



# AGENDA

## PARK | TREE COMMITTEE MEETING

91136 N Willamette Street

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

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Tuesday, June 18, 2024 at 6:00 PM

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### CALL TO ORDER

### ROLL CALL

### AGENDA REVIEW

### MINUTES APPROVAL

- [1.](#) May 21, 2024, Park | Tree Committee Minutes

### COMMITTEE BUSINESS

- [2.](#) Budget
3. City Framework
4. Capital Improvement Plan
5. Vegetation Management Plan
6. Work Party Recap and Future Location

### CITY UPDATES

- [7.](#) City Administration Report June 2024

### FUTURE MEETINGS

July 9 City Council  
July 16 Parks and Tree

### ADJOURNMENT

*Coburg City Hall is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact City Hall at 541-682-7850.*



## MINUTES

### Parks Tree Citizen Advisory Committee

May 21, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Chair, Tom Beatty, Vice Chair; Michelle Shattuck, Colleen Marshall, Joe Morneau, Karen Coury, Mary Mosier

**MEMBERS ABSENT:** Lonna Metson

**GUESTS/STAFF PRESENT:** Brian Harmon; Public Works Director, Claire Smith; Coburg City Council Liaison

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

#### CALL TO ORDER

Chair, Tom Beatty called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 6:00 pm.

#### ROLL CALL

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

#### AGENDA REVIEW

They added a Liaison Update and a Donation Process update by Ms. Smith.

#### APPROVE MINUTES FROM APRIL 16, 2024

##### MOTION

Mr. Morneau moved, seconded by Ms. Marshall to approve the April 16, 2024 Parks Tree Citizen Advisory Committee meeting minutes as presented.

*Motion passed as 5:0.*

## COMMITTEE BUSINESS

### a. Johnny Diamond Maintenance

Mr. Beatty mentioned their previous discussion on using an herbicide to help control the weeds, and wants to entertain a motion to evaluate and come up with some alternatives before making a decision, possibly using a hybrid to incorporate turf and various ground covers.

#### MOTION

Mr. Morneau moved, seconded by Ms. Coury to evaluate some alternatives for weed control in Johnny Diamond Park.

*This motion was resented.*

They will put a group together to discuss the possibilities of how to proceed with the issue.

Ms. Smith mentioned that she had a meeting with Mr. Hanks and Mayor Bell to get some input of the recommendation process, and they had some ideas. They discussed reviewing the role of the committee, which she met with Mr. Beatty and Ms. Shattuck about. The committee is appointed by council, their job is to make recommendation to council, and not to direct staff.

In their meeting, Mayor Bell suggested that she would like the committee to ask for an ideal when making a recommendation, and also that the committee define the wording of their recommendation. Then Ms. Smith, as Councilor Liaison, would report to council on what recommendations are being considered.

Mr. Hanks' concerns were budget, staff workload, and meetings which is all out there for discussion and is being looked at further. Hanks' suggestion for making recommendations were for the committee to define the issue, the objective and the goal of the recommendation. His hope is that it will pull it from being a little recommendation or task to being a bigger umbrella or bigger picture that can have more potential for long term solutions. Hanks also thought it was important that staff have input on the recommendation, especially if they see a conflict. It is also important that when a recommendation is brought to council, there are committee members there to answer questions council may have. The timing of the staff input is important in the recommendation process, which is a committee decision on what works best.

Ms. Coury asked about having a committee mission statement. Mr. Harmon said they do have one. Harmon explained that Mr. Hanks is just getting through his first full year as City Administrator and also his first budget season. After the council retreat and budget season is over, council has made a clear set of goals. They went with a framework method this year, and a lot of the Parks and Tree Committee and Parks Department's jobs fall under many of those framework items. Meaning, almost all items have something to do with the parks.

Mr. Harmon said that Mr. Hanks is planning to come to the July Park and Tree meeting, which will be mostly dedicated to the budget, framework document, and future ideas.

Harmon suggested they figure out exactly what they are wanting before bringing it to Council. They do have a temporary plan and are working internally on a weed management program for the open spaces in parks. This could be a long term conversation, and Harmon suggests that they discuss exactly what they want to recommend, and take it to council in September. In the meantime, Public Works will still be working on some weed abatement.

They decided to make the recommendation now and possibly have it on council's June agenda.

## **MOTION**

Ms. Mosier moved, seconded by Ms. Coury to recommend improving the aesthetics of the parks in Coburg through the use of ground covers, turf, mulch and other alternatives that would improve the aesthetics.

*Motion passed as 6:0.*

### **b. Pavilion Park Phase I Update**

Mr. Harmon said that the restroom was delivered. Mr. Hanks and Mr. Harmon are discussing the color of the restroom with the manufacturer. There was lots of discussion on what the distressed wood would look like on the upper 2/3 of the restroom. The order form said distressed wood, no color, and they wanted to know what that would actually look like. They were sent some pictures with what it should look like, and when it was delivered it did not look like they said it should. They have let CTX know they weren't pleased with it, and they should be getting their recommendation on how the city and the manufacturers will go about fixing it.

Phase II is the fountain. They have not found someone to build it yet, but are going to work with a building official. They might have to navigate some ADU compliance issues.

### **c. Rose Garden Irrigation**

Mr. Harmon said the irrigation system is up and running. Mr. Harmon is in communication with the City of Halsey who has a nice marble set of medallions that has all the colored ones in it. Their city administrator was trying to find the documents to get Mr. Harmon the information.

### **d. Cherry Tree Planting**

Mr. Harmon said that the trees have not been picked up yet. It will probably be about a week out before they can get to it. He will get an idea of the cost for all the donors, by next week.

### **e. Arbor Day recap**

Mr. Harmon said that Arbor Day went well and he finalized the Arbor Day grant last week which paid for the t-shirts. It was a rainy day but they got a lot of work done and the trees are doing well. All the trees are in irrigated areas, and if not they will do water bags or buckets for them.

**f. Work Parties**

Ms. Marshall said they have continued to do the 3<sup>rd</sup> Monday, which makes the next one on June 17<sup>th</sup>. Last time 6 of them worked at Jacob Spores Park to get lots of weeds out.

They scheduled the next work party for June 17<sup>th</sup> at 8am at Jacob Spores Park.

Ms. Smith also mentioned that it would be helpful if they took a standing agenda item or report of volunteered hours for work parties to Council that she can report as a liaison.

**CITY UPDATES | City Administration Report from May 2024**

Mr. Beatty asked about the Business Organ Grant Update grant/forgivable loan, and if it was a federal loan. Mr. Harmon said that grant is tailored for semi-conductor businesses but not specifically tied to them. The way they disperse those funds is up to the land owner and developer. Mr. Harmon did not know if it was a federal loan but stated that it has nothing to do with the City. The City only pointed the developer in the direction of applying for the grant.

Regarding the added discussion about donations, Mr. Harmon stated that he and Mr. Hanks have not had a chance to meet about the donation policy yet. They are not looking to necessarily change the donation policy, just to possibly restructure it, and make it less cumbersome of a process for future donors.

Mr. Harmon mentioned that the City has many different projects going on, which are listed on page 9 of the City Administration Report, so everyone’s schedules are pretty busy.

**ADJOURNMENT**

Chair, Tom Beatty adjourned the meeting at 7:06pm.

**APPROVED** by the Park Tree Citizen Advisory Committee of the City of Coburg on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Tom Beatty, Chair

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

# CITY OF COBURG

Item 2.



# ANNUAL BUDGET

Fiscal Year 2024-25

# City Administrator Budget Message

## Fiscal Year 2024-25



May 7, 2024

Elected and Appointed Members of the Budget Committee,

I am pleased and excited to share with you and the community the City of Coburg's Proposed Fiscal Year 2024-25 (FY25) Budget. The budget was prepared as a collective among the City's leadership team, incorporating the operational and regulatory needs of each of the critical services and programs that the City is responsible for while recognizing the financial limitations in the current environment.

While the City's financial status is stable currently, focused effort over the course of this upcoming fiscal year will be necessary to develop and begin to implement strategies and plans to address the forecast of declining fund balances in each of the four operating funds (General, Street, Water, Wastewater)

***Without question, additional revenue is required to maintain the current levels of service being provided by the City. The short and long-term needs of each of the Funds are different, as are the severity of the need for revenue enhancements.***

This budget message is intended to provide a clear overview of each of the four Funds, as well as to convey the value the community is receiving for the funds that are invested in the City through property taxes, utility bills, and a number of other fees and charges that the City collects, manages and utilizes to fund its operations.

It is important to also communicate the underlying assumptions that were made to develop the budget, as well as clarifying what a budget is, how it is utilized both legally and operationally and why it is such an important tool for Council, staff and the community.

### WHAT IS A BUDGET?

At their core, budgets are financial forecasts at a moment in time, based on both facts and estimations taken from prior experience (previous budgets, operational history) along with knowledge of current and future financial commitments (debt payments, regulatory requirements, etc) and an understanding of the financial implications of current and future policies, infrastructure and programs/activities adopted and directed by Council.

### HOW IS THE BUDGET USED?

The budget process concludes with the approval of appropriations, which is the maximum spending authority given by the Council to staff. Staff utilizes the appropriation levels to manage and schedule their resources to maximize what can be accomplished within the budget cycle. Monthly financial reports are generated and distributed to both Council and staff and are tools to evaluate financial performance against the approved appropriations (spending authority).

Because the budget is a forecasting document and many internal and external variables exist, it is not uncommon for Staff to identify necessary adjustments to the budget during the year and will then bring a proposed supplemental budget to Council for their review and decision. This can be caused by much higher project costs than originally anticipated, a new funding opportunity arose that allows the City to accomplish a project or operate a program at a higher level than originally expected (grants) or a number of other situations that can arise throughout the budget cycle.

Coburg has smartly incorporated a multi-year forecasting component to its budget process which enables the Budget Committee, Council and Staff to identify early warning signs or other trends that wouldn't be possible with the minimum annual only process. This multi-year forecast continues with this proposed budget and is the source of a number of significant concerns that will be raised in the Fund overviews and throughout the Budget Committee and Council meeting process (and likely well beyond).

## WHAT ASSUMPTIONS WERE USED TO DEVELOP THE BUDGET?

Many elements of the operation of a municipal government are consistent over time and increases in expenses can be estimated with a fairly high degree of accuracy. The following are some of the major assumptions that were incorporated into the proposed budget and will be discussed in more detail within the presentations

- ❖ Wage Adjustment of 3.3% (CPI-U)
- ❖ Healthcare - Increase of 8%
- ❖ General liability, property and vehicle insurance - Increase of 10%
- ❖ Infrastructure Projects - increases of 10% per year from last engineers estimate
- ❖ Electric Utility charges - Increase of 7%
- ❖ Property Tax Revenue – Increase of 3.8%

## HOW IS THE BUDGET ORGANIZED?

All budget presentations contain six columns:

- ❖ **FY 23** - Actual revenues and expenditures for Fiscal Year 2022-23
- ❖ **FY 24** - End of Year Estimates for Fiscal Year 2023-24
- ❖ **FY 25** - Proposed Budget for Fiscal Year 2024-25
- ❖ **FY26, FY27, FY28** - Projected Budgets for Fiscal Years 2025-26, 2026-27 and 2027-28

The proposed budget contains two Citywide summaries, four individual fund summaries and two department summaries.

Citywide Summaries - One displays total revenue and fund balances for each of the four funds, with expenses for each of the eight Departments along with transfers and contingencies. The other displays all resources (revenues) and their uses (expenses) by major type/category.

Fund Summaries – Provides a breakdown of all revenues by type category along with all expenditures sub-categorized with Personnel Services, Materials & Services and Capital Outlay for each of the Department expenses that reside within the particular Fund.

Department Summaries – Summarizes both the Administration and Public Works Departments expenses that are allocated across all four budgetary funds to provide a clear understanding of the total expenditures for each Department.



Also included in the proposed budget are a number of documents that drive the development of the budget, including the Council adopted Framework and Objectives for FY24-25 (and beyond) and Capital Improvements Plan, as well as the City's operational and governance organizational charts, department narratives and the proposed updated salary schedule.

## WHAT ARE THE MAJOR COST DRIVERS OF THIS BUDGET?

The City of Coburg, like nearly every municipal government, has two primary and critically important cost drivers; its staff and capital projects.

### Staff

Total staff costs in the proposed budget are just short of \$2 million (\$1,996,100). This includes a proposed cost of living wage adjustment of 3.3% based on the Consumer Price Index (CPI-U) and a half-year (Jan 1) return of step increases consistent with the 2023-24 adopted salary schedule (adjusted for 3.3% CPI)

Staff are the heartbeat of the organization and are responsible for the day-to-day operation of many different and increasingly technical operations that residents and businesses rely on for their safety, comfort and quality of life. In addition to day-to-day operations, staff support the Council and its advisory committees in their policy setting and overall governing decision making. The synergy and collaboration between staff and Council is evidenced at a high level with the Framework for Continued Progress document approved by Council in March of 2024 which organizes and guides the work of staff to support and actualize the collective direction from Council.

In additional to the proposed 3.3% CPI wage adjustment, this budget also has altered the method and display of how staff costs are allocated to the four operating Funds. In prior years, all staff costs were contained within the General Fund. The methodology used to calculate the allocation remains similar to prior years, but is directly allocated rather than being charged to the General Fund then transferred to the operation funds. This increases operational efficiency, provides improved "real-time" reporting and reduces the overall budget due to how transfers of funds are accounted for.

### Capital Projects

Infrastructure maintenance, improvement and replacement, along with public safety, is a foundational responsibility of a municipal government and has been an active area for the City over the past four to five years. The proposed budget includes reductions in capital project spending in all but the Water Fund due to lower than desired ending fund balances. Projects continue in the Water Fund due primarily to the continued use of a significant water system improvement loan obtained in 2019 from the Oregon Health Authority (loan is managed by Business Oregon).

The original \$5.6 million loan has a remaining balance of just over \$1.6 million and is expected to be fully utilized by FY26 where the loan will convert to annual debt service and future capital projects will need to at least temporarily taper off while additional infrastructure needs are assessed and further funding identified.

The overall reduction in capital project spending results in the overall budget for the City lowering in the forecasted future years. This is not likely to remain as important infrastructure projects will need to be planned for and funding identified to ensure that the infrastructure the community relies on is maintained and improved to meet regulatory, environmental and operational standards.

## FUND OVERVIEWS

Each of the Fund Overviews are organized in the following format:

- ❖ Operational Responsibilities
- ❖ Major Revenue Streams
- ❖ Major Expenditures
- ❖ Assessment of Financial Stability and Sustainability

### GENERAL FUND

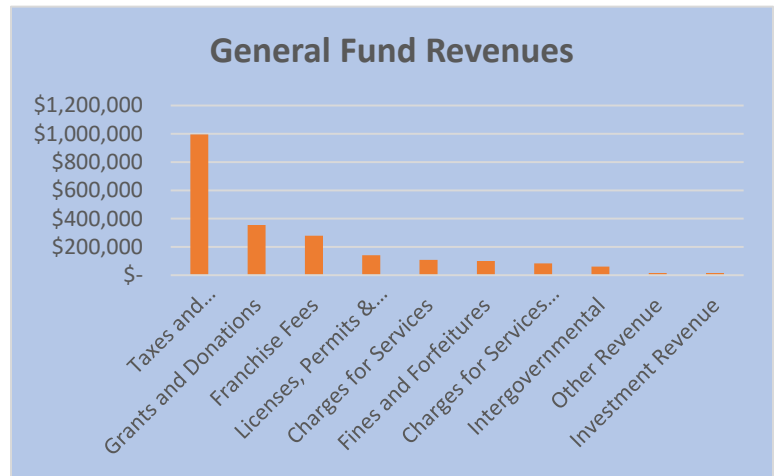
This Fund, as its name conveys, contains the functions that are general governmental services provided to the community. Most municipal governments have very similar, but not identical, services within their General Fund.

Operational Responsibilities: Overall administration of the organization, which includes all financial, legal and document recording/archiving, land use planning and economic development. A significant and critically important function of general government is public safety, with the Coburg Police Department and the Coburg Municipal Court both being operated within the organizational structure rather than being contracted/out sourced.

Major Revenue Streams: Property taxes are the primary revenue source for general government operations representing nearly 50% of total revenue and are highly cyclical in nature, with the majority of the revenue coming to the City in November and December. This requires that careful attention is paid to cash management throughout the year. Other revenue streams include franchise fees, local share of state revenues and development/construction related permit revenue.

The proposed budget did not forecast significant increases in any of the revenue types, but did forecast lower development/construction related permit revenue compared to the FY24 budget as those revenues fell short of expectations and will likely follow a similar trendline this upcoming fiscal year.

Major Expenditures: Staff costs are the overwhelming cost driver in the General Fund with 10 of the 17.6 total full-time equivalent staff positions within the City being allocated to the General Fund, which is typical among local governments. See below for total costs (Personnel Services, Materials and Services and Capital) by Department as a percentage of General Fund expenditures.



#### General Fund Expenses – Personnel Only

Department	Amount	Percentage
Police	\$ 706,150	54%
Administration	\$ 279,590	21%
Parks	\$ 106,980	8%
Planning	\$ 84,370	6%
Court	\$ 129,990	10%

#### General Fund Expenses - Total

Department	Amount	Percentage
Police	\$ 866,650	38%
Administration	\$ 531,790	23%
Parks	\$ 344,380	15%
Planning	\$ 213,870	9%
Court	\$ 171,290	7%
Facilities	\$ 99,500	4%
Econ Dev	\$ 47,000	2%
Debt (City Hall)	\$ 29,250	1%
<b>Total</b>	<b>\$ 2,303,730</b>	<b>100%</b>

Assessment of Financial Stability and Sustainability: The General Fund will require additional revenue streams to maintain current service levels and must also increase its Fund Balance in upcoming years. If no additional revenues are identified and put in place, an expenditure reduction strategy will need to be developed and implemented as soon as the upcoming FY26 Budget.

## **STREET FUND**

This Fund is a special governmental fund and is separated from the General Fund because its historically primary funding source is state revenue sharing for transportation specific uses, most commonly known as the “gas tax”.

### Operational Responsibilities:

The Street Fund is responsible for the operations and maintenance of the City’s transportation system, which includes streets, sidewalks, storm drainage and unimproved right of way maintenance. Additionally, the fund must generate sufficient revenues to implement capital projects that improve the quality and usability of the transportation system, most notably the vehicle travel lanes within the local street system.

Major Revenue Streams: This Fund receives similar levels of revenue from three sources; State Gas Tax (20%), local Gas Tax (31%) and a local Transportation Utility Fee or TUF (28%). These revenues are utilized for both operations and maintenance as well as supporting capital projects as available. Other revenues have derived from successful grant funding opportunities are dedicated to, and make up the bulk of overall capital project funding.

Major Expenditures: Capital Projects make up the majority of the total expenditures proposed for the upcoming fiscal year, with 1.9 FTE in staffing costs and operational materials and services making up the remainder of the primary expenditures. As grant funds get utilized with current and committed, near term projects, capital project expenditures are reduced into the future projected years. While the adopted CIP identifies a long list of projects to be completed in each of the next ten plus years, the operations and maintenance expenses utilize the majority of the operational revenues leaving capital projects to be limited to grant funded opportunities.

### Assessment of Financial Stability and Sustainability:

Similarly with the General Fund, the Street Fund is able to maintain its operational service levels for the upcoming year but faces declining fund balances for both operations and capital project funding in the coming years. Additional revenues will need to be identified and utilized to enable the completion of important capital improvement projects.

## **WATER FUND**

This fund is an enterprise fund, meaning that it operates as its own dedicated “business” within the umbrella of the City organization and budget. The fund must rely on charges for services (rates and fees) that are directly connected to the operations, maintenance and capital projects of the water system.

### Operational Responsibilities:

The City’s water system consists of two existing wells and one under construction wells to provide the water supply to its residents and businesses. The groundwater must be treated, stored and distributed throughout the eight to nine miles of pipe the City has installed and maintains. Operation of this system requires State of Oregon certifications that are held by both the Public Works Director and the Public Works Superintendent. Regular water sampling and testing is conducted throughout the year and a compliance report is issued to all water customers each spring. A total of 2.55 FTE are allocated and funded in the Water Fund.

A component of operations is data collection for monthly billings. Meter readings are done with a combination of automated/signal reads and manual reads. Water Department staff also assist with late bill “door hanger” and service connection/disconnection requests as well as water meter installation for new development.

Major Revenue Streams: As noted above, the predominant source of revenue is through monthly bills to water customers based on a Council approved rate methodology. Revenues are projected to fall short of the prior year budget estimate and have therefore been forecast for the upcoming year at slightly more than the expected total for the current year. Customer growth plays a role in revenue as does weather which influences the volume of water sold for irrigation purposes, primarily in mid to late summer.

The Water Fund has been regularly drawing down on a \$5.6 million loan through the Oregon Health Authority for a number of significant capital projects and expect to continue the drawdowns through this coming fiscal year with the final funds being expended in FY26. At that point, annual debt service payments will begin and change the capital planning and project pace of the water fund.

