



# AGENDA

## BUDGT COMMITTEE MEETING

91136 N Willamette Street

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

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Tuesday, May 07, 2024 at 6:00 PM

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The Public may attend this meeting at City Hall, or by Zoom. To participate by Zoom you will need to pre-register with the City by 3 PM the day of the meeting. Budget Committee meetings are recorded and live-streamed at [www.coburgoregon.org](http://www.coburgoregon.org) (NO registration required). For questions contact 541-682-7852.

Written testimony delivered by 3 PM in person or via email to [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us) will be presented at this meeting.

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### CALL TO ORDER

### ROLL CALL

### WELCOME INTRODUCTIONS AND PROCESS OVERVIEW

### ELECTIONS OF CHAIR AND VICE CHAIR

### PUBLIC COMMENT

### MINUTES APPROVAL

1. May 16, 2023 Budget Committee Minutes
2. May 30, 2023 Budget Committee Minutes

### BUDGET MESSAGE PRESENTATION

### PROPOSED BUDGET 2024-25

1. General Fund
2. Street Fund
3. Water Fund
4. Wastewater Fund

### FUTURE MEETINGS

May 28, 2024

### 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.*





## **Coburg Budget Committee**

Tuesday, May 16, 2023 at 6:00 PM  
91136 N. Willamette Street  
Hybrid Meeting: In-Person or via Zoom

**PRESENT:** Linda Kroeger (Chair), Terry Dawson (Vice Chair), Claire Smith, Laura Tryon, Todd Waters, Elise Landry, John Lehmann, Jeffrey Milam, Cathy Engebretson.

**ABSENT:** Alan Wells, John Fox, Kyle Blain.

**STAFF PRESENT:** Nancy Bell, Mayor; Sammy L. Egbert, City Recorder; Anne Heath, City Administrator; Gregory Peck, Finance; Meagan Winner, Planning; Brian Harmon, Public Works Director; Mandy Balcom, Court Administrator; Larry Larson, Chief of Police.

**RECORDED BY:** Diana Tisdale, Lane Council of Governments (LCOG)

### **1. CALL TO ORDER**

Mayor Bell called the meeting to order at 6:03 p.m.

### **2. ROLL CALL**

Ms. Egbert called roll. A quorum was present.

### **3. MAYORS WELCOME**

Mayor Bell asked members to briefly introduce themselves.

Mr. Waters stated that he was a budget committee and community member.

Ms. Tryon stated that she was budget committee and community member.

Ms. Smith stated that she was a member of the Coburg City Council.

Mr. Dawson stated that he was a budget committee and community member.



Ms. Bell stated that she was a community member and the Mayor of Coburg.

Ms. Kroeger stated that she was a budget committee and community member.

Mr. Lehmann stated that he was a member of the Coburg City Council.

Mr. Milam stated that he was a community member.

Ms. Landry stated that she was a community member.

Ms. Heath stated that she was the City of Coburg Administrator.

Mr. Harmon stated that he was the Coburg Public Works Director.

Mr. Larson stated that he was the Coburg Chief of Police.

Mayor Bell thanked everyone for serving the community of Coburg and being present at the meeting.

#### **4. ELECTION OF BUDGET CHAIR AND VICE CHAIR**

Mayor Bell said the presiding officers would be elected tonight and noted that Ms. Kroeger had served on the Coburg Budget Committee as Chair for nine out of ten years.

Ms. Kroeger said that she would be willing to serve as chair again if she was nominated and elected but would also be willing to let someone else do it.

Mayor Bell asked if anyone else would like to be the chair or nominate anyone for the chair position. She said that Mr. Dawson had served as the Coburg Budget Committee Vice Chair for many years.

Mr. Dawson noted he would not be present at the next meeting.

Mayor Bell asked if anyone was interested in the vice chair position. She entertained a motion and a second to nominate a Chair and Vice Chair for the Coburg Budget Committee.

