **Information**
- Officer responded to a motor vehicle accident at the TA Truck Stop **Information**
- Officer responded to a Burglary at the Coburg Antique Mall **Report**
- Officer responded to the TA Truck Stop regarding a request for a citizens assist **Information**
- Officers responded to Serenity Lane regarding an overdose at the location **Agency Assist/ Info**
- Officer responded to a report of a Trespass on N. Miller St. **Resolved**
- Officer responded to a report of a Theft at 33100 E. Van Duyn **Report**
- Officer responded to city hall to take a report of an ongoing problem with Harassment **Report**
- Officer responded to a report of Suspicious Conditions at the Premier RV Park **Information/No Crime**
- Officer responded to a traffic stop in Harrisburg to cover a Linn County deputy **Assist**
- Officer responded to a citizens contact at the city hall **Information**
- Officer responded to an Alarm on Roberts Ct. **Patrol Check**
- Officer responded to a report of a subject in a mental health crisis at the TA Truck Stop **CHETT Fund**
- Officer responded to a report of a dog at large on Christian Way **Unable to Locate**
- Officer responded to a report of found drug contraband on Abby Way **Information/Report**
- Officer responded to a report of a Motor Vehicle Crash at the McDonald's **Assist**
- Officer responded to a report of a Disorderly Subject at Serenity Lane **Assist/Transport**
- Officer responded to an assault at 33100 E. Van Duyn **Resolved/Report**
- Officer responded to a report of a DUII driver on N. Industrial Way **Unable to Locate**
- Officer responded to a request for a citizens contact at city hall **Information**
- Officer arrested a subject with an outstanding warrant at the Harrisburg Municipal Court **CLC/Report**
- Officer responded to a report of a dog at large on N. Willamette/Locust St. **Resolved**
- Officer responded to a traffic hazard on E. Pearl Street **Res**

- Officer responded to a report of a Theft and Unauthorized Use of a Motor Vehicle at 33100 E. Duyn Item 7.
- Officer responded to Pearl and Willamette for a report of nails in the intersection **Resolved**
- Officer responded to a report of an alarm on E. Pearl Street **Patrol Check**
- Officer responded to a report of a historic Sex Abuse that occurred at the TA Truck Stop **Report**
- Officer responded to a report of a walk-away from Serenity Lane **Resolved/Transport**

Patrol Checks = 68

Total Activities = 200

OTHER ACTIVITIES:

- Officer Wilson has been conducting “MILO Training” for members of the Coburg Police Department, Oakridge Police Department and the Junction City Police Departments. The Milo machine is an interactive computer-based trainer utilized to facilitate real life use of force training for law enforcement personnel. The machine utilizes a projector to show different scenarios to the officer and the scenario can have different reactions, according to how the officer responds to the scenario; at Officer Wilson’s direction. This is a very useful tool and is highly sought after. The machine is on loan from the Department of Professional Safety Standards and Training (DPSST) and will be returned in the upcoming weeks.
- CPD has been provided with an extra laptop computer with the Lane County Sheriff’s Office computer aided dispatch system (CAD) on it. Deputy Fawver from the Lane County Sheriff’s Office came to CPD to show us how to utilize the program.
- CPD staff met with Lane County Sheriff’s Office dispatch center administration to go over the needs of both agencies. LCSO dispatch wanted to pass on that they hold CPD in high regard, due to our availability to assist LCSO deputies and CPD’s professionalism.
- CPD command staff met with the heads of other small agency heads to brainstorm a collaborative effort in training our employees, due to high costs and lack of training staff to meet all of the small agency needs. Chief Larson has been meeting with these agency heads to come up with a training calendar which would be beneficial to all agencies by utilizing instructors from each agency that would be inclusive to all small department members.
- Sergeant Miller attended the Lane County Sheriff’s Department Crisis Negotiation Team training for the month of January. Sergeant Miller was on a hiring board for the team, where three new team members were selected to join the crisis negotiation team.