Major Expenditures:

Capital projects have dominated the Water Fund for the past three to four years and continue to do so in the upcoming year with an expectation of utilizing nearly all of the remaining \$1.6 million of the water loan noted above along with existing fund balances for an over \$2 million projected total capital project expenditure. If project scheduling pushes the start and completion dates of one or more projects, the appropriations not expended would carry forward as beginning fund balance in FY26 and be again appropriated to capital to ensure the projects are ultimately completed. Consistent with other funds, capital project spending is curtailed significantly in the projected budget years of FY27 and FY28 as funding sources will again need to be pursued and balanced against the Fund's ability to support additional debt service.

Assessment of Financial Stability and Sustainability:

The Water Fund is currently the most stable of the four Funds. However, with the completion of the utilization of the water loan funds for needed capital projects, the fund will experience a reduction in fund balance and a need to generate additional operating revenues along with evaluating and pursuing a follow up round of external funding for future capital project needs, including future additional water supply and storage which are both high-cost endeavors.

## **WASTEWATER FUND**

Also known as the Sewer Fund, this enterprise fund also operates as its own "business" within the City umbrella and is the most infrastructure intensive system that Staff manages and is responsible for. Significant and highly technical infrastructure results in higher cost of operations, management, maintenance, improvement and replacement than with other systems.

Operational Responsibilities: The City owns, and staff manages, what is called a STEP system + biodigester wastewater collections and treatment system, which is a far less common type of system. The STEP (Septic Tank Effluent Pumping) system includes over 600 individual septic tanks located on the property of each customer, but owned and managed by the City. Septic tanks collect solids that are pumped and transported to the regional processing facility while the liquids pump from the tanks to the collection system that delivers the liquids to the treatment plant where a highly technical and regulated treatment process cleans the water to the legally allowed discharge level.

Operation of this system requires State of Oregon certifications that are held by the Public Works Director and the Public Works Superintendent. Critical daily sampling and both in-house and third-party testing is conducted to ensure proper process operation and regulatory compliance. Both the treatment plant and STEP collection system require a high level of monitoring and maintenance to ensure proper system operation and maximum life cycle utilization of the infrastructure.

Major Revenue Streams: Customer charges for service is the predominant revenue source for this fund. The Coburg Urban Renewal Agency (URA) provides additional source of revenue. The URA was created and

implemented to support the original debt service from the 2008 completion of the STEP system and Treatment Plant and contributes \$375,000 per year to the annual debt service of approximately \$900,000 per year.

The remaining \$525,000 of debt service is paid from customer monthly billings based on a Council adopted rate methodology. With an anticipated charges for service revenue of \$851,000, approximately \$351,000 of revenue must fund the operations and maintenance of the system as well as fund current and future capital project expenses.

Major Expenditures: Debt service (\$900,000) is a major cost driver, along with over \$500,000 in staffing of 3.85 FTE and operational maintenance costs, including nearly \$50,000 in energy costs alone.

Assessment of Financial Stability and Sustainability: Carryforward fund balances have been declining annually over a number of years which will need to be abated and reversed in the coming years to be able to even consider the potential for the needed capital project funding on the three-to-five-year horizon.

With required debt service commitments removed from the revenue projections, the noted FY25 remaining revenue of approximately \$351,000 will not adequately sustain the operations of the system. This fund requires additional revenues within this current fiscal year to reverse the trend of declining fund balances.

## SUMMARY

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

The current year stability will not endure without additional revenues to fund general operations in each of the City’s Departments and programs. The development of a capital project funding strategy for necessary infrastructure improvement will be necessary to focus efforts on external funding opportunities that have the highest probability for success. It will be critical for staff and Council to prioritize the twenty objectives in the Framework for Continued Progress document adopted in March of 2024 and focus on those objectives that address financial planning and strategies that support the areas of needed improvement within this proposed budget.

The identification of financial uncertainty in future years is not a new topic for Staff, the Budget Committee or Council and should not be taken as an insurmountable situation to begin to reverse. What is now known and being communicated with this proposed budget is that the time is definitely now to begin in earnest in initiating that reversal.

The City’s management team is keenly aware of the current financial condition and is committed to supporting Council and the community in making the decisions necessary to move forward from the current status of existing financial stability to that of financial sustainability with a longer-term target of financial resiliency.



Adam Hanks,  
City Administrator



# PREPARE

## JANUARY/FEBRUARY

- Council Retreat - Goalsetting and Planning
- Hold internal department meetings

Item 2.

## FEBRUARY/MARCH

- CIP updated and approved by Council
- Personnel services projections completed
- Budget requests compiled and reviewed with City Manager and departments
- Budgetary constraints and requirements identified and refined

## APRIL

- Final preparation & department review of draft budgets
- Final review of current year projected revenue & expenditures
- Final review, reconciliations & preparations of proposed budget
- Publish notice of meetings

# PROPOSE

## APRIL/MAY

- City Administrator present budget message and the budget at first meeting
- Budget committee discusses, receives public comment, deliberates and approves the budget to City Council
- Discuss the Capital Improvement Plan (CIP)
- Financial summary & notice of hearing are prepared and published
- Annual recruitment to fill appointed members
- Budget Committee meetings

# APPROVE

## JUNE

- City Council passes resolution for state revenue sharing eligibility and proposed uses
- City Council holds a budget hearing that adopts the budget resolutions, makes appropriations, and declares tax rate and bond levies

# ADOPT

## JULY

- Adopted budget goes into effect July 1
- Budget & property tax certification submitted to County by July 15

# IMPLEMENT

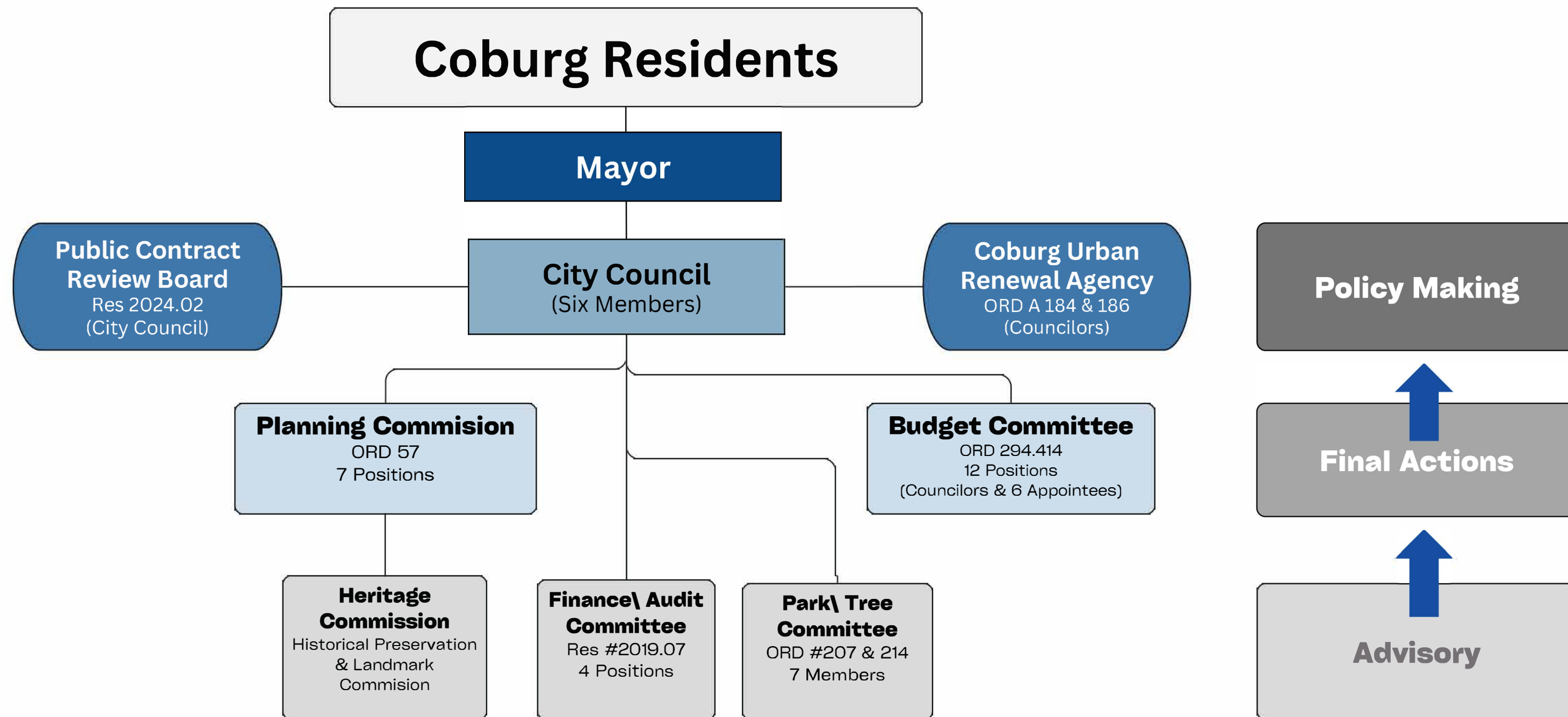
## AUGUST through remainder of Fiscal Year

- Monitor and analyze budget versus actual with each department
- Adjust appropriations as appropriate
- Transfer appropriations when necessary

# MODIFY



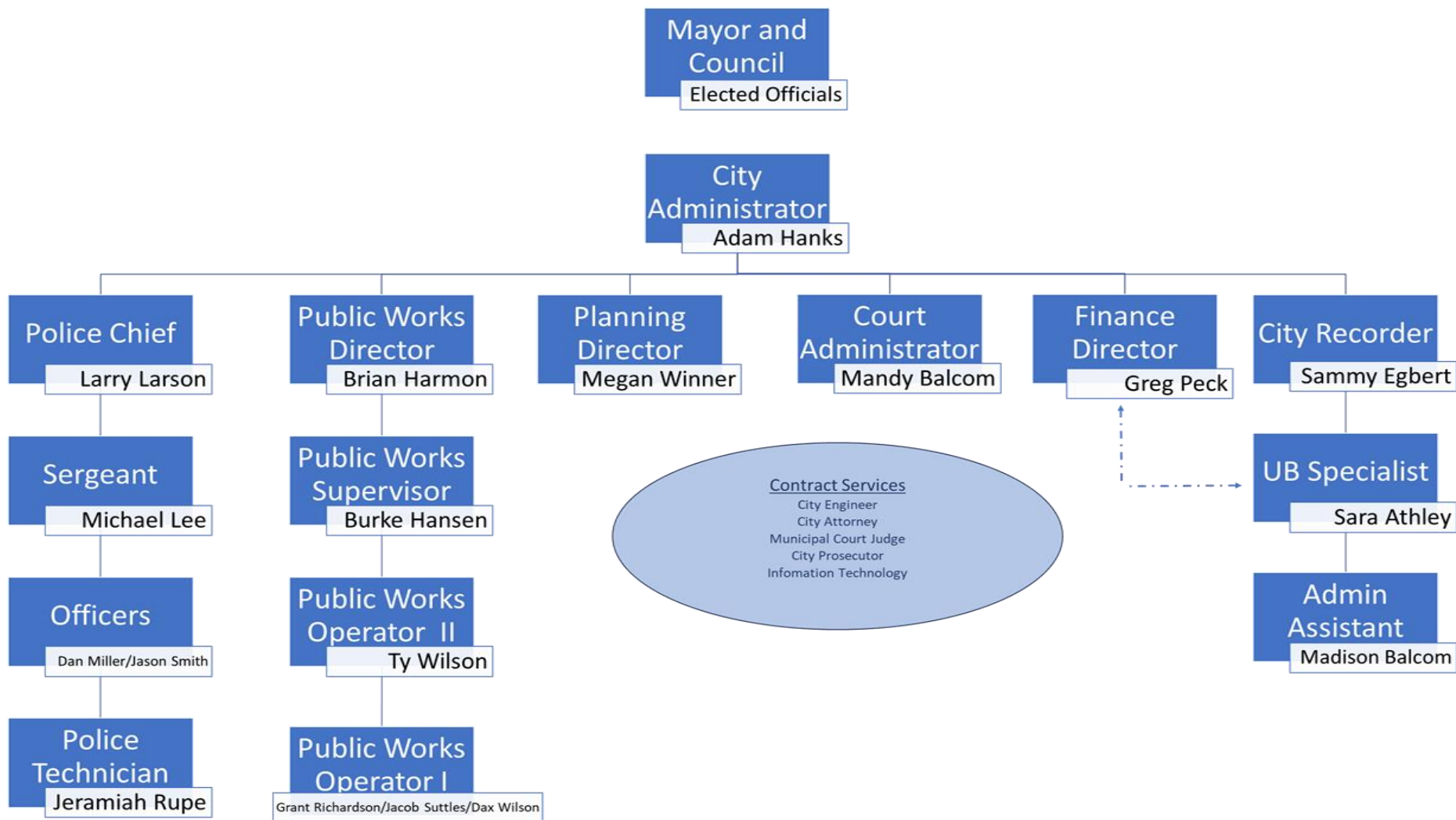
# City of Coburg Governing Organization Chart



# 2024

Item 2.

## Administrative and Operational Organizational Chart





# POLICE DEPARTMENT



## 2023-24 HIGHLIGHTS

- Two patrol vehicle purchases
- Completed several critical staff trainings - Impaired driving, child abuse response, critical incident shield response, de-escalation
- CHETT assistance program expansion with Public Works
- Coburg Community Charter School engagement – ice cream social, job shadow, shop with a cop, “night out
- Currently completing new officer training to be fully staffed by summer of 2024

## MAJOR FUNCTIONS

- › Traffic Enforcement › Ordinance Enforcement
- › ODOT Truck Inspections › Regional Mutual Support
- › Crime Investigation › Training/Cert Maintenance
- › Evidence Processing › Municipal Court Testimony
- › Proactive Community Patrol

## STAFFING

5.0 Full Time Equivalent (FTE)

Larry Larson, Chief  
 Mike Lee, Sergeant  
 Dan Miller and Jason Smith, Officers  
 Jeremiah Rupe, Evidence and Admin Technician

## FY25 PROPOSED BUDGET

\$706,150 - Personnel Services (staff)  
 \$866,650 – Total Budget

## FY25 PROJECTS & FOCUS AREAS

- › Maintain and expand officer training and certification opportunities
- › Extend existing contract with City of Harrisburg for traffic patrol and code enforcement services
- › Review radio communication equipment needs and plan for replacement/expansion as needed
- › Complete accreditation process through the Oregon Accreditation Alliance (120 professional standards)
- › Continue to improve patrol fleet and coordinate fleet maintenance with Public Works
- › Expand CHETT assistance program to meet the needs of Coburg’s struggling residents and travellers



# MUNICIPAL COURT



## 2023-24 HIGHLIGHTS

- Completed document imaging of all open violation cases (34,700 documents)
- Scheduled and prepared for over 12 jury trials
- Served as Director on the Oregon Association of Court Administration Board
- Scheduled and prepared for 12 jury trials, ultimately held one trial
- Added a Court Appointed Attorney
- Continue to coordinate and ensure ability for Court to have jail beds available via partner agency contract



## MAJOR FUNCTIONS

- › Traffic Court
- › Ordinance Violations
- › Court Payments (fines) management
- › Jury Trial Preparation and administration
- › Misdemeanor crimes
- › Parking Violations

## STAFFING

1.0 Full Time Equivalent (FTE)

Mandy Balcom, Court Administrator

Contract Services for Municipal Court Judge

## FY25 PROPOSED BUDGET

\$100,500 Revenues  
\$164,600 Expenses

## FY25 PROJECTS & FOCUS AREAS

- › Complete document imaging project to include all open criminal cases to complete all open cases available and stored electronically
- › Formal training on existing Municipal Court software (Tyler Technologies) to expand utilization of available modules/functions
- › Review, research and create General Order for the Court
- › Review, update and expand the current Standard Operating Procedures documentation for the Court
- › Expand Court Appointed Attorney roster

# PLANNING DEPARTMENT



## 2023-24 HIGHLIGHTS

- Coburg Creek II Subdivision Approval
- Historic Preservation Projects Grant Award
- Original Art Mural Policy Adoption
- Support to Coburg Main Street migration to independent non-profit
- Issuance of 131 building permits – 19 new dwellings with nearly \$10 million valuation
- Grant for RARE intern for DEQ water quality action plan implementation



## MAJOR FUNCTIONS

- › Current Planning
- › Long Range Planning
- › Building Permits
- › Regional Transportation
- › Grant Coordination
- › Economic Development
- › Historic Preservation

## STAFFING

.80 Full Time Equivalent (FTE)

Megan Winner, Director

## FY2023-24 BUDGET

\$213,870 (\$81,000 contract for Building Dept Services)

## FY2024-25 PROJECTS & FOCUS AREAS

- › Grant administration and project management for historic preservation projects in coordination with the Coburg Heritage Committee
- › Implementation of recent state rulemaking for Climate Friendly & Equitable Communities
- › Work towards Oregon Economic Developer certification
- › Pursue the development and completion of a Buildable Lands Inventory
- › Provide technical support and guidance to Planning Commission's review and potential update to the Coburg Comprehensive Plan
- › Support City Administrator in long term development related revenue forecasting

# FINANCE DEPARTMENT



## 2023-24 HIGHLIGHTS

- Hired new Finance Director
- Conducted Review of Accounting Processes
- Financial Software Training
- Updated Financial Reporting templates and processes
- Supported Finance/Audit Committee with Financial Policies Review
- Developed updated Budget Presentation and internal process
- Completed debt service review for future Council level discussion/direction

## MAJOR FUNCTIONS

- › Monthly Reconciliation
- › Budget Prep
- › Accounts Receivable
- › Cash Management
- › Financial Reporting
- › Payroll
- › Banking
- › Accounts Payable

## STAFFING

1.0 Full Time Equivalent (FTE)  
Greg Peck, Director

## FY25 BUDGET

Part of General Fund Administration Budget with costs allocated across all funds consistent with cost allocation methodology

General Fund Administration \$516,320

## FY25 PROJECTS & FOCUS AREAS

- › Implement Payroll module within existing financial software and bring all payroll functions “in-house”
- › Implement and document updated monthly reconciliation procedures
- › Restructure general ledger chart of accounts
- › Review and possible restructuring of existing debt obligations
- › Update Financial Policies and Accounting Procedures for Council review and adoption
- › Support City Administrator in long term revenue forecasting

Begin work on Financial objectives outlined in Council adopted Framework for Continued Progress.



# PUBLIC WORKS DEPARTMENT



## 2023-24 HIGHLIGHTS

- Re-organized staff assignments by Fund for improved efficiency and focus
- Kicked off Pavilion Park Expansion Project
- Completed well #3
- Purchased new street sweeper
- Completed several storm drain improvement projects
- New crosswalk beacons at McKenzie and Willamette
- Public Works Operations building under construction



## MAJOR FUNCTIONS (DIVISIONS)

- Maintenance, repair and project work for:
- › Streets
  - › Water
  - › Fleet
  - › Storm Drains
  - › Wastewater
  - › Parks

## STAFFING

### 6.0 Full Time Equivalent (FTE)

Brian Harmon, Director  
Burke Hansen, Supervisor

- Wastewater System – 2.15 FTE
- Water System – 1.55 FTE
- Storm Drains – 1.25 FTE
- Parks – 1.05 FTE

## FY25 PROPOSED BUDGET

Water	\$4,347,520
Wastewater	\$3,044,833
Parks	\$ 344,380
Streets/Storm Drain	\$1,969,867

## BUDGET NOTES

The reorganization of the Public Works staff with primary assignments to specific functional areas and back-up roles for non-primary assignments has been a success with increased efficiency, focus, training and job satisfaction.

Wage adjustments proposed in this budget will bring Public Works staff closer to the regional marketplace for similar public sector wages and will support continued growth, development and hopefully maintain the current high staff retention rate.

Revenue to support operations and capital projects is essential for Public Works to be able to continue proper preventative maintenance of all systems and to continue to meet (and exceed) regulatory requirements.