**MOTION:** Mr. Waters moved, seconded by Ms. Landry, to elect Linda Kroeger as the City of Coburg Budget Committee Chair. The motion passed – 9:0.



**MOTION:** Ms. Smith moved, seconded by Mr. Waters, to elect Terry Dawson as the City of Coburg Vice Chair. The motion passed – 9:0.

#### **5. 2022 – 2023 BUDGET COMMITTEE MINUTES**

May 24, 2022, BUDGET COMMITTEE MINUTES for APPROVAL

May 31, 2022, BUDGET COMMITTEE MINUTES for APPROVAL

Chair Kroeger said there were two sets of minutes from last year that needed to be approved. She asked committee members and staff if they had a chance to look at the May 24, 2022, minutes.

Ms. Egbert said the start time and end time on the May 24, 2022, draft minutes needed to be amended. The minutes should reflect a start time of 6:00 p.m. and an end time at 7:37 p.m.

**MOTION:** Vice Chair Dawson moved, seconded by Ms. Landry, to approve the May 24, 2022, minutes with amendments. The motion passed – 9:0:0.

Chair Kroeger asked committee members and staff if they had a chance to look at the May 31, 2022, minutes.

**MOTION:** Mayor Bell moved, seconded by Vice Chair Dawson to approve the May 31, 2022, minutes as presented. The motion passed – 9:0:0.

#### **6. BUDGET BINDER MATERIAL REVIEW**

Ms. Heath said there was not a lot of difference from last year's budget binder. Every department was highlighted, and the director of each department submitted a letter outlining the priorities of their department. She asked if there were any questions about the binder.

There were no comments or questions.

#### **7. BUDGET MESSAGE**

Ms. Heath said Coburg had a five-year budget plan that included a one-year budget and a four-year projected forecast. She explained the reason for the projected forecast was because Coburg needed to think about potential changes occurring within the city. Since Coburg was a small city, even minor changes had a big impact. The City of Coburg staff met to discuss goals for the city. A work plan was drafted by analyzing the priorities of each department and it was presented to city council. City staff and city council met in retreat to discuss the work plan. A final work plan was recommended and adopted during that retreat. The work plan was presented to the budget committee tonight. Budgets were set for each department based on





the workplan. Ms. Heath noted a few work plan achievements for the current year, which included the following:

- Addressed the Need for Street Funding
- City Hall Maintenance (Siding, Windows, and Paint)
- Bike Kiosk in the Pavilion Park
- Secured Funding for Pavilion Plaza
- Completion of City Charter (Approved by Voters)
- Completion of Cyber Security Policy
- Completion of Coop Plan
- Completion of Succession Plan
- Upgraded City Hall Security
- Completed Multiple Water Projects (I-5 Bore, Main Line, Well Property)
- Secured Funding for Several Projects (Coburg Loop 4, Coburg Industrial Road, East / West Alternative Freight Route)
- Completed Annexation of Industrial Lands / East Side of I-5
- Successful Launch to Coburg Main Street 501c3
- Completed a New Development Code for the Central Business District
- Completed an Update to Local Street Standards
- Completed a Capitol Project List / Adopted a Capitol Project Policy
- Utility Rate Review with Utility Rate Adjustments

The main priority for FY 2024 was maintaining staff capacity. It was also important to ensure that department directors had everything they needed for success, including good equipment and proper training. Leadership at every level was important to the city. Each employee is encouraged to take ownership no matter what their position was.

Regional outreach was essential, and Coburg was developing a stronger outreach plan. Ms. Heath encouraged other people in the city to direct regional and statewide attention to the needs of Coburg, and noted the mayor could not accomplish this by herself. She noted that Coburg was trying to educate the community, not just respond to inquiries.

Coburg had a new financial assistant who was in training, and a new City Administrator would be onboarded on July 31, 2023.

