



# AGENDA

## FINANCE | AUDIT COMMITTEE MEETING

91136 N Willamette Street

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

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Wednesday, October 22, 2025 at 5:30 PM

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### CALL TO ORDER

### ROLL CALL

### AGENDA REVIEW

### MINUTES APPROVAL

1. September 24, 2025, Finance | Audit Committee Minutes

### COMMITTEE BUSINESS

2. Financial Policies - Fund Balance Target Review

### CITY UPDATES

3. [City Administration Report, September 2025](#)

### ADJOURNMENT



# 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

October 2025

### 1. Housing Capacity Analysis Grant Award

City staff recently received word that the multi-agency grant application for a Housing Capacity Analysis, including a buildable lands inventory and housing needs, readiness and policy/code alignment assessment was selected and awarded by the Department of Land Conservation and Development.

As highlighted in the staff presentation to Council at its July 11, 2025 meeting, Lane Council of Governments (LCOG) is the lead agency providing the technical capacity and project management for this project to be conducted for both the City of Coburg and the City of Cottage Grove. Megan Winner, Coburg Planning Director will have a prominent role in the Coburg specific elements of the project as well as with the overall project management and deliverables.

The final project scope, deliverables, timeline and grant award amount are currently being finalized, with the expectation of an 18–24-month project timeline and a total grant award of \$200,000-\$250,000 with the local match coming from LCOG regional housing funds.

The final product of a buildable lands inventory and housing assessment/analysis is a critical step towards a review and potential expansion of Coburg's urban growth boundary (UGB). Both the Planning Commission and Council will be kept apprised of the project as it moves forward.

### 2. Community Disaster Resilience Planning Grant

Coburg was recently included in a six-city project led by Oregon Heritage (a program of the Oregon Parks and Recreation Department) to inventory and develop a plan for heritage resources in Coburg. The project is funded through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program and is being managed and operated by the University of Oregon's Institute for Policy Research and Engagement (IPRE).

A project flyer with further project details and timeline is attached to this report. The initial kick-off meeting with some local stakeholders has already occurred and is being coordinated locally by Megan Winner, Coburg Planning Director and staff to the Coburg Heritage Committee, who will also be involved in the project as it moves forward towards its expected completion in the spring of 2026.

### 3. U of O – Real World Project Opportunity

Building on the City's positive working relationship with IPRE, City staff is working with a student cohort from the IPRE Real World undergraduate class to conduct a review, current status and future plans/phases for the Coburg Loop Path Implementation Plan that was last formally approved in 2009.

The first phase (fall/winter) of the project will be an evaluation and review of the 2009 Implementation Plan to determine progress since 2009, still relevant items, content to refresh or update, etc

The second phase (winter/spring) will include the development of a survey for the Park & Tree Committee as well as the community as part of an overall community engagement effort for future development of the plan.

## 4. City Staff Update - Accountant

After an open recruitment process, the City has filled the Accountant position with the new employee, Karyssa Dubach, starting this week. As noted in a prior Council report, the needs of the Administrative and Finance staff were reviewed after the vacancy created by the departure of the prior Finance Director and led to the decision to shift the focus of the position to an Accountant job title and job duties. With additional tasks supporting all financial activities of the City, the “core four” responsibilities of this position are:

- Accounts Payable
- Payroll
- Monthly Reconciliation/Financial Reporting
- Annual Audit

Karyssa is a welcome addition to the team bringing critical technical proficiencies from prior public sector accounting experience.

## CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	July 2026
Water	Stallings Transmission Line	\$1,000,000	TBD
Streets	Collector St Project (Coleman Phase I)	\$600,000 \$ (MPO Grant)	Sept 2026
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000 (\$125k City Match)	Nov 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	Sept 2025
PW	Storm Water Master Plan	\$60,000	Nov 2025
Water	Water Conservation & Management Plan	\$50,000	Nov 2025

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Active
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Street/Storm Drain problems – Locust St	3/7/25	Resolved
Potholes/Poor paving condition – Christian Way	3/25/25 *	Resolved
Noxious Vegetation – Citywide notices sent out (11 properties)	6/3/25	Resolved
Park Vegetation Intrusion – Johnny Diamond Park	9/8/25	Active
Rooster Noise – Pearl St	9/10/25	Active
Vintage St Bioswale – Unauthorized activities	9/26/25	Resolved