## FY25 FOCUS AREAS

In addition to regular, scheduled maintenance work across all assigned Divisions and continued emphasis on staff education, training and certifications, the Public Works Department will be focused on the following:

- Operational efficiencies leveraging new technology, equipment and design considerations, particularly within Parks and Storm Drains
- Review and updating of project areas and strategies for street surface preservation and rehabilitation
- Street Tree Management and Maintenance Plan
- Vegetation Management and Maintenance Plan
- Emergency Management Training and Planning
- Engineering Services Solicitation and Selection
- Project oversight for the N Willamette/Macy/N Harrison street reconstruction project to be completed by fall of 2024.
- Complete Design and phase I construction for Coburg Collector Street repaving project scheduled for summer of 2025.
- Complete build out, furnishings and equipment relocation for full utilization of Public Works Operations Center building, including Citywide fleet maintenance and dedicated fuel storage and pump station
- Support the implementation of the Recommendations of the Transportation Safety Ad-Hoc Committee as approved by City Council
- Continuation of training and certification processes for all Public Works staff




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*“Our Public Works staff recognizes their role in supporting and enhancing the livability of the community of Coburg. We love what we do and work every day to meet or exceed the expectations of the Mayor, Council and the entire community”.*

*Brian Harmon,  
Coburg Public Works  
Director*

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# City of Coburg

Fund & Department  
City Wide  
FY 2025 Budget

	FY 2023	FY 2024	FY 2025		FY 2026	FY 2027	FY 2028
	Actual	EOY Estimates	Proposed	Approved	Projected Budget	Projected Budget	Projected Budget
General Fund	2,742,976	2,937,400	2,353,730	2,353,730	2,258,336	2,553,885	2,414,520
Street Fund	1,803,985	703,768	1,565,790	1,565,790	1,133,819	767,421	531,516
Water Fund	2,507,907	1,843,883	2,844,500	2,844,500	2,274,888	1,339,868	1,105,862
Sewer Fund	1,531,420	1,823,245	1,924,410	1,924,410	1,741,348	2,209,122	1,878,548
Unappropriated Ending Fund Balance	4,670,299	5,734,254	3,465,724	3,465,724	1,504,285	970,476	694,030
<b>Total</b>	<b>13,256,587</b>	<b>13,042,550</b>	<b>12,154,154</b>	<b>12,154,154</b>	<b>8,912,677</b>	<b>7,840,772</b>	<b>6,624,476</b>
Administration Department	753,659	790,750	728,790	728,790	757,942	788,259	819,790
Facility Management Department	81,932	88,300	99,500	99,500	87,880	91,395	95,051
Planning Department	189,028	190,750	213,870	213,870	222,425	222,425	231,322
Police Department	828,728	783,200	866,650	866,650	895,076	901,503	957,563
Municipal Court	154,220	151,600	171,290	171,290	177,729	184,412	191,351
Economic Development	91,416	51,000	47,000	47,000	48,410	49,862	51,358
Parks Department	50,599	294,600	237,400	237,400	33,696	285,044	36,446
Public Works Department	4,429,818	2,818,900	4,565,600	4,565,600	3,347,424	2,466,121	1,666,766
Non Operating	1,128,083	1,099,345	1,133,330	1,133,330	1,237,811	1,281,274	1,280,800
Transfers Out	878,805	1,039,851	125,000	125,000	50,000	50,000	50,000
Contingencies	-	-	500,000	500,000	550,000	550,000	550,000
Unappropriated Ending Fund Balance	4,670,299	5,734,254	3,465,724	3,465,724	1,504,285	970,476	694,030
<b>Total</b>	<b>13,256,587</b>	<b>13,042,550</b>	<b>12,154,154</b>	<b>12,154,154</b>	<b>8,912,677</b>	<b>7,840,772</b>	<b>6,624,476</b>



**City of Coburg**  
Resources and Uses  
**City Wide**  
**FY 2025 Budget**

	FY 2023	FY 2024	FY 2025		FY 2026	FY 2027	FY 2028
	Actual	EOY Estimates	Proposed	Approved	Projected Budget	Projected Budget	Projected Budget
<b>Revenues:</b>							
Taxes and Assessments	1,060,339	1,075,000	1,146,000	1,146,000	1,200,300	1,257,225	1,316,904
Intergovernmental	530,018	532,000	546,000	546,000	551,130	556,414	561,856
Franchise Fees	223,908	258,500	279,300	279,300	293,265	307,928	323,325
Licenses, Permits & Fees	170,558	126,000	141,000	141,000	148,050	155,453	163,225
Fines and Forfeitures	104,895	80,500	100,500	100,500	105,525	110,801	116,341
Investment Revenue	89,825	85,000	93,000	93,000	95,790	98,664	101,624
Grants and Donations	270,687	1,034,500	355,000	355,000	-	1,000,000	-
Charges for Services	2,002,028	1,933,400	2,019,100	2,019,100	2,188,388	2,371,478	2,577,676
Charges for Services -SDC	703,580	366,500	369,500	369,500	382,245	395,455	409,149
Other Revenue	122,715	41,000	45,500	45,500	32,260	33,070	33,901
<b>Total Revenue</b>	<b>5,278,554</b>	<b>5,532,400</b>	<b>5,094,900</b>	<b>5,094,900</b>	<b>4,996,953</b>	<b>6,286,487</b>	<b>5,604,000</b>
<b>Budgetary Resources:</b>							
Working Capital Carryover	5,289,495	4,670,299	5,734,254	5,734,254	3,465,724	1,504,285	970,476
Bond Proceeds	1,809,734	1,800,000	1,200,000	1,200,000	400,000	-	-
Transfer In	878,804	1,039,851	125,000	125,000	50,000	50,000	50,000
<b>Total Budgetary Sources</b>	<b>7,978,033</b>	<b>7,510,150</b>	<b>7,059,254</b>	<b>7,059,254</b>	<b>3,915,724</b>	<b>1,554,285</b>	<b>1,020,476</b>
<b>Total Resources</b>	<b>13,256,587</b>	<b>13,042,550</b>	<b>12,154,154</b>	<b>12,154,154</b>	<b>8,912,677</b>	<b>7,840,772</b>	<b>6,624,476</b>
<b>Operating Expenditures:</b>							
Personnel Services	1,916,340	1,929,000	1,996,100	1,996,100	2,075,944	2,126,096	2,211,140
Materials and Services	1,224,313	1,269,100	1,313,000	1,313,000	1,364,637	1,412,926	1,468,506
Debt Service	1,128,083	1,099,345	1,133,330	1,133,330	1,237,811	1,281,274	1,280,800
<b>Total Expenditure</b>	<b>4,268,736</b>	<b>4,297,445</b>	<b>4,442,430</b>	<b>4,442,430</b>	<b>4,678,392</b>	<b>4,820,296</b>	<b>4,960,446</b>
<b>Capital Construction</b>							
Capital Outlay	3,438,747	1,971,000	3,621,000	3,621,000	2,130,000	1,450,000	370,000
Sub-Total	7,707,483	6,268,445	8,063,430	8,063,430	6,808,392	6,270,296	5,330,446
<b>Budgetary Requirements</b>							
Transfers Out	878,805	1,039,851	125,000	125,000	50,000	50,000	50,000
Contingencies	-	-	500,000	500,000	550,000	550,000	550,000
Unappropriated Ending Fund Balance	4,670,299	5,734,254	3,465,724	3,465,724	1,504,285	970,476	694,030
<b>Total Budgetary Requirements</b>	<b>5,549,104</b>	<b>6,774,105</b>	<b>4,090,724</b>	<b>4,090,724</b>	<b>2,104,285</b>	<b>1,570,476</b>	<b>1,294,030</b>
<b>Total Uses by Classification</b>	<b>13,256,587</b>	<b>13,042,550</b>	<b>12,154,154</b>	<b>12,154,154</b>	<b>8,912,677</b>	<b>7,840,772</b>	<b>6,624,476</b>





### City of Coburg Budgetary Funds General Fund FY 2025 Budget

	FY 2023	FY 2024	FY 2025		FY 2026	FY 2027	FY 2028
	Actual	EOY Estimates	Proposed	Approved	Projected Budget	Projected Budget	Projected Budget
<b>Revenues:</b>							
Taxes and Assessments	905,168	945,000	996,000	996,000	1,045,800	1,098,090	1,152,995
Intergovernmental	74,980	57,000	61,000	61,000	62,830	64,715	66,656
Franchise Fees	223,908	258,500	279,300	279,300	293,265	307,928	323,325
Licenses, Permits & Fees	170,558	126,000	141,000	141,000	148,050	155,453	163,225
Fines and Forfeitures	104,895	80,500	100,500	100,500	105,525	110,801	116,341
Investment Revenue	11,865	14,000	15,000	15,000	15,450	15,914	16,391
Grants and Donations	130,687	286,500	355,000	355,000	-	250,000	-
Charges for Services	55,691	90,400	108,600	108,600	111,858	115,214	118,670
Charges for Services -SDC	145,076	82,000	83,000	83,000	87,150	91,508	96,083
Other Revenue	54,331	18,000	15,500	15,500	15,810	16,126	16,449
<b>Total Revenue</b>	<b>1,877,159</b>	<b>1,957,900</b>	<b>2,154,900</b>	<b>2,154,900</b>	<b>1,885,738</b>	<b>2,225,748</b>	<b>2,070,135</b>
<b>Budgetary Sources:</b>							
Working Capital Carryover	438,696	451,683	512,034	512,034	438,204	115,605	(162,532)
Bond Proceeds	-	-	-	-	-	-	-
Transfer In	878,804	1,039,851	125,000	125,000	50,000	50,000	50,000
<b>Total Budgetary Sources</b>	<b>1,317,500</b>	<b>1,491,534</b>	<b>637,034</b>	<b>637,034</b>	<b>488,204</b>	<b>165,605</b>	<b>(112,532)</b>
<b>Total Sources</b>	<b>3,194,659</b>	<b>3,449,434</b>	<b>2,791,934</b>	<b>2,791,934</b>	<b>2,373,942</b>	<b>2,391,353</b>	<b>1,957,603</b>
<b>Expenditures</b>							
Administration Department - Personnel Services	508,075	530,000	279,590	279,590	290,774	302,405	314,501
Administration Department - Material & Services	245,584	238,250	252,200	252,200	262,288	272,780	283,691
<b>Total Administration</b>	<b>753,659</b>	<b>768,250</b>	<b>531,790</b>	<b>531,790</b>	<b>553,062</b>	<b>575,184</b>	<b>598,191</b>
Facility Management Department - Materials & Services	81,932	78,300	84,500	84,500	87,880	91,395	95,051
Facility Management Department - Capital Outlay	-	10,000	15,000	15,000	-	-	-
<b>Total Facility</b>	<b>81,932</b>	<b>88,300</b>	<b>99,500</b>	<b>99,500</b>	<b>87,880</b>	<b>91,395</b>	<b>95,051</b>
Planning Department - Personnel Services	62,566	72,000	84,370	84,370	87,745	87,745	91,255
Planning Department - Material & Services	126,462	118,750	129,500	129,500	134,680	134,680	140,067
<b>Total Planning</b>	<b>189,028</b>	<b>190,750</b>	<b>213,870</b>	<b>213,870</b>	<b>222,425</b>	<b>222,425</b>	<b>231,322</b>
Police Department - Personnel Services	630,476	625,000	706,150	706,150	734,396	734,396	763,772
Police Department - Material & Services	144,169	142,200	154,500	154,500	160,680	167,107	173,791
Police Department - Capital Outlay	54,083	16,000	6,000	6,000	-	-	20,000
<b>Total Police</b>	<b>828,728</b>	<b>783,200</b>	<b>866,650</b>	<b>866,650</b>	<b>895,076</b>	<b>901,503</b>	<b>957,563</b>
Municipal Court - Personnel Services	119,593	122,000	129,990	129,990	135,190	140,597	146,221
Municipal Court - Material & Services	34,627	29,600	41,300	41,300	42,539	43,815	45,130
<b>Total Municipal Court</b>	<b>154,220</b>	<b>151,600</b>	<b>171,290</b>	<b>171,290</b>	<b>177,729</b>	<b>184,412</b>	<b>191,351</b>
Economic Development - Personnel Services	32,385	-	-	-	-	-	-
Economic Development - Material & Services	59,031	51,000	47,000	47,000	48,410	49,862	51,358
<b>Total Economic Development</b>	<b>91,416</b>	<b>51,000</b>	<b>47,000</b>	<b>47,000</b>	<b>48,410</b>	<b>49,862</b>	<b>51,358</b>
Park - Personnel Services (PW Staff)	-	-	106,980	106,980	111,259	115,710	120,338
Park - Material & Services	24,825	19,600	32,400	32,400	33,696	35,044	36,446
Park - Capital Outlay	25,774	275,000	205,000	205,000	-	250,000	-
<b>Total Park</b>	<b>50,599</b>	<b>294,600</b>	<b>344,380</b>	<b>344,380</b>	<b>144,955</b>	<b>400,753</b>	<b>156,784</b>
Public Works - Personnel Services	563,245	580,000					
Public Works - Material & Services							
<b>Debt Service:</b>							
Principal	15,000	15,000	15,000	15,000	15,000	15,000	20,000
Interest	15,149	14,700	14,250	14,250	13,800	13,350	12,900
<b>Total Debt Service</b>	<b>30,149</b>	<b>29,700</b>	<b>29,250</b>	<b>29,250</b>	<b>28,800</b>	<b>28,350</b>	<b>32,900</b>
<b>Total Expenditures</b>	<b>2,742,976</b>	<b>2,937,400</b>	<b>2,303,730</b>	<b>2,303,730</b>	<b>2,158,336</b>	<b>2,453,885</b>	<b>2,314,520</b>
<b>Budgetary Requirements</b>							
Transfers Out	-	-	-	-	-	-	-
Contingencies	-	-	50,000	50,000	100,000	100,000	100,000
Unappropriated Ending Fund Balance	451,683	512,034	438,204	438,204	115,605	(162,532)	(456,917)
<b>Total Budgetary Requirements</b>	<b>451,683</b>	<b>512,034</b>	<b>488,204</b>	<b>488,204</b>	<b>215,605</b>	<b>(62,532)</b>	<b>(356,917)</b>
<b>Total Uses by Classification</b>	<b>3,194,659</b>	<b>3,449,434</b>	<b>2,791,934</b>	<b>2,791,934</b>	<b>2,373,942</b>	<b>2,391,353</b>	<b>1,957,603</b>
<b>Reconciliation for Parks SDC:</b>							
SDC Balance		192,958					
Charges for Services -SDC		82,000					
Expenses		(120,000)					
Parks SDC Working Capital Carryover	Reserved	154,958					



**City of Coburg**  
**Budgetary Funds**  
**Street Fund**  
**FY 2025 Budget**

	FY 2023	FY 2024	FY 2025		FY 2026	FY 2027	FY 2028
	Actual	EOY Estimates	Proposed	Approved	Projected Budget	Projected Budget	Projected Budget
<b>Revenues:</b>							
Taxes and Assessments	155,171	130,000	150,000	150,000	154,500	159,135	163,909
Intergovernmental	80,038	100,000	110,000	110,000	113,300	116,699	120,200
Investment Revenue	3,520	9,000	10,000	10,000	10,300	10,609	10,927
Grants and Donations	140,000	748,000	-	-	-	250,000	-
Charges for Services	161,577	153,000	163,500	163,500	175,000	180,250	185,658
Charges for Services -SDC	216,409	80,000	80,000	80,000	82,400	84,872	87,418
Other Revenue	2,336	13,000	15,000	15,000	15,450	15,914	16,391
<b>Total Revenue</b>	<b>759,051</b>	<b>1,233,000</b>	<b>528,500</b>	<b>528,500</b>	<b>550,950</b>	<b>817,479</b>	<b>584,503</b>
<b>Budgetary Sources:</b>							
Working Capital Carryover	957,569	912,135	1,441,367	1,441,367	404,077	(178,792)	(128,735)
Bond Proceeds	999,500	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-
<b>Total Budgetary Sources</b>	<b>1,957,069</b>	<b>912,135</b>	<b>1,441,367</b>	<b>1,441,367</b>	<b>404,077</b>	<b>(178,792)</b>	<b>(128,735)</b>
<b>Total Sources</b>	<b>2,716,120</b>	<b>2,145,135</b>	<b>1,969,867</b>	<b>1,969,867</b>	<b>955,027</b>	<b>638,686</b>	<b>455,768</b>
<b>Expenditures</b>							
Administration Department - Personnel Services			69,930	69,930	72,727	75,636	78,662
Administration Department - Material & Services		20,000	5,000	5,000	5,200	5,408	5,624
<b>Total Administration</b>		<b>20,000</b>	<b>74,930</b>	<b>74,930</b>	<b>77,927</b>	<b>81,044</b>	<b>84,286</b>
Public Works - Personnel Services			133,930	133,930	139,287	144,859	150,653
Public Works - Material & Services	121,273	170,900	117,500	117,500	122,200	127,088	132,172
Public Works - Capital	1,460,276	245,000	1,050,000	1,050,000	630,000	250,000	
<b>Total Public Works</b>	<b>1,581,549</b>	<b>415,900</b>	<b>1,301,430</b>	<b>1,301,430</b>	<b>891,487</b>	<b>521,947</b>	<b>282,825</b>
Debt Service:							
Principal		92,060	92,530	92,530	93,865	96,230	98,655
Interest		22,341	21,900	21,900	20,540	18,200	15,750
<b>Total Debt Service</b>		<b>114,401</b>	<b>114,430</b>	<b>114,430</b>	<b>114,405</b>	<b>114,430</b>	<b>114,405</b>
<b>Total Expenditures</b>	<b>1,581,549</b>	<b>550,301</b>	<b>1,490,790</b>	<b>1,490,790</b>	<b>1,083,819</b>	<b>717,421</b>	<b>481,516</b>
<b>Budgetary Requirements</b>							
Transfers Out	222,436	153,467	25,000	25,000	-	-	-
Contingencies	-	-	50,000	50,000	50,000	50,000	50,000
Unappropriated Ending Fund Balance	912,135	1,441,367	404,077	404,077	(178,792)	(128,735)	(75,748)
<b>Total Budgetary Requirements</b>	<b>1,134,571</b>	<b>1,594,834</b>	<b>479,077</b>	<b>479,077</b>	<b>(128,792)</b>	<b>(78,735)</b>	<b>(25,748)</b>
<b>Total Uses by Classification</b>	<b>2,716,120</b>	<b>2,145,135</b>	<b>1,969,867</b>	<b>1,969,867</b>	<b>955,027</b>	<b>638,686</b>	<b>455,768</b>

Reconciliation for Street SDC:	
SDC Balance	636,162
Charges for Services -SDC	80,000
Expenses	(150,000)
Street SDC Working Capital Carryover	Reserved      566,162



## City of Coburg

### Budgetary Funds Water Fund FY 2025 Budget

	FY 2023	FY 2024	FY 2025		FY 2026	FY 2027	FY 2028
	Actual	EOY Estimates	Proposed	Approved	Projected Budget	Projected Budget	Projected Budget
<b>Revenues:</b>							
Investment Revenue	38,294	60,000	65,000	65,000	66,950	68,959	71,027
Grants and Donations	-	-	-	-	-	500,000	-
Charges for Services	936,830	864,000	896,000	896,000	922,880	950,566	979,083
Charges for Services -SDC	154,799	76,500	76,500	76,500	78,795	81,159	83,594
Other Revenue	3,650	-	-	-	-	-	-
<b>Total Revenue</b>	<b>1,133,573</b>	<b>1,000,500</b>	<b>1,037,500</b>	<b>1,037,500</b>	<b>1,068,625</b>	<b>1,600,684</b>	<b>1,133,704</b>
<b>Budgetary Sources:</b>							
Working Capital Carryover	1,717,503	1,153,403	2,110,020	2,110,020	1,503,020	696,757	957,573
Bond Proceeds	810,234	1,800,000	1,200,000	1,200,000	400,000	-	-
Transfer In	-	-	-	-	-	-	-
<b>Total Budgetary Sources</b>	<b>2,527,737</b>	<b>2,953,403</b>	<b>3,310,020</b>	<b>3,310,020</b>	<b>1,903,020</b>	<b>696,757</b>	<b>957,573</b>
<b>Total Sources</b>	<b>3,661,310</b>	<b>3,953,903</b>	<b>4,347,520</b>	<b>4,347,520</b>	<b>2,971,645</b>	<b>2,297,441</b>	<b>2,091,277</b>
<b>Expenditures</b>							
Administration Department - Personnel Services			69,930	69,930	72,727	75,636	78,662
Administration Department - Material & Services		1,500	3,000	3,000	3,120	3,245	3,375
Total Administration	-	1,500	72,930	72,930	75,847	78,881	82,036
Public Works - Personnel Services			157,970	157,970	164,289	170,860	177,695
Public Works - Material & Services	113,749	155,500	138,800	138,800	144,352	150,126	156,131
Public Works - Capital	1,896,814	1,150,000	2,140,000	2,140,000	1,500,000	500,000	250,000
Total Public Works	2,010,563	1,305,500	2,436,770	2,436,770	1,808,641	820,986	583,826
Debt Service:							
Principal	170,000	75,000	80,000	80,000	180,000	225,000	225,000
Interest	17,150	7,050	4,800	4,800	10,400	15,000	15,000
Total Debt Service	187,150	82,050	84,800	84,800	190,400	240,000	240,000
<b>Total Expenditures</b>	<b>2,197,713</b>	<b>1,389,050</b>	<b>2,594,500</b>	<b>2,594,500</b>	<b>2,074,888</b>	<b>1,139,868</b>	<b>905,862</b>
<b>Budgetary Requirements</b>							
Transfers Out	310,194	454,833	50,000	50,000	-	-	-
Contingencies	-		200,000	200,000	200,000	200,000	200,000
Unappropriated Ending Fund Balance	1,153,403	2,110,020	1,503,020	1,503,020	696,757	957,573	985,415
<b>Total Budgetary Requirements</b>	<b>1,463,597</b>	<b>2,564,853</b>	<b>1,753,020</b>	<b>1,753,020</b>	<b>896,757</b>	<b>1,157,573</b>	<b>1,185,415</b>
<b>Total Uses by Classification</b>	<b>3,661,310</b>	<b>3,953,903</b>	<b>4,347,520</b>	<b>4,347,520</b>	<b>2,971,645</b>	<b>2,297,441</b>	<b>2,091,277</b>