Regarding challenges and unknowns, projections were difficult to make due to inflation and an unstable developmental atmosphere. Transportation challenges will go on for many years in Coburg, and main roads owned by other agencies are negatively impacting the city. The Coburg Loop Path was funded, and then mid-year, the City of Eugene, who was managing that project,



said due to inflation, they could not complete the project with the money that was awarded. The Metropolitan Planning Committee (MPC) asked for more money and 300,000 dollars more was granted. The City of Eugene again said they could not move forward with the project due to inflation. Coburg was collaborating with the Oregon Department of Transportation (ODOT) and the City of Eugene to develop a bike path that extended to the Wetland Park with the money that was available. Certain projects may need to be put on hold due to inflation. Therefore, the city was trying to prioritize projects. Big and small cities across the country were facing the same challenges.

The 2023 Coburg Budget Committee would represent the citizens of Coburg. They would review the proposed budget, discuss it as a committee, ask questions, and then make recommendations to council. City council would then adopt the budget. The committee does not set policies, or salaries, nor would they decide what service programs would be provided.

## **8. DEPARTMENT PRESENTATION & OVERVIEW**

- Administration
- Planning
- Public Works
- Municipal Court
- Police

### **ADMINISTRATION**

Personnel was a big asset in the administration department. The work plan must support capacity of staff and provide them with growth and advancement at every level. Much of the administrative workload was project management, with a heavy focus on managing finances, auditing, and managing the budget. The city lost its third-party reviewer during COVID, but a new third-party reviewer was hired, and they just completed the first six-month review of the year.

The city maintained its communication with the public through newsletters, social media, and the city website. This included frequent notices of economic development, and information pertaining to community health and vitality. Coburg had a lot of public meetings and the city had recently upgraded equipment to help ensure the success of public records retention. The largest public record request occurred last year for a court case, which the city prevailed, but it took an incredible amount of staff time, of which Coburg was not reimbursed for.



Utility billing was another area of administration that was busy. It took a lot of staff time to provide consistent utility services and billing to customers. Other administrative tasks were processing applications for special events, managing citizen complaints, making reservations for parks, and providing information to the public.

There were no other comments or questions.

## PLANNING

Ms. Winner said 2022 was a busy year for the planning department. Coburg was a desirable place for people to live and conduct business. Therefore, several land use applications were processed and approved, including the first addition to the northern subdivision, and a new light industrial park. The planning department was volatile and there were many unknown factors. It was not certain if or when big projects would come through. The planning department would be facilitating and providing educational opportunities for the Coburg Planning Commission and Heritage Committee, in addition to analyzing transportation issues and future transportation development.

There were no other comments or questions.

## PUBLIC WORKS – PARKS

Mr. Harmon said in the parks department, communication and relationship building was priority number one. Coburg had a lot of parks, and trails. Despite staff's efforts to keep up with cutting the grass, they were consistently unable to meet their goals each year. He noted that many park upgrades would be taking place at Pavilion Park.

Mr. Dawson asked if there were designs for the park upgrades.

Mr. Harmon said the designs would be finalized soon and was hopeful a bid could be accepted by August 2023.

Mr. Lehman asked for an update on the pickle ball court.

Mr. Harmon said the pickle ball court was well received and there was a lot of positive feedback regarding the surface of the court.

Mayor Bell asked how design upgrades would be communicated to citizens.



Mr. Harmon said the designs would be posted in the lobby at the Coburg City Hall, and on the City of Coburg Facebook page. If the timing lined up, it could also be added to the newsletter.

#### PUBLIC WORKS – SEWER

Mr. Harmon said team training was important in the wastewater department to keep the department in compliance with Department of Environmental Quality (DEQ) standards. A lot of time was spent on continued education.

Coburg had a highly advanced MBR wastewater treatment plant. Phase four of the plant build out may or may not need to happen. Required upgrades would be determined in the fifth year. Mr. Harmon was hopeful that no upgrades would need to be done.

