



# AGENDA CITY COUNCIL

91136 N Willamette Street

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

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Tuesday, June 10, 2025 at 6:00 PM

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

## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## MAYOR COMMENTS

## AGENDA REVIEW

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

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

1. Minutes May 13, 2025, City Council

## SPECIAL GUEST

2. Coburg Main Streets

## ORDINANCES AND RESOLUTIONS

3. **Second Reading**  
**ORDINANCE A-257** AN ORDINANCE ESTABLISHING A PARKS AND PUBLIC OPEN SPACE MAINTENANCE SUPPORT FEE
4. **Public Hearing**  
**RESOLUTION 2025-14** A RESOLUTION SETTING PARK AND OPEN SPACE MAINTENANCE FEE
5. **RESOLUTION 2025-10** A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2025-26
6. **Budget Hearing**  
**RESOLUTION 2025-13** A RESOLUTION ADOPTING THE CITY OF COBURG BUDGET FOR FISCAL YEAR 2025-26, CREATING APPROPRIATIONS, SETTING THE TAX, IMPOSING THE TAX, AND CATEGORIZING THE TAX.

## CONTRACTS

7. Dispatch Services with Lane County
8. Harrisburg Police Agreement
9. Coburg Main Street Agreement for Services

## COUNCIL ACTION ITEMS

**ADMINISTRATIVE REPORTS**

10. Administrative Monthly Report

[11.](#) Finance Quarterly Report

**LIAISON UPDATES AND COUNCIL COMMENTS**

**ADJOURNMENT**

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



**MINUTES**  
**Coburg City Council Meeting**  
May 13, 2025 at 6:00 PM  
Coburg City Hall  
91136 N Willamette Street

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

**MEMBERS ABSENT:** none

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Greg Peck, Finance Director

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

**CALL TO ORDER**

Mayor Bell called the City Council meeting to order at 6:10pm.

**PLEDGE OF ALLEGIANCE**

Councilor Smith led the Pledge of Allegiance.

**ROLL CALL**

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

**MAYOR'S COMMENTS**

Mayor Bell informed everyone that she attended the League of Oregon Cities meeting last Friday. She met lots of people from various cities and learned that Coburg is not the only one having to make difficult decisions regarding their budgets. Many cities are in the same position. The next LOC meeting is in August which will take place here, in Coburg.

**AGENDA REVIEW**

Ms. Egbert noted that there are no changes to the agenda, just a handout provided in their red folders for agenda item 8.

**PUBLIC COMMENT**

There were no request(s) for public comment.

**CONSENT AGENDA**

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

**1. Minutes from April 8, 2025 City Council Meeting**

## 2. Council Consent of Budget Committee Appointments

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

***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

Mayor Bell appointed Ed McGehee and Angela Witty to the Coburg Budget Committee for a three-year term beginning July 1, 2025 through June 30, 2028.

## ORDINANCES AND RESOLUTIONS

### 3. Public Hearing | First Reading

#### **ORDINANCE A-257** AN ORDINANCE ESTABLISHING A PARKS AND PUBLIC OPEN SPACE MAINTENANCE SUPPORT FEE

Mayor Bell opened the public hearing at 6:18pm and held the first reading of Ordinance A-257.

Mr. Hanks went through the items in the packet that relate to this item and presented PowerPoint, which goes over the general fund, other general fund focus areas, and further explained the proposed Parks and Open Space Fee.

Mr. Hanks explained that they will be looking at the potential Tree fee increase at the next meeting and advised council to be thinking about the Parks and Open Space and Tree fees together to see how they would like to do it.

Mayor Bell closed the public hearing at 7:00pm.

**MOTION:** Councilor Myers, seconded by Councilor Bouwman, moved to approve the first reading of Ordinance A-257 An Ordinance establishing a Parks and Open Space Maintenance Support fee and move the Ordinance to a second reading for final review and adoption.

***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

The second reading of Ordinance A-257 is scheduled for the June 10th City Council meeting.

### 4. Public Hearing

#### **RESOLUTION 2025-08** A RESOLUTION CERTIFYING THE CITY OF COBURG'S ELIGIBILITY AND ELECTION TO RECEIVE STATE SHARED REVENUES FOR FY 2025-26

Mayor Bell opened the public hearing at 7:02pm.

Mr. Hanks went over the resolution, and requirements to receive state shared revenues, which go into both the general and street funds.

Mayor Bell closed the public hearing at 7:06pm.

**MOTION:** Councilor Bouwman, seconded by Councilor Engebretson, moved to approve Resolution 2025-08 A resolution certifying the City of Coburg's eligibility and election to receive state shared revenues for FY 2025-26.

***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

**5. RESOLUTION 2025-09** A RESOLUTION ADOPTING THE POLICY AND CRITERIA FOR LIMITED INCOME ASSISTANCE

Mr. Hanks gave a staff report reviewing the resolution and the changes they made to the process of the limited income assistance program, which helps streamline the process. Hanks broke down the different levels of the assistance program, and the proposed small decrease of the percentages.

**MOTION:** Councilor Engebretson, seconded by Councilor Lehmann, moved to approve Resolution 2025-09 A resolution adopting the policy, criteria, and assistance levels for the City of Coburg Limited Income Assistance Program, as amended, keeping the current percentages.

***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

**CONTRACTS**

**6. Wellhouse on Stallings Lane Bid Award and Contract**

Mr. Hanks gave a report on the Stallings Lane Wellhouse bid award, and informed Council of their role for this contract. Hanks presented another PowerPoint going over the different phases of the project, and their proposed totals. The bids came in higher than anticipated, which would exhaust the entirety of the water loan budget, plus some extra, and still leaves phase III to be done. Staff put together two options in the recommendations section and recommends going with option one.

Councilors had some questions regarding the timeline of the grant, details of the loan, water supply needs, and questions about the low estimations, which Mr. Hanks answered. Hanks also talked about what would come next if council accepted the bid and moved forward with the project.

**MOTION:** Councilor Lehmann, seconded by Councilor Engebretson, moved to accept the bid and award the City of Coburg Stallings Lane Wellhouse project to HP Civil, Inc in the amount of \$1,332,780 as the responsible and responsive low bidder as reviewed and determined by the City of Coburg contract City Engineer and authorize the City Administrator to execute the project contract.

***The motion passed as 4:2, with Councilors Engebretson, Lehmann, Myers, and Smith voting affirmatively, and Bouwman and Wells opposed.***

**COUNCIL ACTION ITEMS**

**7. Broadband Equity, Access, and Deployment (BEAD) City Endorsement**

Mr. Hanks said that this would support the two applications for the BEAD program, and Ms. Bell would sign two letters of support.

**MOTION:** Councilor Bouwman, seconded by Councilor Myers, moved to provide formal endorsement from the City of Coburg Council for BEAD applications being submitted by Douglas Fast Net (DFN) and HYAK and communicate this support through the mayor’s signature and submittal of the attached letters of support for each applicant.

*The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.*

**ADMINISTRATIVE INFORMATION REPORTS**

**8. Administrative Monthly Report**

The report was provided. If there are any questions, councilors can contact Mr. Hanks at a later time.

**9. Financial Report**

The report was provided. Mr. Hanks notified council that there will be a budget transfer next meeting.

**10. Mandatory Reporter as Elected Official**

Ms. Egbert reminded council that as elected officials they are mandatory reporters of abuse. There are additional resources at LOC if they have any further questions.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 8:27 pm.

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

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

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



# Ordinance Establishing a Parks and Public Open Space Maintenance Fee

Ordinance A - 257

Meeting Date	Staff Contact	Email
June 10, 2025	Adam Hanks, City Administrator	<a href="mailto:Adam.Hanks@CoburgOregon.gov">Adam.Hanks@CoburgOregon.gov</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

With a recommendation from the Revenue Options Sub-Committee of the Council and approval of first reading by Council at its May 13, 2025 meeting, an ordinance establishing a Parks and Public Open Space Maintenance Support Fee is presented to Council for second reading for final adoption. The ordinance results in the creation of a means of providing financial support for the ongoing maintenance of the City’s Parks and Open Space system in response to a continued decline in operating revenues compared to expenses within the General Fund that the Parks Department resides within.

The draft Ordinance establishes the authority for a fee. A Resolution has been drafted for Council review and approval that sets the amount of the fee should Council adopt this ordinance.

#### Suggested Motion

*I move to approve second reading and adopt Ordinance A-257 An Ordinance Establishing a Parks and Public Open Space Maintenance Support Fee.*

### BACKGROUND

The City of Coburg maintains a robust Parks and Open Space System for a community of its size, which includes the following parks and open space lands;

- Pavilion Park
- Johnny Diamond Park
- Norma Pheiffer Park
- Jacob Spores Park
- Trails End Wetland Park & Open Space
- Booth Kelly Loop Path

As analyzed and presented to both the Budget Committee and City Council in the current and two prior Budget Messages, the financial condition of the General Fund continues to deteriorate with expenses exceeding revenues for multiple years causing the erosion of the fund balance beyond a sustainable level. The proposed fee lessens the percentage of general fund revenues necessary to allocate to the Parks Department for the general maintenance of a growing Parks and Open Space

System.

Pavilion Park total land area expanded by over twenty percent along with the installation of a two room restroom providing expanded use, but also an expansion of required maintenance, cleaning and monitoring. In the upcoming fiscal year, Staff, the Park and Tree Committee and Council will begin community engagement activities and develop funding plans for the next park in the system to be located in the land deeded to the City as part of the Coburg Creek subdivision.

Additionally, the cost of public sector staffing continues to outpace the existing revenue streams available to the General Fund with service fees such as this proposed fee one of the few options available to communities to attempt to maintain stable service levels for all activities and programs funded within the General Fund.

In addition to the Revenue Options Sub-Committee recommendation, the Park and Tree Committee received a presentation on this proposed fee and unanimously recommended Council approval and implementation of the fee.

### **FEE METHODOLOGY**

The proposed ordinance establishes the need, justification and methodology for the imposition of the Parks and Public Open Space Maintenance Fee and is based on the ordinance that established the Tree Fee, a very similar type of fee that has been in place in Coburg since 2008. Notably, the fee is charged on a per unit basis, rather than a per customer or per meter basis, meaning that a four unit residential apartment utility bill would be charged the fee for each of the four units.

The fee amount will be set by separate Resolution rather than being embedded within the Ordinance itself to provide flexibility to current and future Councils and for consistency with all other City fees.

While the revenues will reside within the General Fund, the draft Ordinance specifies that the revenues collected with this proposed fees are restricted in their use and are dedicated to support maintenance activities within the Parks and Open Space System.

The attached Revenue Options Sub-Committee memo provides a detailed description of its recommendation of a five-dollar (\$5) Parks and Open Space Fee, which results in annual revenue to the General Fund of approximately \$40,000-\$45,000. Also attached is a draft public communication document that provides background and description of the proposed fee along with a similar communication document that was distributed to all customers describing the recent utility rate increases from February of 2025.

### **RECOMMENDATION**

Staff recommends Council adoption of the Parks and Public Open Space Maintenance Fee to provide much needed additional revenue to the General Fund that will be utilized to support the maintenance activities for the City's Parks and Open Space system.

**BUDGET / FINANCIAL IMPACT**

The proposed fee, if adopted and implemented, will generate approximately \$40,000 to \$45,000 in the first year of its implementation and will grow along with the increased customer base within the City’s utility system. The proposed total operations and maintenance expenditures for the upcoming 2025-26 fiscal year total \$108,700 (not including capital outlay) resulting in the proposed fee providing approximately 38-40% of the annual operations and maintenance expenses for the Park Department. The remaining 60% is comprised of general fund revenues (property tax, franchise fees, charges for service, etc)

The resident/business customer impact of a \$5 per unit, per month fee is \$60 per year for single family/single unit residences but will be larger for utility accounts that serve more than one unit.

**PUBLIC INVOLVEMENT**

The exploration, analysis and recommendation of this proposed fee from the Revenue Options Sub-Committee was completed in public meetings on February 20, 2025 and March 6, 2025, with agendas and minutes posted to the City website. The formal recommendation of the Sub-committee was presented to Council at the March 11, 2025 Council meeting and a one-page draft community engagement flyer was presented to Council at the April 8, 2025 meeting.

Additionally, the proposed fee was presented to the Park and Tree Committee in its publicly noticed meeting of March 18, 2025.

Staff recommends distribution of the proposed fee flyer between the first and second readings of the ordinance establishing the fee as well as information to customers of the final fee after the Resolution setting the fee is approved by Council, if that is the final decision of Council.

**NEXT STEPS**

Upon ordinance adoption and fee resolution approval, staff will prepare the utility billing software for the implementation of the fee and will continue with outreach communications about the new fee.

**ATTACHMENTS**

1. Draft Ordinance – Establishment of a Parks and Public Open Space Maintenance Support Fee
2. Revenue Options Sub-Committee Fee Recommendation Memo
3. Community Engagement Flyer for proposed fee

## ORDINANCE A-257

### AN ORDINANCE ESTABLISHING A PARKS AND PUBLIC OPEN SPACE MAINTENANCE SUPPORT FEE

**WHEREAS**, the parks and open space lands of the City of Coburg are a valued community resource; and

**WHEREAS**, these lands provide all citizens of Coburg with a visually appealing environment and a shared place of gathering for social, athletic, and leisure activities

**WHEREAS**, Coburg has five city-owned parks or designated open space areas totaling 25.83 acres.

**WHEREAS**, the parks and open space system provides a unique visual appeal and character for the City of Coburg that attracts visitors to Coburg for community events, local economic activity and a sense of community pride; and

**WHEREAS**, the City of Coburg financially supports the parks and open space system through property taxes and other general revenues in the City's general fund; and

**WHEREAS**, the costs of maintenance, repair, cleaning and Council/community directed improvements continue to increase and exceed the rise in General Fund revenues;

**WHEREAS**, the Coburg City Council desires a source of funds dedicated to the continued operations and maintenance of the City of Coburg Parks and Open Space System.

#### THE CITY OF COBURG ORDAINS AS FOLLOWS:

##### Section 1. **Short Title.**

- (a) This ordinance may be referred to as the Parks and Public Open Space Maintenance Support Fee.

## Section 2. Purpose and Intent.

- (a) **Purpose.** There is hereby created a Parks and Open Space Maintenance Fee for the purposes of providing funds for the maintenance of the Parks and Open Space lands under the jurisdiction of the City of Coburg. The Coburg City Council hereby finds, determines, and declares the necessity of maintaining the parks and open space system to be a vital public function and declares a Parks and Open Space Maintenance Fee to be a necessary financial contributor in the funding of this function. The City is hereby empowered to use the funds created by a Parks and Open Space Maintenance Fee to promote and protect public health, safety, economic vitality and general welfare by providing for the operations and maintenance of Parks and Open Space lands and supporting infrastructure and equipment to the best of its ability within financial limitations.
- (b) **Intent.** It is the intent of the City Council of Coburg that the terms of this ordinance shall be construed as to promote the visual and physical environment of the City of Coburg by generating revenue to be used exclusively for operations and maintenance of the Parks and Open Spaces, including its infrastructure and equipment within the City. This Fee supplements other revenues devoted to this purpose and is insufficient alone to provide adequate resources to properly fulfill this function.

## Section 3. Definitions. As used in this ordinance, the following mean:

**Parks and Public Open Space Lands.** Property owned, leased or otherwise controlled by the City of Coburg designated and utilized as publicly accessible recreational space within the City.

- (a) **Parks and Public Open Space System.** The totality of the property owned, leased or otherwise controlled by the City of Coburg designated and utilized as publicly accessible recreational and natural open space within the City.
- (b) **Responsible Party.** The person or persons who by usage, occupancy, or contractual arrangement are responsible to pay the water utility bill for a developed property. In the event a developed property is not served by a domestic water meter, the persons having the right to occupy the property.
- (c) **Developed Property.** A parcel or portion of real property on which an improvement exists. Improvements on developed property include, but are not limited to buildings, parking lots, utilities infrastructure, and outside storage.
- (d) **Non-residential Unit.** A use of property such as a business or commercial enterprise that is primarily not for personal, domestic accommodation. A non-residential structure that provides facilities for one or more businesses shall have each distinct business facility considered as a separate non-residential unit.
- (e) **Residential Unit.** A residential structure that provides complete living facilities for one or more persons including, but not limited to, permanent provisions for living, sleeping, and sanitation. Each separate rental unit in a multifamily structure, whether occupied or not, shall be considered a residential unit. A home occupation business in a residential zone

will be regarded concurrently with the one residential unit in which it is located. An accessory dwelling unit, a condominium, or an individual mobile or manufactured home shall each be considered as a separate residential unit.

- (f) **Recreational Vehicle Park or Campground.** An area designated to accommodate recreational vehicles and/or tent campers and provide related and needed facilities and services. The Fee assessed for such facilities shall be based on the number of spaces established for this purpose, whether occupied or not, with ten spaces equaling one residential unit.

#### **Section 4. Imposition of Parks and Open Space Maintenance Fee**

- (a) **Creation.** There is hereby created a Parks and Public Open Space Maintenance Support Fee to accomplish the above stated purposes.
- (b) **Amount.** There is hereby imposed upon the responsible party for each developed property receiving water service from the City of Coburg a Parks and Public Open Space Maintenance Support Fee charged per unit per month for each residential unit and non-residential unit existing on that property. The fee imposed shall be set by Resolution of the Council as deemed reasonable and necessary to provide financial support for the maintenance of Parks and Public Open Spaces within the City of Coburg.
- (c) **Obligation.** Except as may be reduced or eliminated under Section 9 below, the obligation to pay a Parks and Public Open Space Maintenance Fee arises when a responsible party benefits from the Parks and Public Open Space System. It is presumed that all developed properties benefit from the Parks and Public Open Space System through the opportunity for direct use, the enhanced visual appeal and enhanced property values they provide to property owners and the City as a whole.

#### **Section 5. Dedication of Funds**

All revenues collected pursuant to this Ordinance shall be distinctly and individually labeled on customer utility bills. The Fee paid and collected under the authority of this Ordinance shall not be used for any general or any other governmental or proprietary purposes of the City and shall exclusively be dedicated to Parks and Public Open Space Maintenance expenditures within the Parks Department budget in the City's General Fund.

#### **Section 6. Initiation and Collection**

- (a) **Effective Date.** The effective date of this fee shall be set by Council via the approval of the Resolution that establishes the Parks and Public Open Space Maintenance Support Fee amount.
- (b) **Frequency.** The Parks and Public Open Space Maintenance Support Fee shall be collected on the same frequency as the City's water utility billing, with the Parks and Public Open Space Maintenance Support Fee included as a separate line item on the monthly utility billing.

- (c) **Responsibility.** Unless another person responsible has properly agreed in writing to pay, and a copy of that writing is properly filed with the City, the person(s) normally responsible for paying the City's water utility charges are responsible for paying the Parks and Public Open Space Maintenance Support Fee.
- (d) **Lack of Utility Service.** In the event a developed property is not served by a domestic water meter, or if water service is discontinued, the persons having the right to occupy the property shall pay the Parks and Public Open Space Maintenance Support Fee.
- (e) **Billing Initiation.** The connection of a water meter will automatically initiate appropriate billing to the responsible party. There shall be no charge for persons who have the right to occupy an undeveloped property until such time as a water meter is connected to the property.
- (f) **Basis of Charge.** The imposition of fees shall be calculated on the basis of the number of residential or non-residential units supported, without regard for the number of water meters serving the property.
- (g) **Priority.** In the event a responsible party's payment is less than the total amount due on the party's utility bill, the payment shall be applied first to fully satisfy all outstanding Parks and Public Open Space Maintenance Support Fee, with the remainder to Water, Sewer, and Transportation utility system charges.

### Section 7. Exemptions

The only exemption to this Ordinance shall be schools and irrigation-exclusive accounts. The City Council may, by Resolution, establish a reduced fee or exempt any additional class of users when it determines that the public interest deems it necessary.

### Section 8. Administration

- (a) **Responsibility.** The City Administrator is responsible for the administration of this Ordinance.
- (b) **Monitoring & Changes.** The City Administrator is authorized and directed to review the operation of this Ordinance and, where appropriate, recommend changes thereto in the form of administrative procedures for adoption by the City Council by Resolution. Such procedures, if adopted by the Council shall be given full force and effect, and unless clearly inconsistent with this Ordinance, shall apply uniformly throughout the City.

### Section 9. Appeal Process.

(a) **Criteria.** A Parks and Public Open Space Maintenance Support Fee may be appealed for change or relief in accordance with the following criteria.

- (i) **Property Classification.** Any responsible party who disputes any interpretation given by the City as to property classification may appeal such interpretation. IF the appeal is successful, appropriate relief will be granted. In such instances

reimbursement will be given for any overpayment, retroactive to the filing date of the appeal. Factors to be taken into consideration include, but are not limited to availability of more accurate information ; equity relative to billing classifications assigned to other developments of a similar nature; changed circumstances; and situations uniquely affecting the party filing the appeal.

(ii) **Financial Hardship.** Any responsible party may claim a financial hardship. The City will determine financial hardship consistent with . Federal Poverty Levels utilized by the City's Limited Income Assistance Program. The City may request verification of income, including, but not necessarily limited to W-2 employment wage forms, payroll stubs, and tax returns.

(b) **Application Contents.** An application for appeal shall state the reasons(s) for appeal (i or ii) and must include supporting documentation to justify the requested change or relief. An application will not be deemed complete until all information requested by the City has been provided.

(c) **Evaluation.** The City Administrator shall be responsible for evaluating appeals.

(d) **Resolution.** The City Administrator will make all reasonable attempts to resolve appeals utilizing available existing information, including supporting documentation filed with the appeal, within thirty (30) days of the date the appeal was filed. If, however, more detailed site specific information is necessary, the City Administrator may request the applicant to provide additional information.

(e) **Deadline.** In any event, the City Administrator will render a decision within ninety (90) days of the date the appeal was filed explaining the disposition of the appeal, along with the rationale and supporting documentation for the decision reached.

(f) **Continuity.** The Appellant is required to pay the Parks and Public Open Space Maintenance Support Fee during the term of any appeal. Successful appeals will result in refunding of appropriate Fees paid.

(g) **Decision.** Decision of the City Administrator may be appealed to the City Council, and shall be heard at a public meeting. Upon such appeal, the City council shall at its first regular meeting thereafter, set a hearing date. The matter shall be heard solely upon the record. In no event shall a final decision be made later than ninety (90) days after the matter was formally appealed to the City Council

(h) **Filing Surcharge.** Appeals filed within one hundred twenty days of this effective date of this Ordinance shall not be subject to a filing Surcharge. For new residents the payment of a filing Surcharge for an appeal will begin 120 days after establishing a water service account. An Appeal Filing Fee may be set by Council within the Resolution establishing or modifying the Parks and Public Open Space Maintenance Support Fee. Should the

appellant adequately justify and secure the requested change or relief no filing Surcharge will be assessed. If a decision is not in favor of the appellant, the filing Surcharge shall be assessed and may be added to the utility bill.

**Section 10. Enforcement.**

In addition to other lawful enforcement procedures, the City may enforce the collection of charges required by this Ordinance by withholding delivery of water to any premises where the Parks and Public Open Space Maintenance Support Fees are delinquent or unpaid. Notwithstanding any provision herein to the contrary, the City may institute any necessary legal proceedings to enforce the provisions of the Ordinance, including, but not limited to injunctive relief and collection of charges owing. The City's enforcement rights shall be cumulative.

**Section 11. Severability.** Invalidity of a section or part of a section of this Ordinance shall not affect the validity of the remaining sections or parts of sections.

**Section 12. Effective Date.**

As provided in the City of Coburg Charter, this ordinance is effective 30 days from the date of adoption.

**ADOPTED** by the **City Council** of the **City of Coburg** this \_\_\_\_ day of \_\_\_\_\_, 2025, by a vote by \_\_\_\_ for and \_\_\_\_ against.

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

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

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



# COUNCIL MEMO

**MEETING DATE:** March 11, 2025

**STAFF:** Adam Hanks, City Administrator

## Council Revenue Sub-Committee Phase II Recommendation – General Fund Fees

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### BACKGROUND

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

The sub-committee is reviewing revenues in three phases:

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

The sub-committee held two meetings in October to review the overall committee scope and process and to develop recommendations to Council for the phase I utility revenue options and with the sub-committee meeting of March 6, 2025, the phase II revenue options review and recommendation is complete.

### ANALYSIS & RECOMMENDATIONS

Before developing formal recommendations for revenue enhancements for the general fund, the sub-committee requested a staff assessment on the current revenue needs assessment within the fund. The City Administrator provided an informal analysis and explanation of the need for additional revenues, which will be presented to the full Council at a future meeting.

Key considerations that determined the sub-committee's agreement of additional revenue needed for the general fund included:

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

balance compared to operating revenues (7%)

Following the sub-committee meeting of February 20, 2025 that contained a staff presentation on revenue options and their advantages/disadvantages, along with a discussion of the debt service credit rating reduction, the Revenue Sub-Committee has the following phase II recommendation for Council to consider:

- Establishment of a Parks and Open Space Fee of five dollars (\$5) per month on all customer utility bills to provide for continued operations and maintenance of the parks system at its current service level.

Estimated annual revenue of \$50,000

Suggested effective date: July 1, 2025

- Increase from two dollars (\$2) to four dollars (\$4) for the existing Tree Fee on all customer utility bills to adequately fund the maintenance (pruning, removal, planting) of street trees (trees located in rights of ways) throughout Coburg

Estimated annual revenue of \$20,000

Suggested effective date: July 1, 2025

- Inclusion of consumer price index (CPI) on both fees to ensure annual adjustments maintain overall revenue goals over time.

# Proposed Revenue Enhancements



April 15, 2025

## Parks, Open Spaces and Street Tree Fees

The Coburg City Council recently conducted a review of potential new revenue options to address rising operational costs to maintain existing levels of service across all of the City’s operations and programs.

Phase One of the review resulted in rate adjustments for the water, wastewater and transportation (streets) utilities. These rate increases are critical in stabilizing the fund balances that ensure the ability to maintain, repair and improve the infrastructure of each of the three utilities now and into the future. See attached for recent utility rate adjustment information.

Phase Two of the review has recently been completed and focused on services and programs in the City’s General Fund, primarily Police, Parks, Planning, Municipal Court and City Administration.

Council has focused its revenue enhancement on the creation of a new Parks and Open Space Fee, as well as an increase to the existing Tree Fee. These fees are planned to be formally reviewed by Council and potentially be approved and implemented In July of 2025.

### Parks and Open Space Fee (\$5.00 per month)

The proposed Parks and Open Space fee of \$5.00 per month will be dedicated to augment the existing limited general fund revenues to maintain the City’s current park and open space land as well as the already expanded future park lands and improvements (Pavilion expansion with restroom and Coburg Creek new park development)

### Tree Fee Increase (From \$2 to \$4 per month)

The \$2 per month Tree Fee has not been adjusted since initially approved in 2007 and no longer covers costs associated with maintenance and removal of the impressive (and aging) street trees the City is responsible for maintaining. The proposed increase of \$2 improves the ability to better care for and mitigate risks associated with the City’s street tree inventory.

### What will this mean for my bill?

	New Monthly Fees	Annual Total	Annual Revenue
Parks and Open Space Fee	\$5.00	\$60.00	\$38,400
Tree Fee (\$4 total)	\$2.00	\$24.00	\$15,360
<b>New Total:</b>	<b>\$7.00</b>	<b>\$84.00</b>	<b>\$53,760</b>

City Council and Staff are fully aware of the increasing costs Coburg residents and businesses are experiencing. Municipal services are impacted by these same economic conditions. Council strives to maintain existing service levels for the parks and street tree system with operational efficiency coupled with adequate revenues to meet community expectations. For more information on Revenue Options and Analysis, scan here.

# 2025 Utility Rate Adjustments

## Coburg Utility Bills

At its December meeting, the Coburg City Council unanimously approved adjustments to the current water, sewer and transportation utility fees (TUF), in order to maintain necessary funding levels for increased operations, maintenance and capital costs to the community’s utility systems.

Utility rates will be increasing on February 1<sup>st</sup>, 2025, however you will not see those increases until the February billing goes out in March.