Reconciliation for Water SDC:	
SDC Balance	28,721
Charges for Services -SDC	76,500
Expenses	-
Water SDC Working Capital Carryover	Reserved <u>105,221</u>



**City of Coburg**  
 Budgetary Funds  
**Wastewater Fund**  
 FY 2025 Budget

	FY 2023	FY 2024	FY 2025		FY 2026	FY 2027	FY 2028
	Actual	EOY Estimates	Proposed	Approved	Projected Budget	Projected Budget	Projected Budget
<b>Revenues:</b>							
Intergovernmental	375,000	375,000	375,000	375,000	375,000	375,000	375,000
Investment Revenue	36,146	2,000	3,000	3,000	3,090	3,183	3,278
Grants and Donations	-	-	-	-	-	-	-
Charges for Services	847,931	826,000	851,000	851,000	978,650	1,125,448	1,294,265
Charges for Services -SDC	187,296	128,000	130,000	130,000	133,900	137,917	142,055
Other Revenue	62,398	10,000	15,000	15,000	1,000	1,030	1,061
<b>Total Revenue</b>	<b>1,508,771</b>	<b>1,341,000</b>	<b>1,374,000</b>	<b>1,374,000</b>	<b>1,491,640</b>	<b>1,642,577</b>	<b>1,815,658</b>
<b>Budgetary Sources:</b>							
Working Capital Carryover	2,175,727	2,153,078	1,670,833	1,670,833	1,120,423	870,715	304,170
Bond Proceeds	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-
<b>Total Budgetary Sources</b>	<b>2,175,727</b>	<b>2,153,078</b>	<b>1,670,833</b>	<b>1,670,833</b>	<b>1,120,423</b>	<b>870,715</b>	<b>304,170</b>
<b>Total Sources</b>	<b>3,684,498</b>	<b>3,494,078</b>	<b>3,044,833</b>	<b>3,044,833</b>	<b>2,612,063</b>	<b>2,513,292</b>	<b>2,119,828</b>
<b>Expenditures</b>							
Administration Department - Personnel Services			46,640	46,640	48,506	50,446	52,464
Administration Department - Material & Services		1,000	2,500	2,500	2,600	2,704	2,812
Total Administration	-	1,000	49,140	49,140	51,106	53,150	55,276
Public Works - Personnel Services			210,620	210,620	219,045	227,807	236,919
Public Works - Material & Services	272,661	242,500	304,800	304,800	316,992	329,672	342,859
Public Works - Capital	1,800	275,000	205,000	205,000	-	450,000	100,000
Total Public Works	274,461	517,500	720,420	720,420	536,037	1,007,478	679,777
Debt Service:							
Principal	630,542	640,201	644,900	644,900	654,640	659,420	669,300
Interest	280,242	232,993	259,950	259,950	249,566	239,074	224,195
Total Debt Service	910,784	873,194	904,850	904,850	904,206	898,494	893,495
<b>Total Expenditures</b>	<b>1,185,245</b>	<b>1,391,694</b>	<b>1,674,410</b>	<b>1,674,410</b>	<b>1,491,348</b>	<b>1,959,122</b>	<b>1,628,548</b>
<b>Budgetary Requirements</b>							
Transfers Out	346,175	431,551	50,000	50,000	50,000	50,000	50,000
Contingencies	-	-	200,000	200,000	200,000	200,000	200,000
Unappropriated Ending Fund Balance	2,153,078	1,670,833	1,120,423	1,120,423	870,715	304,170	241,280
<b>Total Budgetary Requirements</b>	<b>2,499,253</b>	<b>2,102,384</b>	<b>1,370,423</b>	<b>1,370,423</b>	<b>1,120,715</b>	<b>554,170</b>	<b>491,280</b>
<b>Total Uses by Classification</b>	<b>3,684,498</b>	<b>3,494,078</b>	<b>3,044,833</b>	<b>3,044,833</b>	<b>2,612,063</b>	<b>2,513,292</b>	<b>2,119,828</b>

## Reconciliation for Sewer SDC:

SDC Balance	1,230,364
Charges for Services -SDC	128,000
Expenses	-
Sewer SDC Working Capital Carryover	Reserved 1,358,364



# City of Coburg

## Department Administration

### FY 2025 Budget

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
	Actual	EOY Estimates	Proposed	Projected Budget	Projected Budget	Projected Budget
<b>Expenditures</b>						
<b>General Fund</b>						
Administration Department - Personnel Services	508,075	530,000	279,590	290,774	302,405	314,501
Administration Department - Materials & Services	245,584	238,250	252,200	262,288	272,780	283,691
	<b>753,659</b>	<b>768,250</b>	<b>531,790</b>	<b>553,062</b>	<b>575,184</b>	<b>598,191</b>
<b>Street Fund</b>						
Administration Department - Personnel Services	-	-	69,930	72,727	75,636	78,662
Administration Department - Materials & Services	-	20,000	5,000	5,200	5,408	5,624
	-	<b>20,000</b>	<b>74,930</b>	<b>77,927</b>	<b>81,044</b>	<b>84,286</b>
<b>Water Fund</b>						
Administration Department - Personnel Services	-	-	69,930	72,727	75,636	78,662
Administration Department - Materials & Services	-	1,500	3,000	3,120	3,245	3,375
	-	<b>1,500</b>	<b>72,930</b>	<b>75,847</b>	<b>78,881</b>	<b>82,036</b>
<b>Sewer Fund</b>						
Administration Department - Personnel Services	-	-	46,640	48,506	50,446	52,464
Administration Department - Materials & Services	-	1,000	2,500	2,600	2,704	2,812
	-	<b>1,000</b>	<b>49,140</b>	<b>51,106</b>	<b>53,150</b>	<b>55,276</b>
<b>Total for Administration</b>	<b>753,659</b>	<b>790,750</b>	<b>728,790</b>	<b>757,942</b>	<b>788,259</b>	<b>819,790</b>
Administration Department - Personnel Services	508,075	530,000	466,090	484,734	504,123	524,288
Administration Department - Materials & Services	245,584	260,750	262,700	273,208	284,136	295,502
<b>Total for Administration</b>	<b>753,659</b>	<b>790,750</b>	<b>728,790</b>	<b>757,942</b>	<b>788,259</b>	<b>819,790</b>



**City of Coburg**  
 Department  
**Public Works**  
**FY 2025 Budget**

	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>
	<u>Actual</u>	<u>EOY Estimates</u>	<u>Proposed</u>	<u>Projected Budget</u>	<u>Projected Budget</u>	<u>Projected Budget</u>
<b>Expenditures</b>						
<b>General Fund</b>						
Public Works - Personnel Services	563,245	580,000	106,980	111,259	115,710	120,338
Public Works - Material & Services	-	-	-	-	-	-
Public Works - Capital	-	-	-	-	-	-
	<b>563,245</b>	<b>580,000</b>	<b>106,980</b>	<b>111,259</b>	<b>115,710</b>	<b>120,338</b>
<b>Street Fund</b>						
Public Works - Personnel Services	-	-	133,930	139,287	144,859	150,653
Public Works - Material & Services	121,273	170,900	117,500	122,200	127,088	132,172
Public Works - Capital	1,460,276	245,000	1,050,000	630,000	250,000	-
	<b>1,581,549</b>	<b>415,900</b>	<b>1,301,430</b>	<b>891,487</b>	<b>521,947</b>	<b>282,825</b>
<b>Water Fund</b>						
Public Works - Personnel Services	-	-	157,970	164,289	170,860	177,695
Public Works - Material & Services	113,749	155,500	138,800	144,352	150,126	156,131
Public Works - Capital	1,896,814	1,150,000	2,140,000	1,500,000	500,000	250,000
	<b>2,010,563</b>	<b>1,305,500</b>	<b>2,436,770</b>	<b>1,808,641</b>	<b>820,986</b>	<b>583,826</b>
<b>Sewer Fund</b>						
Public Works - Personnel Services	-	-	210,620	219,045	227,807	236,919
Public Works - Material & Services	272,661	242,500	304,800	316,992	329,672	342,859
Public Works - Capital	1,800	275,000	205,000	-	450,000	100,000
	<b>274,461</b>	<b>517,500</b>	<b>720,420</b>	<b>536,037</b>	<b>1,007,478</b>	<b>679,777</b>
<b>Total for Public Works</b>	<b>4,429,818</b>	<b>2,818,900</b>	<b>4,565,600</b>	<b>3,347,424</b>	<b>2,466,121</b>	<b>1,666,766</b>
Public Works - Personnel Services	563,245	580,000	609,500	633,880	659,235	685,605
Public Works - Material & Services	507,683	568,900	561,100	583,544	606,886	631,161
Public Works - Capital	3,358,890	1,670,000	3,395,000	2,130,000	1,200,000	350,000
<b>Total for Public Works</b>	<b>4,429,818</b>	<b>2,818,900</b>	<b>4,565,600</b>	<b>3,347,424</b>	<b>2,466,121</b>	<b>1,666,766</b>



# City of Coburg

## Framework for Continued Progress

The Coburg City Council exists to support the needs and desires of the community by providing critical core services such as clean drinking water, wastewater treatment, public safety and transportation and parks systems. The Council is responsible for ensuring all operations and infrastructure funds are maximized to meet the current and future needs of the community.

To meet these objectives, the 2024 City Council has organized the City's work into the following categories and intends to develop a measurement and reporting system to track and communicate the effectiveness of Council, staff, community and regional partners in its progress over this year and beyond.

### Our Community

Community Safety, Economy, Livability & Engagement

### Our Natural Resources

Water, Trees & Hazard Mitigation

### Our Government

Organizational Health, Development & Effectiveness

### Our Utility Systems

Infrastructure Planning, Investment & Management

### Our Financial Resources

Financial Planning & Management

# I. Our Community

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Community Safety, Economy,  
Livability & Engagement

## 1) Emergency Management & Response

Continued and ongoing education, training and acquisition of tools, equipment and technology is critical to ensure City staff are as prepared and equipped to respond both directly and in a support role to all types and scales of emergencies that occur and impact residents and businesses of Coburg. A review of the City's existing Emergency Operations Plan and Continuity of Operations Plan along with the development and implementation of a schedule of event scenario trainings should be prioritized.

## 2) Community Communication & Engagement Plan

Effective communication and community engagement is an ever-evolving objective. The development of an updated comprehensive communication plan provides a review of existing communication channels (website, social media, etc), identifies inconsistency in the use of the channels and the tools used to develop and distribute content (document templates, videos, signage, etc). Engagement techniques to be reviewed and developed include community surveys, town halls, recognition/appreciation events, City committee structure, scope and duration.

## 3) Code Compliance Review and Strategy

The development of an agreed upon strategy and structure to equitably, efficiently and effectively achieve compliance with various City ordinances will provide City Council and the community with clarity on the process utilized to prioritize compliance efforts, differentiate proactive vs. reactive (complaint based) compliance and clearly label when efforts transition from compliance to enforcement. The review and resulting strategy will also identify the resources needed to operate the program based on the level of service determined by Council.

## 4) Economic Support and Development Strategy

Coburg benefits greatly from the economic development efforts of its regional and state-level partners. Development of a local staff level strategy provides base level support for existing and future Coburg businesses and gives Council and staff a clear understanding of its role as well as the level of staff resources required to implement the program at the level selected by Council. The recent establishment of Coburg Main Street provides renewed opportunity for engagement and programming to support and expand retail, food service and other business sectors. The recently annexed 107acre light industrial lands to the east of I-5 provide an opportunity to examine and plan for water and wastewater infrastructure expansion to support valuable job and valuation growth in Coburg's light industrial sector.



## II. Our Natural Resources

Water, Trees &  
Hazard Mitigation

### 1) Parks and Open Space Master Plan Review

Coburg has developed and utilized a Parks and Open Space Master Plan to guide the development of its existing and future park and open space lands. The full plan was adopted in 2005 and was most recently updated in 2019. Continued success, support and enjoyment of Coburg's park system requires periodic review of the master plan to evaluate policy outcomes, management/maintenance discoveries and issues to resolve, prior and future demographic forecasts, regulatory changes and funding/resources required to maintain the level of service desired and expected from the Council and the community. Options available to Council and the community for continued investment in the care, maintenance and desired expansion of the park system should also be a component of this review.

### 2) Long Range Planning – Land Use and Transportation

Coburg must soon resolve its current state land use challenges relating to its availability of lands, primarily residential, for future growth. All local jurisdictions in Oregon must plan for and maintain lands available for inclusion into their city limits via annexation through the use of an urban growth boundary. Coburg does not currently have any lands designated for future urban growth (city limits boundary line = urban growth boundary line). The first step in determining the need, scale and type of land needed is by completing a Buildable Lands Inventory (BLI). This analysis examines the full build-out potential for lands already within the City limits and calculates the amount of residential, commercial and/or industrial land that must be created within the urban growth boundary.

The BLI analysis feeds into the transportation future planning needs of the City, culminating in the Transportation System Plan (TSP). Future growth and its impact on transportation, water/wastewater infrastructure, public safety and parks systems all converge in the City's Comprehensive Plan, a state mandated long range planning tool that both Staff and the Planning Commission will be reviewing with the objective of prioritizing potential revisions and updates that it will recommend Council consider undertaking in future years.

### 3) Tree Management and Maintenance Plan – Public and Private Property

Short- and long-term community impacts of wind and ice weather events are heavily influenced and affected by tree related damage. Downed trees and major tree limbs cause power and internet outages, obstruct travel lanes for emergency vehicles and pose significant risk to human life. An action plan and funding to evaluate, remove and trim the tree canopy throughout the community is a valuable community risk reduction opportunity. Emergency management/Risk Reduction Grant funding may be a potential source of funds.

### 4) Vegetation Management and Maintenance Plan

Significant resources are expended to manage vegetation within all public lands in Coburg, primarily in three categories; formal, landscaped park lands, open space (wetlands, trails) and unimproved rights of way and natural storm water areas. To maintain current desired service levels for vegetation management, a different approach and deployment of resources will need to be developed. A management and maintenance plan examines current conditions, develops options for physical alterations that improves the efficiency of maintenance operations while maintaining or enhancing an areas visual and functional appeal and establishes schedules, costs and priorities for whatever level of resources are allocated to this program.

## III. Our Government

### Organizational Health, Development & Effectiveness

#### 1) Technology Assessment and Action Plan

While not typically seen by Council or the community, the operations of the City rely heavily on technology. A technology assessment and action plan provides for a comprehensive review of the existing software, hardware and associated equipment currently in use, its lifecycle value and replacement cost and ongoing service/subscription/maintenance fees.

Assessment categories include: Network and workstation hardware/software, mobile/field devices, financial systems software, Water and Wastewater system SCADA (Supervisory control and data acquisition), software PD body cameras, communications systems, facilities monitoring (alarm, camera, locks). Action plan includes evaluation and budget strategy of alternative technologies, new tech implementation, replacement schedules, etc

#### 2) Codification of Ordinances

Coburg is one of a relatively small number of local municipal governments in Oregon that has not assembled its ordinances and regulations into a formal, unified Municipal Code. The ordinances, resolutions, contracts and other foundational documents that set and guide the operations of the City and regulate a variety of matters throughout the community are all currently properly maintained, stored and retained consistent with state law. The purpose of codification is to organize the disparate ordinances under a cohesive, logical framework of chapters and sections bringing uniformity, ease of access and further transparency of local governance.

#### 3) Human Resources Assessment and Action Plan

Human capital, i.e. City Staff, is the single largest annual financial investment in the annual operating budget. An HR Assessment and Action Plan involves a review and proposed updates to the Employee Handbook, compensation plan, job descriptions, performance review program, as well as the development of an employee wellness program. The Action Plan will include recommendations for both administrative and Council policy level decision making and implementation.

#### 4) Strategic Planning

The annual Council goal setting and workplan retreat and document adoption form a solid base to move the organization and community forward to the development of a Strategic Plan. Formally connecting vision, goals, objectives and actions over a multi-year timeframe that includes measurable benchmarks for tracking progress, cost and outcome is a natural next step in effectively delivering high levels of service that support, protect and enhance the livability of Coburg.

## IV. Our Utility Systems

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Infrastructure Planning,  
Investment & Management

### 1) Capital Improvements Plan (CIP)

A strong Capital Improvements Plan is a foundational financial planning document for all non-operating investments made by the City for the benefit of the community. The CIP is a multi-year (typically 5-year) plan for any capital infrastructure investments above and beyond operational repair and maintenance. CIP projects typically come from utility infrastructure master plans and other similar long-range system analysis documents. CIP categories include Water System, Wastewater System, Transportation (Streets) System, Storm Drain System, Parks and Open Space, Facilities and major equipment/technology.

A CIP provides Council and the community with a clear understanding of the major investments, timing, costs and reasons for the projects that impact the rates and fees charged to maintain, upgrade and/or replace infrastructure the community relies on as part of their daily lives. The CIP is presented to Council each spring prior to the annual budget process to shape the proposed annual budget presented by the City Administrator to the Budget Committee and ultimately City Council.

### 2) Wastewater Facility Plan

An update to the full Wastewater System Plan will commence in the spring of 2024 and will continue into the coming fiscal year. This facility plan update will provide staff and Council with a review of the condition of the treatment plant, its current excess capacity, its expected upcoming necessary capital investments and an estimate of it reaching its full capacity requiring an expansion of the plant to add new capacity. This will directly connect with the FY25-26 CIP as a key component of long-term utility infrastructure planning.

### 3) Storm Water Master Plan

Currently in development, the Storm Water Master Plan will provide similar data and planning forecasts as the above-mentioned Wastewater Plan. The plan will also contain plans for maintaining compliance with increasing state and federal levels of storm drain system regulations. Future infrastructure improvement projects will require funding sources that do not currently exist and this plan will provide baseline costs and will inform rate making decisions that will need to be discussed and determined within the next 18-24 months.

### 4) Street Preservation and Improvement Strategy Plan

With the successful creation of two local funding sources, the transportation utility fee and the local gas tax, Coburg has implemented aggressive street preservation and improvement work. Costs associated with both preservation and improvement have steadily increased requiring a review of the complete pavement management system analysis of the local street infrastructure to reset the project priorities, reduce the annual project list or determine the required additional funding necessary to maintain the current level of preservation and improvement projects and road miles treated.

## V. Our Financial Resources

### Financial Planning & Management

#### 1) Financial System Training and Utilization

The City's current financial system has the capacity to be further leveraged to improve operational efficiency, ease of financial reporting and housing of more activities and programs within its system that are currently being done in outdated and ineffective ways. To fully utilize the tools available within the system, additional staff training for Finance, Administration and the full management team will be necessary.

#### 2) Debt Service Review and Strategy

The City utilizes debt services for the majority of its infrastructure projects, with most debt located in the water and wastewater funds. Smaller debt service exists in the street fund for road/sidewalk improvement projects and in the general fund for the City Hall facility. While several debt instruments were recently refinanced, a review of the terms of the refinanced debt and an assessment of available refinancing opportunities would be prudent, as well as the development of a debt strategy by fund to maintain maximum flexibility to utilize additional debt service to fund necessary infrastructure projects prior to the retirement date of the existing debt.

#### 3) Financial Policies and Procedures Update

The current Financial Policies and Accounting Procedures document has recently been reviewed by the Finance/Audit committee and staff intends to incorporate their input and recommendations into its review and updating of the document. The setting of minimum fund balance targets, a discussion of the benefits/implications of a Reserve Fund and the separation of Financial Policies (resolution of Council) from Accounting Procedures (internal) are some of the key issues of the update process.

#### 4) Long-term (10 yr) Revenue Needs Forecast

As noted in the prior year budget cycle, revenues across all funds will continue to strain to maintain current levels of service and may be limited in the amount of additional debt service each fund can take on to facilitate needed infrastructure projects. This is most acute in the general fund, as revenue streams do not keep pace with the rise in expenditures needed to maintain status quo operations for Police, Parks, Planning, Municipal Court and general government (Admin).

A long-term revenue needs forecast examines the diminishing ratio of revenue to expense in each fund and estimates when the fund goes "in the red" if no changes are made to either the revenue or expense trajectory of each fund. In parallel to this forecast, new revenue sources for each fund are identified and inserted into the long-term budget with multiple scenarios to provide Council with a sense of the scale of options available for the generation of new revenue and its impact on service levels and capital projects.



**CITY OF COBURG**  
**CAPITAL IMPROVEMENT PROJECT PLAN**

Adopted  
Resolution 2024-04

# Update

## **INTRODUCTION**

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

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

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

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

## **CAPITAL IMPROVEMENT PROGRAM GOALS**

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Goals of this CIP Program include:

1. Responsible and efficient financial planning
2. Clear and inclusive planning, engineering and construction timelines
3. Establishment of funding mechanisms for Capital projects and planning for funding applications

- 4. Local economic development support
- 5. Planning and providing for community growth
- 6. Enhanced safety, access and increased mobility of transportation modes
- 7. Consideration and compliance with environmental standards and improving environmental quality
- 8. High quality and cost-effective maintenance and improvements to existing infrastructure
- 9. Protect Public Health and Safety through regulatory compliance and industry best practices

## CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT PROCESS

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

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

## PROJECT CATEGORIZATION

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Projects in the CIP are grouped by infrastructure system including:

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

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

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

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

## GUIDING DOCUMENTS

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

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

Comprehensive planning is a process that determines community goals and aspirations in terms of community development. The result is called a comprehensive plan, and expresses and regulates public policies on transportation, utilities, land use, recreation, and housing. Comprehensive plans typically encompass large geographical areas, a broad range of topics, and cover a long-term time horizon.