Though the public works staff was working at capacity, the department decided not to add an additional staff member because there were no big developments planned for the time being. The department was trying to find ways to reduce man hours. One way to accomplish that would be to spray more weed killer. Mr. Harmon noted that the city was inundated with weeds.

Harmon also noted that there is a capital project to replace the septic tank at Premier RV to better control the amount of non-sewer infiltration into the collection systems, saving the City from additional capital expense in the future. If new tanks were installed, it could prolong phase four of the water treatment plant build out until 2028.

Mayor Bell noted that regarding spraying the weeds, herbicidal vinegar worked as well as Roundup.

Mr. Harmon said that Roundup was not used, but he could investigate safer alternatives. One of the things that would be a factor was the cost of alternatives. He noted that generic weed killer was not sprayed on certain areas of the city for safety reasons.

Ms. Landry asked what the determining factor was for phase four of the wastewater treatment build out.

Mr. Harmon said the plant was not near capacity and there was still a bit of room to grow. Once the capacity got near 200,000 gallons per day, decision would need to be made. The current capacity was 150,000 gallons per day. The new subdivision would add about 6000 gallons per day.

Mr. Lehman asked if the budget included a larger mower to utilize staff time better.





Mr. Harmon said the department had three commercial mowers. Typically, one person was mowing constantly Mondays through Thursdays. The department was trying to utilize as much daylight as possible within a ten-hour workday. They were more productive in the summer months having longer days, but each staff member had everyday chores in addition to their mowing obligations.

#### PUBLIC WORKS – STREETS

A few capital projects were completed, i.e., the Mckenzie Street Project, and Roberts Road. Both projects turned out great, and future pavement maintenance projects were scheduled for many streets within Coburg. A new street sweeper was purchased and would be in service on Monday, May 22, 2023. In public works, safety was important. At the end of each month, staff undergoes quite a bit of safety training.

Mr. Dawson asked if North Willamette Street belonged to the County.

Mr. Harmon confirmed that everything north of Macy Street was county owned. South of Macy Street to Van Duyn Street was city owned. Preventative maintenance on North Willamette Street included sidewalks in conjunction with a Safe Routes to Schools initiative for that area of the city.

Ms. Engebretson noted that Collector Street had a big budget and asked for an overview of that project.

Mr. Harmon said the Collector Street project was initially derailed due to COVID. The Collector Street project extended from Dixon Street to Coleman Street, back around to Mill Street, down to Skinner and Locust Streets, Harrison Street to Van Duyn to North Willamette Street. Overtime, sections of Coleman Street had deteriorated because preventative maintenance had not been done. As a result, reconstruction of the subgrade was needed to the top of the asphalt. There would be more dig outs than previously anticipated.

Ms. Heath said it was a funded project through the regional MPC. The city negotiated managing the project. Normally, it would have been managed by Lane County or the City of Eugene. They negotiated a swap of projects that would allow this project to managed by Coburg.

Mr. Lehman asked if another entity was funding it other than Coburg.



Ms. Heath said estimated costs for the project was 778,000 dollars. Coburg had to match at least 10.2 percent. Because of inflation, it was not determined how much the projected costs would be.

#### PUBLIC WORKS –WATER

Mr. Harmon noted that one thing not on the priority list was upgrades to the Pioneer Valley Estates (PVE) water system. The city was trying to get funds for that project. Regardless of how Coburg became responsible for providing water to that community, it was their responsibility to provide good, clean water, and currently, their water system was duct taped together. Top priority for the water department was providing safe, clean water to every person in the city.

Mr. Lehman asked if there was a line item for PVE in the budget.

Mr. Harmon said not on this year's budget, but planning for that project would begin the following year.

Regarding inventory, as soon as the operation center was built, the water department would make sure everything needed was on the shelf to prevent people from being without water for days in the event of an emergency.

Chair Kroeger asked if there was a plan to install a well under Interstate five (I-5).