### What will this mean for my bill?

The February rate increase includes a 4% water rate increase, a 6% wastewater rate increase, and a 4.9% transportation utility fee (TUF) increase. For a typical, low to moderate water use residential customer, the total increase amounts to just over eight dollars (\$8.02).

	Previous Rate	New Rate
<b>Water</b>	\$59.36	\$61.73
<b>Wastewater</b>	\$88.43	\$93.74
<b>Transportation Fee</b>	\$7.00	\$7.34
Tree Fee (no change)	\$2.00	\$2.00
<b>New Total:</b>	\$156.79	\$164.81

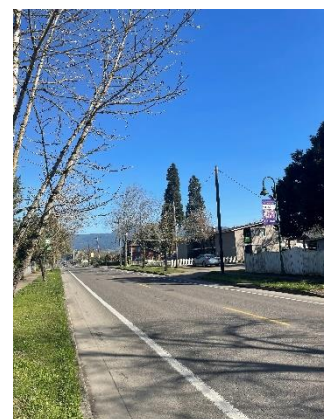
City Council and Staff are fully aware of the increasing costs Coburg utility customers experience in their household and business budgets. Municipal services are impacted by these same economic conditions and the price (rates) charged for City utility services must be adjusted to maintain, repair and improve/replace the community’s utility systems.

Each utility the City owns and operates for the community is managed as a separate “business unit” with revenues and expenses for each (water, sewer, streets) independently tracked and not able to be moved from one to the other.

Property taxes do not fund utility operations as they are legally required to fund general services like Public Safety (police), Parks, Planning & Building, Municipal Court, Finance, etc.

Both Council and City staff place a high priority on meeting and exceeding both regulatory requirements and the community’s expectations in the following:

- Producing and delivering clean water to the community
- Collecting, treating and safely returning wastewater to the environment
- Maintaining a safe pedestrian and vehicle transportation system (streets, sidewalks and storm drainage)





## Resolution 2025-14 – Setting Parks and Open Space Maintenance Support Fee

Meeting Date	Staff Contact	Email
June 10, 2025	Adam Hanks, City Administrator	<a href="mailto:Adam.Hanks@ci.coburg.or.us">Adam.Hanks@ci.coburg.or.us</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

The creation, legal justification and use of the Parks and Open Space Maintenance Support Fee is accomplished through the adoption of an Ordinance. The Setting of the fee is accomplished through the approval of a resolution. Resolution 2025-14 provides Council with the framework to set the monthly fee amount for the Parks and Open Space Maintenance Support Fee. The draft resolution sets the fee at \$5 per unit per month, as originally recommended by staff and the Council’s Revenue Options Sub-Committee.

### Suggested Motion

*I move to approve Resolution 2025-14, titled “A Resolution Setting the Park and Open Space Maintenance Support Fee” with a fee imposed of \$\_\_\_\_\_, and an effective date of July 1, 2025.*

### BACKGROUND

The need and merits of the creation of a Parks and Open Space Fee have been summarized in the staff report for the Ordinance (A-275) located in this meeting packet.

The proposed fee structure is modeled on the existing Tree Fee and contains the same provisions to ensure the funds are dedicated to their stated purpose, the fee is calculated and charged on a per unit basis and refers to the same (recently updated) Limited Income Assistance program availability.

The original staff proposed fee of five dollars (\$5.00) per unit per month was reviewed and became the formal recommendation of the Revenue Options sub-committee, who met three times in February to review general fund centric revenue options. This recommendation was coupled with a recommended increase of two dollars (\$2.00) per unit per month to the Tree Fee to address the rising costs associated with the maintenance and sometimes removal costs associated with the City’s inventory of right-of-way trees.

With the benefit of the development of the proposed FY26 Annual Budget and the continued fund balance decline in the General Fund, staff encourages Council discussion and deliberation as to the best utilization of fee revenue charged to residents and businesses within Coburg.

While an increase in the Tree Fee would provide additional resources to address the City’s tree inventory, these fees reside within the City’s Street Fund, which has a number of somewhat limited but steady revenue streams that may lessen the short-term need for additional tree related revenues when reviewed in comparison with the General Fund’s more urgent revenue needs.

**RECOMMENDATION**

Staff recommends Council place its highest priority on the current revenue needs of the General Fund and consider revisiting the Tree Fee increase in a future revenue analysis and decision. The core services provided within the revenues devoted to the General Fund include Public Safety (Police Dept), Parks and Open Space Maintenance, Municipal Court, Planning, Economic Development and General Administration.

A fee of five, six or seven dollars per unit per month constitutes a relatively small but significant and beneficial revenue enhancement to the General Fund and provides stability to the maintenance and operations of the Parks System, a much appreciated and utilized community asset.

**BUDGET / FINANCIAL IMPACT**

Total personnel costs over the prior three years and the FY26 proposed are as follows:

FY23	\$1,916,340
FY24	\$2,100,984
FY25	\$2,010,616 (EOY estimate)
FY26	\$2,169,450 (Proposed)

Increases to the City’s PERS rates, a two-year rate lock, created a significant increase in personnel costs with the general fund taking the largest component of that increase. Increases in healthcare costs and a prior year staffing budget error (see FY25 budget adjustment) contribute to the total personnel increases along with the proposed 2.77% COLA.

While staffing costs continue to rise at challenging rates, the City’s investment in its staffing is critical to the continued operation of the organization and its myriad of regulation heavy workloads across all Departments, programs, functions and tasks.

**PUBLIC INVOLVEMENT**

The proposed salary schedule adjustment has been presented and discussed by the Budget Committee in its two public meetings (April 15<sup>th</sup> and 29<sup>th</sup>).

**NEXT STEPS**

If approved, staff will complete the data entry required in the City’s payroll software to implement the adjustments with an effective date of July 1, 2025.

**ATTACHMENTS**

1. Draft Resolution 2025-10

## **RESOLUTION 2024-10**

### **A RESOLUTION SETTING THE PARKS AND OPEN SPACE MAINTAINANCE SUPPORT FEE**

**WHEREAS**, the parks and opens space lands of the City of Coburg are a valued community resource; and

**WHEREAS**, these lands provide all citizens of Coburg with a visually appealing environment and a shared place of gathering for social, athletic and leisure activities

**WHEREAS**, Coburg has five city-owned parks or designated open space areas totaling 25.83 acres.

**WHEREAS**, the parks and open space system provides a unique visual appeal and character for the City of Coburg that attracts visitors to Coburg for community events, local economic activity and a sense of community pride; and

**WHEREAS**, the City of Coburg financially supports the parks and open space system through property taxes and other general revenues in the City’s general fund; and

**WHEREAS**, the costs of maintenance, repair, cleaning and Council/community directed improvements continue to increase and exceed the rise in General Fund revenues;

**WHEREAS**, the Coburg City Council desires a source of funds dedicated to the continued operations and maintenance of the City of Coburg Parks and Open Space System.

**WHEREAS**, the Coburg City Council adopted Ordinance A-257 that establishes a Parks and Open Space Maintenance Support Fee, providing its purpose, intent, dedicated uses and administrative rules and procedures.

#### **THE CITY OF COBURG RESOLVES AS FOLLOWS:**

**SECTION 1 - NATURE OF FEE.** The Parks and Open Space Maintenance Support Fee is hereby designated as a utility service charge and not a tax, special assessment or systems development charge.

**SECTION 2 – FEE AMOUNT.** The Parks and Open Space Maintenance Support Fee is hereby set at six dollars per unit, per month.

**SECTION 3 – APPLICATION OF FEE.** The fee shall apply to all properties within the Coburg City limits and administered consistent with Ordinance A-257 Section 6.

**SECTION 4 - BILLING TITLE/DESCRIPTION.** The Parks and Open Space Maintenance Support Fee shall appear monthly on City of Coburg utility bill and is referred to herein as the “Parks and Open Space Fee”.

**SECTION 5 – OTHER DEFINITIONS, TERMS POLICIES AND PROCEDURES.** Unless otherwise set forth herein, the definitions, terms, policies, and procedures relating to the City’s provision of utility and other services under this Resolution are those established by Ordinance A-257.

**SECTION 6 – EFFECTIVE DATE.** This resolution shall take effect immediately upon passage. Rates will be implemented as of July 1, 2025.

**Adopted by the City Council** of the City of Coburg, Oregon by vote of \_\_\_ for and \_\_\_ against this 10th day of June, 2025.

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

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



## Resolution 2025-10 – Adoption of Salary Schedule for FY2025-26

Meeting Date	Staff Contact	Email
June 10, 2025	Adam Hanks, City Administrator	<a href="mailto:Adam.Hanks@ci.coburg.or.us">Adam.Hanks@ci.coburg.or.us</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

Consistent with the proposed FY26 Annual Budget, Resolution 2025-10 replaces resolution 2024-25 as the Salary and Classification Schedule for FY26. The new schedule includes a cost of living adjustment of 2.77%, which is the December CPI-U (Consumer Price Index – Urban) rate which was also used in the prior resolution and is intended to be the basis for all annual cost of living adjustments.

#### Suggested Motion

*I move to approve Resolution 2025-10, titled “A Resolution Adopting the FY26 Salary and Classification Schedule”.*

### BACKGROUND

The proposed salary schedule cost of living adjustment (COLA) is intended to ensure the existing salary schedule maintains relative competitiveness within the regional workforce market over time providing for employee compensation adjustments that accurately take inflationary impacts into account.

The use of a CPI as the basis for proposed salary schedule adjustments maintains the integrity of the salary schedule which aids in both employee retention as well as recruitment.

### RECOMMENDATION

Staff recommends approval of the COLA adjusted salary schedule as presented.

### BUDGET / FINANCIAL IMPACT

Total personnel costs over the prior three years and the FY26 proposed are as follows:

- FY23 \$1,916,340
- FY24 \$2,100,984
- FY25 \$2,010,616 (EOY estimate)
- FY26 \$2,169,450 (Proposed)

Increases to the City’s PERS rates, a two-year rate lock, created a significant increase in personnel costs with the general fund taking the largest component of that increase. Increases in healthcare costs and a prior year staffing budget error (see FY25 budget adjustment) contribute to the total personnel increases along with the proposed 2.77% COLA.

While staffing costs continue to rise at challenging rates, the City’s investment in its staffing is critical to the continued operation of the organization and its myriad of regulation heavy workloads across all Departments, programs, functions and tasks.

**PUBLIC INVOLVEMENT**

The proposed salary schedule adjustment has been presented and discussed by the Budget Committee in its two public meetings (April 15<sup>th</sup> and 29<sup>th</sup>).

**NEXT STEPS**

If approved, staff will complete the data entry required in the City’s payroll software to implement the adjustments with an effective date of July 1, 2025.

**ATTACHMENTS**

1. Draft Resolution 2025-10

**RESOLUTION 2025-10**

**A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 202-2026**

**WHEREAS**, the City of Coburg has adopted a salary and classification schedule in the past by several methods, including by inclusion in the personnel policies of the City; and

**WHEREAS**, the City Charter (Section 9.1) requires that City Council authorize the amount of compensation for City officers and employees as part of its annual budget.

**WHEREAS**, the Coburg Citizen’s Budget Committee approved and the Coburg City Council adopted the proposed attached salary and classification schedule in the Fiscal 2025-2026 Budget; and

**WHEREAS**, the use of an industry recognized index such as the Consumer Price Index (CPI) provides a standardized and statistically objective means of adjusting the City’s salary schedule to inflationary impacts of the economy which maintains the relative regional marketplace currency of the salary schedule to the City’s most recent classification and compensation study (2021).

**WHEREAS**, the CPI-W (Urban Wage Earners and Clerical Workers) as of December, 2024 indicated a percentage increase of 2.77%

**NOW THEREFORE, BE IT RESOLVED** By the City of Coburg

The Salary Schedule set forth in the adopted budget and attached herein as Exhibit A, is hereby adopted as the Official Salary Schedule of the City of Coburg for Fiscal Year 2025-2026.

**Adopted** by the **City Council** of the **City of Coburg**, Oregon by vote of \_\_\_ for and \_\_\_ against this 10<sup>th</sup> day of June, 2025.

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

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



## Salary and Classification Schedule

FY 2025-26  
CPI - W 2.77%

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>	40.90	41.72	42.55	43.40	44.27	45.15	46.06	46.98	47.92	48.88	49.85	50.85
<i>Exempt</i>	85,067	86,768	88,504	90,274	92,079	93,921	95,799	97,715	99,670	101,663	103,696	105,770
<b>Accountant</b>	24.35	24.83	25.33	25.84	26.35	26.88	27.42	27.97	28.53	29.10	29.68	30.27
<i>Non-Exempt</i>	50,640	51,653	52,686	53,739	54,814	55,911	57,029	58,169	59,333	60,519	61,730	62,964
<b>City Recorder/Executive Assistant to CA &amp; City Council</b>	40.90	41.72	42.55	43.40	44.27	45.15	46.06	46.98	47.92	48.88	49.85	50.85
<i>Exempt - Supervisor</i>	85,067	86,768	88,504	90,274	92,079	93,921	95,799	97,715	99,670	101,663	103,696	105,770
<b>Utility Billing Specialist</b>	23.86	24.34	24.83	25.33	25.83	26.35	26.88	27.41	27.96	28.52	29.09	29.67
<i>Non-Exempt</i>	49,639	50,632	51,645	52,677	53,731	54,806	55,902	57,020	58,160	59,323	60,510	61,720
<b>Administrative/Department Specialist</b>	21.28	21.70	22.14	22.58	23.03	23.49	23.96	24.44	24.93	25.43	25.94	26.46
<i>Non-Exempt</i>	44,257	45,142	46,045	46,966	47,905	48,863	49,841	50,838	51,854	52,891	53,949	55,028
<b>Administrative Assistant 2</b>	20.54	20.95	21.37	21.80	22.23	22.68	23.13	23.59	24.07	24.55	25.04	25.54
<i>Non-Exempt</i>	42,723	43,577	44,449	45,338	46,244	47,169	48,113	49,075	50,056	51,057	52,079	53,120
<b>Administrative Assistant 1</b>	19.36	19.75	20.15	20.55	20.96	21.38	21.81	22.24	22.69	23.14	23.60	24.08
<i>Non-Exempt</i>	40,276	41,082	41,903	42,741	43,596	44,468	45,358	46,265	47,190	48,134	49,096	50,078
<b>Administrative Assistant - Temporary</b>	15.63	15.94	16.26	16.59	16.92	17.26	17.60	17.96	18.32	18.68	19.06	19.44
<i>Non-Exempt</i>	32,515	33,165	33,828	34,505	35,195	35,899	36,617	37,349	38,096	38,858	39,635	40,428
<b>Court</b>												
<b>Court Administrator</b>	31.44	32.06	32.71	33.36	34.03	34.71	35.40	36.11	36.83	37.57	38.32	39.09
<i>Exempt</i>	65,385	66,693	68,026	69,387	70,775	72,190	73,634	75,107	76,609	78,141	79,704	81,298
<b>Police</b>												
<b>Police Chief</b>	48.16	49.12	50.10	51.11	52.13	53.17	54.23	55.32	56.42	57.55	58.70	59.88
<i>Exempt - Supervisor</i>	100,168	102,171	104,215	106,299	108,425	110,593	112,805	115,061	117,363	119,710	122,104	124,546
<b>Police Sargent</b>	39.91	40.71	41.53	42.36	43.20	44.07	44.95	45.85	46.77	47.70	48.65	49.63
<i>Non-Exempt - Supervisor</i>	83,021	84,681	86,375	88,103	89,865	91,662	93,495	95,365	97,272	99,218	101,202	103,226
<b>Police Officer 1</b>	30.85	31.46	32.09	32.74	33.39	34.06	34.74	35.43	36.14	36.86	37.60	38.35
<i>Non-Exempt</i>	64,162	65,445	66,754	68,089	69,451	70,840	72,256	73,702	75,176	76,679	78,213	79,777
<b>Police Department Technician</b>	25.50	26.01	26.53	27.06	27.60	28.16	28.72	29.29	29.88	30.48	31.09	31.71
<i>Non-Exempt</i>	53,042	54,103	55,185	56,288	57,414	58,562	59,734	60,928	62,147	63,390	64,658	65,951
<b>Reserve Officer</b>	21.30	21.72	22.16	22.60	23.05	23.52	23.99	24.47	24.95	25.45	25.96	26.48
<i>On-Call officer only (50 hours PY)</i>	44,302	45,188	46,091	47,013	47,953	48,913	49,891	50,889	51,906	52,945	54,003	55,083
<b>Planning</b>												
<b>Planner/Development Director</b>	33.71	34.39	35.07	35.78	36.49	37.22	37.97	38.73	39.50	40.29	41.10	41.92
<i>Non-Exempt</i>	70,122	71,524	72,955	74,414	75,902	77,420	78,969	80,548	82,159	83,802	85,478	87,188
<b>Staff Planner/Development</b>	24.94	25.44	25.95	26.47	27.00	27.54	28.09	28.65	29.23	29.81	30.41	31.02
<i>Non-Exempt</i>	51,885	52,923	53,982	55,061	56,162	57,286	58,431	59,600	60,792	62,008	63,248	64,513
<b>Public Works</b>												
<b>Public Works Director</b>	41.38	42.21	43.05	43.91	44.79	45.69	46.60	47.53	48.48	49.45	50.44	51.45
<i>Exempt - Supervisor</i>	86,068	87,789	89,545	91,336	93,163	95,026	96,926	98,865	100,842	102,859	104,916	107,015
<b>Public Works Supervisor</b>	30.85	31.46	32.09	32.74	33.39	34.06	34.74	35.43	36.14	36.86	37.60	38.35
<i>Exempt - Supervisor</i>	64,162	65,445	66,754	68,089	69,451	70,840	72,256	73,702	75,176	76,679	78,213	79,777
<b>Public Works Operator 3</b>	27.46	28.01	28.57	29.14	29.72	30.32	30.92	31.54	32.17	32.81	33.47	34.14
<i>Non-Exempt</i>	57,112	58,254	59,419	60,607	61,820	63,056	64,317	65,603	66,915	68,254	69,619	71,011
<b>Public Works Operator 2</b>	24.06	24.54	25.03	25.53	26.04	26.56	27.09	27.63	28.19	28.75	29.33	29.91
<i>Non-Exempt</i>	50,039	51,040	52,061	53,102	54,164	55,248	56,353	57,480	58,629	59,802	60,998	62,218
<b>Public Works Operator 1</b>	21.47	21.90	22.34	22.78	23.24	23.70	24.18	24.66	25.16	25.66	26.17	26.70
<i>Non-Exempt</i>	44,657	45,551	46,462	47,391	48,339	49,306	50,292	51,297	52,323	53,370	54,437	55,526
<b>Public Works Seasonal Worker</b>	15.63	15.94	16.26	16.59	16.92	17.26	17.60	17.96	18.32	18.68	19.06	19.44
<i>Non-Exempt</i>	32,515	33,165	33,828	34,505	35,195	35,899	36,617	37,349	38,096	38,858	39,635	40,428



## RESOLUTION 2025-13 ADOPTING THE FY26 BUDGET, IMPOSING THE TAX RATE AND SETTING APPROPRIATION LEVELS

Meeting Date	Staff Contact	Email
June 10, 2025	Adam Hanks, City Administrator	<a href="mailto:Adam.Hanks@coburgoregon.gov">Adam.Hanks@coburgoregon.gov</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

The City of Coburg Budget Committee has approved the FY26 Annual Budget a recommended Council adoption of the budget. Adoption of the FY26 Budget also includes the establishment of maximum appropriation levels with the approved FY26 Budget. Both items are addressed within the attached Resolution 2025-13

#### Suggested Motion

*I move to approve Resolution 2025-13 adopting the FY26 Annual Budget, setting, imposing and categorizing the property tax rate and creating appropriations.*

### BACKGROUND

The Proposed FY26 Budget was presented to the Budget Committee at its meeting of April 15, 2025 which included a review of all revenues across all funds. The Budget Committee meeting of April 29, 2025 included a review of expenses across all funds, including specific review of capital expenses and related existing and upcoming debt service. The second Budget Committee also included a required public hearing to take public input on the potential uses of the state revenue sharing funds allocated to the City annually.

The Budget Message provides an overview of the current financial status of the City on a fund-by-fund basis, with a focus on the General Fund, as it contains a number individual departments, programs and activities and also is challenged with expenses exceeding revenues over the past several fiscal years causing a decline in fund balance over that time period.

The Budget itself contains financial statements in citywide, fund and department formats, and also includes department operational overviews and highlights, operational and governance organizational charts, the Council’s adopted Framework document that guides multi-year workplans and priorities, the adopted Capital Improvements Plan as well as line-item budget detail and the City’s salary schedule.

The Budget Committee unanimously voted to approve the budget as presented, approved the property tax rate and recommended Council adoption of the FY25 Budget.

Proposed Adjustment to Budget Committee Approved Budget

Due to a number of factors, most significantly a loan funded completion due date, an adjustment of \$500,000 to the Budget Committee approved budget is included the “adopted” column of the final draft FY26 Budget within the Water Fund.

This adjustment accounts for the additional project costs for the Stallings Lane Water Treatment Building and Equipment project that was presented, discussed and the bid award approved at the May 13, 2025 Council meeting (see attachments for 5/13/25 packet materials). Because the adjustment exceeds ten percent (10%) of the overall fund balance in the Water Fund, state law requires an additional public notice and an additional public hearing to ensure that an opportunity is available for public input on the modification to the Budget Committee’s review and recommendation for the FY26 Budget approval.

The bids received were higher than anticipated for the project, but the primary drivers of the higher-than-expected costs included a number of non-bid items that were not adequately understood and addressed when preliminary project cost estimates were developed for the FY26 budget. This included significant electrical and equipment automation/monitoring control costs, power/service delivery requirements (primary and back-up), unanticipated regulatory requirements and engineering/design specialty sub-contracting.

Council approved the bid award with the understanding that the newly estimated project costs would exceed the remaining existing water projects loan and require this budget adjustment to utilize existing fund balance in the FY26 Water Fund to complete the project.

**RECOMMENDATION**

Staff recommends Council approval of the FY26 Annual Budget with the above noted \$500,000 additional capital expenditure included in the Water Fund.

**BUDGET / FINANCIAL IMPACT**

The FY26 Annual Budget represents the City’s operational resources for the upcoming fiscal year and is the basis for decision making relative to maintaining regulatory compliance and community expectations for existing service levels across the organization.

As noted in the Budget Message, additional revenues beyond the Parks and Open Space Maintenance Support Fee being deliberated (and included in the revenue projections) will need to be pursued within this upcoming fiscal year to enable the City to maintain existing service levels, regulatory compliance and infrastructure replacement/improvement in future years while also attempting to improve the financial sustainability of the organization over time. The Council’s Revenue Options Sub-Committee will resume meeting in July to research, assess and provide a recommendation on additional revenues for Council to consider in FY26, which is the third phase of the sub-committee three phase charge/assignment.

**PUBLIC INVOLVEMENT**

Formal public involvement is focused with the Budget Committee, which is comprised of the Council and an equal number (six) of Coburg residents. Budget Committee meetings were communicated with formal public notices as well as news items on the City website and social media with links to a dedicated Budget page on the City’s website.

**NEXT STEPS**

With Council approval, staff will complete the necessary regulatory filings to the State of Oregon and Lane County as required and will upload the budget to the City’s financial software to begin operating within the newly approved appropriations.

**ATTACHMENTS**

1. Resolution 2025-13 – Adoption of FY26 Budget, setting, imposing and categorizing the property tax rate and creating appropriations
2. FY25 Annual Budget Book (adopted as exhibit to Resolution 2025-13)

**RESOLUTION 2025-13**

**A RESOLUTION ADOPTING THE FISCAL YEAR 2025-26 BUDGET, CREATING APPROPRIATIONS, SETTING THE TAX, AND IMPOSING THE TAX AND CATEGORIZING THE TAX.**

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

**Section 1.** The City Council of the City of Coburg hereby adopts the budget for fiscal year 2025-26 in the total amount of \$12,112,045. This budget is now on file at 91136 N. Willamette Street, Coburg, Oregon, attached as Exhibit A

**Section 2.** The amounts for the fiscal year beginning July 1, 2025 and for the purposes shown below are hereby appropriated:

<b><u>General Fund</u></b>	
Administration	469,190
Facilities	104,500
Planning	195,640
Economic Development	43,500
Police	793,150
Court	183,550
Parks	118,780
<u>Not Allocated to Organization Unit or Program</u>	
Debt Service	28,800
Contingency	50,000
<b>Total General Fund:</b>	<b>1,987,110</b>
<b><u>Street Fund</u></b>	
Administration	130,070
Public Works	269,540
<u>Not Allocated to Organization Unit or Program</u>	
Capital	800,000
Transfer Out	30,000
Debt Service	114,405
Contingency	50,000
<b>Total Street Fund:</b>	<b>1,394,015</b>

<b><u>Water Fund</u></b>	
Administration	154,480
Public Works	282,780
<b><u>Not Allocated to Organization Unit or Program</u></b>	
Capital	1,800,000
Transfer Out	60,000
Debt Service	82,400
Contingency	200,000
<b>Total Water Fund:</b>	<b>2,579,660</b>
<b><u>Sewer Fund</u></b>	
Administration	154,480
Public Works	497,440
<b><u>Not Allocated to Organization Unit or Program</u></b>	
Capital	-
Transfer Out	60,000
Debt Service	904,206
Contingency	200,000
<b>Total Sewer Fund:</b>	<b>1,816,126</b>
Total Appropriations of All funds	7,776,911
Total Unappropriated and Reserves	4,335,134
<b>Total Adopted Budget</b>	<b>12,112,045</b>

**Section 3. BE IT RESOLVED** the City Council of the City of Coburg hereby imposes the taxes provided for in the adopted budget FY 2025-26 at the rate of \$3.7506 per \$1000 of assessed value for operations, and that these taxes are hereby imposed for tax year 2025-26 upon the assessed value of all taxable property within the City as follows:

Permanent Rate Tax            \$3.7506/\$1,000

**Section 4.** The City Council of Coburg hereby categorized the taxes as follows:

	General Government	Excluded from Limitation
Permanent Rate	3.7506/\$1000	0.00

**Section 5.** This Resolution will take effect upon passage.

**Adopted** by the **City Council** of the **City of Coburg**, Oregon by a vote of \_\_\_\_ for and \_\_\_\_ against, this 10<sup>th</sup> day of June, 2025.

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

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

DRAFT

# CITY OF COBURG

# ANNUAL BUDGET



Fiscal Year 2025-26

# VERSION 2

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# City Administrator

# Budget Message & Overview

## Fiscal Year 2025-26



April 15, 2025

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 2025-26 (FY26) 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 and current budget (FY25) ensures the City's ability to meet all required regulatory compliance, it falls short of maintaining current staffing levels in several key service areas, most notably in the Police Department, with a planned reduction of 0.5 in Police Administration and an opportunistic, vacancy related reduction of one Police Officer position. As noted in numerous places throughout the Budget Message, continued focus on new revenue opportunities along with operational efficiencies must continue in order to remain financially stable in the upcoming budget year and beyond.

As noted in the prior year's Budget Message, declining fund balances over a number of years in each of the City's four funds (General, Street, Water, Wastewater) cannot continue. For context, the following was noted in the FY25 Budget Message:

***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.***

A majority of cities in Oregon are facing similar financial challenges with expenses rising much higher than revenues. Residents and businesses of Coburg should be assured that Council has and continues to meet this situation head on and that can be seen in the fund balance projections for three of the City's four funds in the proposed FY26 Budget. The General Fund is the lone exception with a continued fund balance reduction even with the inclusion of a proposed, but not yet Council approved new Parks and Open Space Fee.

## Revenue Enhancements

Shortly after the adoption of the FY25 Budget, Mayor Bell created and appointed Council members to a Revenue Options Sub-committee who have met five times and have completed two of the three phases of their assigned duties.

Phase one focused on the three utility funds and resulted in adjustments to water and wastewater rates as well as to the Transportation Utility Fee (TUF), a step to reverse the trend of annual declines in fund balances moving towards financial sustainability in Coburg's utility operations.