Comprehensive Plan Amendments take place when the City anticipates a change in zoning, or any form of change in development regulations either mandated by the State or determined by the City as necessary for the future progress of the City.

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

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



### 3. City of Coburg Development code – 11, 2019

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

### 4. Master Plans

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

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

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

# CITY OF COBURG

## Capital Improvements Plan

### 2025 to 2030 Planning Period



Administration/General Government						TOTAL
PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY	
1 - City Hall Improvements - HVAC	System Replacement (including ducting)	General Fund Taxes/Fees*	\$ 125,000	2025-26		
2 - City Hall Improvements - Flooring	Full carpet replacement (upstairs/downstairs)	General Fund Taxes/Fees*	\$ 25,000	2025-26		\$ 150,000
3 - City Hall Improvements - Façade	Willamette frontage and parking/landscaping	General Fund Taxes/Fees*	\$ 50,000	2026-27		
4 - Network/Facilities Security Systems Integration		General Fund Taxes/Fees*	\$ 75,000	2026-27		\$ 125,000
<b>TOTAL</b>			<b>275,000</b>			

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

Parks						TOTAL
PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY	
1 - Pavilion Park Expansion & Improvements	New Restrooms, fountain, irrigation, lighting	Oregon Parks Grant + General Fund	\$ 400,000	2024-25		
2 - Coburg Loop Path #4	Industrial Wy - Sarah path to Trails End Park	Gas Tax, TUF, SDC, MPO	\$ 600,000	2024-25		\$ 1,000,000
3 - Cobug Creek Park	New Park Facility	Undetermined Grant + Park SDC	\$ 250,000	2026-27		\$ 250,000
4 - Trails End Park - Phase II	Viewing platforms, paths, benches, signage	Undetermined Grant + Park SDC	\$ 250,000	2029-30		\$ 250,000
5 - Julia Morneau Heritage Park	New park (no land purchase)	Undetermined Grant + Park SDC	\$ 250,000	2030 +		
6 - Southside Neighborhood Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 350,000	2030 +		
7 - Northside Neighborhood Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 350,000	2030 +		
8 - Westside Mini-Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 150,000	2030 +		
9 - Southwest Mini-Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 150,000	2030 +		
10 - Coburg Loop 5	Path extension south to Eugene	Undetermined Grant + Park/Trans SDC	\$ 1,500,000	2030 +		\$ 2,750,000
<b>TOTAL</b>			<b>4,250,000</b>			

Transportation						TOTAL
PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY	
1 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 48,000	2024-25		
2 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 25,000	2024-25		
3 - Industrial Way	Two Inch Overlay/Dig out	Gas Tax, TUF, SDC, MPO	\$ 300,000	2024-25		
4 - N Willamette/Macy/Harrison	Street Reconstruction	Gas Tax, TUF, SCA, SDC	\$ 700,000	2024-25		
5 - Collector Street Project - Phase I (N Coleman)	Street Reconstruction	Gas Tax, TUF, SDC, MPO	\$ 500,000	2024-25		
6 - PW Operations Building	Multi-Dept Operations/Storage Building	Gas Tax, TUF	\$ 100,000	2024-25		
7 - PW Operations Center	Citywide Fuel Storgae/Pump System	Gas Tax, TUF	\$ 50,000	2024-25		\$ 1,723,000
8 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 27,000	2025-26		
9 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 21,000	2025-26		
10 - Harrison St - Mill to Locust	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 250,000	2025-26		
11 - Locust St - Diamond to Skinner	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 125,000	2025-26		
12 - Mill St- Emerald to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 150,000	2025-26		\$ 573,000

13 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 14,000	2026-27	
14 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 98,000	2026-27	
15 - Locust St - Willamette to Harrison	Street Reconstruction, curb, sidewalk	Gas Tax, TUF, SCA, SDC	\$ 250,000	2026-27	
16 - Lincoln St - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2026-27	
17 - Mckenzie - Harrison to Diamond	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2026-27	
18 - Mckenzie - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2026-27	
19 - Mckenzie - Coleman to Miller	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2026-27	\$ 762,000
20 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 77,000	2027-28	
21 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 77,000	2027-28	
22 - Roberts Rd - South end to Roberts Ct	Two Inch Overlay	Gas Tax, TUF	\$ 150,000	2027-28	
23 - Roberts Ct - Huntly Ct to west dead end	Two Inch Overlay/Leveling	Gas Tax, TUF	\$ 150,000	2027-28	\$ 454,000
24 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 96,000	2028-29	
25 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 16,000	2028-29	
26 - Collector Street Project - Phase II (S Coleman)	Street Reconstruction	Gas Tax, TUF, SDC, MPO	\$ 900,000	2028-29	\$ 1,012,000
27 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 32,000	2029-30	
28 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 16,000	2029-30	
29 - Skinner St - Pearl to Lincoln	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2029-30	
30 - Skinner St - Mckenzie to Mill	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2029-30	
31 - Skinner St - Maple to Dixon	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2029-30	
32 - Skinner St - Delaney to Pearl	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2029-30	
33 - Skinner St - Lincoln to Mckenzie	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2029-30	\$ 548,000
<b>TOTAL</b>			<b>\$ 5,072,000</b>		

**Water**

TOTAL

PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY
1 - Stallings Lane Water Supply	Well #3 Treatment systems & SCADA	Water Debt Service (rate revenues)	\$ 250,000	2024-25	
2 - PW Operations Building	Multi-Dept Operations/Storage Building	Water Rate Revenues	\$ 200,000	2024-25	
3 - PW Operations Center	Citywide Fuel Storgae/Pump System	Water Rate Revenues	\$ 50,000	2024-25	\$ 500,000
4 - Stallings Lane Water Supply	Transmission line (connection to existing system)	Water Debt Service (rate revenues)	\$ 500,000	2025-26	
5 - Coburg Industrial Waterline	12 inch waterline intertie	Water Rate Revenues	\$ 160,000	2025-26	
6 - Pioneer Valley Estates Distribution System	Replacement of existing distribution system	Fed Grant/Water Revenues	\$ 750,000	2025-26	
7 - E Dixon St Waterline Replacement	Diamond St to East End - Waterline Replacement	Water Debt Service (rate revenues)	\$ 650,000	2025-26	\$ 2,060,000
8 - Water Supply Wells #1, #2 Rehabilitation	System upgrades and rehab to existing wells	Water Rate Revenues	\$ 100,000	2026-27	
9 - Christian Wy Waterline Replacement	6 Ince pipeline replacement	Water Debt Service (rate revenues)	\$ 300,000	2026-27	
10 - Delaney St Waterline Replacement	Willamette St to Stuart St - Waterline Replacement	Water Debt Service (rate revenues)	\$ 100,000	2026-27	\$ 500,000
11 - Existing Water Storage Tanks Rehab	Replace/Retrofit (seismic) existing (2) 500k/gl tanks	Grant/Loan (rate revenues)	\$ 3,000,000	2027-28	
12 - Maple St Waterline Replacement	Coleman St to East End - Waterline Replacement	Water Debt Service (rate revenues)	\$ 250,000	2027-28	\$ 3,250,000
13 - New Water Reservoir	750,000 Gallon elevated Reservoir	Grant/Loan (rate revenues)	\$ 7,000,000	2028-29	\$ 7,000,000
14 - Van Duyn St Waterline	12 inch waterline intertie	Water Rate Revenues	\$ 175,000	2030 +	
15 - Vintage St Waterline	12 inch waterline intertie	Water Rate Revenues	\$ 175,000	2030 +	
16 - Waterline Pipeline Replacements	6 inch pipeline replacements in various locations	Grant/Loan (rate revenues)	\$ 1,000,000	2030 +	
17 - I-5 Transmission Line (new)	East/West Transmission Loop Line - North of Exit 199	Grant/Loan (rate revenues)	\$ 2,500,000	2030 +	\$ 3,850,000
<b>TOTAL</b>			<b>\$ 17,160,000</b>		

**WasteWater**

TOTAL

PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY
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1 - PW Operations Building	Multi-Dept Operations/Storage Building	WW Rate Revenues	\$ 350,000	2024-25	
2 - PW Operations Center	Citywide Fuel Storage/Pump System	WW Rate Revenues	\$ 50,000	2024-25	\$ 400,000
3 - Premier RV Septic Tank Improvement	Replacement of existing (aged/mis-sized) Septic Tank	WW Rate Revenues	\$ 450,000	2025-26	\$ 450,000
4 - Wastewater Master Plan Update	Complete Update of 20 Year Infrastructure Plan	WW Rate Revenues	\$ 100,000	2026-27	\$ 100,000
5 - WW Treatment Plant - Facilities Improvements	Headworks Structure	Grant/Loan (rate revenues)	\$ 120,000	TBD *	
6 - WW Treatment Plant - Facilities Improvements	Additional Membrane(s)	Grant/Loan (rate revenues)	\$ 600,000	TBD *	
7 - WW Treatment Plant - Facilities Improvements	Additional Treatment Basin	Grant/Loan (rate revenues)	\$ 900,000	TBD *	
8 - WW Treatment Plant - Facilities Improvements	Bridge Crane (Membrane maint)	Grant/Loan (rate revenues)	\$ 175,000	TBD *	
9 - WW Treatment Plant - Facilities Improvements	Effluent Storage/Holding Pond	Grant/Loan (rate revenues)	\$ 250,000	TBD *	
10 - WW Treatment Plant - Facilities Improvements	Effluent Cooling Systems	Grant/Loan (rate revenues)	\$ 150,000	TBD *	\$ 2,195,000
<b>TOTAL</b>			<b>\$ 3,145,000</b>		

\* Timing/order of improvements dependent on final recommendations of capacity and facilities study currently underway

# CITY OF COBURG

## Capital Improvements Plan



### Projects By Fiscal Year

Fund	Project Title/Location	Description	Funding Source	FY	Est Cost
Parks	Pavilion Park Expansion & Improvements	New Restrooms, fountain, irrigation, lighting	Oregon Parks Grant + General Fund	2024-25	\$ 400,000
Parks	Coburg Loop Path #4	Industrial Wy - Sarah path to Trails End Park	Gas Tax, TUF, SDC, MPO	2024-25	\$ 600,000
Street	Street Preservation	Crack Sealing	Gas Tax, TUF	2024-25	\$ 48,000
Street	Street Preservation	Seal Coating	Gas Tax, TUF	2024-25	\$ 25,000
Street	Industrial Way	Two Inch Overlay/Dig out	Gas Tax, TUF, SDC, MPO	2024-25	\$ 300,000
Street	N Willamette/Macy/Harrison	Street Reconstruction	Gas Tax, TUF, SCA, SDC	2024-25	\$ 700,000
Street	Collector Street Project - Phase I (N Coleman)	Street Reconstruction	Gas Tax, TUF, SDC, MPO	2024-25	\$ 500,000
Street	PW Operations Building	Multi-Dept Operations/Storage Building	Gas Tax, TUF	2024-25	\$ 100,000
Street	PW Operations Center	Citywide Fuel Storgae/Pump System	Gas Tax, TUF	2024-25	\$ 50,000
Water	Stallings Lane Water Supply	Well #3 Treatment systems & SCADA	Water Debt Service (rate revenues)	2024-25	\$ 250,000
Water	PW Operations Building	Multi-Dept Operations/Storage Building	Water Rate Revenues	2024-25	\$ 200,000
Water	PW Operations Center	Citywide Fuel Storgae/Pump System	Water Rate Revenues	2024-25	\$ 50,000
Sewer	PW Operations Building	Multi-Dept Operations/Storage Building	WW Rate Revenues	2024-25	\$ 350,000
Sewer	PW Operations Center	Citywide Fuel Storage/Pump System	WW Rate Revenues	2024-25	\$ 50,000
<b>TOTAL for FY 2024-25</b>					<b>\$ 3,623,000</b>
Admin	City Hall Improvements - HVAC	System Replacement (including ducting)	General Fund Taxes/Fees*	2025-26	\$ 125,000
Admin	City Hall Improvements - Flooring	Full carpet replacement (upstairs/downstairs)	General Fund Taxes/Fees*	2025-26	\$ 25,000
Streets	Street Preservation	Crack Sealing	Gas Tax, TUF	2025-26	\$ 27,000
Streets	Street Preservation	Seal Coating	Gas Tax, TUF	2025-26	\$ 21,000
Streets	Harrison St - Mill to Locust	Two Inch Overlay/Dig out	Gas Tax, TUF	2025-26	\$ 250,000
Streets	Locust St - Diamond to Skinner	Two Inch Overlay/Dig out	Gas Tax, TUF	2025-26	\$ 125,000
Streets	Mill St- Emerald to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	2025-26	\$ 150,000
Water	Stallings Lane Water Supply	Transmission line (connection to existing system)	Water Debt Service (rate revenues)	2025-26	\$ 500,000
Water	Coburg Industrial Waterline	12 inch waterline intertie	Water Rate Revenues	2025-26	\$ 160,000
Water	Pioneer Valley Estates Distribution System	Replacement of existing distribution system	Fed Grant/Water Revenues	2025-26	\$ 750,000
Water	E Dixon St Waterline Replacement	Diamond St to East End - Waterline Replacement	Water Debt Service (rate revenues)	2025-26	\$ 650,000
Sewer	Premier RV Septic Tank Improvement	Replacement of existing (aged/mis-sized) Septic Tank	WW Rate Revenues	2025-26	\$ 450,000
<b>TOTAL for FY2025-26</b>					<b>\$ 3,233,000</b>
Admin	City Hall Improvements - Façade	Willamette frontage and parking/landscaping	General Fund Taxes/Fees*	2026-27	\$ 50,000
Admin	Network/Facilities Security Systems Integration		General Fund Taxes/Fees*	2026-27	\$ 75,000
Parks	Cobug Creek Park	New Park Facility	Undetermined Grant + Park SDC	2026-27	\$ 250,000
Street	Street Preservation	Crack Sealing	Gas Tax, TUF	2026-27	\$ 14,000
Street	Street Preservation	Seal Coating	Gas Tax, TUF	2026-27	\$ 98,000
Street	Locust St - Willamette to Harrison	Street Reconstruction, curb, sidewalk	Gas Tax, TUF, SCA, SDC	2026-27	\$ 250,000

Street	Lincoln St - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	2026-27	\$	100,000
Street	Mckenzie - Harrison to Diamond	Two Inch Overlay/Dig out	Gas Tax, TUF	2026-27	\$	100,000
Street	Mckenzie - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	2026-27	\$	100,000
Street	Mckenzie - Coleman to Miller	Two Inch Overlay/Dig out	Gas Tax, TUF	2026-27	\$	100,000
Water	Water Supply Wells #1, #2 Rehabilitation	System upgrades and rehab to existing wells	Water Rate Revenues	2026-27	\$	100,000
Water	Christian Wy Waterline Replacement	6 Ince pipeline replacement	Water Debt Service (rate revenues)	2026-27	\$	300,000
Water	Delaney St Waterline Replacement	Willamette St to Stuart St - Waterline Replacement	Water Debt Service (rate revenues)	2026-27	\$	100,000
Sewer	Wastewater Master Plan Update	Complete Update of 20 Year Infrastructure Plan	WW Rate Revenues	2026-27	\$	100,000
<b>TOTAL for FY2026-27</b>						<b>\$ 1,737,000</b>
Street	Street Preservation	Crack Sealing	Gas Tax, TUF	2027-28	\$	77,000
Street	Street Preservation	Seal Coating	Gas Tax, TUF	2027-28	\$	77,000
Street	Roberts Rd - South end to Roberts Ct	Two Inch Overlay	Gas Tax, TUF	2027-28	\$	150,000
Street	Roberts Ct - Huntly Ct to west dead end	Two Inch Overlay/Leveling	Gas Tax, TUF	2027-28	\$	150,000
Water	Existing Water Storage Tanks Rehab	Replace/Retrofit (seismic) existing (2) 500k/gl tanks	Grant/Loan (rate revenues)	2027-28	\$	3,000,000
Water	Maple St Waterline Replacement	Coleman St to East End - Waterline Replacement	Water Debt Service (rate revenues)	2027-28	\$	250,000
<b>TOTAL for FY2027-28</b>						<b>\$ 3,704,000</b>
Street	Street Preservation	Crack Sealing	Gas Tax, TUF	2028-29	\$	96,000
Street	Street Preservation	Seal Coating	Gas Tax, TUF	2028-29	\$	16,000
Street	Collector Street Project - Phase II (S Coleman)	Street Reconstruction	Gas Tax, TUF, SDC, MPO	2028-29	\$	900,000
Water	New Water Reservoir	750,000 Gallon elevated Reservoir	Grant/Loan (rate revenues)	2028-29	\$	7,000,000
<b>TOTAL for FY2028-29</b>						<b>\$ 8,012,000</b>
Parks	Trails End Park - Phase II	Viewing platforms, paths, benches, signage	Undetermined Grant + Park SDC	2029-30	\$	250,000
Street	Street Preservation	Crack Sealing	Gas Tax, TUF	2029-30	\$	32,000
Street	Street Preservation	Seal Coating	Gas Tax, TUF	2029-30	\$	16,000
Street	Skinner St - Pearl to Lincoln	Two Inch Overlay/Dig out	Gas Tax, TUF	2029-30	\$	100,000
Street	Skinner St - Mckenzie to Mill	Two Inch Overlay/Dig out	Gas Tax, TUF	2029-30	\$	100,000
Street	Skinner St - Maple to Dixon	Street Reconstruction	Gas Tax, TUF	2029-30	\$	100,000
Street	Skinner St - Delaney to Pearl	Street Reconstruction	Gas Tax, TUF	2029-30	\$	100,000
Street	Skinner St - Lincoln to Mckenzie	Street Reconstruction	Gas Tax, TUF	2029-30	\$	100,000
<b>TOTAL for FY2029-30</b>						<b>\$ 798,000</b>
Parks	Julia Morneau Heritage Park	New park (no land purchase)	Undetermined Grant + Park SDC	2030 +	\$	250,000
Parks	Southside Neighborhood Park	New Park (land + improvements)	Undetermined Grant + Park SDC	2030 +	\$	350,000
Parks	Northside Neighborhood Park	New Park (land + improvements)	Undetermined Grant + Park SDC	2030 +	\$	350,000
Parks	Westside Mini-Park	New Park (land + improvements)	Undetermined Grant + Park SDC	2030 +	\$	150,000
Parks	Southwest Mini-Park	New Park (land + improvements)	Undetermined Grant + Park SDC	2030 +	\$	150,000
Parks	Coburg Loop 5	Path extesion south to Eugene	Undetermined Grant + Park/Trans SDC	2030 +	\$	1,500,000
Water	Van Duyn St Waterline	12 inch waterline intertie	Water Rate Revenues	2030 +	\$	175,000
Water	Vintage St Waterline	12 inch waterline intertie	Water Rate Revenues	2030 +	\$	175,000
Water	Waterline Pipeline Replacements	6 inch pipeline replacements in various locations	Grant/Loan (rate revenues)	2030 +	\$	1,000,000
Water	I-5 Transmission Line (new)	East/West Transmission Loop Line - North of Exit 199	Grant/Loan (rate revenues)	2030 +	\$	2,500,000

Sewer	WW Treatment Plant - Facilities Improvements	Headworks Structure	Grant/Loan (rate revenues)	TBD *	\$	120,000
Sewer	WW Treatment Plant - Facilities Improvements	Additional Membrane(s)	Grant/Loan (rate revenues)	TBD *	\$	600,000
Sewer	WW Treatment Plant - Facilities Improvements	Additional Treatment Basin	Grant/Loan (rate revenues)	TBD *	\$	900,000
Sewer	WW Treatment Plant - Facilities Improvements	Bridge Crane (Membrane maint)	Grant/Loan (rate revenues)	TBD *	\$	175,000
Sewer	WW Treatment Plant - Facilities Improvements	Effluent Storage/Holding Pond	Grant/Loan (rate revenues)	TBD *	\$	250,000
Sewer	WW Treatment Plant - Facilities Improvements	Effluent Cooling Systems	Grant/Loan (rate revenues)	TBD *	\$	150,000
<b>TOTAL for 2030+</b>					<b>\$</b>	<b>8,795,000</b>