# 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:

Extended analysis and service work completed on distribution system valves controlling system pressure

### Wastewater System:

A number of commercial and residential tank pumping completed

### Streets/Storm Drains:

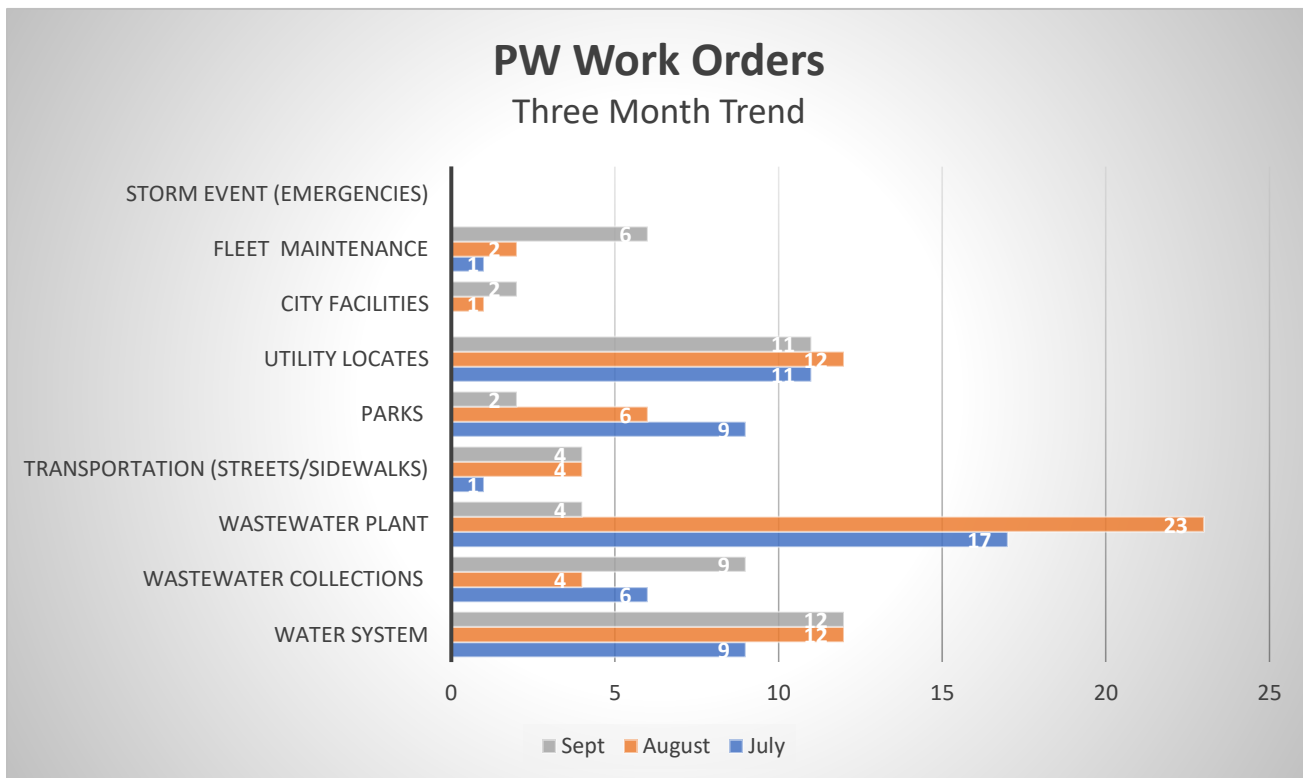
Completed several key spot paving locations (Christian, McKenzie) and prepped for sidewalk panel replacements throughout town

### Parks:

Heavy maintenance season coming to a close. Extra efforts to prep and clean up Norma Pheiffer and Pavilion Parks for community events in August and early September.

### Facilities:

City Hall seasonal maintenance and cleaning completed



Issued seven Structural/Plumbing/Mechanical/Electrical/Sign permits in September including the new sign for Laura's Park at the Pavilion.

Attended various regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Regional Transportation Plan TAC, MPC & TASC.

Hosted kick off meeting for Heritage Resilience project with UO's Institute for Policy Research and Engagement (IPRE).