Phase two focused on revenue options for the general fund and resulted in a recommendation to Council for the creation of a Parks and Open Space Fee of five dollars per month, as well as an increase in the existing Tree Fee from

two dollars to four dollars per month. Both fees provide much needed revenue support to services and assets highly valued and utilized by the community.

Phase three will continue beyond this budget process in the summer and fall with the sub-committee reviewing longer-term revenue options including the viability of a local option levy (a voter approved five year property tax) to provide funding for the Police Department operations, expansion of the existing local gas tax to include diesel fuel, exploration of a restructuring of the existing Urban Renewal Agency (URA) that is currently contributing to annual wastewater system debt service and other foundational revenue options that ensure Coburg remains financially viable and ultimately sustainable well into the future.

## Expenditure Adjustments

Concurrent with the revenue exploration and implementation, City Council and staff continue to seek out operational efficiencies, partnerships and regionalization opportunities to provide the existing high level of service at the lowest costs possible.

- The leveraging of technology has decreased processing times for both accounts receivable and payables in the Finance Department.
- Municipal Court will be implementing new online customer tools that improve payment processing and options to improve overall collections.
- Administrative staffing in the Police Department was reduced by half a position (to 20 hours per week) subsequent to a vacancy, reducing personnel costs while maintaining operational service levels.
- Maintaining an existing vacancy of a Police Officer position until such time a sustainable funding source can be identified and implemented.
- Public Works operations staffing was analyzed and re-structured following two concurrent vacancies which resulted in a reduction of one position while bringing additional technical expertise to that staff as part of the restructuring. The use of contract services and a seasonal hire for peak season needs offsets a portion of the overall savings to ensure existing service levels are maintained.

## Constraints on Future Needs

The above summarized revenue and expenditure efforts are impactful and set the course towards greater financial stability, but do not on their own solve or eliminate the need for continued focus and effort to ensure adequate funding is available for critical long-term needs of the City and the community. Many known future needs are currently unfunded. Examples include:

- Police Department staffing to restore operations to a four sworn officer program.
- Updated Rate Modeling consulting for both Water and Wastewater charges for service to ensure rates are structured to equitably address operations/maintenance, repair, improvement and growth-related components of the costs associated with each utility.
- Urban Renewal Agency consulting to address the upcoming completion of the URA's financial commitment to the wastewater fund debt obligations.
- Fleet replacement plan and funding for the Police Department
- Significant capital projects in both the water and wastewater funds for existing and growth-related infrastructure needs, as well as capital projects necessary for City Hall (ADA, HVAC, Interior)

## Summary

On behalf of the City's management team and the entire dedicated staff, I am pleased to present the following proposed FY26 Budget that provides the financial resources necessary to continue to support the identified goals and objectives formally adopted by Council in March of 2025 titled "City of Coburg Framework for Continued Progress", as well as to

meet the myriad of regulatory requirements that are a part of providing the range of services within the organization's purview.

While many financial challenges remain, leadership and decision-making by Council, high level implementation and management by City staff and the support and participation of the community through advisory committees, ad-hoc committees and general engagement and volunteerism collectively place Coburg in a position to continue to succeed and meet the needs and desires of this community.

## BUDGET OVERVIEW

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.

The multi-year forecasting component of this budget 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 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 will carry forward with Council throughout the upcoming year.

### 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 2.77% (CPI-U)
- ❖ Healthcare - Increase of 8%
- ❖ General liability, property and vehicle insurance - Increase of 10%
- ❖ Infrastructure Projects - increases of 10% per year from last engineering estimate

- ❖ Electric Utility charges - Increase of 10%
- ❖ Property Tax Revenue – Increase of 3.8%

## HOW IS THE BUDGET ORGANIZED?

All budget presentations contain six columns:

- ❖ **FY 24** - Actual revenues and expenditures for Fiscal Year 2023-24
- ❖ **FY 25** - End of Year Estimates for Fiscal Year 2024-25
- ❖ **FY 26** - Proposed Budget for Fiscal Year 2025-26
- ❖ **FY27, FY28, FY29** - Projected Budgets for Fiscal Years 2026-27, 2027-28 and 2028-29

The proposed budget contains the following:

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 FY26 (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 that incorporates the noted CPI wage adjustment.

## 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 \$2,250,660, an overall five percent increase over FY25. This includes the following

- Proposed cost of living wage adjustment of 2.77% based on the Consumer Price Index (CPI-U)
- Half-year (Jan 1) of step increases consistent with the salary schedule.
- 18% increase in PERS rate (blended between Tier I, II and OPSRP)
- 8% Healthcare premium increase
- 2.5 Full-time equivalent (FTE) overall staff level decrease (17.6 in FY25 to 15.1 for FY26)
- 0.5 FTE increase in Public Works Seasonal/temp staffing

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 and updated and adopted

in March of 2025, which organizes and guides the work of staff to support and actualize the collective direction from Council.

In addition to the proposed CPI wage adjustment, this budget continues the alteration from the prior year for the method and display of staff costs allocation to the four operating Funds. In FY24 and previous years, all staff costs were contained within the General Fund and then components were transferred once a year to operating funds. The methodology used to calculate the allocation remains similar 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 \$1.3 million and will be fully utilized within the FY26 timeframe 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.

This reduction in capital project spending results in the overall budget for the City lowering in the forecasted future years. Important infrastructure projects will need to be planned, 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 Fund Overviews is 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/outsourced.

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.

Included in the revenue streams for FY26 is a Parks and Open Space Fee, estimated to generate \$40,000 in new revenue that has been proposed and discussed by Council and scheduled to be reviewed and a decision rendered at the May 13,

2025 Council meeting. Should that new fee not be approved, adjustments (reductions) to expenditures in the general fund will need to be made.

The proposed budget did not forecast significant increases in any of the existing revenue types but did forecast lower development/construction related permit revenue compared to both the FY24 and FY25 budgets and will likely follow a similar trendline this upcoming fiscal year.

The graphics below provide a breakdown of General Fund revenues over the most recent three-year period along with a chart displaying the relative percentages of each of the revenue categories.

General Fund Revenue Types	FY24	FY25	FY26	% of GF Rev	Diff	%
Taxes/Assessments	\$ 978,521	\$ 1,030,000	\$ 1,072,603	58.80%	\$ 42,603	4%
Franchise	\$ 255,240	\$ 269,500	\$ 287,500	15.76%	\$ 18,000	7%
Charges for Services	\$ 89,083	\$ 92,500	\$ 136,000	7.46%	\$ 43,500	47%
Fines/Forfeitures	\$ 81,836	\$ 85,500	\$ 101,000	5.54%	\$ 15,500	18%
Licenses/Permits	\$ 144,496	\$ 93,500	\$ 92,000	5.04%	\$ (1,500)	-2%
Parks -SDC	\$ 138,439	\$ 83,000	\$ 65,000	3.56%	\$ (18,000)	-22%
Intergovernmental	\$ 85,249	\$ 51,000	\$ 51,000	2.80%	\$ -	0%
Other	\$ 12,872	\$ 11,000	\$ 13,000	0.71%	\$ 2,000	18%
Interest	\$ 13,714	\$ 2,000	\$ 5,000	0.27%	\$ 3,000	150%
Grants	\$ 261,067	\$ 203,880	\$ 1,000	0.05%	\$(202,880)	-100%
	<b>\$ 2,060,517</b>	<b>\$ 1,921,880</b>	<b>\$ 1,824,103</b>		\$ (97,777)	-5%
Total Revenue - Grant Adjusted		\$ 1,718,000			<b>\$(106,103)</b>	<b>-6%</b>

Major Expenditures: Staff costs are the overwhelming cost driver in the General Fund with 7.7 of the 15.1 total full-time equivalent staff positions within the City being allocated to the General Fund. See below for both Personnel Services and overall Department/Program expenditures in total and as a percentage of the General Fund as a whole.

General Fund Department/Program	Total Expenditures	Dept/Program Revenues	Net Expense to GF	% of GF Exp
Police	\$ 792,250	\$ 54,000	\$ 738,250	38%
Administration	\$ 469,190		\$ 469,190	24%
Parks	\$ 118,780	\$ 47,500	\$ 71,280	4%
Planning	\$ 195,640	\$ 92,000	\$ 103,640	5%
Municipal Court	\$ 183,550	\$ 101,000	\$ 82,550	4%
Facilities	\$ 104,500		\$ 104,500	5%
Economic Development	\$ 43,500	\$ 73,000	\$ (29,500)	-2%
Debt (City Hall)	\$ 28,800		\$ 28,800	1%
<b>TOTAL</b>	<b>\$ 1,936,210</b>	<b>\$ 367,500</b>	<b>\$ 1,568,710</b>	
Dept/Program Revenues	\$ 367,500	20%		
Non-Programmatic Revenue	\$ 1,456,603	80%		
<b>TOTAL GF REVENUES</b>	<b>\$ 1,824,103</b>			

Personnel Expense by Department		
Police	\$ 635,250	53%
Administration	\$ 238,190	20%
Parks	\$ 82,580	7%
Planning	\$ 92,890	8%
Municipal Court	\$ 144,650	12%
<b>TOTAL</b>	<b>\$ 1,193,560</b>	

Assessment of Financial Stability and Sustainability: The General Fund continues to operate with greater expenses than anticipated revenues and 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, additional expenditure reduction strategies will need to be developed and implemented soon after the FY26 Budget adoption.

## **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 and make up the bulk of overall capital project funding.

Phase three of the work of the Council’s Revenue Options Sub-Committee includes analysis of the potential inclusion of diesel fuel to the City’s existing local gas tax. If proposed and approved by Council, the tax proposal would be put forward as a ballot measure in an upcoming election cycle.

Major Expenditures: Capital Projects make up the majority of the total expenditures proposed for the upcoming fiscal year, with 1.90 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, 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 be needed 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 well 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 the Public Works Director. 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 2.45 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 were augmented mid-year (February 2025) with a four percent rate increase which has provided encouraging results to the slowly declining fund balance. 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 that will continue through this coming fiscal year with the final funds being expended in this proposed FY26 Budget. 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 \$1.3 million of the water loan noted above along with existing fund balances for an over \$2 million projected total capital project expenditure. Project scheduling pushed the start and completion dates of the well #3 project, resulting in lower than expected capital expenditure in FY25 with those appropriations carrying forward as beginning fund balance in FY26 and again appropriated to capital to ensure the project completion. 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 among municipal wastewater systems. 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 Wastewater Plant Operator. 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 contributed \$400,000 in FY25 to the annual debt service of approximately \$900,000 per year.

The remaining \$500,000 of debt service is paid from customer monthly billings based on a Council adopted rate methodology, which received a mid-year (February 2025) rate increase of six percent. 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 2.75 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. The recent six percent rate increase will assist in stemming the fund balance declines but will not alone address long-term fund balance needs.

## SUMMARY

The finances of the City of Coburg remain stable for the upcoming fiscal year. Staffing levels are adequate to maintain the regulatory service levels of our various operations. Review and direction of discretionary services provided by the City will need to continue to occur 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 City's current financial position will not endure and become truly sustainable without additional revenues to fund general operations in each of the City's Departments and programs. Steps taken by Council in FY25 are not to be diminished as that revenue, along with strategic reductions in staffing (2.5 FTE overall) and operational efficiencies, have provided much needed changes in the trajectory of the balances of each of the four funds. 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 continue to address and improve over time.

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 2025 and focus on those objectives that address financial planning and strategies that support the areas of needed improvement within this proposed budget.

The following was the final note in the prior year Budget Message and remains true and valid so I will end with it again this year.

*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

### 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

## ADOPT

### 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

## IMPLEMENT

### JULY

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

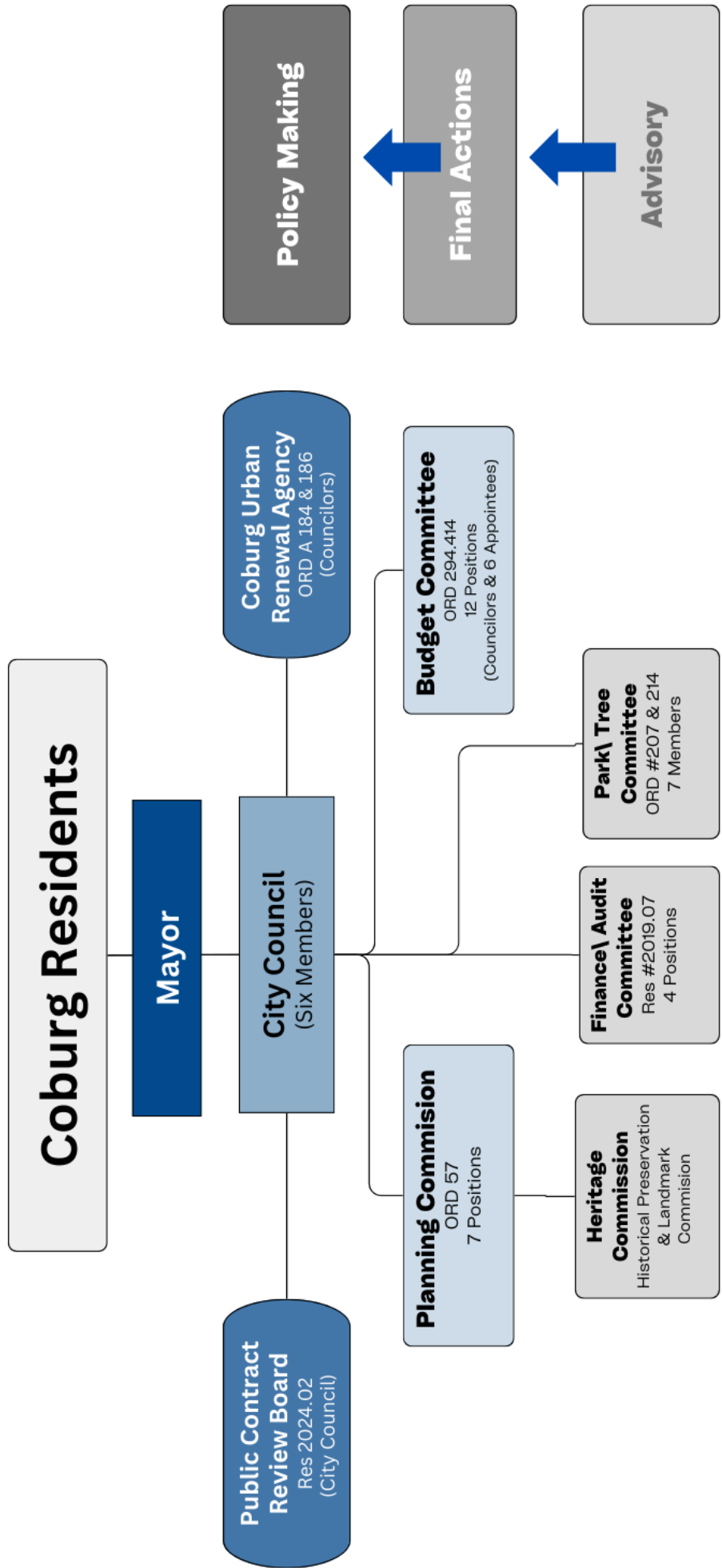
## MODIFY

### AUGUST through remainder of Fiscal Year

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

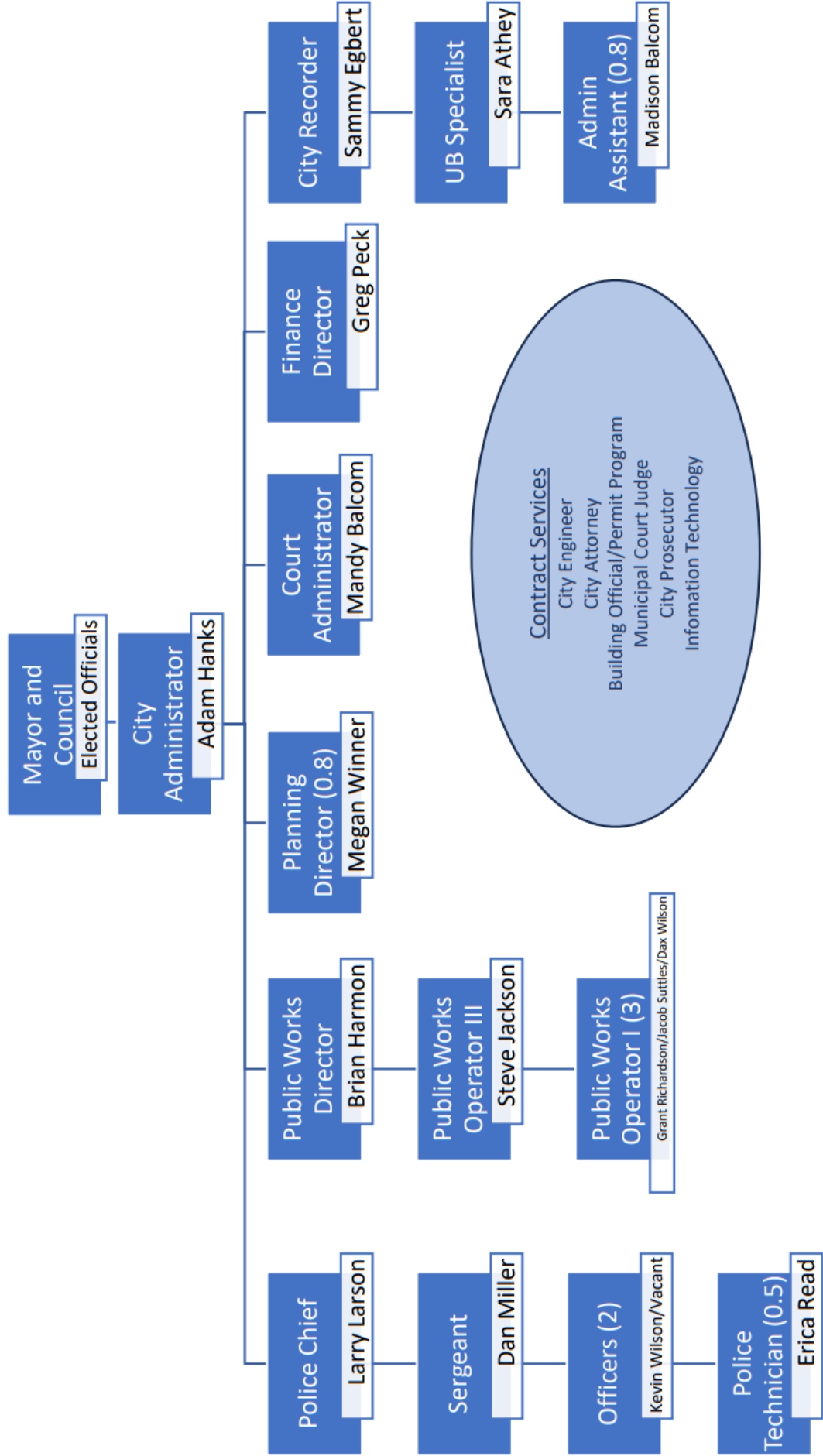


# City of Coburg Governing Organization Chart



2025

# Administrative and Operational Organizational Chart





# POLICE DEPARTMENT



## 2024 HIGHLIGHTS

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



## MAJOR FUNCTIONS

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

## STAFFING

3.5 Full Time Equivalent (FTE)

Larry Larson, Chief  
 Dan Miller, Sergeant  
 Kevin Wilson, Officer  
 Erica Read, Evidence and Admin Technician

## FY26 PROPOSED BUDGET

\$635,250 - Personnel Services (staff)  
 \$792,250 – Total Budget

## FY26 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 (146 professional standards)
- › Continue to improve patrol fleet
- › Expand CHETT assistance program to meet the needs of Coburg’s struggling residents and travelers

# MUNICIPAL COURT



## 2024 HIGHLIGHTS

- Completed scanning of over 45,000 documents
- The Court now has 2 Court Appointed Attorneys on our list
- Jury Trial scheduled and completed in July 2024
- Brought on the new City Prosecutor, Catherine Pratt
- Continue to coordinate and ensure ability for Court to have jail beds available via partner agency contract
- Signed contract with Tyler for new Court Online Portal to be implemented at no cost to the City



## 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

## FY26 PROPOSED BUDGET

\$101,000 - Revenues

\$183,550 - Expenses

## FY26 PROJECTS & FOCUS AREAS

- › Complete document imaging project to include all open criminal cases. All open cases will be available and stored electronically
- › Formal training on existing Municipal Court software (Tyler Technologies) to expand utilization of available modules/functions
- › Continue to review and create General Orders for the Court
- › Review, update and expand the current Standard Operating Procedures documentation for the Court, to include updating the fee schedule
- › Expand Court Appointed Attorney roster
- › Continue to manage our cases and comply with state retention requirements

# PLANNING DEPARTMENT



## 2024 HIGHLIGHTS

- Coburg Community Charter School Conditional Sign Permit approval
- Issuance of 124 building permits – 15 new dwellings with over \$7 million valuation
- Planning Commission Master Plan Development training with DLCD
- Selected as host organization for DEQ funded water quality RARE AmeriCorps member
- UO Student Team Community Survey project
- Historic Preservation Awards distributed to three property owners



## MAJOR FUNCTIONS

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

## STAFFING

.80 Full Time Equivalent (FTE)  
Megan Winner, Director

+ Cottage Grove Building Permit Services Contract

## FY26 PROPOSED BUDGET

\$195,640 (\$92,000 contract for Building Dept Services)

General Fund funded

## FY26 PROJECTS & FOCUS AREAS

- › Zoning Code Amendment Process to implement Climate Friendly & Equitable Communities rulemaking on parking reform, design standards, EV charging readiness & address other issues
- › Pursue funding opportunities to complete a Buildable Lands Inventory (BLI)
- › Pursue funding opportunities to complete and update the Transportation System Plan (TSP)
- › Staff support for local and regional economic development activities, funding opportunities and infrastructure expansion related needs.

# FINANCE DEPARTMENT



## 2024 HIGHLIGHTS

- Implemented New Payroll Module
- Completed Additional Financial Software Training
- Implemented Ne/Updated Accounting Processes
- Updated Financial Recordkeeping processes
- Completed FY2023-24 Financial Audit

## MAJOR FUNCTIONS

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

## STAFFING

1.0 Full Time Equivalent (FTE)  
Greg Peck, Director

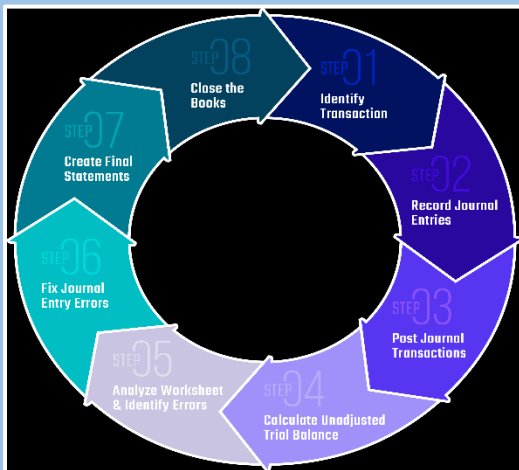
## FY26 PROPOSED BUDGET

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

General Fund Administration \$469,190

## FY26 PROJECTS & FOCUS AREAS

- › Implement employee self-service portal
- › Review and possible restructuring of debt obligations
- › Update Financial Policies and Accounting Procedures
- › Support City Administrator in long term revenue forecasting
- › Update/create new employee HR forms and documents
- › Review accounts receivable processes and create/implement possible changes



# PUBLIC WORKS DEPARTMENT



## 2024 HIGHLIGHTS

- Pavilion Park Phase I & II
- Macy, N Harrison, & Willamette streets paving project
- Public Works Operations Building
- Replacement of a major booster pump
- Replacement of piping at Well 1&2 building



## MAJOR FUNCTIONS (DIVISIONS)

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

## STAFFING

5.0 Full Time Equivalent (FTE)

- Brian Harmon, Director
- Grant Richardson, Water Department
- Jacob Suttles- Wastewater Collection System/Fleet
- Dax Wilson- Parks/Street/Stormwater
- Steve Jackson- Wastewater Treatment Plant Operator

- Wastewater System – 1.9 FTE
- Water System – 1.3 FTE
- Streets/Storm Drains – 1.00 FTE
- Parks – .80 FTE

## FY26 PROPOSED BUDGET

Water	\$1,819,660
Wastewater	\$1,556,126
Parks	\$118,780
Streets/Storm Drain	\$1,314,015

## BUDGET NOTES

The reorganization of the Public Works staff with primary assignments to specific functional areas and back-up roles for non-primary assignments continues to provide operational benefits with increased efficiency, focus, training and job satisfaction.

Wage adjustments proposed in this budget maintain compensation competitiveness within the regional marketplace for similar public sector wages and will support continued growth, development and support staff retention. Existing staff continue to pursue and achieve industry specific training certifications in both the water and wastewater disciplines.

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.