## Salary and Classification Schedule

### FY 2024-25 Proposed

#### CPI - U 3.3%

Step	1	2	3	4	5	6	7	8	9	10	11	12
<b>Administration</b>												
<b>City Administrator</b>	Negotiated Contract											
<i>Exempt - Supervisor</i>												
<b>Finance Director</b>	41.11	41.93	42.77	43.62	44.50	45.39	46.29	47.22	48.17	49.13	50.11	51.11
<i>Exempt</i>	85,506	87,216	88,960	90,739	92,554	94,405	96,293	98,219	100,184	102,187	104,231	106,316
<b>Accountant</b>	24.47	24.96	25.46	25.97	26.49	27.02	27.56	28.11	28.67	29.25	29.83	30.43
<i>Non-Exempt</i>	50,901	51,919	52,957	54,017	55,097	56,199	57,323	58,469	59,639	60,832	62,048	63,289
<b>City Recorder/Executive Assistant to CA &amp; City Council</b>	41.11	41.93	42.77	43.62	44.50	45.39	46.29	47.22	48.17	49.13	50.11	51.11
<i>Exempt - Supervisor</i>	85,506	87,216	88,960	90,739	92,554	94,405	96,293	98,219	100,184	102,187	104,231	106,316
<b>Utility Billing Specialist</b>	23.99	24.47	24.96	25.46	25.97	26.48	27.01	27.55	28.11	28.67	29.24	29.83
<i>Non-Exempt</i>	49,895	50,893	51,911	52,949	54,008	55,088	56,190	57,314	58,460	59,629	60,822	62,038
<b>Administrative/Department Specialist</b>	21.39	21.81	22.25	22.70	23.15	23.61	24.09	24.57	25.06	25.56	26.07	26.59
<i>Non-Exempt</i>	44,485	45,375	46,283	47,208	48,152	49,115	50,098	51,100	52,122	53,164	54,227	55,312
<b>Administrative Assistant 2</b>	20.65	21.06	21.48	21.91	22.35	22.79	23.25	23.72	24.19	24.67	25.17	25.67
<i>Non-Exempt</i>	42,943	43,802	44,678	45,571	46,483	47,412	48,361	49,328	50,314	51,321	52,347	53,394
<b>Administrative Assistant 1</b>	19.46	19.85	20.25	20.65	21.07	21.49	21.92	22.36	22.80	23.26	23.73	24.20
<i>Non-Exempt</i>	40,484	41,294	42,119	42,962	43,821	44,698	45,591	46,503	47,433	48,382	49,350	50,337
<b>Administrative Assistant - Temporary</b>	15.71	16.03	16.35	16.67	17.01	17.35	17.69	18.05	18.41	18.78	19.15	19.54
<i>Non-Exempt</i>	32,682	33,336	34,003	34,683	35,376	36,084	36,805	37,542	38,292	39,058	39,839	40,636
<b>Court</b>												
<b>Court Administrator</b>	31.60	32.23	32.87	33.53	34.20	34.89	35.58	36.30	37.02	37.76	38.52	39.29
<i>Exempt</i>	65,722	67,037	68,377	69,745	71,140	72,562	74,014	75,494	77,004	78,544	80,115	81,717
<b>Police</b>												
<b>Police Chief</b>	48.41	49.37	50.36	51.37	52.40	53.44	54.51	55.60	56.72	57.85	59.01	60.19
<i>Exempt - Supervisor</i>	100,684	102,698	104,752	106,847	108,984	111,164	113,387	115,655	117,968	120,327	122,734	125,188
<b>Police Sargent</b>	40.12	40.92	41.74	42.58	43.43	44.30	45.18	46.09	47.01	47.95	48.91	49.88
<i>Non-Exempt - Supervisor</i>	83,449	85,118	86,821	88,557	90,328	92,135	93,977	95,857	97,774	99,729	101,724	103,759
<b>Police Officer 1</b>	31.01	31.63	32.26	32.90	33.56	34.23	34.92	35.62	36.33	37.06	37.80	38.55
<i>Non-Exempt</i>	64,493	65,782	67,098	68,440	69,809	71,205	72,629	74,082	75,563	77,075	78,616	80,188
<b>Police Department Technician</b>	25.63	26.15	26.67	27.20	27.75	28.30	28.87	29.44	30.03	30.63	31.25	31.87
<i>Non-Exempt</i>	53,315	54,382	55,469	56,579	57,710	58,864	60,042	61,243	62,467	63,717	64,991	66,291
<b>Reserve Officer</b>	21.41	21.84	22.27	22.72	23.17	23.64	24.11	24.59	25.08	25.59	26.10	26.62
<i>On-Call officer only (50 hours PY)</i>	44,530	45,421	46,329	47,256	48,201	49,165	50,148	51,151	52,174	53,218	54,282	55,366
<b>Planning</b>												
<b>Planner/Development Director</b>	33.89	34.56	35.26	35.96	36.68	37.41	38.16	38.92	39.70	40.50	41.31	42.13
<i>Non-Exempt</i>	70,484	71,893	73,331	74,798	76,294	77,820	79,376	80,963	82,583	84,234	85,919	87,637
<b>Staff Planner/Development</b>	25.07	25.57	26.09	26.61	27.14	27.68	28.24	28.80	29.38	29.97	30.56	31.18
<i>Non-Exempt</i>	52,153	53,196	54,260	55,345	56,452	57,581	58,733	59,907	61,105	62,328	63,574	64,846
<b>Public Works</b>												
<b>Public Works Director</b>	41.59	42.42	43.27	44.14	45.02	45.92	46.84	47.78	48.73	49.71	50.70	51.71
<i>Exempt - Supervisor</i>	86,512	88,242	90,007	91,807	93,643	95,516	97,426	99,375	101,362	103,390	105,457	107,566
<b>Public Works Supervisor</b>	31.01	31.63	32.26	32.90	33.56	34.23	34.92	35.62	36.33	37.06	37.80	38.55
<i>Exempt - Supervisor</i>	64,493	65,782	67,098	68,440	69,809	71,205	72,629	74,082	75,563	77,075	78,616	80,188
<b>Public Works Operator 3</b>	27.60	28.15	28.71	29.29	29.87	30.47	31.08	31.70	32.34	32.98	33.64	34.32
<i>Non-Exempt</i>	57,406	58,554	59,725	60,920	62,138	63,381	64,649	65,942	67,261	68,606	69,978	71,377
<b>Public Works Operator 2</b>	24.18	24.67	25.16	25.66	26.17	26.70	27.23	27.78	28.33	28.90	29.48	30.07
<i>Non-Exempt</i>	50,298	51,303	52,330	53,376	54,444	55,533	56,643	57,776	58,932	60,110	61,312	62,539
<b>Public Works Operator 1</b>	21.58	22.01	22.45	22.90	23.36	23.83	24.30	24.79	25.29	25.79	26.31	26.83
<i>Non-Exempt</i>	44,888	45,785	46,701	47,635	48,588	49,560	50,551	51,562	52,593	53,645	54,718	55,812
<b>Public Works Seasonal Worker</b>	15.71	16.03	16.35	16.67	17.01	17.35	17.69	18.05	18.41	18.78	19.15	19.54
<i>Non-Exempt</i>	32,682	33,336	34,003	34,683	35,376	36,084	36,805	37,542	38,292	39,058	39,839	40,636



FY 2024 Budget	FY 2024 EOY - Estimates	FY 2025 Proposed Budget	Name	Rev/Expense	Fund	Category	Department
920,000.00	900,000.00	951,000.00	Current Taxes	Revenue	General Fund	Taxes	General
25,000.00	15,000.00	15,000.00	Delinquent Taxes	Revenue	General Fund	Taxes	General
22,000	30,000.00	30,000.00	Transient Room Tax	Revenue	General Fund	Taxes	Economic Dev
23,500.00	23,000.00	25,000.00	State Shared Revenue	Revenue	General Fund	Intergovernmental	General
950.00	1,000.00	1,000.00	State Cigarette Taxes	Revenue	General Fund	Intergovernmental	General
26,675.00	26,000.00	28,000.00	State Liquor Taxes	Revenue	General Fund	Intergovernmental	General
8,000	7,000.00	7,000.00	Fed MPO Reimb Planning (UPWP)	Revenue	General Fund	Intergovernmental	Planning
175,000.00	150,000.00	165,000.00	Power Company Franchise Fee	Revenue	General Fund	Franchise	General
59,100.00	60,000.00	65,000.00	Power Company Franchise License	Revenue	General Fund	Franchise	General
32,000.00	35,000.00	36,000.00	Gas Company Franchise Fee	Revenue	General Fund	Franchise	General
8,200.00	8,500.00	8,500.00	Cable TV/Broadband Franchise Fee	Revenue	General Fund	Franchise	General
3,100.00	3,000.00	2,800.00	Telephone Franchise	Revenue	General Fund	Franchise	General
2,000.00	2,000.00	2,000.00	Garbage Franchise Fee	Revenue	General Fund	Franchise	General
2,500.00	500.00	2,500.00	Land Use Filing Fees	Revenue	General Fund	Permits	General
16,515	6,000.00	8,000.00	Electrical Permit Fees	Revenue	General Fund	Permits	Planning
144,356	70,000.00	75,000.00	Building Permit Fees	Revenue	General Fund	Permits	Planning
15,000	12,000.00	12,000.00	Planning Service Fees	Revenue	General Fund	Permits	Planning
8,500	7,000.00	8,000.00	Surcharge Fee	Revenue	General Fund	Permits	Planning
5,276	10,000.00	10,000.00	Technology Fee( 3% of Permit Fees)	Revenue	General Fund	Permits	Planning
1,000.00	500.00	500.00	Sign Application Fee	Revenue	General Fund	Permits	General
50,403.00	20,000.00	25,000.00	SDC Admin. Fees	Revenue	General Fund	Permits	General
85,000	50,000.00	65,000.00	Fines and Bails	Revenue	General Fund	Fines	Court
35,000	30,000.00	35,000.00	Fines & Bail - Agency Collect.	Revenue	General Fund	Fines	Court
200	500	500	Fines Transfer from Other	Revenue	General Fund	Fines	Court
500	0	0	Court Fees	Revenue	General Fund	Fines	Court
1,500.00	14,000.00	15,000.00	State Pool Interest	Revenue	General Fund	Interest	General
25,000.00	10,000.00	15,000.00	Broadband Grant - Fiber Cosortium	Revenue	General Fund	Grants	General
332,500	275,000	325,000	Oregon Small Cities Grant - ORPD	Revenue	General Fund	Grants	Park Fund
2,500	1,000	8,000	Historic Preservation Grant	Revenue	General Fund	Grants	Planning
4,000	500	1,000	Bureau of Justice Vest Grant	Revenue	General Fund	Grants	Police
8,000	0	6,000	ODOT Traffic Safety Grant	Revenue	General Fund	Grants	Police
3,500.00	4,200.00	4,500.00	Business License	Revenue	General Fund	Charges for Services	General
1,500.00	1,200	1,000	Lien Search	Revenue	General Fund	Charges for Services	General
1,500	1,000	1,000	Park User Fees	Revenue	General Fund	Charges for Services	Park Fund
5,775.00	12,000.00	12,000.00	Lease Revenue	Revenue	General Fund	Charges for Services	General
200.00	0	0	Dog License Fees	Revenue	General Fund	Charges for Services	General
22,000	36,000	38,000	Tourism Funds	Revenue	General Fund	Charges for Services	Economic Dev
2,500	1,500	0	IOOF Building Rental Income	Revenue	General Fund	Charges for Services	Economic Dev
2,575	0	0	Police Training Fees	Revenue	General Fund	Charges for Services	Police
900	500	500	Police Reserve Officer Revenue	Revenue	General Fund	Charges for Services	Police
5,000	2,000	2,500	Partner Agency Reimbursements	Revenue	General Fund	Charges for Services	Police
26,880	27,000	35,000	Harrisburg Patrol	Revenue	General Fund	Charges for Services	Police
7,500	0	4,000	USMS- Sex Offenders	Revenue	General Fund	Charges for Services	Police
2,500	5,000	10,000	ODOT Truck Inspection	Revenue	General Fund	Charges for Services	Police
150	0	100	Fingerprinting Fees	Revenue	General Fund	Charges for Services	Police
500	1,800	2,000	Police CHETT Program Donations	Revenue	General Fund	Miscellaneous	Police
1,000	3,200	2,000	Shop with a Cop	Revenue	General Fund	Miscellaneous	Police
1,500.00	500	500	Police Confiscation Forfeiture	Revenue	General Fund	Miscellaneous	General
4,500.00	12,000	6,000	Other Receipts	Revenue	General Fund	Miscellaneous	General
1,000	500	5,000	Park Donations	Revenue	General Fund	Miscellaneous	Park Fund
451,772			Overhead Allocation	Revenue	General Fund	Transfer In	General
588,080	490,000	0	PW Personal Services Allocation	Revenue	General Fund	Transfer In	General
	530,000	170,390	Salaries	Expenses	General Fund	PS - Salary	Administration
112,320.00			City Administrator 1FTE	Expenses	General Fund	PS - Salary	Administration
82,620.00			Finance Director 1 FTE 2021	Expenses	General Fund	PS - Salary	Administration
85,968.00			City Recorder 1 FTE	Expenses	General Fund	PS - Salary	Administration

24,050.00			Office Administration .6 FTE	Expenses	General Fund	PS - Salary	Administration
57,607.00			Utility Billing Specialist 1.0 FTE	Expenses	General Fund	PS - Salary	Administration
1,500.00			Severance/Vacation Pay/Adjust	Expenses	General Fund	PS - Salary	Administration
26,666.00		13,050	FICA/Medicare	Expenses	General Fund	PS - Benefits	Administration
109,000.00		54,510	Health Insurance/Dental/Life/LTD/HRA	Expenses	General Fund	PS - Benefits	Administration
74,392		33,650	PERS Retirement - ER	Expenses	General Fund	PS - Benefits	Administration
		6,130	PERS Retirement - EE	Expenses	General Fund	PS - Benefits	Administration
13,500.00		1,860	Workers' Compensation	Expenses	General Fund	PS - Benefits	Administration
7,585			State Transit Tax	Expenses	General Fund	PS - Benefits	Administration
767			Workers Benefit Fund	Expenses	General Fund	PS - Benefits	Administration
6,500	6,000	6,000	Office Expense	Expenses	General Fund	Materials	Administration
14,500	2,000	2,500	Public Meeting Expense	Expenses	General Fund	Materials	Administration
1,500	250	1,000	Council/Committee/commission Train	Expenses	General Fund	Materials	Administration
27,000	29,000	32,000	Audit	Expenses	General Fund	Materials	Administration
20,000	40,000	25,000	Professional Services	Expenses	General Fund	Materials	Administration
15,000	9,000	10,000	Legal	Expenses	General Fund	Materials	Administration
34,000	36,000	38,000	Liability Insurance	Expenses	General Fund	Materials	Administration
18,500	22,000	24,000	Auto Insurance	Expenses	General Fund	Materials	Administration
20,375	25,000	30,000	Property Insurance	Expenses	General Fund	Materials	Administration
9,000	9,000	10,000	Cyber Security Insurance	Expenses	General Fund	Materials	Administration
22,000	21,000	23,000	Bank Fees	Expenses	General Fund	Materials	Administration
15,000	7,500	15,000	City Prosecutor	Expenses	General Fund	Materials	Administration
6,000	6,000	6,000	Mbrships, Dues & Subscriptions	Expenses	General Fund	Materials	Administration
6,000	5,000	6,000	Travel, Education, Training	Expenses	General Fund	Materials	Administration
2,000	1,500	1,500	Employee Promotions and Incent	Expenses	General Fund	Materials	Administration
750	1,000	1,000	Volunteer Appreciation	Expenses	General Fund	Materials	Administration
2,000	500	2,200	Computer/Replacement Expense	Expenses	General Fund	Materials	Administration
16,640	17,000	18,000	LCOG IT Support Contract	Expenses	General Fund	Materials	Administration
500	500	1,000	Miscellaneous	Expenses	General Fund	Materials	Administration
26,750	10,000	15,000	Capital Outlay - Broadband Connection	Expenses	General Fund	Capital	Facilities
14,500	15,000	16,500	Utilities	Expenses	General Fund	Materials	Facilities
6,500	6,500	6,000	Postage	Expenses	General Fund	Materials	Facilities
600	300	500	Bathroom and Kitchen Supplies	Expenses	General Fund	Materials	Facilities
9,000	4,500	5,000	Telephone	Expenses	General Fund	Materials	Facilities
12,000	8,000	10,000	Network/Email/Backup	Expenses	General Fund	Materials	Facilities
9,000	8,000	7,500	Copier Lease/Maint.	Expenses	General Fund	Materials	Facilities
22,000	24,000	26,000	Finance Software	Expenses	General Fund	Materials	Facilities
13,000	7,500	8,000	Building Maint, Supplies	Expenses	General Fund	Materials	Facilities
5,500	4,500	5,000	Records Storage	Expenses	General Fund	Materials	Facilities
	72,000	55,070	Salaries	Expenses	General Fund	PS - Salary	Planning
51,078			Planning/Development Manager	Expenses	General Fund	PS - Salary	Planning
700			Severance Pay/Vacation	Expenses	General Fund	PS - Salary	Planning
110			Workers' Compensation	Expenses	General Fund	PS - Benefits	Planning
3,762		4,220	FICA/Medicare	Expenses	General Fund	PS - Benefits	Planning
9,324		10,650	Health/Dental/Life/LTD/HRA	Expenses	General Fund	PS - Benefits	Planning
10,432		10,090	PERS Retirement - ER	Expenses	General Fund	PS - Benefits	Planning
		3,310	PERS Retirement - EE	Expenses	General Fund	PS - Benefits	Planning
		1,030	Workers' Compensation	Expenses	General Fund	PS - Benefits	Planning
1,070			State Transit Tax	Expenses	General Fund	PS - Benefits	Planning
500	250	1,000	Office Expense	Expenses	General Fund	Materials	Planning
80,000	80,000	85,000	Inspection Permit Fees	Expenses	General Fund	Materials	Planning
6,014	5,500	6,000	Building Permit Surcharge	Expenses	General Fund	Materials	Planning
15,000	24,000	20,000	Professional Serv	Expenses	General Fund	Materials	Planning
1,500	0	0	City Attorney	Expenses	General Fund	Materials	Planning
7,500	7,500	7,500	Bank Fees	Expenses	General Fund	Materials	Planning
1,200	500	1,500	Travel, Education, Training	Expenses	General Fund	Materials	Planning
2,500	1,000	8,000	Historic Preservation Expense (Granted)	Expenses	General Fund	Materials	Planning
1,500	0	500	Advertising, Legal Notices	Expenses	General Fund	Materials	Planning

	625,000	379,960	Salaries	Expenses	General Fund	PS - Salary	Police
117,084			Chief of Police	Expenses	General Fund	PS - Salary	Police
159,707			Police Officer-Universal #2	Expenses	General Fund	PS - Salary	Police
105,452			Police Sargent	Expenses	General Fund	PS - Salary	Police
1,500			Reserve Police	Expenses	General Fund	PS - Salary	Police
5,000			Other Agency Patrols	Expenses	General Fund	PS - Salary	Police
53,173			Police Clerk	Expenses	General Fund	PS - Salary	Police
2,500			Severance/Vacation Pay	Expenses	General Fund	PS - Salary	Police
		50,000	OT /	Expenses	General Fund	PS - Salary	Police
31,872		32,900	FICA/Medicare	Expenses	General Fund	PS - Benefits	Police
108,238		115,140	Health/Dental/Life/LTD/HRA	Expenses	General Fund	PS - Benefits	Police
95,190		94,990	PERS Retirement - ER	Expenses	General Fund	PS - Benefits	Police
		19,310	PERS Retirement - EE	Expenses	General Fund	PS - Benefits	Police
9,066			State Transit Tax	Expenses	General Fund	PS - Benefits	Police
		13,850	Workers' Compensation	Expenses	General Fund	PS - Benefits	Police
920			Workers Benefit Fund	Expenses	General Fund	PS - Benefits	Police
7,500	0	0	USMS- Sex Offenders	Expenses	General Fund	Materials	Police
8,000	0	0	ODOT Traffic Safety	Expenses	General Fund	Materials	Police
2,500	0	0	ODOT Truck Inspection	Expenses	General Fund	Materials	Police
1,500	1,000	1,500	Office Expense	Expenses	General Fund	Materials	Police
8,000	5,000	6,000	Equipment Repair, Maintenance	Expenses	General Fund	Materials	Police
15,000	15,000	10,000	Equipment Non-Capital	Expenses	General Fund	Materials	Police
8,570	6,000	7,000	Uniforms Expense	Expenses	General Fund	Materials	Police
4,120	1,500	2,000	Bulletproof Vest Purchases (Grant)	Expenses	General Fund	Materials	Police
4,285	1,000	2,500	Photo, Crime Scene & Evidence	Expenses	General Fund	Materials	Police
3,214	1,000	2,000	Community Outreach Program	Expenses	General Fund	Materials	Police
1,200	0	0	City Attorney	Expenses	General Fund	Materials	Police
550	0	500	Canine Program	Expenses	General Fund	Materials	Police
66,000	67,000	70,000	Dispatch Contract	Expenses	General Fund	Materials	Police
4,500	5,000	4,000	Cellular Phone	Expenses	General Fund	Materials	Police
6,000	2,000	5,000	Travel, Education, Training	Expenses	General Fund	Materials	Police
15,450	16,000	16,500	Gasoline, Diesel Fuel	Expenses	General Fund	Materials	Police
2,400	0	1,500	Computer Expense	Expenses	General Fund	Materials	Police
8,240	10,000	6,500	Vehicle Maintenance	Expenses	General Fund	Materials	Police
1,200	200	500	MDT Support & Service	Expenses	General Fund	Materials	Police
1,500	1,000	1,500	Shop With Cop Program Expense	Expenses	General Fund	Materials	Police
1,500	500	1,500	Investigation Expense	Expenses	General Fund	Materials	Police
1,000	2,000	1,500	Psychological Testing	Expenses	General Fund	Materials	Police
900	500	2,000	Police CHETT Program Expenses	Expenses	General Fund	Materials	Police
1,000	500	1,000	Miscellaneous	Expenses	General Fund	Materials	Police
1,800	0	1,500	Reserve Officer Program	Expenses	General Fund	Materials	Police
9,500	6,000	7,500	Contract Services 2	Expenses	General Fund	Materials	Police
2,000	0	1,000	Community Assistance	Expenses	General Fund	Materials	Police
2,000	1,000	1,500	Wellness Program	Expenses	General Fund	Materials	Police
12,000	16,000	6,000	Capital Outlay Equipment)	Expenses	General Fund	Capital	Police
	122,000	73,620	Salaries	Expenses	General Fund	PS - Salary	Court
75,131			Court Administrator	Expenses	General Fund	PS - Salary	Court
1,000			Severance/Vacation	Expenses	General Fund	PS - Salary	Court
160			Workers' Benefit	Expenses	General Fund	PS - Benefits	Court
5,534		5,640	FICA/Medicare	Expenses	General Fund	PS - Benefits	Court
27,112		30,280	Health /Dental/Life/LTD/HRA	Expenses	General Fund	PS - Benefits	Court
17,030		14,980	PERS Retirement - ER	Expenses	General Fund	PS - Benefits	Court
		4,420	PERS Retirement - EE	Expenses	General Fund	PS - Benefits	Court
		1,050	Workers' Compensation	Expenses	General Fund	PS - Benefits	Court
1,565			State Transit Tax	Expenses	General Fund	PS - Benefits	Court
1,000	1,000	1,000	Office Expense	Expenses	General Fund	Materials	Court
500	0	1,000	Professional Services	Expenses	General Fund	Materials	Court
150	0	0	City Attorney	Expenses	General Fund	Materials	Court