UPCOMING EVENTS:

- CPD will be hosting a department member meeting this month to go over Ethics in Law Enforcement. Additionally, CPD will honor past members, Sgt. Mike Lee and Sgt. Joe Wicks with shadow boxes to commemorate their service to the citizens of Coburg and the Coburg Police Department
- CPD members will attend mandatory handgun/rifle/shotgun qualifications in the upcoming weeks
- CPD members have been invited to attend a Legal Update class presented by the Lane County District Attorney’s Office which will be hosted by the Junction City Police Department

REGIONAL RESILIENCY EVALUATION REPORT

WHAT WE LEARNED AND WHAT COMES NEXT



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EXECUTIVE SUMMARY

On November 6, 2025, regional representatives came together to conduct a Regional Resiliency Stress Test. Recent federal actions and proposals - including freezes or conditions on federal funds, reductions to Medicaid and SNAP, workforce cuts, and the FY 2026 federal budget - signal a historic shift of responsibility from the federal government to states and local governments. While cost-shifting is not new, the scale and speed of the current proposals are unprecedented, with estimates approaching **\$1 trillion nationally over ten years** in transferred costs and risks.

Participants identified where our region relies most on federal and state funding, what services are most vulnerable, and how reductions would affect residents and the local economy. The objective of the stress test is to identify and evaluate the region's exposure to federal/state funding reductions, cost-shifts, and policy changes; to identify early indicators / vulnerabilities; and to develop actionable mitigation strategies.

KEY FINDINGS

1. Federal and State Funding Is Structurally Embedded

Federal and state funds are foundational to core regional services, including public health, housing, emergency response, transportation, utilities, and services for seniors and people with disabilities. Even modest funding reductions would produce disproportionate operational impacts.

2. Risk Is Concentrated in Essential, Low-Flexibility Services

Programs most at risk are those with high intergovernmental funding dependence, statutory or moral service obligations, and limited local revenue replacement options. These include Medicaid-supported services, emergency shelters, disaster response, public health, and housing stability.

3. Cost Shifts Pose Greater Risk Than Direct Cuts

Unfunded or underfunded mandates - particularly in Medicaid, SNAP, and disaster response - could increase local administrative and financial burdens even where nominal funding remains.

4. Regional Ripple Effects Are Significant

Funding reductions would affect not only government budgets, but also household income, nonprofit capacity, healthcare systems, workforce stability, and long-term economic resilience. Without preparation, funding changes could lead to service reductions, delayed

disaster recovery, and increased pressure on local taxpayers. With preparation, the region can protect critical services and make informed choices.

This report summarizes what the region learned from the recent fiscal stress test examining exposure to federal and state funding changes and outlines recommended actions to strengthen fiscal resilience over the next 12–18 months.

We want to thank all everyone from the following organizations who participated: the cities of Eugene, Springfield, Coburg, Cottage Grove, Junction City, Florence, Oakridge, Lane County, the University of Oregon, Willamalane Park and Recreation District, Lane Transit District (LTD), Lane Regional Air Protection Agency (LRAPA), Eugene Water & Electric Board (EWEB), Lane Workforce Partnership, other non-profits, FOOD For Lane County, Travel Lane County, Eugene Chamber of Commerce, and the Governor's Office.

WHAT WE LEARNED

1. Federal and State Funding Is Systemically Embedded

The stress test confirmed that federal and state funds are not peripheral - they are structurally embedded in the region's ability to deliver essential services. Programs supporting **public health, housing, emergency response, transportation, utilities, seniors, people with disabilities, and low-income households** rely heavily on intergovernmental funding streams. Reductions in these funds do not scale neatly; even modest cuts produce outsized operational impacts.

Key insight: Federal and state funding reductions function less like “budget trims” and more like fault lines - once crossed, service continuity is disrupted.

2. Exposure Is Concentrated in High-Impact, Low-Flexibility Services

Across breakout groups, the most vulnerable areas shared three characteristics:

- **High federal or state funding dependence.**
- **Statutory or moral obligations to continue service.**
- **Limited ability to offset costs locally.**

Consistently identified high-risk areas included:

- Emergency shelters and disaster response (FEMA, HUD).
- Medicaid-supported services (including transit and food access).
- Public health (CDC, vaccines, outbreak response).
- Housing stability (Permanent Supportive Housing, CDBG).
- Utilities, transportation, and environmental remediation (EPA, Army Corps).