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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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## FY26 FOCUS AREAS/PROJECTS

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:

- Construction of Well #3 Building, Treatment Facility and SCADA controls at Stallings Lane
- Construction of Transmission Line from Well #3 (Stallings Lane to Coburg Rd/Bottom Loop Rd intersection)
- Collector Street Project Phase I (N Coleman St - Pearl to Mill and Mill St – N Coleman to Skinner)
- Completion of Pavilion park with installation of fountain, benches & pavilion structure repairs
- Completion of Stormwater Master Plan
- Completion of Water Conservation and Management Plan
- Completion of Wastewater Facility Plan (loads & flows)
- Participation in public and internal processes for the development of the newly dedicated park property in the Coburg Creek subdivision
- Completion and implementation of a Vegetation Management and Maintenance Plan for Parks, Open Spaces and public rights-of-way



# City of Coburg

## Fund & Department

### City Wide

### FY 2026 Budget

	FY 2024	FY 2025	FY 2026			FY 2027	FY 2028	FY 2029
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
General Fund	3,148,874	2,237,469	1,987,110	1,987,110	1,987,110	2,146,568	2,240,961	2,219,809
Street Fund	828,896	1,292,213	1,394,015	1,394,015	1,394,015	830,024	696,623	713,912
Water Fund	2,071,372	856,583	2,079,660	2,079,660	2,579,660	1,212,750	1,829,090	1,251,316
Sewer Fund	2,000,608	1,652,807	1,816,126	1,816,126	1,816,126	2,576,430	1,852,753	1,879,986
Unappropriated Ending Fund Balance	5,754,134	5,267,942	4,835,134	4,835,134	4,335,134	3,837,339	3,185,863	3,323,700
<b>Total</b>	<b>13,803,884</b>	<b>11,307,014</b>	<b>12,112,045</b>	<b>12,112,045</b>	<b>12,112,045</b>	<b>10,603,112</b>	<b>9,805,289</b>	<b>9,388,722</b>
Administration Department	1,575,904	833,587	908,220	908,220	908,220	944,549	982,331	1,021,624
Facility Management Department	111,110	116,000	104,500	104,500	104,500	103,480	107,619	111,924
Planning Department	190,717	179,091	195,640	195,640	195,640	203,466	203,466	211,604
Police Department	849,857	812,109	793,150	793,150	793,150	824,876	831,407	864,663
Municipal Court	145,882	164,140	183,550	183,550	183,550	190,503	197,722	205,219
Economic Development	49,235	43,500	43,500	43,500	43,500	44,805	46,149	47,534
Parks Department	287,887	234,500	36,200	36,200	36,200	77,248	128,338	29,471
Public Works Department	2,662,775	2,382,889	3,232,340	3,232,340	3,732,340	2,327,634	2,221,304	1,670,156
Non Operating	1,136,532	1,133,256	1,129,811	1,129,811	1,129,811	1,386,213	1,234,941	1,233,370
Transfers Out	1,039,851	140,000	150,000	150,000	150,000	113,000	116,150	119,458
Contingencies	-	-	500,000	500,000	500,000	550,000	550,000	550,000
Unappropriated Ending Fund Balance	5,754,134	5,267,942	4,835,134	4,835,134	4,335,134	3,837,339	3,185,863	3,323,700
<b>Total</b>	<b>13,803,884</b>	<b>11,307,014</b>	<b>12,112,045</b>	<b>12,112,045</b>	<b>12,112,045</b>	<b>10,603,112</b>	<b>9,805,289</b>	<b>9,388,722</b>



## City of Coburg Resources and Uses City Wide FY 2026 Budget

	FY 2024	FY 2025	FY 2026			FY 2027	FY 2028	FY 2029
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
<b>Revenues:</b>								
Taxes and Assessments	1,134,813	1,205,000	1,235,603	1,235,603	1,235,603	1,294,123	1,355,472	1,419,787
Intergovernmental	569,826	561,000	663,000	663,000	663,000	667,890	672,927	678,115
Franchise Fees	255,240	269,500	287,500	287,500	287,500	301,875	316,969	332,817
Licenses, Permits & Fees	144,496	93,500	92,000	92,000	92,000	96,600	101,430	106,502
Fines and Forfeitures	81,836	85,500	101,000	101,000	101,000	106,050	111,353	116,920
Investment Revenue	110,696	84,000	66,000	66,000	66,000	67,980	69,772	71,865
Grants and Donations	261,067	453,880	251,000	251,000	251,000	257,500	250,000	250,000
Charges for Services	2,098,309	2,153,500	2,364,000	2,364,000	2,364,000	2,545,320	2,545,477	2,767,846
Charges for Services -SDC	620,239	386,000	312,000	312,000	312,000	295,110	305,328	315,921
Other Revenue	37,430	21,000	22,000	22,000	22,000	22,530	23,073	23,630
<b>Total Revenue</b>	<b>5,313,952</b>	<b>5,312,880</b>	<b>5,394,103</b>	<b>5,394,103</b>	<b>5,394,103</b>	<b>5,654,978</b>	<b>5,751,801</b>	<b>6,083,402</b>
<b>Budgetary Resources:</b>								
Working Capital Carryover	4,692,112	5,754,134	5,267,942	5,267,942	5,267,942	4,835,134	3,937,339	3,185,863
Bond Proceeds	2,757,969	100,000	1,300,000	1,300,000	1,300,000	-	-	-
Transfer In	1,039,851	140,000	150,000	150,000	150,000	113,000	116,150	119,458
<b>Total Budgetary Sources</b>	<b>8,489,932</b>	<b>5,994,134</b>	<b>6,717,942</b>	<b>6,717,942</b>	<b>6,717,942</b>	<b>4,948,134</b>	<b>4,053,489</b>	<b>3,305,320</b>
<b>Total Resources</b>	<b>13,803,884</b>	<b>11,307,014</b>	<b>12,112,045</b>	<b>12,112,045</b>	<b>12,112,045</b>	<b>10,603,112</b>	<b>9,805,289</b>	<b>9,388,722</b>
<b>Operating Expenditures:</b>								
Personnel Services	2,100,984	2,010,616	2,170,350	2,170,350	2,170,350	2,257,164	2,313,687	2,406,235
Materials and Services	1,491,470	1,170,200	1,211,750	1,211,750	1,211,750	1,259,396	1,304,649	1,355,960
Debt Service	1,136,532	1,133,256	1,129,811	1,129,811	1,129,811	1,386,213	1,234,941	1,233,370
<b>Total Expenditure</b>	<b>4,728,986</b>	<b>4,314,072</b>	<b>4,511,911</b>	<b>4,511,911</b>	<b>4,511,911</b>	<b>4,902,773</b>	<b>4,853,277</b>	<b>4,995,565</b>
<b>Capital Construction</b>								
Capital Outlay	2,280,913	1,585,000	2,115,000	2,115,000	2,615,000	1,200,000	1,100,000	400,000
Sub-Total	7,009,899	5,899,072	6,626,911	6,626,911	7,126,911	6,102,773	5,953,277	5,395,565
<b>Budgetary Requirements</b>								
Transfers Out	1,039,851	140,000	150,000	150,000	150,000	113,000	116,150	119,458
Contingencies	-	-	500,000	500,000	500,000	550,000	550,000	550,000
Unappropriated Ending Fund Balance	5,754,134	5,267,942	4,835,134	4,835,134	4,335,134	3,837,339	3,185,863	3,323,700
<b>Total Budgetary Requirements</b>	<b>6,793,985</b>	<b>5,407,942</b>	<b>5,485,134</b>	<b>5,485,134</b>	<b>4,985,134</b>	<b>4,500,339</b>	<b>3,852,013</b>	<b>3,993,157</b>
<b>Total Uses by Classification</b>	<b>13,803,884</b>	<b>11,307,014</b>	<b>12,112,045</b>	<b>12,112,045</b>	<b>12,112,045</b>	<b>10,603,112</b>	<b>9,805,289</b>	<b>9,388,722</b>



## City of Coburg Budgetary Funds General Fund FY 2026 Budget

	FY 2024	FY 2025	FY 2026		FY 2027	FY 2028	FY 2029	
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
<b>Revenues:</b>								
Taxes and Assessments	978,521	1,030,000	1,072,603	1,072,603	1,072,603	1,126,233	1,182,545	1,241,672
Intergovernmental	85,249	51,000	51,000	51,000	51,000	52,530	54,106	55,729
Franchise Fees	255,240	269,500	287,500	287,500	287,500	301,875	316,969	332,817
Licenses, Permits & Fees	144,496	93,500	92,000	92,000	92,000	96,600	101,430	106,502
Fines and Forfeitures	81,836	85,500	101,000	101,000	101,000	106,050	111,353	116,920
Investment Revenue	13,714	2,000	5,000	5,000	5,000	5,150	5,305	5,464
Grants and Donations	261,067	203,880	1,000	1,000	1,000	-	-	-
Charges for Services	89,083	92,500	146,500	146,500	146,500	150,895	155,422	160,085
Charges for Services -SDC	138,439	83,000	65,000	65,000	65,000	68,250	71,663	75,246
Other Revenue	12,872	11,000	13,000	13,000	13,000	13,260	13,525	13,796
<b>Total Revenue</b>	<b>2,060,517</b>	<b>1,921,880</b>	<b>1,834,603</b>	<b>1,834,603</b>	<b>1,834,603</b>	<b>1,920,843</b>	<b>2,012,316</b>	<b>2,108,229</b>
<b>Budgetary Sources:</b>								
Working Capital Carryover	451,683	403,177	227,588	227,588	227,588	225,081	212,356	99,861
Loan Proceeds	-	-	-	-	-	-	-	-
Transfer In	1,039,851	140,000	150,000	150,000	150,000	113,000	116,150	119,458
<b>Total Budgetary Sources</b>	<b>1,491,534</b>	<b>543,177</b>	<b>377,588</b>	<b>377,588</b>	<b>377,588</b>	<b>338,081</b>	<b>328,506</b>	<b>219,319</b>
<b>Total Sources</b>	<b>3,552,051</b>	<b>2,465,057</b>	<b>2,212,191</b>	<b>2,212,191</b>	<b>2,212,191</b>	<b>2,258,924</b>	<b>2,340,822</b>	<b>2,327,548</b>
<b>Expenditures</b>								
Administration Department - Personnel Services	609,098	328,976	238,190	238,190	238,190	247,718	257,626	267,931
Administration Department - Materials & Services	247,806	232,600	231,000	231,000	231,000	240,240	249,850	259,844
<b>Total Administration</b>	<b>856,904</b>	<b>561,576</b>	<b>469,190</b>	<b>469,190</b>	<b>469,190</b>	<b>487,958</b>	<b>507,476</b>	<b>527,775</b>
Facility Management Department - Materials & Services	100,807	116,000	99,500	99,500	99,500	103,480	107,619	111,924
Facility Management Department - Capital Outlay	10,303	-	5,000	5,000	5,000	-	-	-
<b>Total Facility</b>	<b>111,110</b>	<b>116,000</b>	<b>104,500</b>	<b>104,500</b>	<b>104,500</b>	<b>103,480</b>	<b>107,619</b>	<b>111,924</b>
Public Works - Personnel Services	627,582	97,303	82,580	82,580	82,580	85,883	85,883	89,319
Public Works - Material & Services	-	-	-	-	-	-	-	-
<b>Total Public Works</b>	<b>627,582</b>	<b>97,303</b>	<b>82,580</b>	<b>82,580</b>	<b>82,580</b>	<b>85,883</b>	<b>85,883</b>	<b>89,319</b>
Planning Department - Personnel Services	77,524	79,591	92,890	92,890	92,890	96,606	96,606	100,470
Planning Department - Material & Services	113,193	99,500	102,750	102,750	102,750	106,860	106,860	111,134
<b>Total Planning</b>	<b>190,717</b>	<b>179,091</b>	<b>195,640</b>	<b>195,640</b>	<b>195,640</b>	<b>203,466</b>	<b>203,466</b>	<b>211,604</b>
Police Department - Personnel Services	666,190	671,809	636,150	636,150	636,150	661,596	661,596	688,060
Police Department - Material & Services	156,605	140,300	157,000	157,000	157,000	163,280	169,811	176,604
Police Department - Capital Outlay	27,062	-	-	-	-	-	-	-
<b>Total Police</b>	<b>849,857</b>	<b>812,109</b>	<b>793,150</b>	<b>793,150</b>	<b>793,150</b>	<b>824,876</b>	<b>831,407</b>	<b>864,663</b>
Municipal Court - Personnel Services	120,350	128,340	144,650	144,650	144,650	150,436	156,453	162,712
Municipal Court - Material & Services	25,532	35,800	38,900	38,900	38,900	40,067	41,269	42,507
<b>Total Municipal Court</b>	<b>145,882</b>	<b>164,140</b>	<b>183,550</b>	<b>183,550</b>	<b>183,550</b>	<b>190,503</b>	<b>197,722</b>	<b>205,219</b>
Economic Development - Personnel Services	240	-	-	-	-	-	-	-
Economic Development - Material & Services	48,995	43,500	43,500	43,500	43,500	44,805	46,149	47,534
<b>Total Economic Development</b>	<b>49,235</b>	<b>43,500</b>	<b>43,500</b>	<b>43,500</b>	<b>43,500</b>	<b>44,805</b>	<b>46,149</b>	<b>47,534</b>
Park - Personnel Services (PW Staff)	-	-	-	-	-	-	-	-
Park - Material & Services	14,321	29,500	26,200	26,200	26,200	27,248	28,338	29,471
Park - Capital Outlay	273,566	205,000	10,000	10,000	10,000	50,000	100,000	-
<b>Total Park</b>	<b>287,887</b>	<b>234,500</b>	<b>36,200</b>	<b>36,200</b>	<b>36,200</b>	<b>77,248</b>	<b>128,338</b>	<b>29,471</b>
<b>Debt Service:</b>								
Principal	15,000	15,000	15,000	15,000	15,000	15,000	20,000	20,000
Interest	14,700	14,250	13,800	13,800	13,800	13,350	12,900	12,300
<b>Total Debt Service</b>	<b>29,700</b>	<b>29,250</b>	<b>28,800</b>	<b>28,800</b>	<b>28,800</b>	<b>28,350</b>	<b>32,900</b>	<b>32,300</b>
<b>Total Expenditures</b>	<b>3,148,874</b>	<b>2,237,469</b>	<b>1,937,110</b>	<b>1,937,110</b>	<b>1,937,110</b>	<b>2,046,568</b>	<b>2,140,961</b>	<b>2,119,809</b>
<b>Budgetary Requirements</b>								
Transfers Out	-	-	-	-	-	-	-	-
Contingencies	-	-	50,000	50,000	50,000	100,000	100,000	100,000
Unappropriated Ending Fund Balance	403,177	227,588	225,081	225,081	225,081	112,356	99,861	107,739
<b>Total Budgetary Requirements</b>	<b>403,177</b>	<b>227,588</b>	<b>275,081</b>	<b>275,081</b>	<b>275,081</b>	<b>212,356</b>	<b>199,861</b>	<b>207,739</b>
<b>Total Uses by Classification</b>	<b>3,552,051</b>	<b>2,465,057</b>	<b>2,212,191</b>	<b>2,212,191</b>	<b>2,212,191</b>	<b>2,258,924</b>	<b>2,340,822</b>	<b>2,327,548</b>



## City of Coburg Budgetary Funds Street Fund FY 2026 Budget

	FY 2024	FY 2025	FY 2026		FY 2027	FY 2028	FY 2029	
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
<b>Revenues:</b>								
Taxes and Assessments	156,292	160,000	160,000	160,000	160,000	164,800	169,744	174,836
Intergovernmental	109,577	110,000	112,000	112,000	112,000	115,360	118,821	122,385
Investment Revenue	10,382	7,000	8,000	8,000	8,000	8,240	8,240	8,487
Grants and Donations	-	250,000	250,000	250,000	250,000	257,500	250,000	250,000
Charges for Services	162,996	164,000	191,500	191,500	191,500	197,245	-	-
Charges for Services -SDC	168,362	100,000	85,000	85,000	85,000	60,000	61,800	63,654
Other Revenue	4,456	1,000	-	-	-	-	-	-
<b>Total Revenue</b>	<b>612,065</b>	<b>792,000</b>	<b>806,500</b>	<b>806,500</b>	<b>806,500</b>	<b>803,145</b>	<b>608,605</b>	<b>619,363</b>
<b>Budgetary Sources:</b>								
Working Capital Carryover	912,135	1,443,652	943,439	943,439	943,439	355,924	329,045	241,026
Loan Proceeds	748,348	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-
<b>Total Budgetary Sources</b>	<b>1,660,483</b>	<b>1,443,652</b>	<b>943,439</b>	<b>943,439</b>	<b>943,439</b>	<b>355,924</b>	<b>329,045</b>	<b>241,026</b>
<b>Total Sources</b>	<b>2,272,548</b>	<b>2,235,652</b>	<b>1,749,939</b>	<b>1,749,939</b>	<b>1,749,939</b>	<b>1,159,069</b>	<b>937,650</b>	<b>860,389</b>
<b>Expenditures</b>								
Administration Department - Personnel Services	-	87,068	125,070	125,070	125,070	130,073	135,276	140,687
Administration Department - Material & Services	208,995	-	5,000	5,000	5,000	5,200	5,408	5,624
<b>Total Administration</b>	<b>208,995</b>	<b>87,068</b>	<b>130,070</b>	<b>130,070</b>	<b>130,070</b>	<b>135,273</b>	<b>140,684</b>	<b>146,311</b>
Public Works - Personnel Services	-	114,044	170,640	170,640	170,640	177,466	184,564	191,947
Public Works - Material & Services	-	86,700	98,900	98,900	98,900	102,856	106,970	111,249
Public Works - Capital	352,034	850,000	800,000	800,000	800,000	250,000	100,000	100,000
<b>Total Public Works</b>	<b>352,034</b>	<b>1,050,744</b>	<b>1,069,540</b>	<b>1,069,540</b>	<b>1,069,540</b>	<b>530,322</b>	<b>391,534</b>	<b>403,196</b>
Debt Service:								
Principal	92,060	92,523	93,865	93,865	93,865	96,230	98,655	101,145
Interest	22,340	21,877	20,540	20,540	20,540	18,200	15,750	13,260
<b>Total Debt Service</b>	<b>114,400</b>	<b>114,400</b>	<b>114,405</b>	<b>114,405</b>	<b>114,405</b>	<b>114,430</b>	<b>114,405</b>	<b>114,405</b>
<b>Total Expenditures</b>	<b>675,429</b>	<b>1,252,213</b>	<b>1,314,015</b>	<b>1,314,015</b>	<b>1,314,015</b>	<b>780,024</b>	<b>646,623</b>	<b>663,912</b>
<b>Budgetary Requirements</b>								
Transfers Out	153,467	40,000	30,000	30,000	30,000	-	-	-
Contingencies	-	-	50,000	50,000	50,000	50,000	50,000	50,000
Unappropriated Ending Fund Balance	1,443,652	943,439	355,924	355,924	355,924	329,045	241,026	146,477
<b>Total Budgetary Requirements</b>	<b>1,597,119</b>	<b>983,439</b>	<b>435,924</b>	<b>435,924</b>	<b>435,924</b>	<b>379,045</b>	<b>291,026</b>	<b>196,477</b>
<b>Total Uses by Classification</b>	<b>2,272,548</b>	<b>2,235,652</b>	<b>1,749,939</b>	<b>1,749,939</b>	<b>1,749,939</b>	<b>1,159,069</b>	<b>937,650</b>	<b>860,389</b>



# City of Coburg

## Budgetary Funds Water Fund FY 2026 Budget

	FY 2024	FY 2025	FY 2026		FY 2027	FY 2028	FY 2029	
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
<b>Revenues:</b>								
Investment Revenue	85,177	70,000	50,000	50,000	50,000	51,500	53,045	54,636
Grants and Donations	-	-	-	-	-	-	-	-
Charges for Services	916,250	1,007,000	1,106,000	1,106,000	1,106,000	1,139,180	1,173,355	1,208,556
Charges for Services -SDC	135,623	83,000	72,000	72,000	72,000	74,160	76,385	78,676
Other Revenue	10,192	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>1,147,242</b>	<b>1,160,000</b>	<b>1,228,000</b>	<b>1,228,000</b>	<b>1,228,000</b>	<b>1,264,840</b>	<b>1,302,785</b>	<b>1,341,869</b>
<b>Budgetary Sources:</b>								
Working Capital Carryover	1,153,403	2,238,894	2,642,311	2,642,311	2,642,311	3,090,651	3,142,740	2,616,435
Loan Proceeds	2,009,621	100,000	1,300,000	1,300,000	1,300,000	-	-	-
Transfer In	-	-	-	-	-	-	-	-
<b>Total Budgetary Sources</b>	<b>3,163,024</b>	<b>2,338,894</b>	<b>3,942,311</b>	<b>3,942,311</b>	<b>3,942,311</b>	<b>3,090,651</b>	<b>3,142,740</b>	<b>2,616,435</b>
<b>Total Sources</b>	<b>4,310,266</b>	<b>3,498,894</b>	<b>5,170,311</b>	<b>5,170,311</b>	<b>5,170,311</b>	<b>4,355,491</b>	<b>4,445,525</b>	<b>3,958,304</b>
<b>Expenditures</b>								
Administration Department - Personnel Services	-	105,289	154,480	154,480	154,480	160,659	167,086	173,769
Administration Department - Material & Services	251,473	-	-	-	-	-	-	-
Total Administration	251,473	105,289	154,480	154,480	154,480	160,659	167,086	173,769
Public Works - Personnel Services	-	142,494	151,280	151,280	151,280	157,331	163,624	170,169
Public Works - Material & Services	56,440	144,000	131,500	131,500	131,500	136,760	142,230	147,920
Public Works - Capital	1,226,576	330,000	1,300,000	1,300,000	1,800,000	150,000	900,000	300,000
Total Public Works	1,283,016	616,494	1,582,780	1,582,780	2,082,780	444,091	1,205,855	618,089
Debt Service:								
Principal	75,000	80,000	80,000	80,000	80,000	170,000	170,000	170,000
Interest	7,050	4,800	2,400	2,400	2,400	175,000	20,000	20,000
Total Debt Service	82,050	84,800	82,400	82,400	82,400	345,000	190,000	190,000
<b>Total Expenditures</b>	<b>1,616,539</b>	<b>806,583</b>	<b>1,819,660</b>	<b>1,819,660</b>	<b>2,319,660</b>	<b>949,750</b>	<b>1,562,940</b>	<b>981,858</b>
<b>Budgetary Requirements</b>								
Transfers Out	454,833	50,000	60,000	60,000	60,000	63,000	66,150	69,458
Contingencies	-	-	200,000	200,000	200,000	200,000	200,000	200,000
Unappropriated Ending Fund Balance	2,238,894	2,642,311	3,090,651	3,090,651	2,590,651	3,142,740	2,616,435	2,706,988
<b>Total Budgetary Requirements</b>	<b>2,693,727</b>	<b>2,692,311</b>	<b>3,350,651</b>	<b>3,350,651</b>	<b>2,850,651</b>	<b>3,405,740</b>	<b>2,882,585</b>	<b>2,976,446</b>
<b>Total Uses by Classification</b>	<b>4,310,266</b>	<b>3,498,894</b>	<b>5,170,311</b>	<b>5,170,311</b>	<b>5,170,311</b>	<b>4,355,491</b>	<b>4,445,525</b>	<b>3,958,304</b>



## City of Coburg Budgetary Funds Wastewater Fund FY 2026 Budget

	FY 2024	FY 2025	FY 2026		FY 2027	FY 2028	FY 2029	
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
<b>Revenues:</b>								
Taxes and Assessments	-	15,000	3,000	3,000	3,000	3,090	3,183	3,278
Intergovernmental	375,000	400,000	500,000	500,000	500,000	500,000	500,000	500,000
Investment Revenue	1,423	5,000	3,000	3,000	3,000	3,090	3,183	3,278
Grants and Donations	-	-	-	-	-	-	-	-
Charges for Services	929,980	890,000	920,000	920,000	920,000	1,058,000	1,216,700	1,399,205
Charges for Services -SDC	177,815	120,000	90,000	90,000	90,000	92,700	95,481	98,345
Other Revenue	9,910	9,000	9,000	9,000	9,000	9,270	9,548	9,835
<b>Total Revenue</b>	<b>1,494,128</b>	<b>1,439,000</b>	<b>1,525,000</b>	<b>1,525,000</b>	<b>1,525,000</b>	<b>1,666,150</b>	<b>1,828,095</b>	<b>2,013,941</b>
<b>Budgetary Sources:</b>								
Working Capital Carryover	2,174,891	1,668,411	1,454,604	1,454,604	1,454,604	1,163,478	253,198	228,540
Loan Proceeds	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-
<b>Total Budgetary Sources</b>	<b>2,174,891</b>	<b>1,668,411</b>	<b>1,454,604</b>	<b>1,454,604</b>	<b>1,454,604</b>	<b>1,163,478</b>	<b>253,198</b>	<b>228,540</b>
<b>Total Sources</b>	<b>3,669,019</b>	<b>3,107,411</b>	<b>2,979,604</b>	<b>2,979,604</b>	<b>2,979,604</b>	<b>2,829,628</b>	<b>2,081,293</b>	<b>2,242,481</b>
<b>Expenditures</b>								
Administration Department - Personnel Services	-	79,654	154,480	154,480	154,480	160,659	167,086	173,769
Administration Department - Material & Services	258,532	-	-	-	-	-	-	-
<b>Total Administration</b>	<b>258,532</b>	<b>79,654</b>	<b>154,480</b>	<b>154,480</b>	<b>154,480</b>	<b>160,659</b>	<b>167,086</b>	<b>173,769</b>
Public Works - Personnel Services	-	176,047	219,940	219,940	219,940	228,738	237,887	247,403
Public Works - Material & Services	8,771	242,300	277,500	277,500	277,500	288,600	300,144	312,150
Public Works - Capital	391,372	200,000	-	-	-	750,000	-	-
<b>Total Public Works</b>	<b>400,143</b>	<b>618,347</b>	<b>497,440</b>	<b>497,440</b>	<b>497,440</b>	<b>1,267,338</b>	<b>538,031</b>	<b>559,552</b>
Debt Service:								
Principal	721,522	644,900	654,640	654,640	654,640	659,420	669,241	679,103
Interest	188,860	259,906	249,566	249,566	249,566	239,013	228,395	217,562
<b>Total Debt Service</b>	<b>910,382</b>	<b>904,806</b>	<b>904,206</b>	<b>904,206</b>	<b>904,206</b>	<b>898,433</b>	<b>897,636</b>	<b>896,665</b>
<b>Total Expenditures</b>	<b>1,569,057</b>	<b>1,602,807</b>	<b>1,556,126</b>	<b>1,556,126</b>	<b>1,556,126</b>	<b>2,326,430</b>	<b>1,602,753</b>	<b>1,629,986</b>
<b>Budgetary Requirements</b>								
Transfers Out	431,551	50,000	60,000	60,000	60,000	50,000	50,000	50,000
Contingencies	-	-	200,000	200,000	200,000	200,000	200,000	200,000
Unappropriated Ending Fund Balance	1,668,411	1,454,604	1,163,478	1,163,478	1,163,478	253,198	228,540	362,495
<b>Total Budgetary Requirements</b>	<b>2,099,962</b>	<b>1,504,604</b>	<b>1,423,478</b>	<b>1,423,478</b>	<b>1,423,478</b>	<b>503,198</b>	<b>478,540</b>	<b>612,495</b>
<b>Total Uses by Classification</b>	<b>3,669,019</b>	<b>3,107,411</b>	<b>2,979,604</b>	<b>2,979,604</b>	<b>2,979,604</b>	<b>2,829,628</b>	<b>2,081,293</b>	<b>2,242,481</b>



## City of Coburg Administration FY 2026 Budget

	FY 2024	FY 2025	FY 2026			FY 2027	FY 2028	FY 2029
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
<b>Expenditures</b>								
<b>General Fund</b>								
Administration Department - Personnel Services	609,098	328,976	238,190	238,190	238,190	247,718	257,626	267,931
Administration Department - Materials & Services	247,806	232,600	231,000	231,000	231,000	240,240	249,850	259,844
	856,904	561,576	469,190	469,190	469,190	487,958	507,476	527,775
<b>Street Fund</b>								
Administration Department - Personnel Services	-	87,068	125,070	125,070	125,070	130,073	135,276	140,687
Administration Department - Materials & Services	208,995	-	5,000	5,000	5,000	5,200	5,408	5,624
	208,995	87,068	130,070	130,070	130,070	135,273	140,684	146,311
<b>Water Fund</b>								
Administration Department - Personnel Services	-	105,289	154,480	154,480	154,480	160,659	167,086	173,769
Administration Department - Materials & Services	251,473	-	-	-	-	-	-	-
	251,473	105,289	154,480	154,480	154,480	160,659	167,086	173,769
<b>Sewer Fund</b>								
Administration Department - Personnel Services	-	79,654	154,480	154,480	154,480	160,659	167,086	173,769
Administration Department - Materials & Services	258,532	-	-	-	-	-	-	-
	258,532	79,654	154,480	154,480	154,480	160,659	167,086	173,769
<b>Total for Administration</b>	<b>1,575,904</b>	<b>833,587</b>	<b>908,220</b>	<b>908,220</b>	<b>908,220</b>	<b>944,549</b>	<b>982,331</b>	<b>1,021,624</b>
Administration Department - Personnel Services	609,098	600,987	672,220	672,220	672,220	699,109	727,073	756,156
Administration Department - Materials & Services	966,806	232,600	236,000	236,000	236,000	245,440	255,258	265,468
<b>Total for Administration</b>	<b>1,575,904</b>	<b>833,587</b>	<b>908,220</b>	<b>908,220</b>	<b>908,220</b>	<b>944,549</b>	<b>982,331</b>	<b>1,021,624</b>



## City of Coburg Public Works FY 2026 Budget

	FY 2024	FY 2025	FY 2026		FY 2027	FY 2028	FY 2029	
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
<b>Expenditures</b>								
<b>General Fund</b>								
Public Works - Personnel Services	627,582	97,303	82,580	82,580	82,580	85,883	85,883	89,319
Public Works - Material & Services	-	-	-	-	-	-	-	-
Public Works - Capital								
	627,582	97,303	82,580	82,580	82,580	85,883	85,883	89,319
<b>Street Fund</b>								
Public Works - Personnel Services	-	114,044	170,640	170,640	170,640	177,466	184,564	191,947
Public Works - Material & Services	-	86,700	98,900	98,900	98,900	102,856	106,970	111,249
Public Works - Capital	352,034	850,000	800,000	800,000	800,000	250,000	100,000	100,000
	352,034	1,050,744	1,069,540	1,069,540	1,069,540	530,322	391,534	403,196
<b>Water Fund</b>								
Public Works - Personnel Services	-	142,494	151,280	151,280	151,280	157,331	163,624	170,169
Public Works - Material & Services	56,440	144,000	131,500	131,500	131,500	136,760	142,230	147,920
Public Works - Capital	1,226,576	330,000	1,300,000	1,300,000	1,800,000	150,000	900,000	300,000
	1,283,016	616,494	1,582,780	1,582,780	2,082,780	444,091	1,205,855	618,089
<b>Sewer Fund</b>								
Public Works - Personnel Services	-	176,047	219,940	219,940	219,940	228,738	237,887	247,403
Public Works - Material & Services	8,771	242,300	277,500	277,500	277,500	288,600	300,144	312,150
Public Works - Capital	391,372	200,000	-	-	-	750,000	-	-
	400,143	618,347	497,440	497,440	497,440	1,267,338	538,031	559,552
<b>Total for Public Works</b>	<b>2,662,775</b>	<b>2,382,889</b>	<b>3,232,340</b>	<b>3,232,340</b>	<b>3,732,340</b>	<b>2,327,634</b>	<b>2,221,304</b>	<b>1,670,156</b>
Public Works - Personnel Services	627,582	529,889	624,440	624,440	624,440	649,418	671,959	698,837
Public Works - Material & Services	65,211	473,000	507,900	507,900	507,900	528,216	549,345	571,318
Public Works - Capital	1,969,982	1,380,000	2,100,000	2,100,000	2,600,000	1,150,000	1,000,000	400,000
<b>Total for Public Works</b>	<b>2,662,775</b>	<b>2,382,889</b>	<b>3,232,340</b>	<b>3,232,340</b>	<b>3,732,340</b>	<b>2,327,634</b>	<b>2,221,304</b>	<b>1,670,156</b>



# City of Coburg

## 2026 Framework for Continued Progress

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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 2025 City Council has reviewed, updated and set priorities for its multi-year, comprehensive workplan framework that was first developed and utilized in 2024. This Framework document is intended to continue to evolve as staff, Council and the community collective make progress on the existing objectives and adds new objectives as necessary, desired and feasible.