550	0	0	Interpreter	Expenses	General Fund	Materials	Court
2,500	1,500	2,000	Bank Fees	Expenses	General Fund	Materials	Court
800	300	800	Jury, Witness Fees	Expenses	General Fund	Materials	Court
13,000	10,000	13,000	Municipal Judge	Expenses	General Fund	Materials	Court
4,500	1,000	4,000	Court Appointed Attorney	Expenses	General Fund	Materials	Court
10,500	10,500	10,500	Court Software	Expenses	General Fund	Materials	Court
3,000	3,000	4,000	Jail Beds Springfield	Expenses	General Fund	Materials	Court
300	300	400	Mbrships, Dues & Subscriptions	Expenses	General Fund	Materials	Court
1,500	1,400	4,000	Travel, Education, Training	Expenses	General Fund	Materials	Court
540	600	600	Copier /Printer Lease and Service	Expenses	General Fund	Materials	Court
600	0	0	Records Storage	Expenses	General Fund	Materials	Court
1,500	500	0	Postage	Expenses	General Fund	Materials	Economic Dev
8,000	1,500	5,000	Promotion of City/Tourism/Marketing	Expenses	General Fund	Materials	Economic Dev
12,000	12,000	12,000	IOOF Building Lease	Expenses	General Fund	Materials	Economic Dev
37,200	37,000	30,000	Oregon Main Street - ARPA FUND OUT	Expenses	General Fund	Materials	Economic Dev
15,000	5,000	12,000	Landscape Contract Services	Expenses	General Fund	Materials	Park Fund
2,000	2,000	3,000	Restroom Supplies	Expenses	General Fund	Materials	Park Fund
2,000	2,000	2,200	Power Consumption	Expenses	General Fund	Materials	Park Fund
1,000	500	0	Supplies/Gravel	Expenses	General Fund	Materials	Park Fund
2,000	2,000	2,200	Gasoline, Diesel Fuel	Expenses	General Fund	Materials	Park Fund
700	700	800	Safety Equipment and Supplies	Expenses	General Fund	Materials	Park Fund
1,000	700	1,200	Tools & Equipment	Expenses	General Fund	Materials	Park Fund
200	500	500	Equipment Rental	Expenses	General Fund	Materials	Park Fund
2,200	1,200	2,500	Vehicle, Equipment Maintenance	Expenses	General Fund	Materials	Park Fund
2,000	0	2,000	Building Maintenance	Expenses	General Fund	Materials	Park Fund
7,500	5,000	6,000	Materials, Supplies	Expenses	General Fund	Materials	Park Fund
350	0	0	Urban Forestry	Expenses	General Fund	Materials	Park Fund
11,766	0	0	SDC Administrative Fees (5% of Loan Pay)	Expenses	General Fund	Materials	Park Fund
1,200	0	0	Professional Services	Expenses	General Fund	Materials	Park Fund
332,500	275,000	205,000	Capital Outlay - Pavilion Park Plaza	Expenses	General Fund	Capital	Park Fund
	580,000	64,120	Salaries	Expenses	General Fund	PS - Salary	Public Works
			Public Works Director	Expenses	General Fund	PS - Salary	Public Works
			Public Works Operator Supervisor (1)	Expenses	General Fund	PS - Salary	Public Works
			Public Works Operator I &2- (4)	Expenses	General Fund	PS - Salary	Public Works
		3,000	OT & Duty	Expenses	General Fund	PS - Salary	Public Works
		5,150	FICA/Medicare	Expenses	General Fund	PS - Benefits	Public Works
		15,920	Health/Dental/Life/LIT	Expenses	General Fund	PS - Benefits	Public Works
		12,880	PERS Retirement - ER	Expenses	General Fund	PS - Benefits	Public Works
		4,030	PERS Retirement - EE	Expenses	General Fund	PS - Benefits	Public Works
		1,880	Workers' Compensation	Expenses	General Fund	PS - Benefits	Public Works
			State Transit Tax	Expenses	General Fund	PS - Benefits	Public Works
			Workers Benefit Fund	Expenses	General Fund	PS - Benefits	Public Works
	15,000	15,000	City Hall Bonded Debt Principle (FF&C)	Expenses	General Fund	Debt - Principle	General
	14,700	14,250	City Hall Bonded Debt Interest (FF&C)	Expenses	General Fund	Debt - Interest	General
	150,000	100,000	Operating Contingency	Expenses	General Fund	Contingency	General
	650,000		Beginning Fund Balance	Revenue	General Fund	Carryover	General
	342,294		Unappropriated Ending Balance	Expenses	General Fund	EFB - Unappropriated	General
	281,854		Restricted for Park SDC	Expenses	General Fund	EFB - Resticted for Park SDC	General
	1,000	3,000	Interest Income SDC	Revenue	General Fund	Interest - SDC	Park SDC Fund
	235,325	80,000	Parks Improvement SDC	Revenue	General Fund	Charges for Services - SDC	Park SDC Fund
		120,000	Capital Outlay	Expenses	General Fund	Capital	Public Works
			Operating Contingency	Expenses	General Fund	Contingency	Park SDC Fund
			Beginning Fund Balance	Revenue	General Fund	Carryover	Park SDC Fund
			Unappropriated Ending Balance	Expenses	General Fund	EFB - Unappropriated	Park SDC Fund
	2,400	9,000	State Pool Interest	Revenue	Street Fund	Interest	Street Fund
	170,000	130,000	City Fuel Taxes	Revenue	Street Fund	Taxes	Street Fund
	105,000	100,000	State Fuel Taxes	Revenue	Street Fund	Intergovernmental	Street Fund
	13,000	13,500	Street Tree Utility Fees	Revenue	Street Fund	Charges for Services	Street Fund

152,000	140,000	150,000	Transportation Utility Fee	Revenue	Street Fund	Charges for Services	Street Fund
748,348	748,000	250,000	Grant Funding	Revenue	Street Fund	Grants	Street Fund
500,000	0		Bond Purchase - Street Repairs	Revenue	Street Fund	Bond Proceeds	Street Fund
500	13,000	15,000	Other Receipts	Revenue	Street Fund	Other	Street Fund
		42,600	Salaries	Expenses	Street Fund	PS - Salary	Administration
		3,270	FICA/Medicare	Expenses	Street Fund	PS - Benefits	Administration
		13,650	Health Insurance/Dental/Life/LTD/HRA	Expenses	Street Fund	PS - Benefits	Administration
		8,420	PERS Retirement - ER	Expenses	Street Fund	PS - Benefits	Administration
		1,540	PERS Retirement - EE	Expenses	Street Fund	PS - Benefits	Administration
			State Transit Tax	Expenses	Street Fund	PS - Benefits	Administration
		450	Workers' Compensation	Expenses	Street Fund	PS - Benefits	Administration
6,000	20,000	5,000	Materials, Supplies	Expenses	Street Fund	Materials	Administration
		78,570	Salaries	Expenses	Street Fund	PS - Salary	Public Works
		4,000	OT & Duty	Expenses	Street Fund	PS - Salary	Public Works
		6,330	FICA/Medicare	Expenses	Street Fund	PS - Benefits	Public Works
		21,950	Health Insurance/Dental/Life/LTD/HRA	Expenses	Street Fund	PS - Benefits	Public Works
		15,730	PERS Retirement - ER	Expenses	Street Fund	PS - Benefits	Public Works
		4,960	PERS Retirement - EE	Expenses	Street Fund	PS - Benefits	Public Works
			State Transit Tax	Expenses	Street Fund	PS - Benefits	Public Works
		2,390	Workers' Compensation	Expenses	Street Fund	PS - Benefits	Public Works
20,000	18,000	10,000	Professional Services	Expenses	Street Fund	Materials	Public Works
900	300	1,000	Uniform Expense	Expenses	Street Fund	Materials	Public Works
1,500	0	1,500	Street Tree Purchase	Expenses	Street Fund	Materials	Public Works
16,000	14,000	15,000	Street Tree Maintenance	Expenses	Street Fund	Materials	Public Works
1,500	1,000	500	Cellular Phone	Expenses	Street Fund	Materials	Public Works
750	300	1,000	Travel, Education, Training	Expenses	Street Fund	Materials	Public Works
3,500	3,000	3,500	Gasoline, Diesel Fuel	Expenses	Street Fund	Materials	Public Works
1,200	500	1,000	Safety Equipment & Supplies	Expenses	Street Fund	Materials	Public Works
857	500	1,000	Tools & Equipment	Expenses	Street Fund	Materials	Public Works
1,018	0	1,000	Equipment Rental	Expenses	Street Fund	Materials	Public Works
2,000	10,300	3,500	Vehicle, Equipment Maintenance	Expenses	Street Fund	Materials	Public Works
1,600	0	1,000	Building Maintenance	Expenses	Street Fund	Materials	Public Works
50,000	68,000	40,000	Street Maintenance	Expenses	Street Fund	Materials	Public Works
16,000	10,000	15,000	Street Lighting	Expenses	Street Fund	Materials	Public Works
350	0	0	Urban Forestry	Expenses	Street Fund	Materials	Public Works
13,930	5,000	5,000	SDC Administrative Fees (5% of Loan Pay)	Expenses	Street Fund	Materials	Public Works
2,500	0	2,500	Professional Fees	Expenses	Street Fund	Materials	Public Works
60,000	40,000	15,000	Storm Water Master Plan	Expenses	Street Fund	Materials	Public Works
			Capital Outlay	Expenses	Street Fund	Capital	Public Works
40,000	45,000	0	Capital Outlay - Street Fleet/Equipment	Expenses	Street Fund	Capital	Public Works
17,000	0	0	Capital Outlay - Fuel Island	Expenses	Street Fund	Capital	Street Fund
850,000	0	250,000	Collector Street Project	Expenses	Street Fund	Capital	Street Fund
800,000	50,000	700,000	Reconstruction - Macy, Harrison, N. Will.	Expenses	Street Fund	Capital	Street Fund
56,500	0	0	Coburg Industrial North- 10.27 Match MPC	Expenses	Street Fund	Capital	Street Fund
200,000	150,000	100,000	Public Works Shop	Expenses	Street Fund	Capital	Street Fund
57,462	153,467		Street Personal Services Allocation	Expenses	Street Fund	Transfer Out	Administration
96,005			Overhead Allocation	Expenses	Street Fund	Transfer Out	Administration
114,400	92,060	92,530	OTIB Loan Principal	Expenses	Street Fund	Debt - Principle	Street Fund
21,350	22,341	21,900	OTIB Loan Interest	Expenses	Street Fund	Debt - Interest	Street Fund
100,000		50,000	Operating Contingency	Expenses	Street Fund	Contingency	Street Fund
960,200			Beginning Fund Balance	Revenue	Street Fund	Carryover	Street Fund
399,078			Unappropriated Ending Balance	Expenses	Street Fund	EFB - Unappropriated	Street Fund
12,000			<del>Reserve For Tree Maintenance</del>	<del>Expenses</del>	<del>Street Fund</del>	<del>EFB - Reserve</del>	<del>Street Fund</del>
5,500	0	0	Interest Income SDC	Revenue	Street Fund	Interest - SDC	Street SDC Fund
278,592	80,000	80,000	Trans Improvement SDC	Revenue	Street Fund	Charges for Services - SDC	Street SDC Fund
		0	Capital Outlay	Expenses	Street Fund	Capital	Public Works
		0	Operating Contingency	Expenses	Street Fund	Contingency	Street SDC Fund
			Beginning Fund Balance	Revenue	Street Fund	Carryover	Street SDC Fund

			Unappropriated Ending Balance	Expenses	Street Fund	EFB - Unappropriated	Street SDC Fund
5,000	4,000	5,000	Water Meter Installation Fee	Revenue	Water Fund	Charges for Services	Water Fund
969,000	860,000	890,000	Water User Fees	Revenue	Water Fund	Charges for Services	Water Fund
1,000	0	1,000	Water Deposits	Revenue	Water Fund	Charges for Services	Water Fund
	60,000.00	65,000.00	State Pool Interest	Revenue	Water Fund	Interest	Water Fund
4,496,795	1,800,000	1,200,000	Regional Solutions Loan Proceeds	Revenue	Water Fund	Bond Proceeds	Water Fund
		42,600	Salaries	Expenses	Water Fund	PS - Salary	Administration
		3,270	FICA/Medicare	Expenses	Water Fund	PS - Benefits	Administration
		13,650	Health Insurance/Dental/Life/LTD/HRA	Expenses	Water Fund	PS - Benefits	Administration
		8,420	PERS Retirement - ER	Expenses	Water Fund	PS - Benefits	Administration
		1,540	PERS Retirement - EE	Expenses	Water Fund	PS - Benefits	Administration
			State Transit Tax	Expenses	Water Fund	PS - Benefits	Administration
		450	Workers' Compensation	Expenses	Water Fund	PS - Benefits	Administration
2,000	1,500	3,000	Office Expense	Expenses	Water Fund	Materials	Administration
		93,500	Salaries	Expenses	Water Fund	PS - Salary	Public Works
		4,000	OT & Duty	Expenses	Water Fund	PS - Salary	Public Works
		7,470	FICA/Medicare	Expenses	Water Fund	PS - Benefits	Public Works
		25,120	Health Insurance/Dental/Life/LTD/HRA	Expenses	Water Fund	PS - Benefits	Public Works
		18,460	PERS Retirement - ER	Expenses	Water Fund	PS - Benefits	Public Works
		5,850	PERS Retirement - EE	Expenses	Water Fund	PS - Benefits	Public Works
			State Transit Tax	Expenses	Water Fund	PS - Benefits	Public Works
		3,570	Workers' Compensation	Expenses	Water Fund	PS - Benefits	Public Works
11,000	12,000	20,000	Emergency Repairs	Expenses	Water Fund	Materials	Public Works
1,000	500	1,000	Uniform Expense	Expenses	Water Fund	Materials	Public Works
3,750	10,000	5,000	Professional Services	Expenses	Water Fund	Materials	Public Works
1,700	0	0	City Attorney	Expenses	Water Fund	Materials	Public Works
42,090	38,000	50,000	Pump Station Power	Expenses	Water Fund	Materials	Public Works
1,500	1,000	1,000	Cellular Phone	Expenses	Water Fund	Materials	Public Works
1,000	500	1,000	Mbrships, Dues & Subscriptions	Expenses	Water Fund	Materials	Public Works
450	200	500	Travel, Education, Training	Expenses	Water Fund	Materials	Public Works
2,700	4,500	3,200	Water Analysis	Expenses	Water Fund	Materials	Public Works
6,400	6,500	6,600	Gas, Oil and Fuel	Expenses	Water Fund	Materials	Public Works
900	800	1,000	Safety Equipment & Supplies	Expenses	Water Fund	Materials	Public Works
1,600	500	1,500	Tools & Equipment	Expenses	Water Fund	Materials	Public Works
775	0	1,000	Equipment Rental	Expenses	Water Fund	Materials	Public Works
2,750	6,500	3,000	Vehicle, Equipment Maintenance	Expenses	Water Fund	Materials	Public Works
4,450	500	4,000	Building Maintenance, Supplies	Expenses	Water Fund	Materials	Public Works
14,500	20,000	16,000	Materials, Supplies	Expenses	Water Fund	Materials	Public Works
4,300	1,000	4,000	Certifications, Membership Dues	Expenses	Water Fund	Materials	Public Works
3,400	8,000	5,000	Service Contracts	Expenses	Water Fund	Materials	Public Works
11,113	5,000	5,000	SDC Administrative Fees (5% of Loan Pay)	Expenses	Water Fund	Materials	Public Works
2,500	15,000	10,000	Professional Services	Expenses	Water Fund	Materials	Public Works
25,000	25,000	0	Water Conservation Plan	Expenses	Water Fund	Materials	Public Works
			Capitol Outlay	Expenses	Water Fund	Capital	Public Works
530,000	350,000	290,000	Public Works Shop	Expenses	Water Fund	Capital	Public Works
83,124	500,000	250,000	Production Well Property/Development	Expenses	Water Fund	Capital	Public Works
4,996,795	300,000	1,200,000	Water Infrastructure Upgrades/Updates	Expenses	Water Fund	Capital	Public Works
408,375	0	400,000	Well 1 & 2 Rehabilitation	Expenses	Water Fund	Capital	Public Works
7,050	75,000	80,000	Water Bonded Debt Principal (FF&C)	Expenses	Water Fund	Debt - Principle	Water Fund
75,000	7,050	4,800	Business Oregon Water Debt Service	Expenses	Water Fund	Debt - Interest	Water Fund
244,598	454,833		Public Works Personal Services	Expenses	Water Fund	Transfer Out	Water Fund
210,235			Overhead Allocation	Expenses	Water Fund	Transfer Out	Water Fund
200,000		200,000	Operating Contingency	Expenses	Water Fund	Contingency	Water Fund
1,375,000			Beginning Fund Balance	Revenue	Water Fund	Carryover	Water Fund
170,502			Unappropriated Ending Balance	Expenses	Water Fund	EFB - Unappropriated	Water Fund
1,500	1,500	1,500	Interest Income SDC	Revenue	Water Fund	Interest - SDC	Water Fund
222,262	75,000	75,000	Water Improvement SDC	Revenue	Water Fund	Charges for Services - SDC	Water Fund
			Capitol Outlay	Expenses	Water Fund	Capital	Public Works