A 10–25% reduction scenario in these areas quickly translated into service reductions, staff burnout, delayed response times, and increased downstream costs elsewhere in the system.

3. Cost Shifts, Not Just Cuts, Are the Primary Threat

Participants repeatedly emphasized that the greatest risk is not outright program elimination, but unfunded or underfunded mandates. Changes to Medicaid, SNAP, disaster reimbursement, and compliance requirements increase local administrative and financial burdens even when nominal funding remains.

Key insight: The region is exposed not only to revenue loss, but to cost absorption - being required to do more with less funding and fewer resources.

4. Federal Cuts Create Regional Ripple Effects

The stress test reinforced that impacts extend beyond government budgets:

- Reduced household income (entitlements).
- Increased demand on nonprofits and hospitals.
- Job losses tied to federal and state employment and procurement.
- Slower disaster recovery and infrastructure degradation.
- Weakened economic resilience overall.

These ripple effects compound over time, particularly in rural and high-risk communities.

5. The Region Is Well-Positioned - but Not Yet Protected

The workshop revealed strong assets:

- Willingness to collaborate across jurisdictions and sectors.
- Shared recognition that “this is a regional problem”.
- Clear understanding of where vulnerabilities lie.

However, at this early stage of the test, many responses remain informal, reactive, or program-specific, rather than institutionalized and strategic.

WHAT WE SHOULD DO NEXT

Without proactive planning, the region may face service reductions, delayed recovery from disasters, workforce burnout, and increasing pressure on local revenues. Conversely, early action allows the region to prioritize, coordinate, and preserve essential services.

Recommended Direction:

- Endorse institutionalizing the fiscal stress test as a recurring planning tool for all agencies.
- Prioritize high-exposure risk areas and develop mitigation strategies.
- Support coordinated regional solutions.
- Strategically diversify revenue and capacity.
- Strengthen and coordinate State and Federal legislative engagement.
- Identify and track resilience indicators.
- Provide regular updates on fiscal exposure and resilience indicators.

1. Institutionalize the Stress Test

This should not be a one-time exercise. The region should:

- Update the stress test annually or biennially.
- Integrate results into budget development, capital planning, and legislative agendas.
- Maintain a standing inventory of federal and state exposure by program and function.

Outcome: Early warning, not crisis response.

2. Prioritize High-Exposure, High-Impact Risks

Using the stress-test findings, leadership should identify 5–7 priority risk areas based on:

- Degree of federal/state dependence.
- Service criticality.
- Lack of local substitutes.

Each priority risk should have:

- A lead agency.
- Identified partners.
- A short list of mitigation strategies (not all financial).

3. Shift from Program Silos to Regional Solutions

Participants were clear: fragmentation increases risk. Next steps include:

- Exploring shared services, pooled administration, and regional back-office functions.
- Clarifying the appropriate role of nonprofits versus government when funding declines.
- Reducing duplication where missions overlap.

Outcome: Fewer single-points-of-failure.

4. Diversify Revenue and Capacity - Strategically

While new revenue alone will not solve the problem, the region should:

- Assess opportunities for revenue diversification that do not overly burden vulnerable populations.
- Pair revenue discussions with efficiency and service redesign, not just replacement funding.
- Evaluate public-private partnerships cautiously, with clear accountability.

5. Strengthen State and Federal Engagement

The stress test highlighted the need for:

- Consistent, coordinated legislative engagement at the state level.
- Clear communication of local impacts of federal cost shifts.
- Advocacy focused on flexibility, predictability, and full funding of mandates.

This is not solely a budget conversation - it is a governance conversation.

6. Track a Small Set of Resilience Indicators

To move from planning to action, the region should track:

- Workforce capacity and burnout indicators.
- Service demand versus funded capacity.
- Disaster recovery cash-flow gaps.
- Housing stability and emergency shelter utilization.
- Federal/state funding volatility.

These indicators should be reviewed regularly by leadership.