This workplan is presented and labeled as a Framework to convey that these overarching categories function as long-range anchor groupings to organize individual objectives and associated tasks and actions to complete over a given time horizon that is unique to each objective.

Summary level accomplishments, planned actions for the upcoming year, a progress grade (A-F) and a priority ranking (1-3 with 1 highest priority) presented by staff and discussed by Council at the 2025 Council Retreat have been added to the newly created appendix which will house future annual reviews as the Framework is further refined and expanded.

### 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

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.

### FY2026 Actions

- Training and local use of Lane County Emergency notification system (Everbridge)
- BRIC Grant application for Water Storage seismic improvements and tree management/mitigation
- Design and "shovel ready" actions for Gas/Diesel fuel station at PW Operations facility
- Review of EOP and COOP
- Tabletop with Lane County support at PW Ops EOC with hazmat "situation"

FY26 Priority = 2

## 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.

### FY2026 Actions

- Completion and launch of refreshed City website
- Coburg Creek Park Design Concepts survey (fall 2026)
- Advisory Committee Assessment – Structure, scope, frequency, etc
- Expansion of videos for City Operations, programs activities + Mayor/Council

FY2026 Priority = 2

## 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.

### FY2026 Actions

- Evaluate shared Code Compliance program with City of Harrisburg Police intergovernmental Agreement (IGA)

- Assess ability of 0.5 FTE Police Technician position to manage intake/oversight of Citywide Code Compliance program
- Develop Code Compliance document library for most common issues/violations

FY2026 Priority = 3

#### 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.

##### FY2026 Actions

- Develop IOOF renovations master plan/priority list to assist with grant funding evaluation, application and award
- Conduct two business surveys to understand local services/support needs
- Retail/services for downtown/tourism
- Light industrial
- Continue to work on infrastructure planning/funding to support future water and wastewater capacity needs for Ravin Ventures property and other key industrial development lands

FY2026 Priority = 1

## 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.

##### FY2026 Actions

- Park and Tree Committee Master Plan "retreat" preliminarily scheduled for June or July of 2025
- Coburg Creek Park Community engagement process will involve the Park and Tree Committee and may integrate with the Master Plan review process.
- Review and recommendations for the Draft Vegetation Management and Maintenance Plan will be an operational component of the Master Plan review process.

FY2026 Priority = 2

#### 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.

##### FY2026 Actions

- Prepare and submit grant application for Buildable Lands Inventory
- Complete implementation of statewide requirements for Climate Friendly & Equitable Communities parking reform, design standards, Senate Bill 1537, flood plain PICM, etc
- Pursue funding opportunities for Transportation System Plan (TSP) Update
- Project participation and oversight for STIP funded (City match) East/West Commuter Connector Feasibility Study

FY2026 Priority = 2

### 3) Tree Management and Maintenance Plan – Public & 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.

#### FY2026 Priority

- Secure grant funding to develop Tree Management and Maintenance Plan
- Ensure existing City Arborist contracts meet FEMA requirements for reimbursement eligibility
- Develop protocols for data collection for tree related actions associated with storm/emergency events for reimbursement eligibility

FY2026 Priority = 3

### 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.

#### FY2026 Actions

- Final review, approval and implementation of the Plan in summer of 2025
- Review of initial implementation and suggested modifications in winter 2025/Spring 2026 for the 2026 growing season

FY2026 Priority = 2

## 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

##### FY2026 Actions

- Expand SCADA controls to enhance water system remote monitoring and reporting
- Complete network/desktop replacement schedule master plan, including specifications for hardware standardization across system
- Implementation of expanded security/monitory systems (door locks, cameras, alarms) for all City facilities – public parks restrooms, water system sites, WWTP, etc)

FY2026 Priority = 1

#### 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.

##### FY2026 Actions

- Execute contract with vendor to initiate project in fall/winter of 2025
- Work with vendor throughout FY26 and likely into FY27 to migrate all ordinances into model code format, identify and resolve duplication, inconsistency in definition of terms, etc with legal service assistance and Council review and approval as necessary.

FY2026 Priority = 2

#### 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.

FY2026 Actions

- Utilize CIS for more comprehensive update of Employee Policy Manual
- Complete minimum of 50% of Job Description review/updates
- Formalize wellness discussion/activities into a complete Employee Wellness Plan

FY2026 Priority = 2

### 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.

FY2026 Actions

- Develop a Strategic Planning Process with Council in fall/winter of 2025 to kick off implementation of the process with the 2026 Council Retreat

FY2026 Priority = 3

## IV. Our Utility Systems

Infrastructure Planning,  
Investment & Management

### 1) Capital Improvements Plan (CIP)

A strong Capital Improvements Plan is a foundational financial planning document for all nonoperating 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.

#### FY2026 Actions

- Update the CIP document template/format to provide improved description of projects in the first two years of the five plus year planning horizon (narrative, maps, etc)
- Continue to improve fiscal year and cost allocation (engineering/design, permitting vs. Construction)

FY2026 Priority = 3

### 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.

#### FY2026 Actions

- Future actions will be developed and implemented based on the recommendations of the final Analysis report, available funds and Council direction.

FY2026 Priority = 3

### 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.

FY2026 Actions

- Development, presentation and Council deliberation/decision on a Storm Drain Maintenance Fee and Storm Drain System Development Charge targeted for Winter 2025/Spring 2026
- Other storm drain related actions and activities will be based on the recommendations of the Master Plan, staff capacity, financial resources and Council direction.

FY2026 Priority = 3

#### 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.

FY2026 Actions

- Develop IGA with Lane County to integrate Coburg local street preservation into Lane County pavement management contracts to more cost effectively treat local streets.
- Update pavement management system grading/scoring of local streets to update/revise prioritization of needed maintenance, preservation and/or reconstruction

FY2026 Priority = 2

## V. Our Financial Resources

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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.

#### FY2026 Actions

- Completion of improved Quarterly Financial reporting for multi-quarter, multi-year trending of key financial data and narrative highlights of key financial issues identified by staff.
- Continued training and expanded utilization of financial software (Springbrook) and associated tools.

FY2026 Priority = 2

### 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.

#### FY2026 Actions

- Consider formal review of existing debt service by financial consultant

FY2026 Priority = 3

### 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.

#### FY2026 Actions

- Develop formal polices within the existing Policy document framework for ending fund balance targets for each fund, set contingency level targets by fund
- Review and update Cost Allocation Policy and insure consistency with Financial Policies

FY2026 Priority = 1

#### 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.

##### FY2026 Actions

- Complete work on general fund revenue review
- Continue review and recommendations with Revenue Sub-Committee on longer range revenue opportunities to provide long term stability across all four funds of the City.

FY2026 Priority = 1

## FY2025 ACCOMPLISHMENTS

### I. Our Community

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Community Safety, Economy,  
Livability & Engagement

#### 1) Emergency Management & Response

##### FY2025 Accomplishments and Progress

- Staff turnover at Emergency Coordinator delayed efforts/actions (volunteer coordinator recently implemented)
- FEMA Disaster/Recovery reimbursement from January 2024 ice storm complete
- After Action Review for Jan 2024 Ice Storm completed with follow up actions
- City staff participation in Great Oregon Shakeout drills
- Connections/meetings with Lane County Emergency Management Staff

FY25 Grade = C-            FY26 Priority = 2

#### 2) Community Communication & Engagement Plan

##### FY2025 Accomplishments and Progress

- Updated logo created and implemented
- Updated Document template creation in progress
- Expanded use of video for community engagement/outreach
- Community Survey developed and published – Final results report March of 2025
- Logo/Communication style guide in progress (documents, clothing, signage, vehicle badging, etc)
- City website refresh initiated, design approved, content re-organization and expansion in progress. Target launch date July 2025

FY2025 Grade = A            FY2026 Priority = 2

#### 3) Code Compliance Review & Strategy

##### FY2025 Accomplishments and Progress

- Maintained Citizen Inquiry process with summary level tracking in the monthly CA Report

FY2025 Grade = C            FY2026 Priority = 3

#### 4) Economic Support & Development Strategy

##### FY2025 Accomplishments and Progress

- Developed and executed multi-year agreement between City and Coburg Main Street for tourism, communication and event management/promotion activities
- Developed and executed sub-lease agreement with Coburg Main Street for Main Street management of the IOOF facility for public and private events, classes, trainings, etc along with Main Street office space and downtown presence

- Supported property owner and regional/state Econ Dev staff efforts that resulted in successful grant award of over \$2 million for site preparation of the 107 acre annexed industrial property (Ravin Ventures)
- Completed waterline infrastructure installation that facilitated the extension of water service to the Ravin Ventures property
- Connected Premier RV to the City water system stabilizing operation of this business that was experiencing annual water supply vulnerabilities.
- In collaboration with regional partners, placed Coburg specific community level advertising on websites and business site selection industry publications
- Updating Coburg Community Profile, Assets and Challenges document used to advocate with state and federal elected officials for infrastructure funding.
- Mayor and City Administrator participation in “City Day at the Capital” in January of 2025 to meet with Legislators and their staff for Coburg issue awareness and advocacy

FY2025 Grade = A

FY2026 Priority = 1

## II. Our Natural Resources

Water, Trees & Hazard Mitigation

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

FY2025 Accomplishments and Progress

- Initial, conceptual discussion on this objective with Park and Tree Committee occurred at the December and January Committee meetings.

FY2025 Grade = D

FY2026 Priority = 2

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

FY2025 Accomplishments and Progress

- Prepared and submitted grant application for Buildable Lands Inventory (not awarded)
- Planning Commission training/education on urban growth boundary (UGB) and master development code process
- Substantial progress and involvement in statewide local jurisdiction land use mandates for climate, mobility and \_\_\_\_\_

FY2025 Grade = B+

FY2026 Priority = 2

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

FY2025 Accomplishments and Progress

- Applied for mitigation grant funds associated with FEMA reimbursement process for 2024 Ice Storm (not eligible)
- Completed several ice storm related tree trimming “clean up” efforts
- Proactive tree removal decisions were made for several hazardous street trees

FY2025 Grade = C

FY2026 Priority = 3

## 4) Vegetation Management & Maintenance Plan

### FY2025 Accomplishments and Progress

- Completed initial draft Vegetation Management and Maintenance Plan for internal staff review
- Developing shared contract services bid with City of Veneta for contracted right-of-way/storm drainage vegetation seasonal cutting

FY2025 Grade = B

FY2026 Priority = 2

## III. Our Government

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Organizational Health, Development & Effectiveness

### 1) Technology Assessment and Action Plan

#### FY2025 Accomplishments and Progress

- Review and consolidation of systemwide software licensing
- Migration to AT&T FirstNet for citywide cellular communications systems, resulting in cost savings and expanded first responder/Emergency management priority access and access to disaster event and recovery communication tools.
- Financial system (Springbrook) overview and further integration of modules by Finance Staff. Primary new integration is payroll system (third party outsourced process prior) and an associated employee portal for 24/7 access to all employee payroll data and online timesheet entry and processing.
- Improvements completed to SCADA system

FY2025 Grade= B

FY2026 Priority = 1

### 2) Codification of Ordinances

#### FY2025 Accomplishments and Progress

- Review of required process, vendor (CivicPlus) meetings for cost, time commitment and legal service requirements.

FY2025 Grade = A

FY2026 Priority = 2

### 3) Human Resources Assessment and Action Plan

#### FY2025 Accomplishments and Progress

- Employee Policy Manual Updated for 2025
- Job Description updates completed for positions filled during FY25

FY2025 Grade = C

FY2026 Priority = 2

### 4) Strategic Planning

#### FY2025 Accomplishments and Progress

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FY2025 Grade = F

FY2026 Priority = 3

## IV. Our Utility Systems

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Infrastructure Planning,  
Investment & Management

### 1) Capital Improvements Plan (CIP)

#### FY2025 Accomplishments and Progress

- Council adoption of 2026-2031 CIP in January of 2025 that included improvements in display of project timing across fiscal years and improved alignment with actual funding resources available to complete projects.

FY2025 Grade = F

FY2026 Priority = 3

### 2) Wastewater Facility Plan

#### FY2025 Accomplishments and Progress

- Facility Capacity Analysis in progress with final report presentation to Council in March/April of 2025.

FY2025 Grade = A

FY2026 Priority = 3

### 3) Storm Water Master Plan

#### FY2025 Accomplishments and Progress

- Master Plan currently 90% complete and will be presented to Council for review in April/May of 2025.

FY2025 Grade = B

FY2026 Priority = 3

### 4) Street Preservation and Improvement Strategy Plan

#### FY2025 Accomplishments and Progress

- N Willamette/E Macy/N Harrison Street Reconstruction completed
- Coleman Street – Collector Street Project – Phase I design nearly complete with construction in Summer of 2025
- Grant funded paving of N Industrial anticipated for summer of 2025
- No crack seal or seal coat work was completed in FY2025
- Pothole work completed on a number of streets with substantial pothole issues within travel lanes

FY2025 Grade = A

FY2026 Priority = 2

## V. Our Financial Resources

Financial Planning  
& Management

### 1) Financial System Training Utilization

#### FY2025 Accomplishments and Progress

- Successful implementation of Payroll system in-house improving general ledger detail and integration, including online employee payroll portal and online timesheet entry/processing
- Establishment of updated monthly Financial Reports for Council and staff
- Implementation of online bill payment system for utility billing customers
- Beta testing in progress for AI utilization for Accounts Payable processing

FY2025 Grade = A

FY2026 Priority = 2

### 2) Debt Service Review and Strategy

#### FY2025 Accomplishments and Progress

- New and expanded detailed debt spreadsheet created and in use by staff.
- Debt service review on agenda for 2025 Council Retreat

FY2025 Grade = C

FY2026 Priority = 3

### 3) Financial Policies and Procedures Update

#### FY2025 Accomplishments and Progress

- Finance/Audit Committee and staff completed first level review of existing Financial Policies document
- Agreement to separate financial policies from accounting procedures at next update process.

FY2025 Grade = C

FY2026 Priority = 1

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

#### FY2025 Accomplishments and Progress

- Created Council Revenue Options Sub-committee in October of 2024, Sub-committee met and developed formal recommendation for utility rates in December of 2024 and is currently developing recommendations for potential general fund revenues for March 2025
- Utility Rate increase resolution approved by Council in December of 2024. Presentation included overview of four year Ending Fund Balance trends for all four Funds (General, Street, Water, Wastewater) for awareness and understanding of current status of each fund.

FY2025 Grade = A

FY2026 Priority = 1

## FY2026 OBJECTIVES BY PRIORITY

### Priority Level 1

- 1.4 Economic Support and Development Strategy
- 3.1 Technology Assessment and Action Plan
- 3.3 Human Resources Assessment and Action Plan
- 5.3 Financial Policies and Procedures Update
- 5.4 Long-term (10 yr) Revenue Needs Forecast

### Priority Level 2

- 1.1 Emergency Management & Response
- 1.2 Community Communication & Engagement Plan
- 2.1 Parks and Open Space Master Plan Review
- 2.2 Long Range Planning – Land Use and Transportation
- 2.4 Vegetation Management and Maintenance Plan
- 3.2 Codification of Ordinances
- 4.4 Street Preservation and Improvement Strategy Plan
- 5.1 Financial System Training and Utilization

### Priority Level 3

- 1.3 Code Compliance Review and Strategy
- 2.3 Tree Management and Maintenance Plan – Public and Private Property
- 3.4 Strategic Planning
- 4.1 Capital Improvements Plan (CIP)
- 4.2 Wastewater Facility Plan
- 4.3 Storm Water Master Plan
- 5.2 Debt Service Review and Strategy

**RESOLUTION 2025-05**

**A RESOLUTION ADOPTING THE CITY OF COBURG 2026 FRAMEWORK UPDATE**

**WHEREAS**, the City of Coburg Council desires to set goals and objectives to guide the work of staff on an annual basis in a manner that is organized, understandable and available to residents and businesses it serves and supports and;

**WHEREAS**, the City of Coburg utilizes the “City of Coburg Framework for Continued Progress” to establish, organize and implement Council level objectives and;

**WHEREAS**, the Council meets annually for a full day retreat to review the objectives, receive updates on actions and progress from staff and collectively put forward future actions planned to further the implementation of the Framework;

**THE CITY OF COBURG RESOLVES AS FOLLOWS:**

**Section 1.** The 2026 Update to City of Coburg Framework for Continue Progress, attached as Exhibit A, is adopted.

**Section 2.** This resolution is effective immediately upon its approval, and passage.

**Adopted by the City Council of the City of Coburg, Oregon by a vote of 6 for and 0 against this 11<sup>th</sup> day of March, 2025.**

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

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



# CAPITAL IMPROVEMENT PLAN

Adopted February 11, 2025 | Resolution 2025-02

## INTRODUCTION

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

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

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

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

## CAPITAL IMPROVEMENT PROGRAM GOALS

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Goals of this CIP Program include:

1. Responsible and efficient financial planning
2. Clear and inclusive planning, engineering and construction timelines
3. Establishment of funding mechanisms for Capital projects and planning for funding applications
4. Local economic development support
5. Planning and 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

Projects in the CIP are grouped by infrastructure system including:

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

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

o User Fees	o Grants
o Tax Revenues (property, gas tax)	o Loans (Debt Service)
o Special Assessments	o 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

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.*

## 5. Annual Council Framework | Objectives

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



# CITY OF COBURG

## Capital Improvements Plan

### 2026 to 2031 Planning Period

Item 6.

### Administration/General Government TOTAL

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

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

### Parks TOTAL

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

### Transportation TOTAL

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

10 -	Mckenzie - Coleman to Miller	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2027-28	\$ 500,000	Item 6.
11 -	Lincoln St - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2028-29		
12 -	Roberts Rd - South end to Roberts Ct	Two Inch Overlay	Gas Tax, TUF	\$ 150,000	2028-29		
13 -	Roberts Ct - Huntly Ct to west dead end	Two Inch Overlay/Leveling	Gas Tax, TUF	\$ 150,000	2028-29		
14 -	Collector Street Project - Phase II (S Coleman)	Street Reconstruction	Gas Tax, TUF, SDC, MPO	\$ 900,000	2028-29	\$ 1,300,000	
15 -	Skinner St - Pearl to Lincoln	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2030+		
16 -	Skinner St - Mckenzie to Mill	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2030+		
17 -	Skinner St - Maple to Dixon	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2030+		
18 -	Skinner St - Delaney to Pearl	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2030+		
19 -	Skinner St - Lincoln to Mckenzie	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2030+	\$ 500,000	
<b>TOTAL</b>				<b>\$ 4,375,000</b>		<b>\$ 4,375,000</b>	

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

WasteWater						TOTAL
	PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY
1-	PW Operations Center	Citywide Fuel Storgae/Pump System (\$150k Total)	WW Rate Revenues	\$ 50,000	2026-27	
2-	WWTP Equipment Replacements (If needed)	Membrane, Blowers, Pumps, Motors Replacement	WW Rate Revenues	\$ 150,000	2026-27	
3-	Premier RV Septic Tank Improvement	Replacement of existing (aged/mis-sized) Septic Tank	WW Rate Revenues	\$ 450,000	2026-27	
4-	Renewable Energy (solar) System	Solar Panel installation at WWTP (est. 199kw)	State (ODOE)/Federal Grant	\$ 1,000,000	2026.27	
5-	Wastewater Master Plan Update	Complete Update of 20 Year Infrastructure Plan	WW Rate Revenues	\$ 100,000	2026-27	\$ 1,750,000
6-	WW Treatment Plant - Facilities Improvements	Headworks Structure	Grant/Loan (rate revenues)	\$ 120,000	TBD *	
7-	WW Treatment Plant - Facilities Improvements	Additional Membrane(s)	Grant/Loan (rate revenues)	\$ 600,000	TBD *	

8-	WW Treatment Plant - Facilities Improvements	Additional Treatment Basin	Grant/Loan (rate revenues)	\$ 900,000	TBD *	
9-	WW Treatment Plant - Facilities Improvements	Bridge Crane (Membrane maint)	Grant/Loan (rate revenues)	\$ 175,000	TBD *	
10-	WW Treatment Plant - Facilities Improvements	Effluent Storage/Holding Pond	Grant/Loan (rate revenues)	\$ 250,000	TBD *	
11-	WW Treatment Plant - Facilities Improvements	Effluent Cooling Systems	Grant/Loan (rate revenues)	\$ 150,000	TBD *	\$ 2,195,000
<b>TOTAL</b>				<b>\$ 3,945,000</b>		<b>\$ 3,945,000</b>

Timing/order of improvements dependent on final recommendations of capacity & facilities study currently underway

\* = Project included by motion with Council approval of resolution

# Capital Improvements Plan

## Projects by Fiscal Year

FUND	PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	FISCAL YEAR	EST COST
Admin	IT Infrastructure/Equipment	Server/Firewall/switch/desktop equipment	General Fund Taxes/Fees*	2025-26	\$ 25,000
Parks	Coburg Creek Park	New Park Facility - Phase I + Design	Park SDC	2025-26	\$ 50,000
Streets	Industrial Way/Loop Path #4	Two Inch Overlay/Dig out	Gas Tax, TUF, SDC, MPO	2025-26	\$ 500,000
Streets	Industrial Way/Loop Path #5	Industrial Way - Sarah path to Trails End Park	Gas Tax, TUF, SDC, MPO	2025-26	\$ 600,000
Streets	Collector Street Project - Phase I (N Coleman)	Street/Sidewalk Reconstruction N Coleman/Mill	Gas Tax, TUF, SDC, MPO	2025-26	\$ 500,000
Water	Stallings Lane Water Supply	Well #3 Treatment systems & SCADA	Water Debt Service (rate revenues)	2025-26	\$ 300,000
Water	Stallings Lane Water Supply	Transmission Line (connection to existing system)	Water Debt Service (rate revenues)	2025-27	\$ 500,000
Water	Coburg Industrial Waterline	12 inch waterline intertie	Water Rate Revenues	2025-26	\$ 160,000
<b>TOTAL for FY 2025-26</b>					<b>\$ 2,635,000</b>
Admin	City Hall ADA Parking/Access Improvements	ADA Parking, ramps, front entrance, doors	General Fund Taxes/Fees*	2026-27	\$ 20,000
Admin	Facilities Security Systems Integration	Facilities Security Systems Integration	General Fund Taxes/Fees*	2026-27	\$ 50,000
Admin	City Hall Improvements - HVAC	System replacement (including ducting)	General Fund Taxes/Fees*	2026-27	\$ 125,000
Parks	Cobug Creek Park	New Park Facility - Phase II	Park SDC	2026-27	\$ 250,000
Street	PW Operations Center Fuel Center	Citywide Fuel Storage/Pump System (\$150k total)	Gas Tax, TUF, BRIC Grant	2026-27	\$ 50,000
Street	Locust St - Diamond to Skinner	Two Inch Overlay/Dig out	Gas Tax, TUF, SCA, SDC	2026-27	\$ 125,000
Street	Locust St - Willamette to Harrison	Street Reconstruction, curb, sidewalk	Gas Tax, TUF, SCA, SDC	2026-27	\$ 250,000
Water	PW Operations Center Fuel Center	Citywide Fuel Storage/Pump System (\$150k total)	Water Rate Revenues	2026-27	\$ 50,000
Water	Water Supply Wells #1, #2 Rehabilitation	System upgrades and rehab to existing wells	Water Rate Revenues	2026-27	\$ 100,000
Water	Pioneer Valley Estates Distribution System	Replacement of existing distribution system	Fed Grant/Water Revenues	2026-27	\$ 750,000
Water	Water Master Plan Update	Update of 2016 Water Master Plan	Fed Grant/Water Revenues	2026-27	\$ 125,000
Sewer	PW Operations Center Fuel Center	Citywide Fuel Storage/Pump System (\$150k total)	WW Rate Revenues	2026-27	\$ 50,000
Sewer	WWTP Equipment Replacements (if needed)	Membrane, blowers, pumps, motors replacement	WW Rate Revenues	2026-27	\$ 150,000
Sewer	Premier RV Septic Tank Improvement	Replacement of existing (aged/mis-sized) septic tank	WW Rate Revenues	2026-27	\$ 450,000
Sewer	Renewable Energy (solar) System	Solar Panel Installation at WWTP (est. 199kw)	State (ODOE)/Federal Grant	2026-27	\$ 1,000,000
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>\$ 3,645,000</b>
Admin	City Hall ADA Parking/Access Improvements	ADA Parking, ramps, front entrance, doors	General Fund Taxes/Fees*	2027-28	\$ 60,000
Admin	Facilities Security Systems Integration	Facilities Security Systems Integration	General Fund Taxes/Fees*	2027-28	\$ 50,000
Admin	City Hall Improvements - Flooring	Full Carpet Replacement	General Fund Taxes/Fees*	2027-28	\$ 25,000
Street	Harrison - Mill to Locust	Two Inch Overlay/Dig out	Gas Tax, TUF	2027-28	\$ 250,000
Street	Mckenzie - Harrison to Diamond	Two Inch Overlay/Dig out	Gas Tax, TUF	2027-28	\$ 100,000
Street	Mckenzie - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	2027-28	\$ 100,000
Street	Mckenzie - Coleman to Miller	Two Inch Overlay/Dig out	Gas Tax, TUF	2027-28	\$ 100,000
Water	E Dixon St Waterline Replacement	Diamond St to East End - Waterline replacement	Water Debt Service (rate revenues)	2027-28	\$ 650,000
Water	Christian Wy Waterline Replacement	6 Ince pipeline replacement	Water Debt Service (rate revenues)	2027-28	\$ 300,000

Water	Delaney St Waterline Replacement	Willamette St to Stuart St - Waterline Replacement	Water Debt Service (rate revenues)	2027-28	\$ 100,
<b>TOTAL for FY2027-28</b>					<b>\$ 1,735,000</b>
Street	Lincoln St - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	2028-29	\$ 100,000
Street	Roberts Rd - South end to Roberts Ct	Two Inch Overlay	Gas Tax, TUF	2028-29	\$ 150,000
Street	Roberts Ct - Huntly Ct to west dead end	Two Inch Overlay/Leveling	Gas Tax, TUF	2028-29	\$ 150,000
Street	Collector Street Project - Phase II (S Coleman)	Street Reconstruction	Gas Tax, TUF, SDC, MPO	2028-29	\$ 900,000
Water	Existing Water Storage Tanks Rehab	Replace/Retrofit (seismic) existing (2) 500k/gl tanks	Grant/Loan (rate revenues)	2028-29	\$ 3,000,000
Water	Maple St Waterline Replacement	Coleman St to East End - Waterline Replacement	Water Debt Service (rate revenues)	2028-29	\$ 250,000
<b>TOTAL for FY2028-29</b>					<b>\$ 4,550,000</b>
Parks	Trails End Park - Phase II	Viewing platforms, paths, benches, signage	Undetermined Grant + Park SDC	2029-30	\$ 250,000
<b>TOTAL for FY2029-30</b>					<b>\$ 250,000</b>
Admin	City Hall Improvements - Façade	Willamette Frontage and Parking/landscaping	General Fund Taxes/Fees*	2030 +	\$ 50,000
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 extension south to Eugene	Undetermined Grant + Park/Trans SDC	2030 +	\$ 1,500,000
Street	Skinner St - Pearl to Lincoln	Two Inch Overlay/Dig out	Gas Tax, TUF	2030 +	\$ 100,000
Street	Skinner St - Mckenzie to Mill	Two Inch Overlay/Dig out	Gas Tax, TUF	2030 +	\$ 100,000
Street	Skinner St - Maple to Dixon	Street Reconstruction	Gas Tax, TUF	2030 +	\$ 100,000
Street	Skinner St - Delaney to Pearl	Street Reconstruction	Gas Tax, TUF	2030 +	\$ 100,000
Street	Skinner St - Lincoln to Mckenzie	Street Reconstruction	Gas Tax, TUF	2030 +	\$ 100,000
Water	EWEB Waterline Connection	8-12" waterline for water supply	Grant/Loan (rate revenues)	2030 +	\$ 9,000,000
Water	New water reservoir	750,000 Gallon elevated reservoir	Grant/Loan (rate revenues)	2030 +	\$ 7,000,000
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 FY2030+</b>					<b>\$ 25,345,000</b>