Met with staff consultant team from Real World class that will conduct a review and status update of the Coburg Loop Path Implementation Plan.

Planning Commission approved a site design review (SR 01-25) application for a food vendor hub at the "Greenhouse" and recommended approval to City Council on zoning code amendments to incorporate CFEC rulemaking (PA 01-25) at the September meeting.

## Municipal Court

### September 2025 Activity Measures:

- Citations (Crimes and Violations)
  - New Citations for September 16, 2025 Court Date: 87
- September 2025 Receipts Including Collections,
  - **Total Fines:** \$16,991.53 (total monies taken in for the month, nothing deducted),  
*compared to \$12,264.81 in September of 2024*
  - **Net Fines:** \$14,813.00 (City share only, NOT including collections),  
*compared to \$10,181.00 in September of 2024*
- September 2025 Professional Credit Service Collections:
  - **Total Collection Revenue:** \$2,178.53  
*compared to \$2,083.81 in September of 2024*
  - **Turned over to collection:** \$ 17,271.00  
*compared to \$ 3,455.00 in September of 2024*

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

### Other Information:

- Upcoming Court Date: October 7, 2025, Regular Court Session
- Court Administrator awarded a scholarship to attend the OACA Court Conference Oct. 26-28, 2025
- Victor Hoffer was sworn in as Judge Pro Tem for the Coburg Municipal Court on 09/16/25 as a back-up/emergency replacement if Judge Williams is unable to due to illness or conflict.

(8/23/2025-9/30/2025)

**MULTIPLE OFFICER RESPONSE**

- Officer and a detective from the Lane County Sheriff's Office responded to a residence North Coleman for follow-up. **Unable to Locate**
- Officers and Deputies responded to a report of a burglary in progress at a business on Robert's Road. The suspect was located inside of the building and was taken into custody with the assistance of EPD K-9 Team and LCSO Drone Team, as well as a host of other patrol deputies **Arrest/Burglary II**
- Officers and deputies responded to a report of a menacing and domestic assault that occurred on S. Willamette Street. The suspect was arrested for Menacing and Assault IV **Arrest/Assault IV**
- Officers responded with the Coburg Fire Department to a deceased subject at Johnny Diamond Park **Death Investigation**
- An Officer, EPD and deputies responded to a report of a disorderly subject at the Arco **Arrest/Agency Assist**
- Officers responded to a report of a criminal trespass at the Fuel 'N Go which resulted in an arrest for outstanding warrants **Warrant Arrest**
- Officers responded to a report of a forgery on S. Stuart Way **Report Taken for Forgery**

**SINGLE OFFICER RESPONSE**

- Officer responded to a report of a found animal **Returned to Owner**
- Officer responded to a report of a traffic hazard on E. Pearl St. **Assist**
- Officer responded to a citizens request to relay information on possible drug activity **Information**
- Officer responded to a report of Harassment on N. Willamette Street **Information**
- Officer arrested a subject on an outstanding warrant from a traffic stop **Warrant Arrest**
- Officer responded to a report of an alarm at Cummins Northwest **No Issues Found**
- Officer responded to a request for a welfare check at the Arco **Welfare Check**
- Officer responded to a report of a suspicious vehicle on Robert's Rd. **Information**
- Officer responded to a report of a found animal **Returned to Owner**
- Officer responded to a report of a dispute on N. Willamette Street **Information**
- Officer responded to a request for assistance by OSP **No Crime/Assist OSP**
- Officer responded to a report of a city ordinance violation **Information**
- Officer responded to a report of suspicious conditions at Dari Mart **Patrol Check**
- Officer responded to a report of a dog at large on N. Willamette Street **Resolved**
- Officer responded to a report of a possibly intoxicated driver **Unable to Locate**
- Officer responded to a report of found property at Norma Pfiesser Park **Returned to Owner**
- Officer responded to a hit and run at the TA truck stop **Report**
- Officer responded to an animal complaint **Resolved**
- Officer responded to take a report of a stolen vehicle **Report/Civil**

