



AGENDA

FINANCE | AUDIT COMMITTEE MEETING

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Wednesday, May 28, 2025 at 5:30 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

- [1.](#) Minutes January 22, 2025, Finance Audit Committee

COMMITTEE BUSINESS

2. Budget Re-cap
3. Fund Balance Policy Development
4. Committee Purpose/Utilization/Future

CITY UPDATES

- [5.](#) City Administration Update May 2025

FUTURE MEETINGS

ADJOURNMENT

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



MINUTES

Coburg Finance/Audit Committee Meeting

January 22, 2025 at 5:30 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Elise Landry, Chair; Terry Dawson, Vice Chair; Colleen Marshall, Jeff Milam

MEMBERS ABSENT: none

GUESTS/STAFF PRESENT: Gregory Peck; Finance Director, Adam Hanks; City Administrator

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Chair, Elise Landry called the meeting of the Finance | Audit Committee to order at 5:28 pm.

ROLL CALL

Ms. Landry called roll. A quorum was present.

AGENDA REVIEW

No suggested changes.

APPROVAL OF MINUTES FROM JULY 30, 2024

MOTION

Mr. Dawson moved, seconded by Ms. Marhsall to approve the July 30, 2024 Coburg Finance | Audit Committee minutes as presented.

Motion passed unanimously - as 4:0.

COMMITTEE BUSINESS

1. FY24 Audit Update

Mr. Peck said that the FY24 audit is nearing completion. He mentioned that staff did everything within their ability and resources to submit all needed documents on time, and were expecting the audit to be on time, however that is not the case. Mr. Hanks explained that the reassured submission date was December 31, but the auditors ended up submitting for an extension on the City's behalf, and it was denied by the state. The plan was to present the draft audit to the

committee tonight, so it could go to council in February. However, they now expect to have the document by the end of this week, and staff will review it as quick as they can. Hanks explained that the committee can either have a special meeting, a virtual ZOOM, or a 5:30 meeting right before the 6:00 Council meeting in February, so the committee can review it and still get it to council by the February meeting. They will figure out a date and time after they receive the draft.

2. Finance Department Operational Updates

a. Payroll

Mr. Peck reported that they have successfully completed one round of payroll through the new in house system with Springbrook, with no issues. Mr. Hanks also explained that PERS reporting is built into the system which takes out a step of staff work. They also changed the pay period from Wednesday to Wednesday, every two weeks, to Friday to Friday. The first payday using this system was January 17th.

b. Employee Self-Service (online employee portal)

Mr. Peck and Mr. Hanks also mentioned that they are working on the employee self-service portion, which allows employees to access a portal to view their W-2 forms, pay stubs, and timesheets, and also helps to have everything more integrated and not tracked/stored separately.

c. Monthly Reconciliation

Mr. Peck tied this discussion into item 4, the Monthly Financial Report, as seen below.

d. Accounts Payable – AI enabled data entry

Mr. Peck said that he and Mr. Hanks have been discussing the different types of software that are utilizing AI. They hope that by doing so they can better and move forward some of the city processes, from producing documents, to doing finances. The city is currently in the process of testing for a company that sits overtop of Springbrook, to help with accounting processes. Mr. Hanks explained the software and process a little more and how the city will be taking part.

3. Council Revenue Sub-Committee Update

Mr. Hanks explained that the mayor created a council sub-committee, including Councilor Engebretson, Councilor Smith, and Mayor Bell, with Mr. Hanks, where they broke it into three segments for recommendations, with the first one being utility rates. They provided a recommendation for water rates, sewer rates, and the transportation utility fee (TUF) adjustment. The new rates go into effect February 1, and will be seen on the bills that go out in March.

The next portion is to look at the general fund. The typical response to increase the general fund is to add fees to utility bills. Some considerations are a public safety support fee, parks and open space fee, or an additional transportation fee, however the sub-committee will also be

looking at the pros and cons of a local option levy. Mr. Hanks noted that \$1 on a utility bill fee equates to about \$10,000 a year of revenue for the city. They will also look at adding diesel tax.