## Salary and Classification Schedule

FY 2025-26 Proposed  
CPI – U 2.77%

Step	1	2	3	4	5	6	7	8	9	10	11	12
<b>Administration</b>												
<b>City Administrator</b> <i>Exempt - Supervisor</i>	<u>Negotiated Contract</u>											
<b>Finance Director</b> <i>Exempt</i>	40.90 85,067	41.72 86,768	42.55 88,504	43.40 90,274	44.27 92,079	45.15 93,921	46.06 95,799	46.98 97,715	47.92 99,670	48.88 101,663	49.85 103,696	50.85 105,770
<b>Accountant</b> <i>Non-Exempt</i>	24.35 50,640	24.83 51,653	25.33 52,686	25.84 53,739	26.35 54,814	26.88 55,911	27.42 57,029	27.97 58,169	28.53 59,333	29.10 60,519	29.68 61,730	30.27 62,964
<b>City Recorder/Executive Assistant to CA &amp; City Council</b> <i>Exempt - Supervisor</i>	40.90 85,067	41.72 86,768	42.55 88,504	43.40 90,274	44.27 92,079	45.15 93,921	46.06 95,799	46.98 97,715	47.92 99,670	48.88 101,663	49.85 103,696	50.85 105,770
<b>Utility Billing Specialist</b> <i>Non-Exempt</i>	23.86 49,639	24.34 50,632	24.83 51,645	25.33 52,677	25.83 53,731	26.35 54,806	26.88 55,902	27.41 57,020	27.96 58,160	28.52 59,323	29.09 60,510	29.67 61,720
<b>Administrative/Department Specialist</b> <i>Non-Exempt</i>	21.28 44,257	21.70 45,142	22.14 46,045	22.58 46,966	23.03 47,905	23.49 48,863	23.96 49,841	24.44 50,838	24.93 51,854	25.43 52,891	25.94 53,949	26.46 55,028
<b>Administrative Assistant 2</b> <i>Non-Exempt</i>	20.54 42,723	20.95 43,577	21.37 44,449	21.80 45,338	22.23 46,244	22.68 47,169	23.13 48,113	23.59 49,075	24.07 50,056	24.55 51,057	25.04 52,079	25.54 53,120
<b>Administrative Assistant 1</b> <i>Non-Exempt</i>	19.36 40,276	19.75 41,082	20.15 41,903	20.55 42,741	20.96 43,596	21.38 44,468	21.81 45,358	22.24 46,265	22.69 47,190	23.14 48,134	23.60 49,096	24.08 50,078
<b>Administrative Assistant - Temp</b> <i>Non-Exempt</i>	15.63 32,515	15.94 33,165	16.26 33,828	16.59 34,505	16.92 35,195	17.26 35,899	17.60 36,617	17.96 37,349	18.32 38,096	18.68 38,858	19.06 39,635	19.44 40,428
<b>Court</b>												
<b>Court Administrator</b> <i>Exempt</i>	31.44 65,385	32.06 66,693	32.71 68,026	33.36 69,387	34.03 70,775	34.71 72,190	35.40 73,634	36.11 75,107	36.83 76,609	37.57 78,141	38.32 79,704	39.09 81,298
<b>Police</b>												
<b>Police Chief</b> <i>Exempt - Supervisor</i>	48.16 100,168	49.12 102,171	50.10 104,215	51.11 106,299	52.13 108,425	53.17 110,593	54.23 112,805	55.32 115,061	56.42 117,363	57.55 119,710	58.70 122,104	59.88 124,546
<b>Police Sargeant</b> <i>Non-Exempt - Supervisor</i>	39.91 83,021	40.71 84,681	41.53 86,375	42.36 88,103	43.20 89,865	44.07 91,662	44.95 93,495	45.85 95,365	46.77 97,272	47.70 99,218	48.65 101,202	49.63 103,226
<b>Police Officer 1</b> <i>Non-Exempt</i>	30.85 64,162	31.46 65,445	32.09 66,754	32.74 68,089	33.39 69,451	34.06 70,840	34.74 72,256	35.43 73,702	36.14 75,176	36.86 76,679	37.60 78,213	38.35 79,777

<b>Police Department Technician</b>	25.50	26.01	26.53	27.06	27.60	28.16	28.72	29.29	29.88	30.48	31.09	31.71
<i>Non-Exempt</i>	53,042	54,103	55,185	56,288	57,414	58,562	59,734	60,928	62,147	63,390	64,658	65,951
<b>Reserve Officer</b>	21.30	21.72	22.16	22.60	23.05	23.52	23.99	24.47	24.95	25.45	25.96	26.48
<i>On-Call officer only (50 hours PY)</i>	44,302	45,188	46,091	47,013	47,953	48,913	49,891	50,889	51,906	52,945	54,003	55,083
<b>Planning</b>												
<b>Planner/Development Director</b>	33.71	34.39	35.07	35.78	36.49	37.22	37.97	38.73	39.50	40.29	41.10	41.92
<i>Non-Exempt</i>	70,122	71,524	72,955	74,414	75,902	77,420	78,969	80,548	82,159	83,802	85,478	87,188
<b>Staff Planner/Development</b>	24.94	25.44	25.95	26.47	27.00	27.54	28.09	28.65	29.23	29.81	30.41	31.02
<i>Non-Exempt</i>	51,885	52,923	53,982	55,061	56,162	57,286	58,431	59,600	60,792	62,008	63,248	64,513
<b>Public Works</b>												
<b>Public Works Director</b>	41.38	42.21	43.05	43.91	44.79	45.69	46.60	47.53	48.48	49.45	50.44	51.45
<i>Exempt - Supervisor</i>	86,068	87,789	89,545	91,336	93,163	95,026	96,926	98,865	100,842	102,859	104,916	107,015
<b>Public Works Supervisor</b>	30.85	31.46	32.09	32.74	33.39	34.06	34.74	35.43	36.14	36.86	37.60	38.35
<i>Exempt - Supervisor</i>	64,162	65,445	66,754	68,089	69,451	70,840	72,256	73,702	75,176	76,679	78,213	79,777
<b>Public Works Operator 3</b>	27.46	28.01	28.57	29.14	29.72	30.32	30.92	31.54	32.17	32.81	33.47	34.14
<i>Non-Exempt</i>	57,112	58,254	59,419	60,607	61,820	63,056	64,317	65,603	66,915	68,254	69,619	71,011
<b>Public Works Operator 2</b>	24.06	24.54	25.03	25.53	26.04	26.56	27.09	27.63	28.19	28.75	29.33	29.91
<i>Non-Exempt</i>	50,039	51,040	52,061	53,102	54,164	55,248	56,353	57,480	58,629	59,802	60,998	62,218
<b>Public Works Operator 1</b>	21.47	21.90	22.34	22.78	23.24	23.70	24.18	24.66	25.16	25.66	26.17	26.70
<i>Non-Exempt</i>	44,657	45,551	46,462	47,391	48,339	49,305	50,292	51,297	52,323	53,370	54,437	55,526
<b>Public Works Seasonal Worker</b>	15.63	15.94	16.26	16.59	16.92	17.26	17.60	17.96	18.32	18.68	19.06	19.44
<i>Non-Exempt</i>	32,515	33,165	33,828	34,505	35,195	35,899	36,617	37,349	38,096	38,858	39,635	40,428

Account #	Description	FY25 Budget	FY25 EOY Est	FY26 Budget	Category
001-001-501100	Regular Employees	170,390	198,229	138,670	Personal Services
001-001-501150	Temporary Employees	0			Personal Services
001-001-501200	Overtime Pay	0			Personal Services
001-001-502100	FICA/Medicare	13,050	15,064	10,690	Personal Services
001-001-502210	PERS Retirement - ER	33,650	22,325	34,780	Personal Services
001-001-502215	PERS Retirement UAL	0	19,396		Personal Services
001-001-502220	PERS Retirement - EE	6,130	8,417	5,530	Personal Services
001-001-502225	HRAVEBA	90	2,038	960	Personal Services
001-001-502230	Deferred Comp	0	74	960	Personal Services
001-001-502300	Health Insurance	54,420	50,425	43,730	Personal Services
001-001-502400	Workers Comp	1,860	13,006	1,610	Personal Services
001-001-502450	SUTA Tax			1,260	Personal Services
001-001-601100	Office Supplies	6,000	6,000	7,000	Material and Services
001-001-601200	Technical Supplies	2,200	1,000	2,000	Material and Services
001-001-602100	Repair & Maintenance	0			Material and Services
001-001-602300	Equipment Rental	0			Material and Services
001-001-603200	Communication	0			Material and Services
001-001-604100	Professional Services	125,500	120,000	100,000	Material and Services
001-001-604200	Technical Services	0			Material and Services
001-001-604300	Contract Services	0			Material and Services
001-001-604400	Insurance Services	102,000	100,000	110,000	Material and Services
001-001-605100	Travel and Training	8,500	1,500	5,000	Material and Services
001-001-605200	Community Engagement	1,000	100	1,000	Material and Services
001-001-605300	Mbrships/Dues/Subscriptions	6,000	4,000	5,000	Material and Services
001-001-605400	Miscellaneous	1,000	0	1,000	Material and Services
001-002-601200	Technical Supplies	8,500	5,000	7,500	Material and Services
001-002-603100	Utilities	16,500	15,000	18,000	Material and Services
001-002-603200	Communication	11,000	9,000	10,000	Material and Services
001-002-604100	Professional Services	26,000	60,000	40,000	Material and Services
001-002-604200	Technical Services	10,000	15,000	12,000	Material and Services
001-002-604300	Contract Services	12,500	12,000	12,000	Material and Services
001-002-703200	Equipment - Technology	15,000	0	5,000	Capital Outlay
001-004-501100	Regular Employees	64,120	61,656	49,510	Personal Services
001-004-501150	Temporary Employees	0		-	Personal Services
001-004-501200	Overtime Pay	3,000	161	1,000	Personal Services
001-004-502100	FICA/Medicare	5,150	5,042	3,920	Personal Services
001-004-502210	PERS Retirement - ER	12,880	7,068	12,450	Personal Services
001-004-502215	PERS Retirement UAL	0	6,381		Personal Services
001-004-502220	PERS Retirement - EE	4,030	4,216	3,060	Personal Services
001-004-502225	HRAVEBA	60	633	480	Personal Services
001-004-502230	Deferred Comp	0	14	480	Personal Services
001-004-502300	Health Insurance	15,860	11,360	9,880	Personal Services
001-004-502400	Workers Comp	1,880	772	1,360	Personal Services
001-004-502450	SUTA Tax	0		440	Personal Services
001-004-601100	Office Supplies	0			Material and Services
001-004-601200	Technical Supplies	0			Material and Services
001-004-602100	Repair & Maintenance	0			Material and Services
001-004-602300	Equipment Rental	0			Material and Services
001-004-602400	Vehicle Maintenance	0			Material and Services
001-004-602500	Fuel	0			Material and Services

Account #	Description	FY25 Budget	FY25 EOY Est	FY26 Budget	Category
001-004-604100	Professional Services	0			Material and Services
001-004-604200	Technical Services	0			Material and Services
001-004-604300	Contract Services	0			Material and Services
001-004-605100	Travel and Training	0			Material and Services
001-004-605300	Mbrships/Dues/Subscriptions	0			Material and Services
001-006-501100	Regular Employees	55,070	52,570	57,980	Personal Services
001-006-501150	Temporary Employees	0			Personal Services
001-006-501200	Overtime Pay	0			Personal Services
001-006-502100	FICA/Medicare	4,220	4,023	4,450	Personal Services
001-006-502210	PERS Retirement - ER	10,090	4,888	13,870	Personal Services
001-006-502215	PERS Retirement UAL	0	4,803		Personal Services
001-006-502220	PERS Retirement - EE	3,310	3,174	3,480	Personal Services
001-006-502225	HRAVEBA	50	787	600	Personal Services
001-006-502230	Deferred Comp	0	34		Personal Services
001-006-502300	Health Insurance	10,600	8,687	10,950	Personal Services
001-006-502400	Workers Comp	1,030	625	1,030	Personal Services
001-006-502450	SUTA Tax			530	Personal Services
001-006-601100	Office Supplies	1,000	150	750	Material and Services
001-006-601200	Technical Supplies	0	3,750	500	Material and Services
001-006-602100	Repair & Maintenance	0			Material and Services
001-006-602300	Equipment Rental	0			Material and Services
001-006-603200	Communication	500	300	500	Material and Services
001-006-604100	Professional Services	126,500	95,000	100,000	Material and Services
001-006-604200	Technical Services	0			Material and Services
001-006-604300	Contract Services	0			Material and Services
001-006-605100	Travel and Training	1,500	300	1,000	Material and Services
001-006-605300	Mbrships/Dues/Subscriptions	0			Material and Services
001-015-501100	Regular Employees	379,960	426,355	306,290	Personal Services
001-015-501150	Temporary Employees	0			Personal Services
001-015-501200	Overtime Pay	50,000	3,002	50,000	Personal Services
001-015-502100	FICA/Medicare	32,900	32,540	27,500	Personal Services
001-015-502210	PERS Retirement - ER	94,990	60,197	98,560	Personal Services
001-015-502215	PERS Retirement UAL	0	41,162		Personal Services
001-015-502220	PERS Retirement - EE	19,310	19,822	14,120	Personal Services
001-015-502225	HRAVEBA	250	3,011	3,000	Personal Services
001-015-502230	Deferred Comp	0	68	3,000	Personal Services
001-015-502300	Health Insurance	114,890	83,259	118,720	Personal Services
001-015-502400	Workers Comp	13,850	2,391	12,170	Personal Services
001-015-502450	SUTA Tax			2,790	Personal Services
001-015-601100	Office Supplies	1,500	800	1,000	Material and Services
001-015-601200	Technical Supplies	27,000	23,000	24,000	Material and Services
001-015-602100	Repair & Maintenance	6,000	5,000	7,000	Material and Services
001-015-602300	Equipment Rental	0			Material and Services
001-015-602400	Vehicle Maintenance	6,500	6,000	6,500	Material and Services
001-015-602500	Fuel	16,500	14,000	17,000	Material and Services
001-015-603200	Communication	0			Material and Services
001-015-604100	Professional Services	79,000	79,000	85,000	Material and Services
001-015-604200	Technical Services	2,000	2,000	2,000	Material and Services
001-015-604300	Contract Services	0			Material and Services
001-015-605100	Travel and Training	6,500	5,000	7,000	Material and Services

Account #	Description	FY25 Budget	FY25 EOY Est	FY26 Budget	Category
001-015-605200	Community Engagement	8,500	5,000	6,500	Material and Services
001-015-605300	Mbrships/Dues/Subscriptions	0			Material and Services
001-015-605400	Miscellaneous	1,000	500	1,000	Material and Services
001-015-703100	Equipment - Vehicles	6,000			Capital Outlay
001-020-501100	Regular Employees	73,620	75,492	79,150	Personal Services
001-020-501150	Temporary Employees	0	0		Personal Services
001-020-501200	Overtime Pay	0			Personal Services
001-020-502100	FICA/Medicare	5,640	5,449	6,110	Personal Services
001-020-502210	PERS Retirement - ER	14,980	8,994	20,380	Personal Services
001-020-502215	PERS Retirement UAL	0	7,253		Personal Services
001-020-502220	PERS Retirement - EE	4,420	4,793	4,790	Personal Services
001-020-502225	HRAVEBA	50	787	600	Personal Services
001-020-502230	Deferred Comp	0	34	600	Personal Services
001-020-502300	Health Insurance	30,230	24,983	31,240	Personal Services
001-020-502400	Workers Comp	1,050	555	1,060	Personal Services
001-020-502450	SUTA Tax	0		720	Personal Services
001-020-601100	Office Supplies	1,000	1,000	1,300	Material and Services
001-020-601200	Technical Supplies	0			Material and Services
001-020-602100	Repair & Maintenance	0			Material and Services
001-020-602300	Equipment Rental	0			Material and Services
001-020-604100	Professional Services	30,500	25,000	29,000	Material and Services
001-020-604200	Technical Services	800	800	800	Material and Services
001-020-604300	Contract Services	4,600	4,600	5,400	Material and Services
001-020-605100	Travel and Training	4,000	4,000	2,000	Material and Services
001-020-605300	Mbrships/Dues/Subscriptions	400	400	400	Material and Services
001-025-604100	Professional Services	5,000	13,500	13,500	Material and Services
001-025-604300	Contract Services	42,000	30,000	30,000	Material and Services
001-050-601200	Technical Supplies	11,000	8,000	11,000	Material and Services
001-050-602100	Repair & Maintenance	2,000	1,500	2,000	Material and Services
001-050-602300	Equipment Rental	500	1,100	1,000	Material and Services
001-050-602400	Vehicle Maintenance	2,500	2,500	2,500	Material and Services
001-050-602500	Fuel	2,200	2,200	2,300	Material and Services
001-050-603100	Utilities	2,200	2,200	2,400	Material and Services
001-050-603200	Communication	0			Material and Services
001-050-604300	Contract Services	12,000	12,000	5,000	Material and Services
001-050-704101	Pavilion Park Plaza	205,000	205,000	10,000	Capital Outlay
001-051-704101	Pavilion Park Plaza	0			Capital Outlay
001-999-801100	2020 US Bank- Prin	15,000	15,000	15,000	Debt
001-999-802100	2020 US Bank- Int	14,250	14,250	13,800	Debt
003-001-501100	Regular Employees	42,600	54,465	73,460	Personal Services
003-001-501150	Temporary Employees	0			Personal Services
003-001-501200	Overtime Pay	0			Personal Services
003-001-502100	FICA/Medicare	3,270	4,063	5,670	Personal Services
003-001-502210	PERS Retirement - ER	8,420	5,922	18,390	Personal Services
003-001-502215	PERS Retirement UAL	0	5,184		Personal Services
003-001-502220	PERS Retirement - EE	1,540	2,325	3,020	Personal Services
003-001-502225	HRAVEBA	0	801	540	Personal Services
003-001-502230	Deferred Comp	0	25	540	Personal Services
003-001-502300	Health Insurance	13,650	14,068	21,890	Personal Services
003-001-502400	Workers Comp	450	215	890	Personal Services

Account #	Description	FY25 Budget	FY25 EOY Est	FY26 Budget	Category
003-001-502450	SUTA Tax	0		670	Personal Services
003-001-601100	Office Supplies	0			Material and Services
003-001-601200	Technical Supplies	9,500	0	5,000	Material and Services
003-001-604100	Professional Services	0			Material and Services
003-004-501100	Regular Employees	78,570	73,859	70,020	Personal Services
003-004-501150	Temporary Employees	0		28,690	Personal Services
003-004-501200	Overtime Pay	4,000	161	15,260	Personal Services
003-004-502100	FICA/Medicare	6,330	5,616	7,610	Personal Services
003-004-502210	PERS Retirement - ER	15,730	7,868	24,790	Personal Services
003-004-502215	PERS Retirement UAL	0	7,167		Personal Services
003-004-502220	PERS Retirement - EE	4,960	4,736	5,970	Personal Services
003-004-502225	HRAVEBA	0	674	600	Personal Services
003-004-502230	Deferred Comp	0	14	600	Personal Services
003-004-502300	Health Insurance	21,950	13,177	14,410	Personal Services
003-004-502400	Workers Comp	2,390	773	2,050	Personal Services
003-004-502450	SUTA Tax			640	Personal Services
003-004-601100	Office Supplies	0			Material and Services
003-004-601200	Technical Supplies	0	11,500	12,000	Material and Services
003-004-602100	Repair & Maintenance	16,000	12,500	16,500	Material and Services
003-004-602300	Equipment Rental	1,000	0	1,200	Material and Services
003-004-602400	Vehicle Maintenance	3,500	2,200	3,200	Material and Services
003-004-602500	Fuel	3,500	3,500	3,500	Material and Services
003-004-603100	Utilities	15,000	14,000	16,000	Material and Services
003-004-603200	Communication	500	500	500	Material and Services
003-004-604100	Professional Services	32,500	32,500	20,000	Material and Services
003-004-604200	Technical Services	0			Material and Services
003-004-604300	Contract Services	40,000	10,000	25,000	Material and Services
003-004-605100	Travel and Training	1,000	0	1,000	Material and Services
003-004-605300	Mbrships/Dues/Subscriptions	0			Material and Services
003-004-702100	Buildings	100,000	75,000	-	Capital Outlay
003-004-703100	Equipment - Vehicles	0			Capital Outlay
003-004-704201	Colman St + SCA + Patches	250,000	75,000	800,000	Capital Outlay
003-004-704202	Willamette/Macy/Harrison Recon	700,000	700,000		Capital Outlay
003-999-801300	2022 Street OIFT - Prin	92,530	92,523	93,865	Debt
003-999-802300	2022 Street OIFT - Int	21,900	21,877	20,540	Debt
004-001-501100	Regular Employees	42,600	65,236	88,630	Personal Services
004-001-501150	Temporary Employees	0		-	Personal Services
004-001-501200	Overtime Pay	0			Personal Services
004-001-502100	FICA/Medicare	3,270	4,857	6,840	Personal Services
004-001-502210	PERS Retirement - ER	8,420	6,933	22,060	Personal Services
004-001-502215	PERS Retirement UAL	0	6,177		Personal Services
004-001-502220	PERS Retirement - EE	1,540	2,982	3,940	Personal Services
004-001-502225	HRAVEBA	0	990	690	Personal Services
004-001-502230	Deferred Comp	0	39	690	Personal Services
004-001-502300	Health Insurance	13,650	17,858	29,680	Personal Services
004-001-502400	Workers Comp	450	219	1,140	Personal Services
004-001-502450	SUTA Tax			810	Personal Services
004-001-601100	Office Supplies	3,000			Material and Services
004-001-601200	Technical Supplies	0			Material and Services

Account #	Description	FY25 Budget	FY25 EOY Est	FY26 Budget	Category
004-001-604100	Professional Services	0			Material and Services
004-004-501100	Regular Employees	93,500	91,426	88,230	Personal Services
004-004-501150	Temporary Employees	0			Personal Services
004-004-501200	Overtime Pay	4,000	83	4,000	Personal Services
004-004-502100	FICA/Medicare	7,470	6,933	7,130	Personal Services
004-004-502210	PERS Retirement - ER	18,460	9,576	22,890	Personal Services
004-004-502215	PERS Retirement UAL	0	8,845		Personal Services
004-004-502220	PERS Retirement - EE	5,850	5,845	5,590	Personal Services
004-004-502225	HRAVEBA	0	807	780	Personal Services
004-004-502230	Deferred Comp	0	3	780	Personal Services
004-004-502300	Health Insurance	25,120	18,197	17,670	Personal Services
004-004-502400	Workers Comp	3,570	779	3,400	Personal Services
004-004-502450	SUTA Tax			810	Personal Services
004-004-601100	Office Supplies	0			Material and Services
004-004-601200	Technical Supplies	23,500	27,000	25,000	Material and Services
004-004-602100	Repair & Maintenance	20,000	25,000	25,000	Material and Services
004-004-602300	Equipment Rental	1,000	0	1,000	Material and Services
004-004-602400	Vehicle Maintenance	3,000	4,000	3,000	Material and Services
004-004-602500	Fuel	6,600	6,000	6,500	Material and Services
004-004-603100	Utilities	50,000	35,000	42,000	Material and Services
004-004-603200	Communication	1,000	1,000	1,000	Material and Services
004-004-604100	Professional Services	23,200	40,000	20,000	Material and Services
004-004-604200	Technical Services	0			Material and Services
004-004-604300	Contract Services	5,000	3,500	5,000	Material and Services
004-004-605100	Travel and Training	500	500	500	Material and Services
004-004-605300	Mbrships/Dues/Subscriptions	5,000	2,000	2,500	Material and Services
004-004-702100	Buildings	290,000	230,000	-	Capital Outlay
004-004-703100	Equipment - Vehicles	0			Capital Outlay
004-004-704301	Well #3 Project	250,000	0		Capital Outlay
004-004-704302	2018 #S19007	1,200,000	100,000	1,200,000	Capital Outlay
004-004-704304	Well #1 & #2 Rehab	400,000	.	100,000	Capital Outlay
004-999-801100	2020 US Bank- Prin	80,000	80,000	80,000	Debt
004-999-802100	2020 US Bank- Int	4,800	4,800	2,400	Debt
005-001-501100	Regular Employees	28,400	49,179	88,630	Personal Services
005-001-501150	Temporary Employees	0			Personal Services
005-001-501200	Overtime Pay	0			Personal Services
005-001-502100	FICA/Medicare	2,190	3,659	6,840	Personal Services
005-001-502210	PERS Retirement - ER	5,620	5,144	22,060	Personal Services
005-001-502215	PERS Retirement UAL	0	4,632		Personal Services
005-001-502220	PERS Retirement - EE	1,030	2,327	3,940	Personal Services
005-001-502225	HRAVEBA	0	858	690	Personal Services
005-001-502230	Deferred Comp	0	34	690	Personal Services
005-001-502300	Health Insurance	9,100	13,674	29,680	Personal Services
005-001-502400	Workers Comp	300	148	1,140	Personal Services
005-001-502450	SUTA Tax			810	Personal Services
005-001-601100	Office Supplies	2,500			Material and Services
005-001-601200	Technical Supplies	0			Material and Services
005-001-604100	Professional Services	0			Material and Services
005-004-501100	Regular Employees	127,050	117,793	130,710	Personal Services
005-004-501200	Overtime Pay	4,000	820	4,000	Personal Services

Account #	Description	FY25 Budget	FY25 EOY Est	FY26 Budget	Category
005-004-502100	FICA/Medicare	10,040	9,009	10,410	Personal Services
005-004-502210	PERS Retirement - ER	24,610	11,385	33,130	Personal Services
005-004-502215	PERS Retirement UAL	0	10,624		Personal Services
005-004-502220	PERS Retirement - EE	7,870	7,020	8,160	Personal Services
005-004-502225	HRAVEBA	0	931	1,140	Personal Services
005-004-502230	Deferred Comp	0	3	1,140	Personal Services
005-004-502300	Health Insurance	31,440	17,675	24,170	Personal Services
005-004-502400	Workers Comp	5,610	787	5,890	Personal Services
005-004-502450	SUTA Tax			1,190	Personal Services
005-004-601100	Office Supplies	0			Material and Services
005-004-601200	Technical Supplies	80,800	65,000	85,000	Material and Services
005-004-602100	Repair & Maintenance	45,000	38,000	45,000	Material and Services
005-004-602300	Equipment Rental	1,000	500	1,000	Material and Services
005-004-602400	Vehicle Maintenance	4,500	2,500	4,500	Material and Services
005-004-602500	Fuel	6,000	5,000	6,000	Material and Services
005-004-603100	Utilities	45,000	40,000	45,000	Material and Services
005-004-603200	Communication	1,500	1,300	1,500	Material and Services
005-004-604100	Professional Services	27,500	8,000	-	Material and Services
005-004-604200	Technical Services	25,000	30,000	26,000	Material and Services
005-004-604300	Contract Services	64,000	50,000	60,000	Material and Services
005-004-605100	Travel and Training	0			Material and Services
005-004-605300	Mbrships/Dues/Subscriptions	4,500	2,000	3,500	Material and Services
005-004-702100	Buildings	205,000	200,000	-	Material and Services
005-004-703100	Equipment - Vehicles + Fuel station + Membrane + Premier	0			Capital Outlay
005-999-801100	2020 US Bank- Prin	95,000	95,000	100,000	Debt
005-999-801200	2020 DEQ - Prin	549,900	549,900	554,640	Debt
005-999-802100	2020 US Bank- Int	167,350	167,350	164,500	Debt
005-999-802200	2020 DEQ - Int	58,100	58,094	53,354	Debt
005-999-803200	2020 DEQ - Fees	34,500	34,462	31,712	Debt
TOTAL CAPITAL & OPERATING EXPENSE				6,626,911	



## Lane County Sheriff’s Office Dispatch Service Agreement Extension for FY26

Meeting Date	Staff Contact	Email
June 10, 2025	Adam Hanks, City Administrator Larry Larson, Police Chief	<a href="mailto:Adam.Hanks@coburgoregon.gov">Adam.Hanks@coburgoregon.gov</a> <a href="mailto:Larry.Larson@coburgoregon.gov">Larry.Larson@coburgoregon.gov</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

The City of Coburg has an Intergovernmental Agreement (IGA) with Lane County for 9-1-1 dispatch services that provides mandatory dispatch service for the Coburg Police Department. The attached “year three” amendment is presented to Council due to the 3.5% increase from the prior year caused the agreement to exceed the \$75,000 maximum contract execution limit for the City Administrator requiring Council review and approval.