BOTTOM LINE

Fiscal resilience is not just about balancing budgets, it is about protecting essential services and community stability in an uncertain funding environment. The stress test confirmed that the region is entering a period where fiscal resilience is as important as fiscal balance. Federal and state funding shifts will test not just budgets, but governance structures, partnerships, and values. Acting early - by prioritizing risks, coordinating regionally, and embedding stress testing into routine decision-making - gives the region choices. Waiting does not.

APPENDIX A: 12–18 MONTH ACTION PLAN

Goal

Strengthen regional fiscal resilience in anticipation of federal and state funding volatility.

1. Institutionalize the Stress Test (0–6 months)

- Establish an annual or biennial fiscal stress test cycle
- Maintain an inventory of federal and state funding exposure by program and function
- Integrate stress-test findings into budget development and capital planning

2. Prioritize High-Risk Services (0–6 months)

- Identify 5–7 programs with highest exposure and impact
- Assign a lead agency and regional partners for each
- Develop initial mitigation strategies (financial and operational)

3. Scenario Planning and Mitigation (6–12 months)

- Model 10%, 20%, and 30% reduction scenarios for priority services
- Identify options such as service redesign, consolidation, shared services, or phased reductions
- Clarify the role of nonprofit and private partners under stress scenarios

4. Regional Coordination and Efficiency (6–18 months)

- Explore shared or pooled administrative functions
- Reduce duplication across agencies where missions overlap
- Strengthen cross-agency communication protocols during funding disruptions

5. Revenue and Capacity Strategies (6–18 months)

- Assess opportunities for revenue diversification
- Pair revenue options with efficiency and service-delivery improvements
- Evaluate public-private partnerships with clear accountability standards

6. Legislative and External Engagement (Ongoing)

- Coordinate regional messaging to state and federal partners

- Advocate for funding flexibility, predictability, and fully funded mandates
- Use stress-test findings to inform policy discussions

7. Monitoring and Reporting (Ongoing)

Track a small set of resilience indicators, such as:

- Workforce capacity and burnout
- Service demand versus funded capacity
- Disaster recovery cash-flow gaps
- Housing and shelter utilization
- Volatility of federal and state funding streams

APPENDIX B: MOST VULNERABLE AREAS IDENTIFIED

Emergency Shelters (in emergencies)

Senior & Disability Services

FEMA Disaster Response

HUD - Especially Permanent Supportive Housing

CDC - Public Health / Vaccines and Breakouts

Medicaid, Including Transit and Food

Workforce

Transportation and transit

Utility Staffing Loss

EPA - Disaster Preparedness and Brownfields

HHS - Ambulance Services, LIHEAP, Billing Assistance

CDBG and CDFI Funds

USDA - Commodity Credit Corps, Utilities, SNAP

University Grants

Head Start

Violence Against Women Act (VAWA) and the Victims of Crime Act (VOCA) resources

Fire Management Assistance Grant (FMAG) - FEMA Wildfire Response

Community Justice and Rehabilitation Services Search and Rescue

Medical and Scientific Research - To Market in Particular

EDA - Public Infrastructure

APPENDIX C: REGIONAL STRESS-TEST TOOLKIT



Regional Stress-Test Toolkit

Adapting the NYC Model for Local Resilience Planning

Section 1: Purpose & Instructions

This toolkit is designed to help Lane County regional partners conduct a stress test modeled on the NYC Comptroller's framework. The goal is to identify where programs, departments, and affiliated entities are most exposed to changes in state/ federal funding.

Follow these steps to complete the toolkit:

Inventory all state/federal funding sources (grants, transfers, aid).

Categorize them using the five exposure categories.

Estimate total annual state/federal dollars and percent of total budget.

Assess potential impacts of 10%, 20%, and 30% funding reductions.

Discuss mitigation options and responsible leads.