Mr. Harmon said it was determined that there was water under I-5. Due to the cost of the elevated reservoir, which was 7.2 million dollars, that project went on the backburner. The city decided to utilize funds they had and get the third source and secondary well field in place.

Mr. Lehman asked if the costs for the new operation center was spread out over two budget cycles.

Mr. Harmon said yes. The construction of that project was underway. 90 percent of the engineering would be paid this fiscal year.

There were no other comments or questions.

#### MUNICIPAL COURT

Ms. Balcom said in the municipal court department, scanning was always a priority. Though scanning was a daily task, she was busy scanning numerous backlogs. A temporary worker was



helping with that, but the city hired her as a regular employee. Compliance with Oregon records retention would take place after scanning the backlogs was complete. Many records were not discarded during COVID, so there was some catch up work to do there. Records that were 20 years or older would need to be purged according to state statute. In the municipal court department, education was important. Ms. Balcom stated that she worked in her department alone, so it was important that errors were not made. This was accomplished through training seminars. Unfortunately, the education budget for her department was reduced so she was trying to find out if there were scholarships available to help fund ongoing education. She would try to attend the Law Enforcement Data System (LEDS) Conference every two years to stay in compliance with required certifications, and the costs to attend were her responsibility.

There was a decrease in the funding for a few jail beds to offset the costs of her department. Instead of 30 beds, the budget would pay for 27 beds in FY 2024. Coburg could utilize beds at the Springfield Jail if necessary.

The LEDS audit took place on May 15, 2023, and the municipal court department complied with all regulations.

State legislature passed new laws that prohibited the municipal court from administering a failure to comply license suspension for default of payments, and court fines no longer impacted credit reports. As a result, many people stopped making payments, and a lot of revenue was lost.

Ms. Smith asked how much it cost for education conferences.

Ms. Balcom said it was dependent of where they were located, but an estimate was 1,000 dollars. The LEDS conference was free to attend, and the expenses were for travel, food, and lodging.

Ms. Smith asked what the cost of a bed at the Springfield jail was.

Ms. Balcom said 109 dollars per night. The City of Coburg had a contract with the City of Springfield that allowed Coburg to pay only if beds were used.

There were no other comments or questions.

POLICE



Chief Larson said there were 85 arrests last year, 40 of which were full custody. The police department was staying busy. They were trying to stay ahead of growth and were dealing with tremendous influence from the freeway and the truck stop.

Top priority in the police department was traffic safety. 677 traffic citations were issued last year.

The police department received an 8,000-dollar ODOT grant for high visibility traffic safety, which would help pay for overtime in the department.

Chief Larson said priority number two was community engagement. He noted The Coburg Police Department took part in the Cobra Community Shred Day, the Drug Enforcement Administration (DEA) drug take back day, and an ice cream social with the Coburg Community Charter School.

A new police vehicle had arrived, and the installation of equipment would be done for free by the Coburg Fire District. Hopefully, the vehicle would be in service before the end of the month.

Training and education in the department were ongoing. The police department was mandated to have 84 hours of training completed every three years, in addition to newer state mandated trainings, i.e., mental health, ethics, airway obstruction, equity, firearms, and use of force trainings. Those were all annual requirements. Police One, an online training platform that cost 1,500 dollars per year, allowed Chief Larson to assign trainings to staff. This eliminated the need for travel and paying high costs for in-person training seminars.

Chair Kroeger asked if any adjustments had to be made to staff schedules now that the department was splitting time.

Chief Larson said no and confirmed that the change in schedules was going well.

Ms. Smith asked if the new ordinance revisions would impact the department as far as staff time.

Chief Larson said yes. It would be a challenge to deal with the unhoused.

Mr. Lehman asked if the number of reserve officers listed in the meeting packet was current.

Chief Larson said no. Six reserve officers had recently left the department for various reasons. Two new reserve officers would soon be onboarded.

Mr. Lehman asked if the reserve officers were unpaid positions.





Chief Larson said yes and that there would be five reserve officers in total.