- Officer responded to a report of Criminal Mischief on S. Stuart Way **Report/No Suspect Information**
- Officer responded to a report of a city ordinance violation on Roberts Rd. **Information**
- Officer responded to a report of a Trespass on S. Willamette St. **No Crime / Transport**
- Officer responded to a report of a dispute on N. Willamette Street **Resolved**
- Officer responded to a report of a Trespass on E. Lincoln Way **Welfare Check**
- Officer responded to dispute on W. Dixon Street **Resolved / No Crime**
- Officer responded to an Overdose on S. Stuart Way **Assist Fire Department, Medics**
- Officer disposed of over 34 pounds of narcotics turned into drop box at city hall **Information**
- Officer responded to a citizen contact at CPD **Field Interview**
- Officer responded to a report of a suspicious subject on Austin Street **Field Interview**
- Officer responded to a report of a motor vehicle accident on N. Industrial Way **Report**
- Officer responded to a report of Identity Theft at CPD **Report**
- Officer responded to a report of a dog at large on E. Mill Street **Unable to Locate**
- Officer took a report for misuse of 9-1-1 that occurred on N. Willamette St **Warrant Issued For Suspect**
- Officer responded to a report of an unlawful entry to a motor vehicle at Arco **Resolved**
- Officer responded to a report of Harassment on N. Willamette Street **Information**
- Officer responded to a report of a motor vehicle accident at the TA Truck Stop **Report**
- Officer responded to a report of a motor vehicle accident on E. Pearl Street **Report**
- Officer responded to a report of a possible kidnapping at the Arco on Robert's Rd. **Arrest/Agency Assist**
- Officer responded to a report of Harassment on N. Willamette Street **Resolved**
- Officer performed bailiff duties at the Coburg Municipal Court **Bailiff**
- Officer responded to a theft on E. Lincoln Way **Information/No Victim**
- Officer responded to a report of suspicious conditions at the TA Truck Stop **Information**
- Officer responded to a disabled vehicle on E. Pearl Street **Assist**
- Officer responded to a request for a welfare check on E. Pearl Street **Welfare Check**
- Officer responded to a motor vehicle accident on N. Willamette Street **Assist**
- Officer responded to a report of a rape that had occurred on S. Stuart Street **Report**
- Officer responded to a report a dispute on W. Dixon Street **Resolved**
- Officer responded to a report of a deceased subject at a residence on Pearl St. **Death Investigation**
- Officer responded to a report of possibly intoxicated driver on N. Industrial Way **Unable to Locate**
- Officer responded to a report of a found animal on N. Willamette Street **Resolved**
- Officer responded to a traffic hazard on E. Pearl Street **Resolved/Assist**

**Patrol Checks = 22**

### **OTHER ACTIVITIES**

- CPD attended a dinner and meeting with the staff and participants of the Adult and Teen Challenge, a recovery program with a facility located on Bailey Hill Rd. outside of Eugene to learn about their program and what makes it successful



- CPD provided security and enforcement at the Coburg Antique Fair
- CPD was awarded \$3,000 dollars for the purchase of speed detection equipment through a grant funded by ODOT
- Sergeant Miller attended a joint Crisis Negotiation Team training held at Springfield Police Department. The training included the role of a “coach” by the FBI, as well as the importance of after action debriefs which was taught by Eugene Police Department Officer Rathje.
- Chief Larson and Sgt. Larson presented “I Love You Guys” training for staff member of the Coburg Charter School. This training focuses on active school threats; teaching shelter in place, lock-out, reunification and standard response protocols. The training was well received and appreciated by participants.