Section 2: State/Federal Exposure Matrix (Five-Category Framework)

Category	Department / Entity	Program / Funding Source	Annual State Amount (\$)	Annual Federal Amount (\$)	Percent of Total Budget	Risk Level (Low-Med-High)	Notes / Local Impact
Entitlements							
State Programs							
Federal Programs							
Affiliated Entities							
Disaster Aid							

Section 3: Scenario Planning Table

Scenario	Estimated State Cut (%)	Estimated Federal Cut (%)	Projected Revenue Loss (\$)	Key Impacts	Potential Local Mitigations
Mild					
Moderate					
Severe					

Section 4: Qualitative Questions

- Which programs have the fewest local backfill options?
- Which partnerships (interlocal, nonprofit, or state) could cushion impacts?
- What early warning indicators should we track quarterly?
- Which departments are most vulnerable to workforce reductions?

Section 5: Reflection & Next Steps

Use this section to summarize key findings, discussion notes, and next steps for local action.

Action-Item Log:

Priority Area	Proposed Action	Lead / Responsible Party	Timeline

Appendix: Definitions & Data Sources

Key Terms:

- Entitlement: Federally guaranteed benefits, such as Medicaid or Social Security.
- Discretionary Funding: Grants or programs that require annual congressional or legislative approval.
- Affiliated Entity: Independent organization receiving state/ federal support (e.g., housing authority, hospital).

Suggested Data Sources: County CAFR, OMB SEFA report, department budget narratives, federal grants database.

APPENDIX D: FACILITATOR'S GUIDE



Facilitator's Guide Regional Stress-Test Workshop

Supporting Local Resilience Through Federal Funding Analysis

Date: _____

Facilitator(s): _____

Workshop Length: 4 Hours

Workshop Structure (4 Hours Total)

Segment	Duration	Purpose / Key Actions	Facilitator Notes
Welcome & Context	20 min	Frame workshop goals; connect to national fiscal uncertainty and 'The Big Shift' report.	Sample opening: 'Today we'll explore where our agency depends on state/federal dollars and how we can plan ahead. Let's start with one word describing how state/national shifts are affecting your work.'
Briefing: Current State/Federal Landscape	20 min	Present highlights from The Big Shift and Designing a Stress Test.	Keep concise; use visuals or 2 slides. Emphasize programs most exposed: S&DS, Health, Housing, Public Safety.
Breakout #1: Mapping State/Federal Exposure	60 min	Participants complete Section 2 of the Toolkit to identify major funding sources and exposure levels.	Divide by department or partner agency. Encourage factual input from budgets or grant records.
Discussion: Early Signals & Triggers	25 min	Identify early indicators of fiscal stress or program disruption.	Prompt: 'What early warning signs have you seen—delays, staffing issues,

			funding uncertainty?' Capture responses visibly.
Breakout #2: Scenario Planning & Mitigation	60 min	Groups complete Section 3 to model mild, moderate, and severe funding cuts.	Sample transition: 'Let's think about what happens if state/federal support drops 10%, 20%, or 30%—and what actions we could take locally.'
Prioritizing Risk & Response	30 min	Reconvene to compare findings and rank vulnerabilities.	Use color stickers or quick voting to prioritize top 3 risks.
Reflection & Next Steps	25 min	Groups use Section 5 to summarize key actions and assign leads.	Prompt: 'What surprised you most? Where can we build resilience right now?'
Closing	10 min	Summarize main takeaways and outline next steps for reporting and follow-up.	Encourage participants to commit to one follow-up action and schedule a quarterly review.

Facilitation Tips

- Tone: Conversational, data-informed, and hopeful.
- Room Setup: Round tables or cross-department groups to foster dialogue.
- Materials: Stress-Test Toolkit (digital or print), slides, flip charts, and markers.
- Outputs: Completed exposure matrix, top 3 vulnerabilities, and mitigation ideas.

Reflection Prompts

- What new partnerships could help buffer our agency from future state/federal reductions?
- How can we turn this analysis into ongoing resilience planning?
- What should we communicate to policymakers or the public?

Appendix

Glossary:

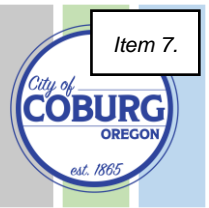
- Entitlement – Federally guaranteed benefit programs such as Medicaid or Social Security.
- Discretionary – Funding that requires annual congressional/ legislative approval, like many grants.
- Affiliated Entity – Independent organization receiving state/federal support (e.g., housing authority, hospital).