#### Suggested Motion

*I move to approve Lane County Intergovernmental Agreement Amendment 57995\_2 in the amount of \$77,663.87 and authorize the City Administrator to execute the contract as presented.*

### BACKGROUND

The original contract with Lane County for dispatch services provided by the Lane County Sheriff’s Office (LCSO) was executed and effective July 1, 2023 with a current expiration date of June 30, 2026. This three-year contract contained a provision that specified annual contract payment adjustments of up to 4% per year, with a current year increase of 3.5%.

The payments are made quarterly (\$19,415.97) from the materials and services budget of the Police Department which operates within the City’s General Fund.

Staff will be working with representatives from Lane County to renew, extend or renegotiate this IGA in mid-FY26 for updated costs to incorporate into the proposed FY27 Budget in April of 2026.

### RECOMMENDATION

Staff recommends approval of the Lane County IGA for 9-1-1 Dispatch services as presented.

### BUDGET / FINANCIAL IMPACT

This non-discretionary dispatch contract is the second largest budgetary expense after staffing

costs and represents just under ten percent (10%) of the total budget of the Police Department. Staff anticipate increases beyond the annual 3 – 4% amendments as the new agreement is negotiated, due primarily to collective bargaining for a current union contract that expires June 30, 2025.

**PUBLIC INVOLVEMENT**

No topic specific public involvement has been done beyond brief discussion of the dispatch services costs within the Budget Committee FY26 review and approval meetings.

**NEXT STEPS**

If approved, staff will execute the agreement amendment and work with LCSO during the upcoming fiscal year to schedule agreement renewal discussions to ensure a contract is available for Council review in the spring of 2026.

**ATTACHMENTS**

1. Lane County IGA Amendment 57995\_2
2. Lane County IGA – July 1, 2023-June 30, 2026
3. Lane County IGA Amendment 57995\_1

LANE COUNTY INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT  
(Contract Form B-2, rev.04/11/2025)

Contract Title: Dispatch Services for City of Coburg Police Department  
Amendment No.: 57995\_2

This Amendment modifies the Intergovernmental Agreement named above between Lane County (“County”), and City of Coburg (“City”). County and City agree as follows:

- 1. **SCOPE OF AMENDMENT.** The scope of the Agreement is amended as follows:
  - 1.1 This Amendment provides City with the annual payment amount for the third year of the three-year original Contract No. 57995.
  - 1.2 The third year of the Contract adds a 3.5% increase from year two.
  - 1.3 This Amendment clarifies and updates information previously listed on Exhibit A, No. 6, of the original Contract, regarding warrant-related duties.
    - 1.3.1 Information listed in Exhibit A of the original contract has been adjusted as follows:
      - 6. “..... ~~County Jail~~ Police Records will enter warrants, handle the confirmations, clearances, and recalls, among other warrant-related duties, and physically hold the warrants in ~~Jail~~ the Police Records Unit of the ~~at~~-Lane County ~~Adult Corrections~~ Courthouse.”

2. **CONSIDERATION**

2.1 **Consideration.**

2.1.1 In consideration of this Amendment, the Agreement amount is increased by Two Thousand Six Hundred Twenty-Five Dollars and Thirty-One Cents (\$2,625.31).

2.1.2 The new amount for the third year is as follows: Seventy-Seven Thousand Six Hundred Sixty-Three Dollars and Eighty-Seven Cents (\$77,663.87).

2.2 **Invoices.** Invoicing will remain as quarterly, with a new amount of \$19,415.97 each quarter.

2.3 **Summary.** A summary of the original Agreement amount and all amendment amounts is:

Original Agreement amount:	\$	72,852.00
Total of all previous Amendments:		75,037.56
This Amendment:		77,663.87
Revised Agreement amount including all Amendments:		\$ 225,553.43

3. **TIME.** In consideration of this Amendment, the Duration time of the original Contract is unchanged. The revised contract period, including this amendment, is July 1, 2024, to June 30, 2026.

4. **DATE.** This Amendment is effective as of the date last signed below, or as of the date entered here: July 1, 2025 .

**SIGNATURES ON FOLLOWING PAGE**

**SIGNATURES**

Each party, by signature below, agrees to be bound by the terms and conditions of this Amendment. All other terms and conditions of the original Agreement not altered by this Amendment remain in full force and effect.

**CITY:**

**COUNTY:**

**CITY OF COBURG**

**LANE COUNTY:**

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

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

By: \_\_\_\_\_

By: Carl E. Wilkerson III

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

Title: Acting Sheriff

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

By: Steve Mokrohisky

Title: Administrator

Date: \_\_\_\_\_

**INTERGOVERNMENTAL AGREEMENT**  
(IGA) (LC Contract Form A-2, 02/01/2023)

**DISPATCH SERVICES FOR CITY OF COBURG POLICE DEPARTMENT**

This Agreement is entered into by and between Lane County, a political subdivision of the State of Oregon (“County”), on behalf of the Sheriff’s Office, and City of Coburg, a municipal corporation (“City”), on behalf of the Coburg Police Department, each a “party,” and referred to collectively in this Agreement as “the parties.”

**RECITALS**

- A. ORS 190.010 and the Lane County Home Rule Charter provide that units of local government may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers, or agents, have authority to perform.
- B. City desires to continue the partnership with County for dispatch services for the Coburg Police Department.
- C. County is willing to provide dispatch services to City.
- D. Parties to this Agreement must perform the Work in a manner consistent with the offers and statements in Exhibit A and Exhibit B.

**1. SCOPE OF AGREEMENT.**

**1.1 County will:**

- 1.1.1 provide and fulfill dispatch services to City as described in Exhibit A.

**1.2 City will:**

- 1.2.1 perform and function as described in Exhibit A.
- 1.2.2 perform and function as described in Exhibit B.
- 1.2.3 agree to the terms described in Attachments 1 and 2.

**2. DOCUMENTS FORMING THE AGREEMENT**

**2.1 The Agreement.** The Agreement consists of this document and all exhibits listed below, which are incorporated into this Agreement.

**2.2 Exhibits.** With this document, the following exhibits are incorporated into the Agreement:

- **Exhibit A** Scope of Work
- **Exhibit B** Access Requirements
- **Attachment 1** Third Party Remote Access Agreement Requirements
- **Attachment 2** Lane County APM, *Use of County Computer and Communication Resources*

**3. CONSIDERATION AND PAYMENT**

**3.1** In consideration for City's performance under this Agreement, **County will:**

- 3.1.1 invoice City each quarter during the months of September, December, March and June. Payment will be due within thirty (30) days of billing date.
- 3.1.2 increase annual payments after the Initial Years’ end date by a not-to-exceed amount of four percent (4%), as of July 1st each new year.

**3.2** In consideration for County's performance under this Agreement, **City will:**

- 3.2.1 agree to pay an Initial Year amount of Seventy-Two Thousand Eight Hundred Fifty-Two Dollars (\$72,852.00) for Dispatch Services from July 1, 2023-June 30, 2024
- 3.2.2 agree to two addition years of services not to exceed four percent (4%) increases each year.
- 3.2.3 pay County quarterly as described in 3, 3.1 (3.1.1.)

#### 4. EFFECTIVE DATE AND DURATION

**4.1 Effective Date.** Upon the signature of all parties, this Agreement is effective July 1, 2023.

**4.2 Duration.** Unless extended or terminated earlier in accordance with its terms, this Agreement will terminate June 30, 2026. However, such expiration shall not extinguish or prejudice either party's right to enforce this agreement with respect to any breach or default in performance which has not been cured.

#### 5. AUTHORIZED REPRESENTATIVES. Each of the parties designates the following individuals as its authorized representatives for administration of this Agreement. Either party may designate a new authorized representative by written notice to the other.

##### 5.1 County's Authorized Representative.

Jonna Hill, Support Services Manager  
125 E 8<sup>th</sup> Avenue  
Eugene, OR 97401  
Phone: 541-682-6689  
Email: [jonna.hill@lanecountyor.gov](mailto:jonna.hill@lanecountyor.gov)

##### 5.2 City's Authorized Representative.

Anne Heath, City Administrator  
91136 N Willamette Street  
Coburg, OR 97408  
Phone: 541-682-7871

Any notice, demand, consent, approval, or other communication to be given under this Agreement must be in writing and provided by email addressed to the party's authorized representative, except as provided below in this section. However, if, in either party's discretion, email is not the most appropriate method for providing notice, then notice may be provided by personal delivery; certified mail, postage prepaid, return receipt requested; or nationally recognized overnight courier. The effective date of notice shall be: for notice by email, the date and time sent if sent between the hours of 8 am and 5 pm, otherwise effective at 8am the following Business Day; for notice delivered in person, the date and time of delivery; for notice by U.S. mail, three days after the date of certification; and for notice by overnight courier, the next business day after deposit with the courier. If no representative is identified in this section, notice may be given to the person executing the Agreement on behalf of that party below.

#### 6. SPECIAL CONDITIONS

**6.1 Compliance with Coronavirus Guidelines, Laws, Rules, and Orders.** Each of the parties is aware of the continuing COVID-19 emergency and each agrees that it is and will remain familiar with the CDC prevention guidelines and with federal, state, and local laws, rules, and orders regarding COVID-19 throughout the term of this Agreement, and will take all necessary precautions relating to COVID-19 and its variants, including those set out in the guidelines, laws, rules, and orders described in this paragraph. The parties have anticipated the costs of compliance with the present guidelines, rules, laws, and orders prior to entering into this Agreement, and that no claim will be made by either party for such compliance.

#### 7. INDEMNIFICATION. To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, each party agrees to indemnify, defend, and hold harmless the other party and its officers, employees, and agents from and against all damages, losses and expenses, including but not limited to attorney fees and costs related to litigation, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement.

#### 8. PUBLIC BODY STATUS. In providing the services specified in this Agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any and all other statutory rights granted as a result of their status as local public bodies.

## 9. MODIFICATION AND TERMINATION.

- 9.1 Modification.** No modification or amendment to this Agreement will bind either party unless in writing and signed by both parties.
- 9.2 Termination.** The parties may jointly agree to terminate this Agreement at any time by written agreement. Either party may terminate this Agreement for its convenience at any time with no liability on its part, except to pay for services previously provided, by giving the other party not less than 30 days' advance written notice.
- 9.3 Non-Appropriation.** Each of the parties certifies that it has sufficient funds currently authorized for expenditure to finance the costs of this Agreement for the period within the current budget; however, the parties understand and agree that, if a party does not appropriate funds for the next succeeding fiscal year to continue payments otherwise required by the Agreement, this Agreement will terminate at the end of the last fiscal year for which payments have been appropriated. The non-appropriating party will notify the other party of such non-appropriation not later than 30 days before the beginning of the year within which funds are not appropriated. Upon termination pursuant to this clause, neither party will have a further obligation for payments beyond the termination date.

## 10. MISCELLANEOUS PROVISIONS

- 10.1 Dispute Resolution.** The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or other cooperative dispute resolution process.
- 10.2 Waiver.** Failure of either party to enforce any provision of the Agreement does not constitute a waiver or relinquishment by the party of the right to such performance in the future nor of the right to enforce that or any other provision of this Agreement.
- 10.3 Severability.** If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected; and the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 10.4 Governing Law, Forum, and Venue.** All matters in dispute between the parties to this Agreement arising from or relating to the Agreement, including without limitation alleged tort or violation, are governed by, construed, and enforced in accordance with the laws of the State of Oregon without regard to principles of conflict of laws. This section does not constitute a waiver by County of any form of defense or immunity, whether governmental immunity or otherwise, from any claim or from the jurisdiction of any court. All disputes and litigation arising out of this Agreement will be decided by the state or federal courts of Oregon. Venue for all disputes and litigation will be in Lane County, Oregon.
- 10.5 Time is of the Essence.** The parties agree that time is of the essence with respect to all provisions of this Agreement.
- 10.6 No Third-Party Beneficiaries.** County and City are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or may be construed to give or provide any benefit or right to third persons, either directly or indirectly, that is greater than the rights and benefits enjoyed by the general public, unless that party is identified by name in this Agreement.
- 10.7 Headings.** The headings and captions in this Agreement are for reference and identification purposes only and may not be used to construe the meaning or to interpret the Agreement.
- 10.8 Force Majeure.** Neither party will be held responsible for delay or default due to force majeure acts, events, or occurrences, including but not limited to fires, riots, wars, and epidemics, unless such delay or default could have been avoided by the exercise of reasonable care, prudence, foresight, and diligence by that party.

- 10.9 Multiple Counterparts.** This Agreement and any subsequent amendments may be executed in several counterparts, facsimile or otherwise, all of which when taken together will constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement and any amendments so executed will constitute an original.
- 10.10 Merger and Construction.** This Agreement contains the entire agreement of County and City with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings. This Agreement is the result of bilateral negotiations between the parties, and the provisions of this Agreement are to be interpreted and their legal effects determined as a whole, with no part to be construed against the drafter of such part.
- 10.11 Compliance with Law.** County and City agree to comply with all federal, state and local laws applicable to the parties or the subject matter of this Agreement.

**SIGNATURES FOLLOW ON NEXT PAGE**

**EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

**CITY:**

CITY OF COBURG

By: 

Print: Anne Heath

Title: City Administrator


Date: 6/26/2023

Address: PO Box 8316

Coburg, OR 97408

**COUNTY:**

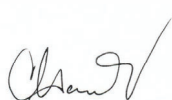
LANE COUNTY

By:   
Steve M. Mokrohisky

Digitally signed by Steve Mokrohisky  
DN: cn=Steve Mokrohisky, o=Lane  
County, ou=County Administration,  
email=diana.jones@lanecountyor.go  
v, c=US  
Date: 2023.07.10 11:01:37 -07'00'

Title: County Administrator

Date: 7/10/23

By:   
Clifton G. Harrold

Digitally signed by  
Clifton G. Harrold  
Date: 2023.07.03  
15:37:00 -07'00'

Title: Sheriff

Date: 07/03/2023

Lane County Sheriff's Office  
125 E 8<sup>th</sup> Avenue  
Eugene, OR 97401

## Exhibit A -- Scope of Work

The City of Coburg (“City”), on behalf of the Coburg Police Department, desire to continue the partnership with Lane County (County), on behalf of the Lane County Sheriff’s Office, to provide dispatching and related services. The work to be applied is listed below.

1. City will remain on the LRIG trunked radio system. Should this change, renegotiations to the contract would need to be addressed.
2. County will dispatch for City, which includes approximately twelve (12) personnel consisting of one Police Chief, one Sergeant, two officers, one Records-Evidence Technician/Reserve Officer and 7 additional Reserve Officers. Average time consists of ten (10) to sixteen (16) staggered hours of police coverage per day. Case number volume in Calendar 2022 was 251 and active court warrants stood at 82 received, 60 cleared and 22 active warrants as of December 31, 2022.
3. County will provide Contract Dispatching Services to City at a cost described in Section 3, Consideration and Payment, of the contract.
  - Initial Year cost: \$72,852.00, July 1, 2023 – June 30, 2024.
  - Year Two cost is estimated up to an amount (Not-To-Exceed) 4% increase July 1, 2024 – June 30, 2025.
  - Year Three cost is estimated up to an amount (Not-To-Exceed) 4% increase July 1, 2025 – June 30, 2026.
4. County will handle all dispatching of City officers, including entering their calls for service into County’s Computer-Aided-Dispatch (“CAD”) system, tracking the status of all in-service City personnel via CAD, and taking all 911 calls within the Coburg city limits via transfer from Central Lane Communications.
5. A separate phone line will continue to be maintained solely for the transfer of the City business line to County Dispatch to facilitate after-hours, weekends, and holiday calls. Dispatch coverage will be up to eighty (80) hours per week of weekday business line answering at no additional charge; however, hours beyond 80 will result in City charged at an established rate for additional call-answering services.
6. Per City’s ORI, County Dispatch/Police Records will be responsible for after-hours, weekends and holiday calls pertaining to data entry of missing persons/runaways, stolen vehicles, stolen license plates and stolen firearms. County Jail Records will enter warrants, handle the confirmations, clearances, and recalls, among other warrant-related duties, and physically hold the warrants in Jail Records at Lane County Adult Corrections.
7. City will fax all copies of missing person/runaways, stolen vehicles and stolen license plate reports to County Police Records to allow for expedient confirmation after-hours, weekends, and holidays. City will make immediate notification to County when these reports are cleared. For all other Law Enforcement Data System (“LEDS”) or National Crime Information Center (“NCIC”) entries requiring after-hours confirmation, County will route a City officer to their office to retrieve the report and fax it to County Dispatch. If there are no City units on duty, City

will provide a call-out matrix to respond to their office in order to provide County with any necessary confirmation documentation.

8. On behalf of City, County will provide phone and radio recordings to the DA's Office per their request or at the request of City. County will also provide copies of recordings to City for investigative, personnel purposes and public records requests.
9. City will provide County Dispatch with a clearly articulated call-out plan for times when there are no Coburg officers on duty. City will provide a clearly articulated response protocol as well for routine calls for services, or calls which fall under Coburg City Ordinances.
10. City will staff their office and handle business phone lines from 0800-1700 (8:00am—5:00pm) weekdays, excluding holidays. During this time period, phone calls requiring dispatch assistance will continue to ring through to County on the established City non-emergency line.
11. City Staff will not dispatch officers to calls by phone or verbal relay without the knowledge of County Dispatch.
12. County Dispatch must be notified when City office staff secures or resumes their daily business. Staff must advise County Dispatch of phone transfers both to the established County line, or back to the City lines during regular business hours.
13. Monthly LEDS validations on warrants through Coburg Municipal Court will be the responsibility of City. County will handle the validation for Circuit Court warrants.
14. City will handle all public records requests involving City. County will provide City with any needed recordings or CAD documentation requested; however, City is responsible for said requests, for meeting the statutory response timelines, and for other related details to these recordings or documentations requests.
15. All City personnel must be appropriately LEDS and Criminal Justice Information System ("CJIS") trained and certified. Should the clearance or certification status of any City staff member be suspended or terminated for any reason, City will immediately notify County.
16. City will be allowed access to County CAD system. City will be responsible for making sure the computer accessing the CAD system is in a CJIS secure environment and that all personnel accessing that computer have the appropriate CJIS clearances and training, and that the computer hosting the CAD system is in no way visible or accessible to the public. County reserves the right to do a site inspection to verify these circumstances for CJIS compliance and/or auditing purposes.
17. County will furnish at no cost to City the services of their Communications Network Coordinator ("CNC") for up to eight (8) hours per month or an aggregate of ninety-six (96) hours per calendar year.
  - CNC will program or re-program vehicle and portable radio equipment and do minor repairs as needed, or coordinate where to obtain repairs.

- CNC will consult on radio and radio network purchasing.
- At City's request, CNC will give an analysis of beneficial new and/or improved radio technology.
- This agreement does not include servicing any non-LRIG repeaters on behalf of City. That service would be negotiable based on County's contract rates. This provision of service is restricted solely to City and does not include any services involving Coburg Fire vehicles, base radio resources or repeaters.

**18.** City will adhere to County computer access requirements, as described in Attachments 1 and 2.

## Exhibit B – Access Requirements

The City of Coburg (“City”), on behalf of the Coburg Police Department, continue the partnership with Lane County (“County”), on behalf of the Lane County Sheriff’s Office, to provide dispatching and related services by remotely utilizing County computer system and access. City will follow County policies, practices and securities regarding this access.

**--COMPUTER CONNECTS**

**--REMOTE ACCESS**

**--SECURITY REQUIREMENTS**

1. It is the policy of County that all third parties such as City who are given access to County’s computer network, which includes access to County’s Remote Computer-Aided Dispatch (“CAD”) via the Lane County network, must agree to follow Lane County’s Administrative Procedures Manual (“APM”) Computer Use Policy (APM, Chapter 1/Section 22). Any third party must also be able to demonstrate compliance with the related Lane County policies. This includes staying current on all patches on equipment being used for remote access to County’s CAD. Additionally, City will be subject to user access auditing or other auditing as could be required for a County Criminal Justice Information System (“CJIS”) or other regulatory audit.
2. No personally-owned equipment will be used to access County’s Remote Access CAD. All equipment used for that purpose must be the property of City.
3. City staff accessing County Remote Access CAD will be required to sign Lane County Technology Services’ Third Party Requirements/User Acknowledgment form. Coburg PD staff using remote access will also acknowledge receipt of Lane County Administrative Procedures Manual/Chapter 1, Section 22 – Use of County Computer and Communication Resources. This document is being provided solely as it applies to City’s remote access to County’s network for purposes of accessing County Remote Access CAD. In no way does it apply to any other aspect of City’s business.
4. City will be responsible for all upkeep, maintenance and troubleshooting that is required due solely to city-owned equipment or internet connection issues.

LANE COUNTY INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT  
(Contract Form B-2, rev.06/04/2024)

Contract Title: Dispatch Services for City of Coburg Police Department  
Amendment No.: 57995\_1

This Amendment modifies the Intergovernmental Agreement named above between Lane County ("County"), and City of Coburg ("City"). County and City agree as follows:

- 1. **SCOPE OF AMENDMENT.** The scope of the Agreement is amended as follows:
  - 1.1 This Amendment provides City with the annual payment amount for the second year of the three-year original Contract No. 57995.
  - 1.2 The second year of the Contract is a three percent (3%) increase to the initial amount.

2. **CONSIDERATION**

- 2.1 **Consideration.** In consideration of this Amendment, the Agreement amount is increased. The new amount for the second year is as follows: Seventy-Five Thousand Thirty-Seven Dollars and Fifty-Six Cents (\$75,037.56)
- 2.2 **Invoices.** Invoicing will remain as quarterly, with a new amount of \$18,759.39 each quarter.
- 2.3 **Summary.** A summary of the original Agreement amount and all amendment amounts is:

Original Agreement amount:	\$	72,852.00
Total of all previous Amendments:		0.00
This Amendment:		75,037.56
Revised Agreement amount including all Amendments:		\$ 147,889.56


- 3. **TIME.** In consideration of this Amendment, the Duration time of the original Contract is unchanged.
  - 3.1 The Amended amount for the second year is effective the extent of July 1, 2024, to June 30, 2025.
- 4. **DATE.** This Amendment is effective as of the date last signed below, or as of the date entered here: July 1, 2024 .

**SIGNATURES**

Each party, by signature below, agrees to be bound by the terms and conditions of this Amendment. All other terms and conditions of the original Agreement not altered by this Amendment remain in full force and effect.

**CITY:**

**CITY OF COBURG**

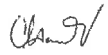
By:  *Adam Hurks*

Title: *City Administrator*

Date: *12/10/24*


**COUNTY:**

**LANE COUNTY:**

By:  *Clifton G. Harrold*  
 Digitally signed by Clifton G. Harrold  
 Date: 2024.12.16 08:46:30 -08'00'

Title: Sheriff

Date: 12/16/2024

By:  *Steve Mokrohisky*  
 Digitally signed by Steve Mokrohisky, County Administrator  
 Date: 2024.12.18 08:59:47 -08'00'

Title: Steve Mokrohisky, Administrator

Date: 12/18/2024



## Amendment to Agreement for Services Between City of Coburg and Coburg Main Street

Meeting Date	Staff Contact	Email
June 10, 2025	Adam Hanks, City Administrator	<a href="mailto:Adam.Hanks@ci.coburg.or.us">Adam.Hanks@ci.coburg.or.us</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

The City and Coburg Main Street have an existing Agreement for Services contract with a term expiration of June 30, 2025. The attached agreement amendment extends the contract for an additional year with no other changes to the terms of the agreement.

#### Suggested Motion

*I move to approve amendment #1 between the City of Coburg and Coburg Main Street extending the contract term to June 30, 2026 with all other contract terms unchanged.*

### BACKGROUND

The initial Agreement for Services between the City and Coburg Main Street was approved by Council on June 11, 2024 with an objective of providing financial support for key services that Main Street is uniquely qualified to carry out on behalf of the City. This agreement is structured similarly to agreements between municipalities and Chambers of Commerce or Visitor and Convention Bureau’s throughout Oregon.

Coburg Main Street has formally developed into an organization that has the mission, desire and capacity to carry out key tourism, community event/engagement and general economic development activities that provide greater value to the community than if they were attempted to be done in-house by City staff.

The agreement ensures that Council has the ability to shape the services provided, the reporting on the performance of the services and the funds allocated. The City Administrator manages the day-to-day interactions and coordination with Main Street as it would for any professional services contract. The combination ensures that public funds are efficiently and effectively utilized to further their express intentions which is to support and expand tourism and its related services within Coburg and partner with the City to spur general economic growth. The agreement requires an annual report/presentation to Council to recap the activities undertaken by Main Street in fulfillment of the services outlined in the agreement.

**RECOMMENDATION**

Staff recommends approval of amendment #1 providing an extension of the duration of the agreement for the upcoming fiscal year (July 1, 2025 – June 30, 2026).

**BUDGET / FINANCIAL IMPACT**

Funding for the agreement comes from lodging tax revenues budgeted for this use in the General Fund, most of which are restricted to specific tourism activities detailed in Oregon Revised Statutes. The \$30,000 allocation for FY26 is unchanged from the current fiscal year and the services rendered by Main Street are likewise unchanged.

**PUBLIC INVOLVEMENT**

N/A

**NEXT STEPS**

If approved, staff execute the amendment and continue with the partnership and collaboration with Coburg Main Street.

**ATTACHMENTS**

1. Draft Amendment #1 to Agreement for Services

**ADDENDUM NO. 1**

**AGREEMENT FOR SERVICES FOR TOURISM PROMOTION, COMMUNITY  
EVENT MANAGEMENT AND COMMUNITY COMMUNICATION &  
ENGAGEMENT**

**BETWEEN:** City of Coburg (Coburg)

**AND:** Coburg Main Street (Main Street)

**EFFECTIVE DATE:** July 1, 2025.

**RECITALS**

- A. Main Street and Coburg entered into an Agreement for Services, effective July 1, 2024 with a one year term expiring June 30, 2025.
- B. Amendment to the agreement is needed to extend the term of the agreement.

**AGREEMENT**

In consideration of the foregoing Recitals, which by this reference are incorporated herein, and of the mutual covenants, conditions and obligations on the part of each party to be kept and performed, it is hereby agreed as follows:

- 1. Section 1, Term, of the agreement is hereby amended to read as follows:

This Agreement shall be effective July 1, 2025 and shall continue in full force and effect until and including June 30, 2026

By execution of this Addendum, each party hereby acknowledges that it has read this Addendum, understands this amendment, and reaffirms all unamended provisions of the Agreement for Service.