There were no other comments or questions.

## **9. PROPOSED FY 2023 – 2024 BUDGET REVIEW**

### **GENERAL FUND**

Ms. Heath said the full budget was 17,969,888 million dollars, which was 800,000 dollars more than last year's budget. There were a lot of capital projects in this budget, including six million dollars in water projects. There was also 1.9 million dollars in street projects. The increase in this year's budget was a result of those costs. Personnel services was a bit less than last year. Materials and services were consistent. Although, the city made cuts where it could. In the general fund, police and administration were the largest costs. Planning had a set cost because the state mandated that a building official was required whether there was development planned or not. It was permissible to share a building official with another city, but Coburg had to pay their fair share of that cost. Coburg shared a building official with Creswell and Cottage Grove.

The projected ending fund balance would be less in FY 2026, and by FY 2027, the ending fund balance would be in the red. The five-year projected forecast gave everyone the chance to make changes ahead of time. The general fund collected revenue from franchise fees, and property tax dollars. It also receives shared revenues with the state. Therefore, the revenue coming in was a set amount. However, the cost of doing business has increased. The cost of living and the cost of materials and services was well over eight percent. The city needed to think of ways to increase revenue for the general fund, or a conversation needed to occur regarding programs supported by the general fund. Those were tough conversations, but the budget committee had time to have them. That was the beauty in the five-year projected forecast. If staffing were cut, services would be cut.

There was not much development planned because the economy was not stable and there were many unknowns, but things could turn around. The general fund supported a lot of departments within the city. She suggested that the committee could recommend raising revenues to avoid making cuts. The ending fund balance for FY 2024 was 342,294 dollars with a 150,000-dollar contingency. The largest contributor to the general fund was the property tax revenue. Luckily, the property values in Coburg had consistently increased or remained the same.



Mr. Waters asked for a few examples of how more revenue could be generated for the general fund.

Ms. Heath said a public safety fee could be mandated to help cover the cost of the police and municipal court departments. Those programs were costly, but essential, and were valuable to the community. Parks were part of the general fund, but the parks did not bring in revenue. So, creating revenue from the parks could be an option because they also were valuable to the community. Other cities had public safety and park fees. Coburg was a small city providing big city services.

Mayor Bell said it was an uncomfortable situation but that the committee needed to think about those things and talk with community members to decide if new fees should be mandated to help balance the general fund.

Ms. Heath said the franchise fees could get stronger and noted that they dropped off significantly during COVID. Things were volatile in the economy, so it was hard to predict the future. She said the committee could analyze if water, sewer, and streets were paying their fair share, but noted the city had a solid allocation method. Thinking of ways to stabilize the general fund was a discussion that needed to start with engaging the community to determine what was important to community members.

#### STREET FUND

The street fund was doing well and had solid revenue. The city had been successful with grant applications and had received several funds for street repairs. Coburg Industrial Way would get resurfaced with grant funding. McKenzie Street was done with a 100,000-dollar grant. The city was continually looking for grant funding, so the street fund had consistently been ending with a healthy balance and had been operating on its own.

#### WATER FUND

The water fund was holding its own because water fees had been raised. Water was maintaining a contingency each year and an appropriate ending fund balance through year five. It was hard to determine what would happen with the water projects due to increased prices and funding availability. The priorities were to complete the secondary well field, which would boost the amount of water that was available to the city and replace the main water lines.

#### SEWER



The projected budget forecast for 2028 looked like the ending fund balance was in the red. However, she did not recommend changing anything in the sewer budget. As Mr. Harmon mentioned in his presentation, expansion of the sewer plan may not need to be done. It would depend on how much development occurred within the city. A placeholder was included in the sewer budget to remind staff that the sewer expansion may need to be done if development dictated the need for it.