Next Steps Checklist:

- Compile results from all groups into one master exposure matrix.
- Identify top three agency-wide vulnerabilities.
- Draft and circulate a summary report or briefing memo.
- Schedule follow-up review in 3–6 months.
- Plan to repeat stress test every 1-2 years.

Public Safety Support Fee

INFORMATIONAL FAQ



1 WHAT NEW FEE IS CITY COUNCIL CONSIDERING?

A \$20 per month fee is being considered that would provide dedicated funding to maintain the existing public safety services currently provided by the City for the community of Coburg.

2 HOW DOES THIS FEE SUPPORT PUBLIC SAFETY IN COBURG?

The proposed fee provides approximately \$200,000 revenue per year and equates to approximately 20% of the total annual budget of the Coburg Police Department and Municipal Court.

3 WHEN WILL COUNCIL BE DECIDING ON THIS?

Council was presented a set of recommendations on revenue options at its December 9, 2025 meeting and will be presented with an ordinance creating the fee at its March 10, 2026 meeting. If approved, the fee amount will be set at its April 14, 2026 meeting with an effective date of July 1, 2026

4 DON'T PROPERTY TAXES PAY FOR PUBLIC SAFETY?

The City of Coburg portion of property tax assessments (approx. 25% of the total property tax bill) provides just over \$1 million of revenue of the City's \$2 million annual General Fund. The General Fund includes Police, Municipal Court, Planning & Building, Parks and Administration/Finance. A summary of the General Fund is attached.

5 WHAT OTHER OPTIONS DID THE COUNCIL CONSIDER?

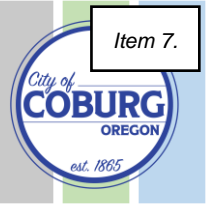
Council has been focused on the financial sustainability of the General Fund and its programs and services since the adoption of the prior year budget. A Revenue Options Sub-committee studied a range of general fund revenue options including a Local Options Levy (property tax assessment and determined that a service fee provides the minimum necessary revenue to maintain operations and serves as a bridge to potential longer-term solutions available at the completion of the City's Urban Renewal Agency

6 WILL THIS FEE AMOUNT GO UP EVERY YEAR?

The fee will be reviewed each year in parallel with the development of the annual budget. The fee cannot be increased without a formal action of Council.

Public Safety Support Fee

INFORMATIONAL FAQ



7

HOW DO I GET MORE

INFORMATION ABOUT THIS PROPOSED FEE?

The City's website will have a page dedicated to this proposed fee, including the full set of recommendations of the Revenue Options Council Sub-Committee and the draft ordinance and resolution that will be presented for Council review, deliberation and decision.

www.coburgoregon.gov

Mayor Bell and the City Administrator will be scheduling several different Town Hall format meetings for community members to attend, learn about the issues, ask questions and provide feedback. These dates and times will be posted on the City website and will also be posted to the City's social media.

To submit formal comment for inclusion in the March 10, 2026 Council meeting packet, send comments to City Recorder, Sammy Egbert at Sammy.egbert@coburgoregon.gov

COUNCIL MEMO



Public Safety Support Fee Structure and Public Communication

January 13, 2025

ISSUES

In preparation for the March 10, 2026 Council meeting agenda item for the creation of a Public Safety Support Fee, staff is developing public communication documents to inform residents and businesses of the potential new fee. Additionally, Council requested information on the structure of the fee at the January meeting to ensure clear understanding of the mechanics and implementation schedule of the fee should Council approve it at the March 10, 2026 meeting.

Proposed Schedule

- December 9, 2025 – Sub-Committee recommendation presentation to Council – Complete
- January 13, 2026 – Full Council discussion of recommendation - Direction to staff
- January 14 thru March 9 – Public Information on proposed fee
- March 10, 2026 – Ordinance to create the Public Safety Support Fee – First Reading
- April 14, 2026 – Ordinance creating the Public Safety Support Fee – Second Reading
- April 14, 2026 – Resolution establishing the amount of the Public Safety Support Fee
- July 1, 2026 – Implementation of Fee on July utility billing statements.