		Operating Contingency	Expenses	Water Fund	Contingency	Water Fund
		Beginning Fund Balance	Revenue	Water Fund	Carryover	Water Fund
		Unappropriated Ending Balance	Expenses	Water Fund	EFB - Unappropriated	Water Fund
857,000	825,000	850,000	Revenue	Wastewater Fund	Charges for Services	Wastewater Fund
500	1,000	1,000	Revenue	Wastewater Fund	Charges for Services	Wastewater Fund
2,500	9,000	1,000	Revenue	Wastewater Fund	Miscellaneous	Wastewater Fund
45,988	35,000	38,000	Revenue	Wastewater Fund	LID	Administration
375,000	375,000	375,000	Revenue	Wastewater Fund	Intergovernmental	Administration
10,000	2,000	3,000	Revenue	Wastewater Fund	Interest	Wastewater Fund
		28,400	Expenses	Wastewater Fund	PS - Salary	Administration
		2,190	Expenses	Wastewater Fund	PS - Benefits	Administration
		9,100	Expenses	Wastewater Fund	PS - Benefits	Administration
		5,620	Expenses	Wastewater Fund	PS - Benefits	Administration
		1,030	Expenses	Wastewater Fund	PS - Benefits	Administration
			Expenses	Wastewater Fund	PS - Benefits	Administration
		300	Expenses	Wastewater Fund	PS - Benefits	Administration
	1,000	2,500	Expenses	Wastewater Fund	Materials	Administration
2,000		127,050	Expenses	Wastewater Fund	PS - Salary	Public Works
		4,000	Expenses	Wastewater Fund	PS - Salary	Public Works
		10,040	Expenses	Wastewater Fund	PS - Benefits	Public Works
		31,440	Expenses	Wastewater Fund	PS - Benefits	Public Works
		24,610	Expenses	Wastewater Fund	PS - Benefits	Public Works
		7,870	Expenses	Wastewater Fund	PS - Benefits	Public Works
			Expenses	Wastewater Fund	PS - Benefits	Public Works
		5,610	Expenses	Wastewater Fund	PS - Benefits	Public Works
	17,000	20,000	Expenses	Wastewater Fund	Materials	Public Works
16,500		800	Expenses	Wastewater Fund	Materials	Public Works
880	200	3,000	Expenses	Wastewater Fund	Materials	Public Works
2,500	100	0	Expenses	Wastewater Fund	Materials	Public Works
2,500	0	45,000	Expenses	Wastewater Fund	Materials	Public Works
44,772	35,000	3,500	Expenses	Wastewater Fund	Materials	Public Works
3,500	1,000	1,000	Expenses	Wastewater Fund	Materials	Public Works
1,500	1,000	1,000	Expenses	Wastewater Fund	Materials	Public Works
1,000	500	1,000	Expenses	Wastewater Fund	Materials	Public Works
4,900	7,000	6,000	Expenses	Wastewater Fund	Materials	Public Works
5,500	10,000	10,000	Expenses	Wastewater Fund	Materials	Public Works
975	1,000	1,000	Expenses	Wastewater Fund	Materials	Public Works
8,000	1,000	5,000	Expenses	Wastewater Fund	Materials	Public Works
1,040	1,000	1,000	Expenses	Wastewater Fund	Materials	Public Works
3,100	7,000	4,500	Expenses	Wastewater Fund	Materials	Public Works
2,000	3,000	3,000	Expenses	Wastewater Fund	Materials	Public Works
2,500	1,200	2,500	Expenses	Wastewater Fund	Materials	Public Works
500	0	500	Expenses	Wastewater Fund	Materials	Public Works
13,000	13,000	15,000	Expenses	Wastewater Fund	Materials	Public Works
33,775	30,000	35,000	Expenses	Wastewater Fund	Materials	Public Works
54,000	35,000	60,000	Expenses	Wastewater Fund	Materials	Public Works
24,000	24,000	25,000	Expenses	Wastewater Fund	Materials	Public Works
13,000	18,000	25,000	Expenses	Wastewater Fund	Materials	Public Works
10,000	7,000	11,000	Expenses	Wastewater Fund	Materials	Public Works
2,500	0	0	Expenses	Wastewater Fund	Materials	Public Works
3,950	4,500	4,000	Expenses	Wastewater Fund	Materials	Public Works
13,285	5,000	5,000	Expenses	Wastewater Fund	Materials	Public Works
2,500	0	5,000	Expenses	Wastewater Fund	Materials	Public Works
65,000	20,000	12,000	Expenses	Wastewater Fund	Materials	Public Works
			Expenses	Wastewater Fund	Capital	Public Works
400,000	275,000	205,000	Expenses	Wastewater Fund	Capital	Administration
286,020	431,551		Expenses	Wastewater Fund	Transfer out	Wastewater Fund
145,531			Expenses	Wastewater Fund	Transfer Out	Wastewater Fund

545,201
37,188
62,793
95,000
170,200
200,000
2,344,175
1,045,577
265,696
2,500
0
577,172

545,201  
62,793  
37,188  
95,000  
170,200  
200,000  
2,344,175  
1,045,577  
265,696  
2,500

100,000  
28,000

549,900 Loan R23045 Principle (DEQ)  
58,100 Loan R23045 Interest (DEQ)  
34,500 Loan R23045 Fee  
95,000 Sewer Bonded Debt Principal (FF&C)  
167,350 Sewer Bonded Debt Interest (FF&C)  
200,000 Contingency  
Beginning Fund Balance  
Unappropriated Ending Balance  
100,000 Wastewater Improvement SDC  
30,000 Wastewater SDC Interest  
Capital Outlay  
200,000 Contingency  
Beginning Fund Balance  
Unappropriated Ending Balance

Expenses Wastewater Fund  
Expenses Wastewater Fund  
Expenses Wastewater Fund  
Expenses Wastewater Fund  
Expenses Wastewater Fund  
Expenses Wastewater Fund  
Revenue Wastewater Fund  
Expenses Wastewater Fund  
Revenue Wastewater Fund  
Revenue Wastewater Fund  
Expenses Wastewater Fund  
Expenses Wastewater Fund  
Revenue Wastewater Fund  
Expenses Wastewater Fund

Debt - Principle  
Debt - Interest  
Debt - Interest  
Debt - Principle  
Debt - Interest  
Contingency  
Carryover  
EFB - Unappropriated  
Charges for Services - SDC  
Interest - SDC  
Capital  
Contingency  
Carryover  
EFB - Unappropriated

Administration  
Administration  
Administration  
Administration  
Administration  
Wastewater Fund  
Wastewater Fund  
Wastewater Fund  
Wastewater SDC Fund  
Wastewater SDC Fund  
Public Works  
Wastewater SDC Fund  
Wastewater SDC Fund  
Wastewater SDC Fund



# City Administration Report



June 11, 2024

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

### 1. Pavilion Park Improvements – Phase I

Improvements in phase I include all primary utilities including septic tank, water and waste service lines and new electrical systems. The pre-cast, two room restroom building was installed and connected and will be open to the public by the July 4<sup>th</sup> holiday weekend after required temporary ADA pathway surfaces are installed.

Phase II will go out to bid in late July, with Council bid award and construction beginning in late September or early October and will be complete by February of 2025. Phase II improvements include extension of irrigation systems, installation of ADA parking space and permanent paved pathways throughout the park, installation of new grading/mounding, vegetation and tree plantings and lighting along pathways.

### 2. Premier RV Water Connection Project

Branch Engineering and City staff have been working for well over a year completing required wetland permitting that included the purchase of \$30,000 of wetland credits to allow construction work to install a three-inch service line connection to Premier RV. The permitting work also provides regulatory approvals necessary for waterline construction and eventual service connections to the recently annexed 107-acre light industrial property to the east of the Premier RV site, which is expected to begin construction by this fall for the initial waterline traversing from south to north along the west boundary of the 107-acre parcel.

### 3. Public Works Operations Building

The work at the new Public Works Operations Buildings at the City’s Wastewater Treatment Plant property have been moving forward at a steady pace with the smaller building that will be leased to Coburg Fire District for 10 years recently received its exterior shell and the main operations building completed the steel framing portion of the build out. Staff is anticipating a completion date in early to mid-September.



**4. July Council Work Session – Water System**

As discussed earlier in the year, staff is preparing materials for a Water System Council Work Session on July 23, 2024. Topics include a report and discussion of the water system capacity analysis recently completed by Consor, an update on the water project loan balance, water projects status updates and remaining projects we hope to be able to complete with the remaining loan funds, as well as the expected amount and timing for the upcoming loan debt service payments.

**5. City Cell Phone Upgrades**

With assistance from the IT services staff at Lane Council of Governments (LCOG), the City recently upgraded the outdated cell phone inventory and switched carriers from Verizon to AT&T. While AT&T monthly rates are likely to be less expensive than the current Verizon contract, a significant reason for moving carriers is the federal FirstNet public safety program that is exclusively offered by AT&T. FirstNet assures public safety and first responders priority bandwidth in emergencies, as well as provides a number of temporary emergency communications equipment access.

The phone upgrade also improved phone/data security and tracking to ensure required public safety CJIS and LEDS security protocols are met.

**6. Vegetation Management and Maintenance Plan**

Public Works staff has begun early planning and development work on an updated comprehensive Vegetation Management and Maintenance Plan. This plan is called out as one of the four objectives in the “Our Natural Resources” section of the Council adopted Framework document. The plan will include basic operational items such as grass mowing schedules, weed eating vs. hand treat areas, (non or limited) use of pesticides, seasonal field mowing schedules and other similar operational planning to aid in staffing deployment as well as to provide Council and the community with an understanding of the service level objectives in the City’s maintenance plan.

Prior to its adoption, the plan will likely have several rounds of discussion and input from the Park and Tree Committee before coming forward to Council for final review and approval. Staff is setting a spring 2025 completion date for this plan and is being led by Public Works Director Brian Harmon.

**Current Projects & Contracts**

The two tables below provide a summary of active infrastructure projects and signed contracts/agreements

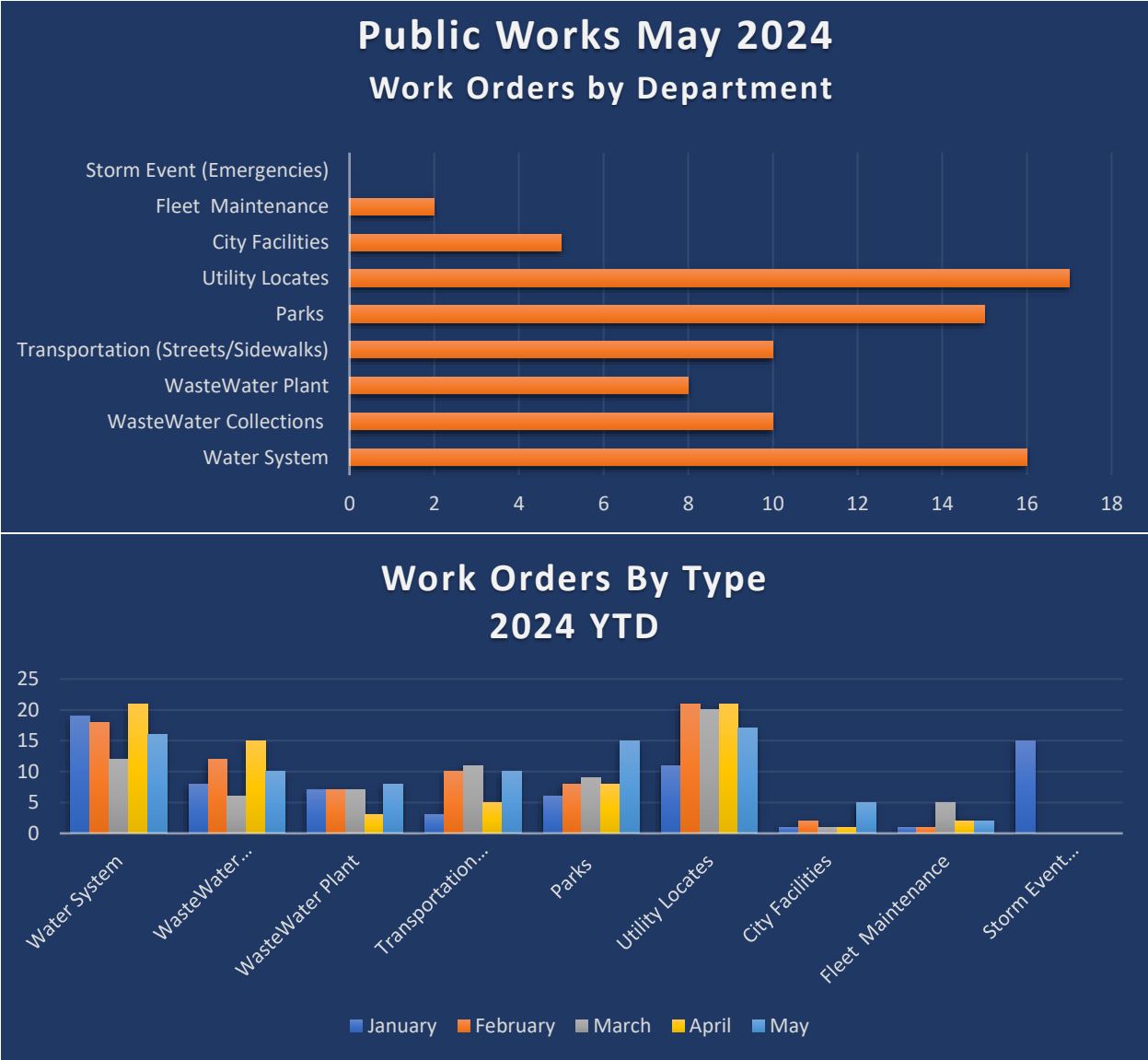
Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$850,000	Dec 2024
Water	Stallings Transmission Line	\$1,500,000	June 2025
Water	System Capacity Analysis - Consor	\$30,000	July 2024
Streets	N Willamette/Macy/Harrison Reconstruct	\$800,000	Sept 2024
Sewer	System Capacity Analysis – Kennedy Jenks	\$32,000	July 2024
PW	PW Operations Building	\$1,350,000	Sept 2024

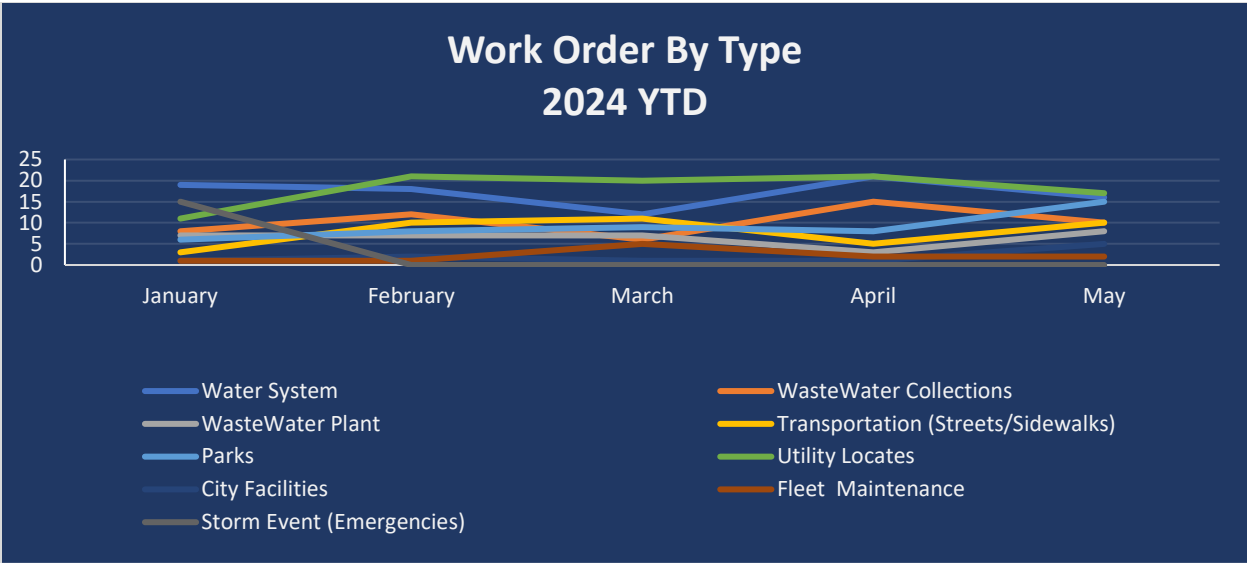
Contract Description/Scope	Cost	Term
Lane Council of Governments – IT Services	\$60,175	7/24 – 6/25
Lane County Transportation – Special Events IGA	\$0	7/24 – 6/27
Coalition Insurance Solutions – Cyber Security Insurance	\$8,088	7/24 – 6/25

## Department Activity & Statistics

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

### Public Works





**May Highlights**

Parks:

Three new trees planted at Norma Pheiffer Park along sidewalk between Harrison and Diamond Streets to match existing flowering cherry trees.

Streets:

Over 20 hours of staff time and three full days of contract work on right-of-way mowing

Water:

Six new meter services installed

Fleet:

Battery replacements for Police Department speed display/data trailer

Facilities:

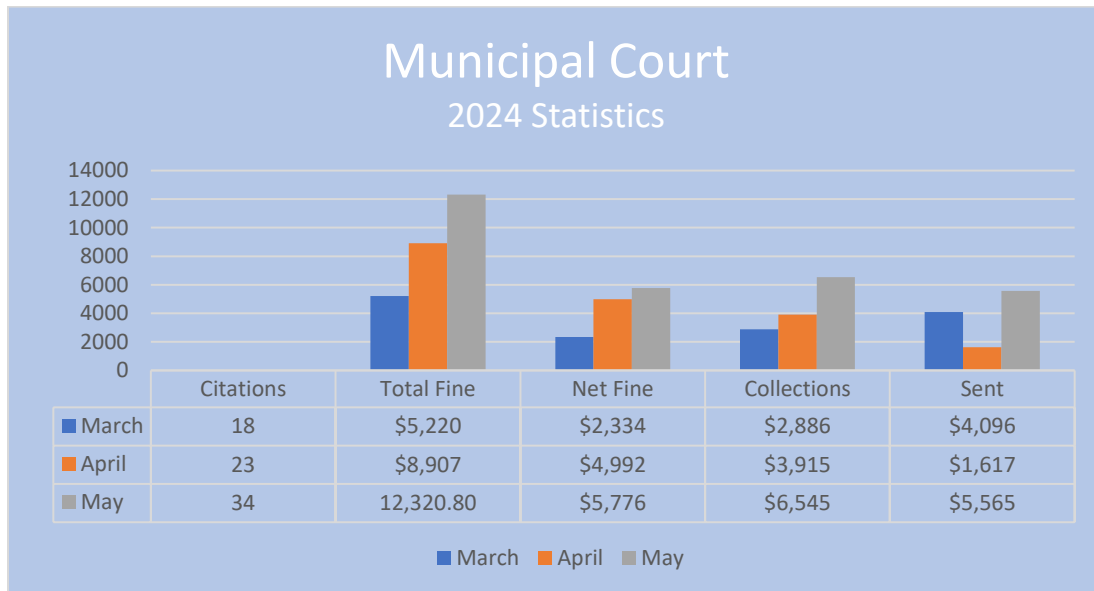
HVAC system failure at City Hall caused smoke and temporary evacuation of City Hall. Contractor called in and determined equipment failure components. Repaired and operational (\$1,500 GF expense)

**Planning**

- SUB 02-20 & SUB 01-22: Coburg Creek Subdivision: Three new dwelling permits issued in April;
- 18 Structural/Plumbing/Mechanical/Electrical permits issued in April;
- Attended regional transportation meetings including Safe Lane Transportation Coalition, Metropolitan Planning Committee and Technical Advisory Sub-Committee (of MPC), Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update kickoff meeting, and was asked to participate on the technical advisory committee for the walkability model code development for CFEC implementation to provide a small city perspective;
- Applied for RARE member to implement TMDL work and interviewed with RARE program director;

- Planning Commission granted the extension request for the Willamette Forks site review approval (SR 01-22). The approval expires September 10th, 2024 with no further extension requests available.

## Municipal Court



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

### Other Information:

- Upcoming Court Dates: Tuesday, June 4, 2024  
Tuesday, July 16, 2024
- Received renewal contract for Springfield Municipal Jail. This will be a two-year contract
- Currently have 1 Jury trial scheduled this summer
- The Informal Solicitation process for the City Prosecutor contract ends May 31, 2024

## Police

- Officers completed a death investigation.
- Officers arrested a male for a felony probation violation warrant.
- Officer located a DUI driver and Eugene Police Officers arrested the driver.
- Officer followed up on a DHS referral and provided a ride for the juvenile.
- Officer took a report for a stolen vehicle and determined it was a civil matter.
- Officer investigated a vicious dog complaint and determined both owners were at fault.
- Officers arrested a female for driving under the influence.
- Officer attempted to follow-up with a DHS referral but is waiting for DHS contact.
- Officer investigated several stolen vehicles and determined it was a civil matter.
- Officer located a missing person.
- Officer arrested a male for resisting arrest and disorderly conduct.
- Officer cited a male for a failure to appear warrant.

- Officer cited a male for contempt of court on a traffic stop.
- Officer investigated a possible child neglect and determined children were fine.
- Officer used the CHETT fund to purchase food for a male.
- Officer contacted a male at the park.
- Officer investigated a hit and run.
- Officers arrested a male for several misdemeanor warrants.
- Officer investigated a burglary by a former employee; case is pending suspect contact.
- Officer investigated criminal mischief at Norma Pfeiffer Park.
- Officer purchased fuel for a stranded motorist.
- Officer took a report for putting a commercial truck driver out of service.
- Officer cited a male for misdemeanor driving while suspended.
- Officer placed a female on a police officer hold and transported her to the hospital.
- Officer completed a sex offender registration for intended international travel.
- Officer arrested a male for a felony assault.
- Officers directed traffic and assisted multiple agencies on a critical incident.
- Officers participated in Community Shred Day.
- Officers participated in the DEA Drug Takeback.
- Officer attended CIT training from the FBI.
- Officers participated in a saturation patrol.
- Officers investigated a shooting and theft.
- Officers investigated an Assault IV (APA)
- Officers investigated an arrested a male for Criminal Mischief I and Criminal Trespass 2

**Upcoming Events:**

SFST training

## City Recorder/UB

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Staff is working to develop a set of performance measures and metrics to communicate the highly variable and very broad scope of the work done by the City Recorder and the front office Utility Billing team that supports the entire organization and operations of the City. As these metrics are developed, staff is committed to providing relevant information on individual programs and activities carried out by this team.

- No May metrics to report
- April metrics focused on Communications/Social Media