4. Monthly Financial Report – December 2024 (midpoint of FY)

Mr. Peck presented the financial report from December, pointing out a decline in the fund balances. Mr. Hanks explained some of the fund uses and breakdowns, including the restrictions on SDC's. The six month point provides a good reference point for trends, previous year comparisons, percentage tracking, etc.

Ms. Marshall asked why the expenditure percentage for the Facility Management Department is so high currently. Mr. Hanks explained the reason for that, and stated that they have been and will continue watching that line item as well. Hanks also explained the possible need for a supplemental budget, and what triggers the need for one.

Ms. Landry asked about the Administration Department line on page 17 of the packet. Mr. Hanks explained that it's the direct allocation of staff, and that there was something missed in the estimations for workforce costs during the budget process. It is small, but they are going to look at it and try to pinpoint the missed piece.

5. Committee Projects for 2025

Mr. Hanks said that they will need to begin working on the financial policies, cost allocations, debt services, and separate the financial policies and accounting procedures documents. They would like the auditors to pick apart the accounting procedures as well.

Staff would also like to add another type of quarterly report, but needs to pinpoint what specific information or type of document (narrative or graphs/charts) would be useful to include, from recommendations of committees, council, and community members.

Mr. Dawson and Ms. Landry recommended a narrative format which is much easier for others to understand. Mr. Hanks agreed, and stated that he will send out an email looking for certain topics of interest to include and focus on in the reports.

Mr. Hanks also asked what topics of interest would resonate most to be five-year trends. Mr. Dawson suggested they really focus on the why of things, and get in front of the questions people may have. The community survey from the UofO will also help contribute to the input for those areas.

CITY UPDATES

6. City Administration Report January 2025

The committee reviewed the report. There were no questions or comments.

Mr. Hanks noted that Ms. Marshall is resigning from her position as a Finance Audit Committee member, therefore there will be an opening on the committee that staff is working to put out. The committee members thanked Ms. Marshall for her time on the committee.

FUTURE MEETINGS

April 23	Finance Audit Committee	5:30pm
July 23	Finance Audit Committee	5:30pm
October 23	Finance Audit Committee	5:30pm

ADJOURNMENT

Ms. Landry adjourned the meeting at 7:00 pm.

APPROVED by the Finance Audit Committee of the City of Coburg on this _____ day of

_____, 2025.

Elise Landry, Finance Audit Chair

ATTEST: _____
Sammy L. Egbert, City Recorder



ADMINISTRATOR'S REPORT

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

FEATURED ITEMS

May 2025

1. Changes to City Hall Office Hours

City Hall currently is open to the public from 8:00 to 5:00 Monday through Friday. While this is undoubtedly convenient for the community and the City's various customer types, staff scheduling and availability erode the City's ability to safely and effectively maintain the current City Hall office hours.

In consultation and agreement with Mayor Bell, effective July 1, 2025, City Hall office hours will be Monday through Thursday from 8:00 to 4:30. Staff has been diligently working on increasing online access to City services and expect additional Municipal Court options to come online in July, furthering the online services currently available for utility billing customers through the CivicPay system as well as a number of services and information available on the City's recently updated website. (www.coburgoregon.gov) . Additional information on this scheduling change will be distributed on the City website and social media channels in the coming weeks.

2. Oregon Office of Emergency Management

The Oregon Department of Emergency Management (OEM) recently published a draft "State of the State" report on Oregon's Capability Assessment. The *State of the State Capability Assessment* is an annual assessment of Oregon counties, select cities, tribal partners and state agencies. Information collected in this assessment is used to complete the annual Federal Emergency Management Agency (FEMA) *Threat Hazard Identification Risk Analysis* (THIRA) and *Stakeholder Preparedness Review* (SPR). The results from this assessment identify the progress of emergency management initiatives and support prioritization of future Planning, Organization, Equipment, Training and Exercise (POETE) efforts.