The ten largest expenditures in the budget this year were as follows:

- Water Infrastructure Upgrades
- Staff Salaries
- Debt Service
- Public Works Shop / Storage Building
- Collector Street Projects
- Reconstruction of Macy, Harrison, and North Willamette Streets
- Public Employee Retirement System (PERS)
- Wells One and Two rehabilitation
- Medical Insurance
- Building Official / Inspection Fees

Mayor Bell said it was important for committee members to identify any questions they had because budget recommendations for city council would be determined at the next meeting.

Ms. Heath said the most important question was if the budget would cover the work plan that was adopted by city council.

Mr. Lehman asked if all the capital projects listed were included in the budget.

Ms. Heath said the adopted capital projects list entailed all projects that the city had planned, but that not all projects were included in the budget. The reason all foreseeable projects needed to be listed was because funders would ask if a project was included on an adopted list as part of the funding process.

There were no other comments or questions.

## **10. COMBINE FINANCE | AUDIT COMMITTEE AND BUDGET COMMITTEE DISCUSSION**

Mayor Bell said this agenda item was regarding the feasibility to combine the audit and budget committees into one.



Ms. Heath said the audit committee was a small committee who had convened for a long time. Many members of the audit committee were also on the budget committee. There had been discussion about combining these two committees in previous audit committee meetings. The reason for this discussion was to determine if there was a desire to blend the committees, and if so, propose the idea to city council. It would need to be determined how that would work because one committee worked under the Oregon Revised Statutes (ORS) and the other committee worked off bylaws.

Vice Chair Dawson said he initiated the suggestion because he had served on both committees for a long time. The general trajectory of both committees was similar. Combining the two would open the door to a better understanding of what was going on with the budget committee and vice versa. The audit committee was created to provide an extra layer of financial oversight. Financial policies were analyzed and revised. The audit committee meetings were not extensive meetings, and they took place once per quarter. The audit committee no longer spent most of their time trying to put out fires. It was more of an oversight group that confirmed what was recommended for the budget. It seemed like a wise thing to combine the groups because the work was similar but there was no communication between the two. If they were combined, there would be no more double duty.

Chair Kroeger asked if Ms. Heath wanted committee members to make a recommendation on this topic.

Ms. Heath said she thought city council would be interested in hearing a recommendation if committee members wanted to make one.

Mr. Lehman said he was not in favor of joining the two committees. He thought it would be nice to invite members from each committee to join a meeting and noted the conflicts between bylaws and state law. You could easily invite members from the audit committee to participate in the budget committee meetings and vice versa because they were public meetings.

Ms. Smith said the reason the audit committee was created was to provide transparency to the citizens. Community members could provide input on how valuable it would be if both groups were combined.

Ms. Heath said the idea was that the audit committee would be a sub-committee of the budget committee. The budget committee would still do its work. Combining the two would not take away from that.





Vice Chair Dawson said the budget committee would benefit from being better informed and be able to see the outcome of their work through the auditing process.

Ms. Heath said another reason combining the groups was proposed was the growing concern of whether oversight could continue because the people on the audit committee had been doing it for a long time and they were tired. This combination was proposed in part, to safeguard the future of the audit committee.

Mayor Bell said co-mingling things was not always wise. Due to time constraints, she was not sure if this could be decided tonight.

Ms. Heath said the main purpose was to bring this topic to the committee's attention and not necessarily decide tonight.

Chair Kroeger asked if the committee wanted to discuss it at the next meeting.

Mr. Lehman said committee members needed to know the logistics regarding a change in bylaws, and if so, what would those be.

Ms. Egbert said she could provide more information at the next meeting.

Chair Kroeger clarified this topic would be brought back to the next meeting, which would occur on May 30, 2023 at 6 PM.

## **11. QUESTIONS FROM BUDGET COMMITTEE**

There were no questions.

## **12. ADJOURNMENT**

Chair Kroeger adjourned the meeting at 8:34 PM.