Proposed Fee Structure

The fee will match the recently adopted Parks and Open Space Fee, which also closely matches the Tree Fee and includes the following:

- Flat fee charged to all utility billing customer accounts within the City limits (excludes outside and PVE accounts)
- Flat fee is the same for residential or commercial accounts
- Fee is “per unit” based, meaning that accounts with apartment buildings or multiple businesses on one account will have the fee multiplied by the number of units (example \$5 fee x 8 units = \$40 per month fee)
- Fee Revenue is general fund revenue, but will be restricted in both ordinance and resolution for public safety expenditures.
- Public Safety will be defined in ordinance as Police Department, Municipal Court and Code Enforcement.

Proposed Fee Amount

As presented to the full Council at the December 9, 2025 Council meeting, the Revenue Options sub-committee recommendations included two fee amount options, either a \$20/month or a \$15/month fee along with six other supporting recommendations (see attached)

In order to develop the public information materials for distribution, staff is desiring Council direction on the proposed fee amount to be included in the documents. The direction provided by Council does is in no way binding, nor necessarily an indicator of the Council's final decision at the March 10, 2026 meeting.

Options 1 – The Coburg City Council is considering the creation of a **\$20 per month** public safety support fee as a means to maintain the existing public safety services of the City.

Options 2 – The Coburg City Council is considering the creation of a **\$15 per month** public safety support fee as a means to maintain the existing public safety services of the City.

Options 3 – The Coburg City Council is considering the creation of a public safety support fee **between \$15 and \$20 per month** as a means to maintain the existing public safety services of the City.

COUNCIL MEMO

MEETING DATE: November 20, 2025
STAFF: Adam Hanks, City Administrator



Council Revenue Sub-Committee Phase III Recommendation General Fund Long Range Revenue Options

BACKGROUND

At the July 9, 2024 Council meeting, Council confirmed the Mayors intention to create a City Council Revenue Options Sub-Committee to review all current and potential revenues associated with the City’s Utility Funds, the general fund and other miscellaneous revenues available for consideration. Councilors Engebretson and Smith were appointed to serve on the sub-committee, along with Mayor Bell.

The sub-committee is reviewing revenues in three phases:

- 1) Utility Rates for Water, Sewer and Transportation/Streets (TUF) – *October through December*
- 2) General Fund related revenue options to support funding of Parks, Police, Planning, general government – *January through March*
- 3) Longer range revenue options – Local lodging tax, local diesel tax, local option levy, etc – *July through September*

The sub-committee held two meetings in October to review the overall committee scope and process and developed recommendations to Council for the phase I utility revenue options. March 6, 2025, the phase II revenue options review and recommendation were completed at the sub-committee’s March 6, 2025 meeting with Council ultimately deciding to implement the Park and Open Space fee of \$5 as recommended but defer the recommended \$2 Tree Fee increase to instead continue revenue efforts focused on the immediate concerns of the General Fund. (Tree Fee is a Street Fund revenue).

The sub-committee embarked on the Phase III work of long-range revenue options with two meetings in October of 2025, and a final meeting on November 20, 2025 that culminated in the following final recommendation to present to Council at its December 9, 2025 Council meeting.

ANALYSIS & RECOMMENDATIONS

While the five dollar (\$5.00) Parks and Open Space fee provides a degree of stabilization for basic park system operations and maintenance, the City Administrator explained and provided a breakdown of the long-term financial challenges in the General Fund.

Key considerations guiding the sub-committee analysis and pursuit of additional revenue for the general fund include:

- Four-year trend of declining ending fund balance
- Continued escalation of expenses exceeding revenues (approx. 10% difference annually)
- Future estimates of personnel cost escalation to provide the same levels of service with the general fund operating departments/programs (Municipal Court, Planning, Police, Parks, General Government)
- Debt Service credit rating reduction from A+ to A- (two level drop) due to low overall fund balance compared to operating revenues (7%)

Structural Deficit – Revenue growth occurs at a 3-5% rate annually, while expenditures grow approximately 12-15% annually. Recently utilized short term solutions include increase use of fund balance (operating reserves) and staffing reductions in both Administration and Police and most recently the aforementioned implementation of a \$5 per month Parks and Open Space Fee.