The Executive Summary is attached for your review with the full document available at the OEM website (www.oregon.gov/oem) . City staff, with voluntary staffing support from Jim Bell, continue to engage with local and regional emergency management partners, with a focus on Lane County's Emergency Management.

3. Public Works – Major Maintenance Project

The Coburg Public Works team recently completed a major maintenance project at the City's water wellhouse that provides a great example of the challenges and complexities of even a relatively straightforward water supply and distribution system. With oversight from Public Works Director Brian Harmon, Coburg's Water Technician Grant Richardson and the rest of the PW staff team took on the replacement of a section of piping that had become a slowly increasing failure risk due to corrosion and decay of the previous piping installation.

This project highlights the critical importance of preventative maintenance that addresses known infrastructure deficiencies before causing service interruption, costly emergency repairs and typically temporary fixes that require permanent solutions as well. Another behind the scenes emergency avoided by the City's Public Works team.



4. Lane Transit District – Coburg Presentation

With initiation and support from Councilor Bouwman, Lane Transit District (LTD) leadership is scheduled to present an overview of their current services, discuss how the system incorporates and benefits Coburg residents and businesses and have an exchange of ideas on what future transit related services could be explored for Coburg. The preliminary date for the presentation is the July 8, 2025 Council Meeting.

CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	Feb 2026
Water	Stallings Transmission Line	\$1,000,000	Feb 2026
Parks	Pavilion Park – Phase II (\$702,000 total)	\$350,000	May 2025
Streets	Collector St Project (Coleman Phase I)	\$600,000	Sept 2026
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000	Nov 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	June 2025
PW	Storm Water Master Plan	\$60,000	June 2025
Water	Water Conservation & Management Plan	\$50,000	June 2025

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Inactive
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Street/Storm Drain problems – Locust St	3/7/25	Active
Potholes/Poor paving condition – Christian Way	3/25/25 *	Active
Abandoned vehicles/RV – Skinner St	4/7/25 *	Active
Digging/Structures near Booth Kelly path	4/28/25	Active
Vision Clearance (tree branches) – Stuart & Pearl St	4/28/25	Active



DEPARTMENT ACTIVITY AND STATISTICS

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

Public Works

Water System:

Completed major maintenance piping system (partial) replacement project at Well Building (water supply)
Meter reading for monthly utility billing

Wastewater System:

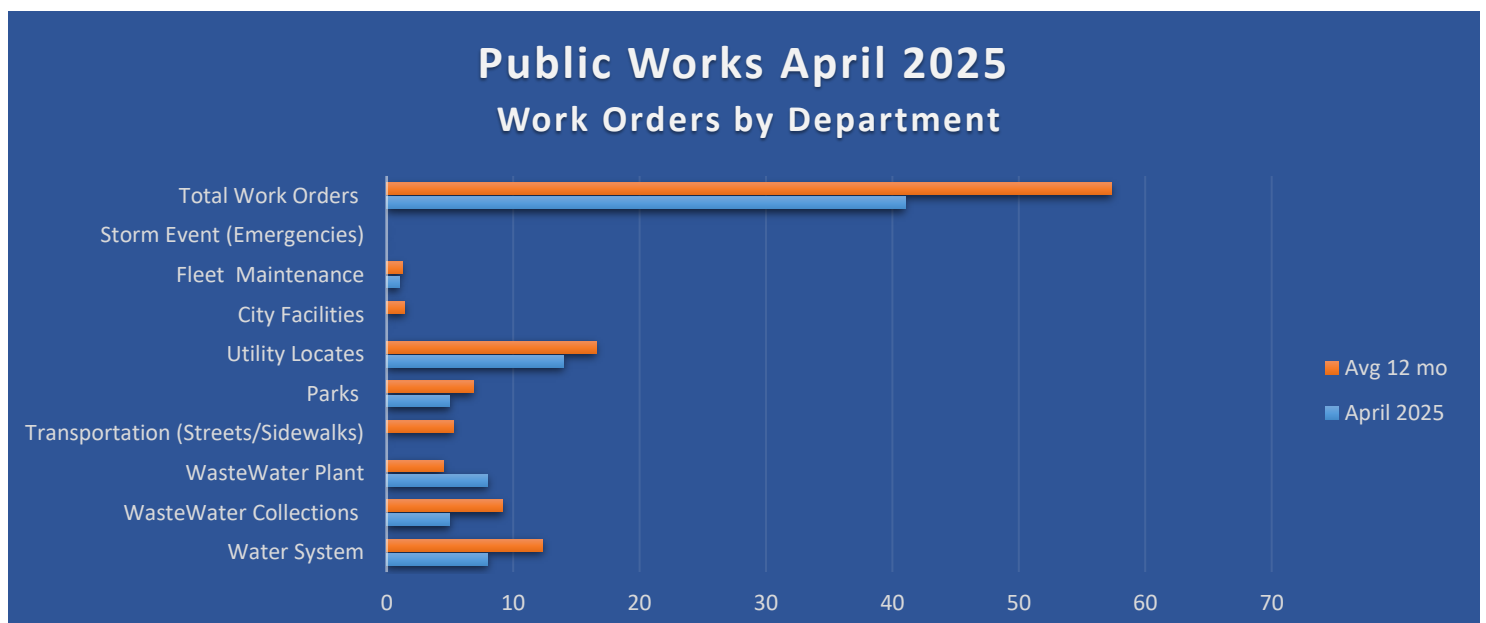
Ongoing progress in staff training for operations, monitoring and controls for the wastewater treatment plant
Staff training and in-field application for after-hours/duty call out for wastewater collection system

Streets/Storm Drains:

Annual major vegetation maintenance for Coburg Creek Subdivision bioswales
Significant early growing season vegetation maintenance of Pearl/N Industrial/Roberts right of ways
Final field data collection for Draft Storm Drain Master Plan

Parks:

Nearing completion of final City punch list for Pavilion Park expansion project, boulder placement, seeding/soil/mulch
Early season vegetation maintenance of all parks + volunteer coordination for Booth Kelly path woodchips