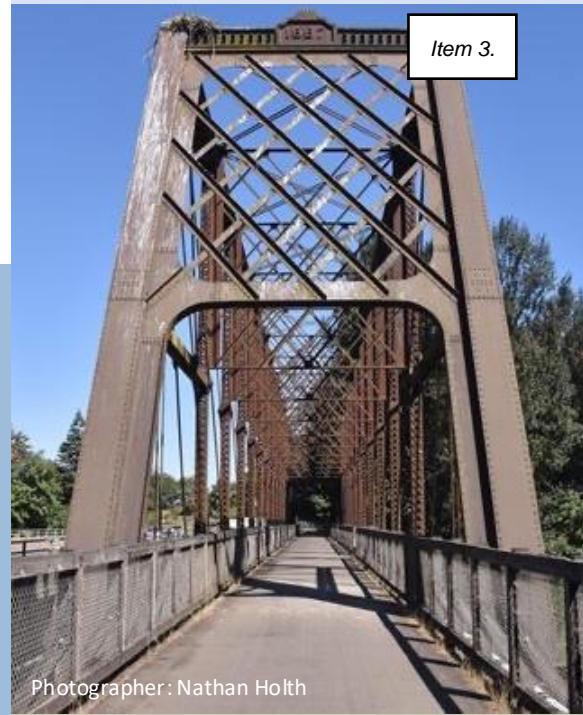
### **UPCOMING ACTIVITIES**

- CPD reserve officers will be assisting the Lane County Sheriff’s Office in parking enforcement/security of the home games of the University of Oregon football program
- CPD will heighten patrols in the crosswalk/school zones as the beginning of school is fast approaching
- CPD will hold firearms training in the coming months to meet departmental requirements

# Community Disaster Resilience Planning for Heritage Resources

The City of Coburg is partnering with Oregon Heritage and the Institute for Policy Research and Engagement (IPRE) at the University of Oregon to create a **community-wide disaster resilience plan for heritage and cultural resources**. This plan can help to prepare for emergencies, lessen potential disaster impacts, and leverage the capacity of organizations and individuals dedicated to heritage and cultural resource stewardship to build resilience.

Oregon's diverse heritage resources are critical pieces of local communities' cultural history and often overlap as economic drivers, critical infrastructure, and community gathering spaces. The loss of irreplaceable heritage resources from natural and human-caused disasters can be a devastating event to a community both socially and economically. Heritage resources, and the organizations that steward them, can be a critical factor in community recovery and act as an anchor to community identity.



Item 3.

Photographer: Nathan Holth

## WHY?

**Build the resilience of heritage and cultural resources against disasters**



**Coordinate and align historic preservation, natural hazard mitigation, and emergency management practices**



**Engage community to identify vulnerabilities and community priorities**



Mill Street Square Coburg, OR



Source: Eugene Magazine, Julie Henning

This project was made possible through FEMA's Hazard Mitigation Grant Program (HMGP) which was awarded to Oregon Heritage through the State Hazard Mitigation Office (SHMO). Coburg is one of six communities from across Oregon that will be a part of this funding grant.



For more project information, contact:

Melissa Graciosa, Project Director  
[mgracios@uoregon.edu](mailto:mgracios@uoregon.edu)

## WHO?

The **IPRE project team** consists of faculty members and graduate planning students at the University of Oregon. Our team is partnered with **planning staff from the City of Coburg**. Our city partners will help guide the planning process and shape successful project outcomes.

We will collaborate with the City of Coburg staff to engage with a **project committee**. The project committee will help provide information and share engagement opportunities to their networks. The IPRE team will also provide technical assistance and preparedness training to committee members throughout our project.

Lastly, our IPRE project team will work to engage with the **broader community of Coburg**. Our team will provide multiple opportunities to identify community heritage and cultural resources and gather input on community priorities, resource vulnerabilities, and potential resilience strategies.

## WHAT?

Our team will work with our partners to create the following key deliverables:

- 1. A community wide disaster resilience plan for heritage resources in Coburg.** The plan will describe the current conditions of heritage resources and organizations in Coburg, identify their vulnerability to natural and human caused hazards, and create a set of strategies to build resilience.
- 2. Provide technical assistance to heritage organizations in Coburg.** Organizations engaging with our committee or participating in community events will receive guidance and resources on how to prepare and respond to disasters.

The William Van Duyn House



Source: City of Coburg Facebook

## Project Timeline



### July – August 2025

- Project kick-off with city partners
- Background research & plan review
- Preliminary inventory & mapping
- Designing community outreach & engagement



### Sept – Oct 2025

- Kick-off the Project Committee
- Conduct key person interviews
- Organization engagement
- Inventory & mapping
- Community outreach & engagement
- Community survey



### Nov – Dec 2025

- Community outreach & engagement
- Disaster resilience workshop
- Drafting the plan
- Plan review with partners
- Finalize plan



### Jan – Feb 2026

- Adopt finalized plan
- Implementation support from IPRE and OR Heritage
- Participate in implementation workshop for All-star community partners



Continued Resilience Building Activities 😊