**COBURG MAIN STREET,**  
A 501C3 Non-Profit Organization

**CITY OF COBURG.**  
an Oregon municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Agreement for Services Between The City of Coburg and Coburg Main St

This agreement for tourism, community engagement and economic development services (“Agreement”) is made between the City of Coburg, an Oregon municipal corporation (“City”) and Coburg Main St (“Main Street”) for Fiscal Year 2024-25 (July 1-June 30) and is subject to Coburg City Council (“Council”) review and approval prior to initial execution and any subsequent amendments, extensions or renewals.

### RECITALS

- A. The City has an interest in the promotion and support of businesses within Coburg with an objective of retaining and expanding business activity that benefits Coburg residents and the regional economy.
- B. The City collects Transient Lodging Tax revenues, some of which are regulated by Oregon Revised Statutes (ORS) 320.300 through 320.350, that are intended and dedicated to support and promote tourism.
- C. Main Street is a 501(c)3 organization associated with the Oregon Main Street Program with a state mission to “Promote and enhance historic downtown Coburg as the economic, social and cultural heart of the community while inspiring partnerships and community engagement in order to increase community vitality, growth and prosperity”
- D. The City recognizes the value of utilizing community partner organizations to effectively and cost efficiently carry out tourism, community engagement and economic development events, promotions and communications in support of the local tourism economy and the businesses that support the tourism ecosystem
- E. Main Street maintains a commitment to the City to work as a community partner to carry out the tasks and activities described in this Agreement, including reporting to Council with an Annual Report for accountability and compliance with the terms outlined in this Agreement.

### AGREEMENT

1. TERM:  
This Agreement shall be effective July 1, 2024 and shall continue in full force and effect until and including June 30, 2025.

2. CONSIDERATION:

To support the effective completion of the tasks, activities and services as set forth in this Agreement, City agrees to pay Main Street the sum of \$30,000 in quarterly installments beginning July 1, 2024. \$20,000 is intended to provide funding for tourism services and \$10,000 for community engagement and communication, primarily through quarterly newsletters. Both program areas are further defined in section 3: Services Provided.

Additionally, the City grants Main Street the right of use of the IOOF building currently leased to the City for community benefit. Terms of this right of use are detailed in section 4: Use of Facilities

3. SERVICES PROVIDED:

Main Street shall carry out the following:

- a. Develop a tourism marketing campaign that promotes and effectively attracts visitors to Coburg throughout the year.
- b. Conduct a minimum of four seasonal (Winter, spring, summer fall) community events
- c. Create and distribute (electronically and print) a quarterly community newsletter that includes tourism promotion, community events and information, economic development information and opportunities across all business sectors and local government information provided by the City.
- d. Manage/operate the information kiosk located at Pavilion Park utilizing a management and content plan developed by Main Street and approved by City as an amendment to this agreement. Content will ensure a mixture of community, civic and tourism/event/economic development information and be regularly monitored by Main Street to ensure cleanliness and timeliness of posted information.

4. USE OF FACILITIES

To aid in meeting the Agreement objectives and to increase the community utilization of the IOOF Building, the City and Main Street will, at no cost to Main Street, execute a separate sublease agreement for Main Street to manage and operate the IOOF building for both Main Street and community activities within the scope and approval of the IOOF Board of Directors whom the City currently lease the facility from. The sub-lease will detail insurance liability coverage requirements, define types of uses/activities

permitted, rates schedules for different uses (community vs. private vs City) process for improvements/alterations to the facility, responsibilities for utility services, security and other operational details as required. The sub-lease will also address reporting requirements for expenses and revenues associated with the operation and management of the facility.

5. REQUIRED REPORTING

Main Street shall provide an annual report to the Council that includes a summary and analysis of the services provided in section 3 above that enables the Council and the community to evaluate the value of the public funds utilized by Main Street.

Reporting shall include a set of performance measures to aid in the evaluation of the effectiveness of the tasks and activities carried out throughout the reporting period.

The report shall also include recommendations, ideas and plans for future activities and programming to increase the value and effectiveness of the partnership over time.

Main Street shall coordinate with City staff in developing the reporting format, data and performance measures to ensure required data is collected to verify compliance with relevant tourism funding ORS provisions.

**GENERAL PROVISIONS**

1. Use of Funds. The use of funds provided by the City is expressly limited to the objectives identified in this agreement.
2. Unexpended Funds. Any funds provided by the City to Main Street that remain after the purpose for which the funds were provided or this Agreement expires or is terminated shall be returned to the City within thirty (30) days of completion, expiration, or termination.
3. Financial Records and Inspection. Main Street shall also include the following documents in its annual report to the City: a) copies of its 501c letter, IRS non-profit status, and corporate bylaws; b) a list of its Board members, their occupations, and years on the Board; c) financial statements showing previous year expenses and revenues; d) current and projected budgets (total organization and individual programs funded by this grant). Main Street report shall show the relative share of City funds expended for any project compared to overall project funds.
4. Default. If Main Street fails to remedy any material breach of any of Main Street's obligations under the terms of this Agreement within thirty (30) days of receipt of written

notice from the City of the breach, or if Main Street fails to expend the funds provided or enter into binding legal agreements to expend the funds within twelve (12) months from the Effective Date of this

Agreement, the City, by written notice of default to the Main Street, may terminate this Agreement and may pursue any remedies available at law or in equity. Such remedies may include, but are not limited to, termination of this Agreement, stop payment on or return of the funds, payment of interest earned on funds provided or declaration of ineligibility for the receipt of future awards by the City.

5. Amendments. The terms of this Agreement may not be waived, altered, modified, supplemented, or amended in any manner except by written instrument signed by the parties. Such written amendment will be made a part of this Agreement and subject to all other provisions.

6. Indemnity. Main Street agrees to defend, indemnify, hold harmless, and save the City, its officers, employees and agents from and against any and all losses, claims, actions, costs, expenses, judgments, subrogation's, or other damages resulting from injury to any person (including injury resulting in death,) or damage (including loss or destruction) to property, of whatsoever nature arising out of or incident to the performance of this Agreement by Main Street (including but not limited to, Main Street employees, agents, and others designated by Main Street to perform work or services relating to Main Street's obligation under this Agreement). However, Main Street shall not be held responsible for damages caused by the sole negligence or intentional misconduct of the City, its officers, employees, or agents.

7. Insurance. Main Street shall, at its own expense, at all times during the term of this Agreement, maintain in force a policy or policies of comprehensive general liability insurance, including coverage for contractual liability for obligations assumed under this Agreement. The liability under each policy shall be a minimum of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$2,000,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage. Liability coverage shall be provided on an "occurrence" basis. The City of Coburg, Councilors, Officers, Agents and Employees shall be named as an additional insured. Endorsements acceptable to the City shall be filed with the City prior to the expenditure of any funds provided to Main Street hereunder. Main Street shall at its own expense provide Worker's Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon Workers' Compensation coverage for all their subject workers.

8. Merger. This Agreement constitutes the entire understanding between the parties. There are no understandings, agreements, or representations, oral or written, not specified in this agreement regarding this agreement. Main Street, by the signature below of its authorized representative, acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

9. Notice. Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party: by personal delivery, by sending via a reputable commercial overnight courier, or by mailing using registered or certified United States mail, postage prepaid, to the address set forth below:

**City of Coburg:**  
Adam Hanks, City Administrator  
PO Box 8316  
Coburg, Oregon 97408

**Coburg Main Street:**  
Megan Dompe, Director of Coburg Main Street  
PO BOX 8275  
Coburg, Oregon 97408

This Agreement constitutes the Entire Agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. No amendment, consent, or waiver or terms of this agreement shall bind either party unless in writing and signed by all parties. Any such amendment, consent or waiver shall be effective only in the specific instance and for the specific purpose given. The parties, by the signature below or their authorized representatives, acknowledge having read and understood the Agreement and the parties agree to be bound by its terms and conditions.

**City of Coburg**

By:  Date: 6/13/2024  
Adam Hanks, City Administrator

**Coburg Main Street**

By:  Date: 6/18/2024  
Vicki Bell, Coburg Main Street Board President



**City of Coburg  
Balances  
FY 2025  
As of 4/30/2025**

**Cash Balances**

	<b>FY 2025 Actual</b>	<b>FY 2024 Actual</b>	<b>EOY FY 2024</b>
General Fund	210,291	633,431	535,740
Street Fund	673,087	1,552,603	1,422,383
Water Fund	2,275,293	1,730,063	1,817,758
Sewer Fund	1,130,542	1,512,067	1,519,650
<b>Total Cash</b>	<b>4,289,212</b>	<b>5,428,164</b>	<b>5,295,530</b>

**Fund Balances**

	<b>FY 2025 Actual</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Actual</b>	<b>EOY FY 2024</b>
General Fund	163,856	438,204	541,076	403,179
Street Fund	709,260	404,077	1,556,509	1,443,651
Water Fund	2,751,594	1,503,020	1,482,655	2,238,893
Sewer Fund	1,556,363	1,120,423	1,632,573	1,668,411
<b>Total Fund Balance</b>	<b>5,181,074</b>	<b>3,465,724</b>	<b>5,212,813</b>	<b>5,754,134</b>

Interest Earnings Summary

Balance in Banks:	Cash	Percent in account	Interest Rate
Local Government Investment Pool	3,681,116	86%	5.20%
Key Bank	608,096	14%	0.00%
<b>Total Cash</b>	<b>4,289,212</b>	<b>100%</b>	



**City of Coburg**  
**Fund Statements**  
**City Wide**  
**As of 4/30/2025**

	<b>FY 2025</b>			<b>FY 2024</b>	
	<b>Actual</b>	<b>Budget</b>		<b>Actual</b>	<b>EOY</b>
<b>Revenues:</b>					
Taxes and Assessments	1,066,058	1,160,000	92%	1,073,405	1,134,813
Intergovernmental	534,653	546,000	98%	166,448	569,826
Franchise Fees	238,426	279,300	85%	220,033	255,240
Licenses, Permits & Fees	74,784	141,000	53%	115,618	144,496
Fines and Forfeitures	82,632	100,500	82%	70,326	81,836
Investment Revenue	77,619	93,000	83%	89,090	110,696
Grants and Donations	1,470	355,000	0%	6,505	261,067
Charges for Services	1,798,235	2,019,100	89%	1,741,864	2,098,309
Charges for Services -SDC	385,032	369,500	104%	461,110	620,239
Other Revenue	21,667	31,500	69%	9,418	37,430
Bond Proceeds	252,935	1,200,000	21%	1,967,688	2,757,969
Transfer In	104,170	125,000	83%	866,543	1,039,851
<b>Total Revenue</b>	<b>4,637,683</b>	<b>6,419,900</b>	<b>72%</b>	<b>6,788,048</b>	<b>9,111,772</b>
<b>Operating Expenditures:</b>					
Personnel Services	1,616,828	1,996,100	81%	1,663,283	2,100,984
Materials and Services	1,046,191	1,313,000	80%	1,150,351	1,491,470
Debt Service	850,056	1,133,330	75%	855,557	1,136,532
Capital Outlay	1,593,499	3,621,000	44%	1,249,940	2,280,913
Transfers Out	104,170	125,000	83%	866,543	1,039,851
Contingencies	-	500,000	0%	-	-
<b>Total Expenditure</b>	<b>5,210,744</b>	<b>8,688,430</b>	<b>60%</b>	<b>5,785,674</b>	<b>8,049,750</b>
Net Change	(573,061)	(2,268,530)	25%	1,002,374	1,062,022
Fund Balance - June 30,	5,754,134	5,734,254	100%	4,210,439	4,692,112
Fund Balance	5,181,074	3,465,724	149%	5,212,813	5,754,134



**City of Coburg  
Fund Statements  
General Fund  
As of 4/30/2025**

	<b>FY 2025</b>			<b>FY 2024</b>	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
<b>Revenues:</b>					
Taxes and Assessments	1,009,692	996,000	101%	946,205	978,521
Intergovernmental	36,564	61,000	60%	39,866	85,249
Franchise Fees	238,426	279,300	85%	220,033	255,240
Licenses, Permits & Fees	74,784	141,000	53%	115,618	144,496
Fines and Forfeitures	82,632	100,500	82%	70,326	81,836
Investment Revenue	1,326	15,000	9%	12,595	13,714
Grants and Donations	1,470	355,000	0%	6,505	261,067
Charges for Services	76,969	108,600	71%	113,616	89,083
Charges for Services -SDC	81,423	83,000	98%	95,355	138,439
Other Revenue	8,834	15,500	57%	8,256	12,872
Transfer In - Admin Fee	104,170	125,000	83%	866,543	1,039,851
<b>Total Revenue</b>	<b>1,716,290</b>	<b>2,279,900</b>	<b>75%</b>	<b>2,494,918</b>	<b>3,100,370</b>
<b>Expenditures</b>					
Administration Department	469,937	531,790	88%	712,871	856,904
Facility Management Department	123,795	99,500	124%	76,275	111,110
Planning Department	159,068	213,870	74%	135,797	190,717
Police Department	631,272	866,650	73%	651,332	849,857
Municipal Court	126,967	171,290	74%	112,389	145,882
Economic Development	44,582	47,000	95%	49,235	49,235
Parks (Public Works)	392,867	344,380	114%	635,338	915,469
Debt Service:					
Principal	-	15,000	0%	-	15,000
Interest	7,125	14,250	50%	8,132	14,700
Contingency	-	50,000	0%	-	-
<b>Total Expenditures</b>	<b>1,955,613</b>	<b>2,353,730</b>	<b>83%</b>	<b>2,381,369</b>	<b>3,148,874</b>
Net Change	(239,323)	(73,830)	324%	113,549	(48,504)
Fund Balance - June 30,	403,179	512,034	79%	427,527	451,683
Fund Balance	163,856	438,204	37%	541,076	403,179
Fund Balance:					
Restricted for Park SDC	357,372				275,948
Unappropriated Ending Fund Balance	(193,516)				127,230
Fund Balance	163,856				403,179



**City of Coburg  
Fund Statements  
Street Fund  
As of 4/30/2025**

	<b>FY 2025</b>			<b>FY 2024</b>	
	Actual	Budget	% of B to A	Actual	EOY
<b>Revenues:</b>					
Taxes and Assessments	42,113	150,000	28%	127,200	156,292
Intergovernmental	98,089	110,000	89%	90,729	109,577
Investment Revenue	4,872	10,000	49%	8,204	10,382
Grants and Donations	-	-	N/A	-	-
Charges for Services	137,690	163,500	84%	135,489	162,996
Charges for Services -SDC	97,192	80,000	121%	131,430	168,362
Other Revenue	836	15,000	6%	257	4,456
Bond Proceeds	-	-	N/A	748,348	748,348
<b>Total Revenue</b>	<b>380,791</b>	<b>528,500</b>	<b>0%</b>	<b>1,241,657</b>	<b>1,360,412</b>
<b>Expenditures</b>					
Administration Department	70,810	74,930	95%	196,866	208,995
Public Works Department	157,373	251,430	63%	-	-
Capital	751,770	1,050,000	72%	139,303	352,034
Transfer Out	20,830	25,000	83%	127,889	153,467
Debt Service:					
Principal	92,523	92,530	100%	92,060	92,060
Interest	21,877	21,900	100%	22,340	22,340
Contingency	-	50,000	0%	-	-
<b>Total Expenditures</b>	<b>1,115,182</b>	<b>1,565,790</b>	<b>71%</b>	<b>578,458</b>	<b>828,896</b>
Net Change	(734,391)	(1,037,290)	71%	663,199	531,516
Fund Balance - June 30,	1,443,651	1,441,367	100%	893,310	912,135
Fund Balance	709,260	404,077	176%	1,556,509	1,443,651
Fund Balance:					
Restricted for Street SDC	901,716				804,524
Reserve for Tree Maintenance	-				-
Unappropriated Ending Fund Balance	(192,456)				639,127
Fund Balance	<u>709,260</u>				<u>1,443,651</u>



**City of Coburg  
Fund Statements  
Water Fund  
As of 4/30/2025**

	FY 2025			FY 2024	
	Actual	Budget	% of B to A	Actual	EOY
<b>Revenues:</b>					
Investment Revenue	64,633	65,000	99%	67,123	85,177
Grants and Donations	-	-	N/A	-	-
Charges for Services	853,104	896,000	95%	758,137	916,250
Charges for Services -SDC	79,742	76,500	104%	103,532	135,623
Other Revenue	4,621	-	N/A	648	10,192
Bond Proceeds	252,935	1,200,000	21%	1,219,340	2,009,621
<b>Total Revenue</b>	<b>1,255,035</b>	<b>2,237,500</b>	<b>56%</b>	<b>2,148,780</b>	<b>3,156,862</b>
<b>Expenditures</b>					
Administration Department	89,222	72,930	122%	146,303	251,473
Public Works Department	256,580	296,770	86%	14,711	56,440
Capital	352,462	2,140,000	16%	862,411	1,226,576
Transfer Out	41,670	50,000	83%	379,028	454,833
Debt Service:					
Principal	-	80,000	0%	-	75,000
Interest	2,400	4,800	50%	6,522	7,050
Contingency	-	200,000	0%	-	-
<b>Total Expenditures</b>	<b>742,335</b>	<b>2,844,500</b>	<b>26%</b>	<b>1,408,975</b>	<b>2,071,372</b>
Net Change	512,701	(607,000)	-84%	739,805	1,085,490
Fund Balance - June 30,	2,238,893	2,110,020	106%	742,850	1,153,403
Fund Balance	2,751,594	1,503,020	183%	1,482,655	2,238,893
Fund Balance:					
Restricted for Water SDC	79,742				-
Unappropriated Ending Fund Balance	2,671,853				2,238,893
Fund Balance	2,751,594				2,238,893



**City of Coburg  
Fund Statements  
Sewer Fund  
As of 4/30/2025**

	FY 2025			FY 2024	
	Actual	Budget	% of B to A	Actual	EOY
<b>Revenues:</b>					
Taxes and Assessments	14,253	14,000	102%	-	-
Intergovernmental	400,000	375,000	107%	35,853	375,000
Investment Revenue	6,789	3,000	226%	1,168	1,423
Grants and Donations	-	-	N/A	-	-
Charges for Services	730,473	851,000	86%	734,622	929,980
Charges for Services -SDC	126,676	130,000	97%	130,793	177,815
Other Revenue	7,376	1,000	738%	257	9,910
Bond Proceeds	-	-	N/A	-	-
<b>Total Revenue</b>	<b>1,285,567</b>	<b>1,374,000</b>	<b>94%</b>	<b>902,693</b>	<b>1,494,128</b>
<b>Expenditures</b>					
Administration Department	67,643	49,140	138%	222,093	258,532
Public Works Department	376,657	515,420	73%	-	8,771
Capital	185,514	205,000	90%	108,650	391,372
Transfer Out	41,670	50,000	83%	359,626	431,551
Debt Service:					
Principal	549,900	644,900	85%	626,522	721,522
Interest	176,231	259,950	68%	99,981	188,860
Contingency	-	200,000	0%	-	-
<b>Total Expenditures</b>	<b>1,397,614</b>	<b>1,924,410</b>	<b>73%</b>	<b>1,416,872</b>	<b>2,000,608</b>
Net Change	(112,048)	(550,410)	20%	(514,179)	(506,480)
Fund Balance - June 30,	1,668,411	1,670,833	100%	2,146,752	2,174,891
Fund Balance	1,556,363	1,120,423	139%	1,632,573	1,668,411
Fund Balance:					
Restricted for Wastewater SDC	1,534,855				1,408,179
Unappropriated Ending Fund Balance	21,509				260,232
Fund Balance	1,556,363				1,668,411



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**4/30/2025**  
**Target 83%**

	FY 2025			FY 2024	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
<b>General Fund</b>					
Administration Department					
Personnel Services	264,694	279,590	94.67%	485,260	609,098
Material and Services	205,243	252,200	81.38%	227,611	247,806
Total Administration Department	469,937	531,790	88.37%	712,871	856,904
Facility Management Department					
Material and Services	108,795	84,500	128.75%	76,275	100,807
Capital	15,000	15,000	100.00%	-	10,303
Total Facility	123,795	99,500	124.42%	76,275	111,110
Public Works Administration					
Personnel Services	78,384	106,980	73.27%	498,954	627,582
Material and Services	587	-	N/A	-	-
Total Public Works	78,971	106,980	73.82%	498,954	627,582
Planning Department					
Personnel Services	64,901	84,370	76.92%	61,600	77,524
Material and Services	94,167	129,500	72.72%	74,197	113,193
Total Planning Department	159,068	213,870	74.38%	135,797	190,717
Police Department					
Personnel Services	530,180	706,150	75.08%	522,266	666,190
Material and Services	101,091	154,500	65.43%	112,938	156,605
Capital Outlay	-	6,000	0.00%	16,128	27,062
Total Police Department	631,272	866,650	72.84%	651,332	849,857
Municipal Court					
Personnel Services	104,285	129,990	80.23%	94,963	120,350
Material and Services	22,682	41,300	54.92%	17,426	25,532
Total Municipal Court	126,967	171,290	74.12%	112,389	145,882
Economic Development					
Personnel Services	-	-	N/A	240	240
Material and Services	44,582	47,000	94.85%	48,995	48,995
Total Economic Department	44,582	47,000	94.85%	49,235	49,235



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**4/30/2025**  
**Target 83%**

	FY 2025			FY 2024	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
Park					
Material and Services	25,143	32,400	77.60%	12,936	14,321
Capital	288,754	205,000	140.86%	123,448	273,566
Total Park	313,896	237,400	132.22%	136,384	287,887
Debt Service:					
Principal	-	15,000	0.00%	-	15,000
Interest	7,125	14,250	50.00%	8,132	14,700
Total Debt	7,125	29,250	24.36%	8,132	29,700
<b>Total General Fund Expenditures</b>	<b>1,955,613</b>	<b>2,303,730</b>	<b>84.89%</b>	<b>2,381,369</b>	<b>3,148,874</b>



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**4/30/2025**  
**Target 83%**

	FY 2025			FY 2024	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
<b><u>Street Fund</u></b>					
Administration Department					
Personnel Services	70,660	69,930	101.04%	-	-
Material and Services	149	9,500	1.57%	196,866	208,995
<b>Total Administration Department</b>	<b>70,810</b>	<b>79,430</b>	<b>89.15%</b>	<b>196,866</b>	<b>208,995</b>
Public Works Administration					
Personnel Services	90,681	133,930	67.71%	-	-
Material and Services	66,692	113,000	59.02%	-	-
<b>Total Public Works</b>	<b>157,373</b>	<b>246,930</b>	<b>63.73%</b>	<b>-</b>	<b>-</b>
Capital	751,770	1,050,000	71.60%	139,303	352,034
Transfer Out	20,830	25,000	83.32%	127,889	153,467
Debt Service:					
Principal	92,523	92,530	99.99%	92,060	92,060
Interest	21,877	21,900	99.90%	22,340	22,340
<b>Total Debt</b>	<b>114,400</b>	<b>114,430</b>	<b>99.97%</b>	<b>114,400</b>	<b>114,400</b>
<b>Total Street Fund Expenditures</b>	<b>1,115,182</b>	<b>1,515,790</b>	<b>73.57%</b>	<b>578,458</b>	<b>828,896</b>



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**4/30/2025**  
**Target 83%**

	FY 2025			FY 2024	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
<b><u>Water Fund</u></b>					
Administration Department					
Personnel Services	86,676	69,930	123.95%		
Material and Services	2,546	3,000	84.86%	146,303	251,473
Total Administration Department	89,222	72,930	122.34%	146,303	251,473
Public Works Administration					
Personnel Services	114,084	157,970	72.22%		
Material and Services	142,496	138,800	102.66%	14,711	56,440
Total Public Works	256,580	296,770	86.46%	14,711	56,440
Capital	352,462	2,140,000	16.47%	862,411	1,226,576
Transfer Out	41,670	50,000	83.34%	379,028	454,833
Debt Service:					
Principal	-	80,000	0.00%	-	75,000
Interest	2,400	4,800	N/A	6,522	7,050
Total Debt	2,400	84,800	2.83%	6,522	82,050
<b>Total Water Fund Expenditures</b>	<b>742,335</b>	<b>2,644,500</b>	<b>28.07%</b>	<b>1,408,975</b>	<b>2,071,372</b>



**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**4/30/2025**  
**Target 83%**

	FY 2025			FY 2024	
	Actual YTD	Budget	% of B to A	Actual YTD	EOY
<b><u>Sewer Fund</u></b>					
Administration Department					
Personnel Services	66,118	46,640	141.76%	-	-
Material and Services	1,525	2,500	60.99%	222,093	258,532
Total Administration Department	67,643	49,140	137.65%	222,093	258,532
Public Works Administration					
Personnel Services	146,164	210,620	69.40%		
Material and Services	230,493	304,800	75.62%	-	8,771
Total Public Works	376,657	515,420	73.08%	-	8,771
Capital	185,514	205,000	90.49%	108,650	391,372
Transfer Out	41,670	50,000	83.34%	359,626	431,551
Debt Service:					
Principal	549,900	644,900	85.27%	626,522	721,522
Interest	176,231	259,950	67.79%	99,981	188,860
Total Debt	726,131	904,850	80.25%	726,503	910,382
<b>Total Sewer Fund Expenditures</b>	<b>1,397,614</b>	<b>1,724,410</b>	<b>81.05%</b>	<b>1,416,872</b>	<b>2,000,608</b>
<b>Total City Expenditure</b>	<b>5,210,744</b>	<b>8,188,430</b>	<b>63.64%</b>	<b>5,785,674</b>	<b>8,049,750</b>



**City of Coburg**  
**Budgetary Compliance**  
**As of 4/30/2025**  
**Target 83%**

	ACTUAL	BUDGET	% BUDGET to ACTUAL	BALANCE
<b>General Fund</b>				
Administration Department	469,937	531,790	88%	61,853
Facility Management Department	123,795	99,500	124%	(24,295)
Planning Department	159,068	213,870	74%	54,802
Police Department	631,272	866,650	73%	235,378
Municipal Court	126,967	171,290	74%	44,323
Economic Development	44,582	47,000	95%	2,418
Parks (Public Works)	392,867	344,380	114%	(48,487)
Debt Service	7,125	29,250	24%	22,125
Contingency	-	50,000		50,000
<b>Total General Fund</b>	<b>1,955,613</b>	<b>2,353,730</b>		<b>398,117</b>

<b>Street Fund</b>				
Administration Department	70,810	74,930	95%	4,120
Public Works Department	157,373	251,430	63%	94,057
Capital	751,770	1,050,000	72%	298,230
Transfer Out	20,830	25,000	83%	4,170
Debt Service	114,400	114,430	100%	30
Contingency	-	50,000		50,000
<b>Total Street Fund</b>	<b>1,115,182</b>	<b>1,565,790</b>		<b>450,608</b>

<b>Water Fund</b>				
Administration Department	89,222	72,930	122%	(16,292)
Public Works Department	256,580	296,770	86%	40,190
Capital	352,462	2,140,000	16%	1,787,538
Transfer Out	41,670	50,000	83%	8,330
Debt Service	2,400	84,800	3%	82,400
Contingency	-	200,000		200,000
<b>Total Water Fund</b>	<b>742,335</b>	<b>2,844,500</b>		<b>2,102,166</b>



**City of Coburg**  
**Budgetary Compliance**  
**As of 4/30/2025**  
**Target 83%**

	ACTUAL	BUDGET	% BUDGET to ACTUAL	BALANCE
<b>Wastewater Fund</b>				
Administration Department	67,643	49,140	138%	(18,503)
Public Works Department	376,657	515,420	73%	138,763
Capital	185,514	205,000	90%	19,486
Transfer Out	41,670	50,000	83%	8,330
Debt Service	726,131	904,850	80%	178,719
Contingency	-	200,000		200,000
<b>Total Wastewater Fund</b>	<b>1,397,614</b>	<b>1,924,410</b>		<b>526,796</b>
<b>Total Appropriations</b>	<b>5,210,744</b>	<b>8,688,430</b>	<b>60%</b>	<b>3,477,686</b>