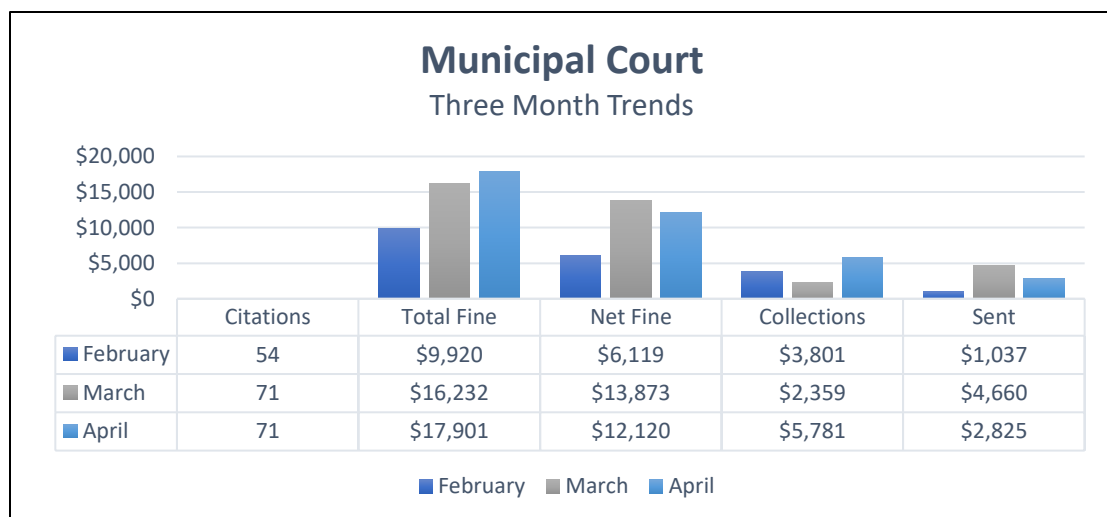
Planning

- Issued eight Structural/Plumbing/Mechanical/Electrical permits in April.
- Attended various regional transportation meetings.
- RARE AmeriCorps member, Dabeat, helped coordinate Arbor Day native planting event and Jacob Spores park including 5th grade CCCS students and fellow RARE members.
- LCOG consultants attended March Planning Commission meeting to introduce code audit project and plan to return in April for continued discussion and feedback.
- Heritage Committee selected three properties for historic preservation awards.
- Coordinated pre-app meeting for TA truck service redevelopment proposal with local and regional partners.

Finance

- Initial testing complete for AI engine software for automated processing of Accounts Payable
- Nearing completion of Federal Single Audit required when the \$750,000 threshold of the receipt of federal funds is reached in a given fiscal year. The water loan through Business Oregon is primarily comprised of federal funds managed and distributed through Business Oregon. Several remaining expenditures from prior year ARPA funds are also a component of the Single Audit once the \$750,000 is reached.
- Timesheet conversion from stand-alone third party to the City's integrated ERP software (Springbrook) will be completed and go live for all employees and supervisors in May providing additional payroll processing streamlining and increased self-serve data access to employees.
- FY25 Budget Transfer preparations in progress for June Council review
- FY26 Budget Adoption Resolutions preparations in progress for June Council review

Municipal Court





Police

4/1/2025 – 4/28/2025

MULTIPLE OFFICER RESPONSE:

- Responded to a report of an intoxicated male on Roberts Rd. - Transport to Eugene
- Responded to a report of a stolen handgun at the request of BLM Agent - Agency Assist
- Responded to a disorderly juvenile that walked away from the school - Resolved
- Responded to a car vs. bicycle crash at E. McKenzie and Willamette - Crash Report

SINGLE OFFICER RESPONSE:

- Responded to a semi-truck blocking S. Industrial Way Mechanic - Responded/Resolved
- Took a report of stolen cargo from a semi-truck at the TA Agency Assist/Case for Theft I
- Responded to a report of an alarm at Penske - Unfounded
- Responded to a report of a suspicious subject at McDonald's - Unable to Locate
- Responded to a parking problem on Roberts Rd. Vehicle - Tagged for removal
- Responded to a report of a duck caught in a trap on E. Van Duyn - Unfounded
- Responded to a report of a disorderly juvenile at the park - Unfounded
- Responded to a report of an illegal dirt bike on Christian Way - Unfounded
- Responded to a report of a dog at large on Bruce Way - Unable to Locate
- Responded to a report of possible child abuse/DHS Report - Unfounded
- Responded to a report of possible child neglect/DHS Report - Unfounded
- Responded to a report of a suspicious vehicle - Gone on Arrival
- Responded to a report of a Criminal Trespass at the TA - Resolved
- Responded to a dog bite at Norma Pfieffer Park - Citation Issued
- Responded to a report of possible neglect/abuse/DHS Report - Unfounded
- Responded to a request for cover on a traffic stop on I-5 - Agency Assist
- Responded to a disorderly subject at McDonald's- Courtesy Transport
- Arrested a subject with a warrant for Failure to Appear II - Arrest
- Arrested a subject for Probation Violation - Arrest
- Arrested a subject for Criminal Trespass II at the TA - Arrest
- Responded to Creswell for Crisis Negotiation Team call out – Resolved (see below)
- Responded to a neighborhood dispute regarding parking - Resolved
- Responded to a report of Theft I/Fraud of a trailer - Civil