**APPROVED** by the City Council of the City of Coburg on this 7th day of May, 2024.

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Linda Kroeger, Chair

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





**Coburg Budget Committee Meeting**  
Tuesday, May 30, 2023 at 6:10 PM  
91136 N. Willamette Street  
Hybrid Meeting: In-Person or via Zoom

**PRESENT:** Mayor Nancy Bell, Chair Linda Kroeger, John Fox, John Lehmann, Todd Waters, Laura Tryon, Alan Wells, Jeffrey Milam, Claire Smith, Elise Landry, Cathy Engebretson

**ABSENT:** Terry Dawson, Kyle Blain

**STAFF PRESENT:**

Anne Heath, City Administrator; Gregory Peck, City Accountant; Sammy Egbert, City Recorder; Brian Harmon, Public Works Director (via Zoom), Larry Lawson, Chief of Police

**RECORDED BY:** Angela Kern, Lane Council of Governments (LCOG)

**1. CALL TO ORDER**

Chair Kroeger called the meeting to order at 6:10 p.m.

**2. ROLL CALL**

A quorum was present.

**3. PUBLIC COMMENT**

Chair Fox called for public comment. There was none.

**4. PUBLIC HEARING: RESOLUTION 2023-08 A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES**

Chair Kroeger opened the hearing to the public at 6:11 p.m.

Ms. Heath gave a staff report and explained that the resolution must pass in order to qualify for the funds. She also discussed the importance of the Census.

Hearing no questions nor public testimony, Chair Kroeger closed the public hearing at 6:17 p.m. She reminded the Council that a second hearing was scheduled for June 17th, 2023.



## **5. FOLLOW UP QUESTIONS AND REQUESTED INFORMATION FROM MAY 16th, 2023**

Chair Kroeger called for follow up questions. There were none.

## **6. PROPOSED FY 2023-24 BUDGET REVIEW**

Ms. Engebretson asked that future budgets include a subtotal of the beginning balance, revenues and expenses.

Mayor Bell mentioned the Eugene payroll tax and suggested that the Committee consider ways to increase Coburg's revenue.

**MOTION:** Chair Kroeger moved to recommend that the City Council explore revenue options, seconded by Mr. Lehmann.

The motion passed unanimously – 10:0:0.

## **7. APPROVE AND RECOMMEND 2023-24 FISCAL YEAR BUDGET TO COUNCIL**

Chair Kroeger called for a motion.

**MOTION:** Mr. Waters moved to recommend and approve the 2023-24 budget to the City Council, seconded by Mr. Wells.

The motion passed unanimously – 10:0:0.

## **8. COMBINE FINANCE/AUDIT AND BUDGET COMMITTEES DISCUSSION**

**MOTION:** Mr. Fox moved to recommend to the Finance/Audit Committee that they change their bylaws to allow for more members and to recruit said members, with the addendum of creating a 6-month check-in which Budget Committee members could attend, seconded by Mr. Wells.

The motion passed 9:1:0. Mr. Lehmann voted nay on the grounds that the motion lacked clarity.

## **9. ACCOUNTING BASIS FOR AUDIT PURPOSE**

Ms. Heath explained the reasons behind changing from a modified accrual basis to a modified cash basis and informed the Committee that the decision would be made by the City Council.

## **10. BUDGET COMMITTEE ANNUAL RECRUITMENT**

Chair Kroeger explained that the Budget Committee would review applications and recommend applicants to the City Council. Two applicants were up for review: current members Jeffrey Milam and Terry Dawson.



**MOTION:** Mr. Waters moved to recommend to the City Council that Jeffrey Milam and Terry Dawson be appointed to three-year terms expiring in 2026, seconded by Mr. Fox. The motion passed unanimously – 10:0:0.

**11. ADJOURNMENT**

Chair Kroeger thanked the Committee and Staff and recognized Ms. Heath for her service to the City. She adjourned at 7:28 p.m.

**APPROVED** by the City Council of the City of Coburg on this 7th day of May, 2024.

\_\_\_\_\_  
Linda Kroeger, Chair

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

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