REVENUES			EXPENDITURES	
	Approx Annual	% of Total		Approx Annual
Property Taxes	1,100,000	56%	Staff/People Costs	
Franchise Fees	280,000	14%	Administration	320,000
Muni Court Fines/Fees	120,000	6%	Police	650,000
Development Fees	100,000	5%	Muni Court	130,000
Charges For Services	120,000	6%	Planning	80,000
Transfer Funds	150,000	8%	Parks	50,000
Harrisburg PD IGA	65,000	3%		1,230,000
Misc	35,000	2%	Materials/Services	
TOTAL	1,970,000		Administration	225,000
			Facilities	100,000
			Parks	35,000
			Planning	110,000
			Police	150,000
			Muni Court	30,000
			Econ Dev	35,000
				685,000
			Capital/Debt	
			City Hall	30,000
			Parks	10,000
			Administration	15,000
				55,000
			TOTAL	1,970,000

The chart above indicates a balanced (legally required) General Fund budget for FY26. This was accomplished via staff reductions primarily within the Police Department and with utilization of fund balance (operating reserve).

The City's General Fund budget does not contain the following expected, and in most cases, necessary expenditures over the next five fiscal years.

- Parks Capital – Construction of new neighborhood park at Coburg Creek (\$200k)
- City Hall Improvements – ADA, HVAC and other deferred maintenance needs (\$200K)
- Police Fleet Replacements – (\$75k)
- Fund Balance Restoration to Target - (\$200k)
- Technology Replacements (\$50k)
- Structural Imbalance Solution - 10% of fund balance per year (\$1m) – (\$200k per year)

TOTAL = \$1.75m over five years **PER YEAR = \$350,000**

Recommendations

The Revenue Options Council Sub-Committee formally recommends the following to the full City Council for further discussion and consideration:

1) Public Safety Support Fee - \$15/month per unit (same methodology as Park & Open Space Fee)

This revenue can be approved by Council and implemented quickly with existing utility billing system.

The fee would be dedicated to the following public safety programs

- Police Department
- Municipal Court
- Code Enforcement

A \$15 fee would generate approximately \$150,000 per year. This fee is included in the low-income assistance program so limited income eligible households would receive a 25%, 35% or 45% discount on this fee.

2) Audit of Existing Revenue Streams – Likely to generate far less revenue, conducting operational audits of the City's existing general fund revenues would assure Council and the community that the already enacted revenue streams are being administered as adopted and intended. Revenue audits would include franchise agreements, business licenses, Park and Open Space Fee and other smaller fees, taxes and assessments that contribute to the overall general fund revenues.

3) Property Tax Revenue Analysis from termination of the Coburg Urban Renewal Agency in 2029 –

When the URA reaches its \$9 million total contribution to the wastewater deb service, the properties within the URA assessment boundary will be reassessed and the property tax revenues returned to the overall City assessment valuation resulting in an increase in property tax revenue to the General Fund. This recommendation re-asserts support to obtain a URA consultant as budgeted in FY25 to calculate the estimated annual revenue that will be returned to the general fund with the termination of the URA.

4) Building Permit Fee Increase – Staff has already begun the background analysis to update Building Permit Fees (Structural, Electrical, Plumbing, Mechanical) that have not been reviewed or updated in over four years.

5) Land Use/Zoning Permit Fee Increase – Staff has presented an overview of this update process to Council and is reviewing the ordinances and resolutions that enacted the fees to ensure updates align with the methodology of the existing fee structure.

6) Termination of the Revenue Options Sub-Committee – With the completion of the phase III recommendations, the sub-committee recommends that Mayor Bell terminate the subcommittee with an understanding that a similar committee/task force could be re-established by Mayor Bell at a future date with a new set of Council appointments and an updated charge and timeline.