ADDITIONAL ACTIVITY IN APRIL

- Reserve Officer Woods is continuing his training at the Mid-Valley Reserve Academy
- April department meeting hosted the Lane County Sheriff's Office Drone Team/demonstration
- Annual Shred Day (29 participants) (\$250.00 dollars donated) Significant increase in participation from last year. Still no word on the weight of donated food
- Annual Drug Take Back (12 participants) Total weight being shipped back to the DEA is 105.4 lbs of controlled substances. SIGNIFICANT INCREASE IN PARTICIPATION
- Sergeant Miller responded to a report of an armed suicidal subject in Creswell as a member of the Lane County Crisis Negotiations Team. After nine hours of negotiations, the subject came out and surrendered under his own power. Successful resolution, Subject was transported to the hospital to seek medical/psychological help

UPCOMING EVENTS/ACTIVITIES

- Officers Wilson and Freytag have recently completed Defensive Tactics refresher training. Department will hold a defensive tactics class in the near future
- Officers will qualify on handgun, shotgun and patrol rifle in the month of May to meet annual department standards

The *State of the State Capability Assessment* is an annual assessment of Oregon counties, select cities, tribal partners and state agencies. Information collected in this assessment is used to complete the annual Federal Emergency Management Agency (FEMA) *Threat Hazard Identification Risk Analysis* (THIRA) and *Stakeholder Preparedness Review* (SPR). The results from this assessment identify the progress of emergency management initiatives and support prioritization of future Planning, Organization, Equipment, Training and Exercise (POETE) efforts.

Executive Summary

Overview

The 2024 State of the State Capability Assessment reveals continued progress in Oregon's emergency management capabilities. Despite recent disasters that tested systems and strained resources, these events also catalyzed innovation, built new partnerships, and exposed opportunities for strategic development. The assessment, conducted by the Oregon Department of Emergency Management (OEM), reflects participation from 40 jurisdictions and 21 state agencies and supports FEMA's annual THIRA/SPR submission.

The assessment uses the **Planning, Organization, Equipment, Training, and Exercise (POETE)** framework and evaluates whether core capabilities have experienced capacity **lost**, **sustained**, or **built**. Though progress is evident, **no core capability has achieved the highest score**, and **all areas have identified gaps**, highlighting the need for ongoing investment.

Key Findings

Statewide Trends

- Sustained capacity was the dominant trend, with 24 core capabilities sustained (defined as $\geq 20\%$ across POETE).
- Eight core capabilities were built, with Planning showing the most significant development (30% built).
- All capability scores improved from 2023 and exceeded pre-COVID levels (2019).
- Mitigation (2.9) and Response (2.8) mission areas ranked highest.
- A decrease in high-priority core capabilities (from 15 in 2019 to 6 in 2024) suggests a more targeted focus on key areas.
- Training was the most common gap, but also the area with the most development, showing Oregon's workforce readiness focus. OEM continues progress on the State Qualification System (OR-SQS), which will help standardize position-specific task books for EOC and Incident Command (IC) roles while assisting jurisdictions in adopting the OR-SQS framework.

Top High-Priority Capabilities

- Fire Management and Suppression – 3.5
- Operational Coordination – 3.2
- Public Information and Warning – 3.2
- Cybersecurity – 2.8
- Operational Communications – 2.8
- Access Control and Identity Verification – 2.7

Medium-Priority Capabilities with Lower Capability Ratings

- Planning, Public Health, Health and Social Services, and Risk and Disaster Resilience Assessment (all at 2.7 or lower).
- Additional vulnerabilities in infrastructure systems, supply chain security, housing, and fatality management services.

Regional Capability Highlights

- Eastern Oregon: Strong in Fire Management and Search & Rescue (3.8/3.2), but lags in Cybersecurity (2.3) and Economic Recovery (1.9).
- Southwest & Willamette Valley: Moderate strength in Public Info & Warning and Fire Management, but consistent gaps in Planning and Access Control.
- Portland Metro & Northwest: High marks in Cybersecurity and Access Control (3.2–3.5), with potential to lead statewide improvements.

Recommendations

1. Strengthen Workforce Development and Expand Training

- Develop and sustain advanced training programs for Emergency Coordination Center/ Emergency Operations Center (ECC/EOC), cybersecurity, access control, and public communications.
- Continue planned roll out on standardize statewide training programs through the OEM lead **Oregon State Qualification System (OR-SQS)** and encourage cross-jurisdictional certification pathways.

2. Invest in Equipment and Infrastructure Modernization

- Address the digital divide in rural and underserved regions.
- Prioritize modernization of communications equipment, access control systems, and cyber infrastructure.

3. Enhance Planning and Unified Operations

- Finalize ECC/EOC structures and operational plans; improve annexes for sheltering, evacuation, continuity, and recovery.
- Promote statewide alignment of Incident Command System/National Incident Management System (ICS/NIMS) practices and sustain momentum from current response coordination strengths.

4. Deepen Cybersecurity and Access Control Capabilities

- Leverage State Local Cybersecurity Grant Program (SLCGP) funding through Oregon's Cybersecurity Plan to address Tier 1 (basic hygiene) gaps and scale Tier 2–3 projects.
- Expand physical and cyber access protections for critical infrastructure, focusing on verification protocols and equipment upgrades.

5. Improve Public Messaging and Inclusivity

- Continue investment in culturally and linguistically appropriate alerting and outreach systems.
- Expand translation services and inclusive communication plans for vulnerable populations.

6. Expand Exercise Programs and Test Readiness

- Develop a statewide progressive exercise plan, focusing on degraded communication scenarios, interagency response, and regional gap testing.
- Use real-world events as opportunities to refine protocols and implement after-action improvements.

Conclusion

The 2024 assessment affirms that Oregon is building a more resilient emergency management system, with measurable progress in training, planning, and targeted investments. Still, capability gaps persist—especially in Cybersecurity, Access Control, and Communications—highlighting where focused effort is needed most. Through regional collaboration, sustained funding, and continued engagement at all levels, Oregon can further close its gaps and enhance preparedness statewide.

Arbor Day 2025



Earth Day and Arbor Day are essential because they unite people to advocate for sustainable practices and policies. By promoting environmental awareness and activism, they inspire positive change and foster a stronger connection between humanity and the planet.

The Kalapuya Native American Tribe inhabited these regions. Their culture and lifeway had endured for thousands of years.

Today, Kalapuyans are members of two reservations, the Grand Ronde and Siletz.

Jacob Spores was one of the Coburg's initial settlers, arriving at the Willamette Forks in 1847.

Today, May 4, 2025, we are stewarding Jacob Spore Parks by bringing back native plants that once inhabited the area.

List of Native Plants:

- Bleeding Heart *Dicentra formosa***
- Oregon Sunshine *Eriophyllum lanatum***
- Big leaf Lupine *Lupinus polyphyllus***
- Penstemon- *Penstemon heterophyllus* 'Margarita BOP'**
- Sidalcea- *Sidalcea cusickii***
- Salmonberry *Rubus spectabilis***
- Columbine *Aquilegia formosa***



Jacob Spore Park, a 0.30-acre area classified as a Mini Park, integrated within the Moody Subdivision



None of this would have been possible without the sponsorship and assistance of the Coburg City Administration, Adam Hanks and team, the planning department, Megan Winner, and especially Public Works and its director, Brian Harmon and team. Also, the tree committee, especially Tom Beatty, for his advice in the process.

We are thankful to have the Coburg School Charter and the students participating today.

Terry Dawson from Coburg Pizza for sponship for this event lunch. One of the donations for a white oak tree comes from Erik Burke from Friends for Trees.

The RARE program is also responsible for supporting this project, most importantly with staff and members.

Thank you all for being part of this project.