



CITY OF COBURG BUDGET COMMITTEE

Fiscal Year 2020-2021

Includes Urban Renewal Agency



COUNCIL GOALS

Considering substantial input from staff and community, it is the intent of the Coburg City Council members to adopt the following major goals to sustain and improve the well-being of the community, support the functions of the city government, and build for the future.

Livability, Health, and Vitality
Utilities and Infrastructure Capacity
Dynamic Operational Capacity
Responsible Fiscal Stewardship
Strategic Planning
Economic Development

COBURG CITY COUNCIL GOALS – FISCAL YEAR 2021

Livability, Health, and Vitality	Utilities and Infrastructure	Operational Capacity	Fiscal Stewardship	Strategic Planning	Economic Development
Completion of Johnny Diamond Park	Paint, Maintenance & Repairs to City Hall Exterior Enhanced lobby appeal in City Hall including downstairs customer meeting space	Maintain staffing in all departments that meets City obligations for customer Service demands including cross training for all positions where possible	Maintain reserves in every fund for future operational emergencies	Completion of Storm Water Master Plan Development Initiative	Continue to investigate participation in Mainstreets Initiative
Complete Coburg Loop 4 Industrial Engineering – ODOT/City of Eugene	Addition of historic artwork and heritage visuals to City Hall lobby and City Council Chambers	Continue to train and encourage leadership and team building at all levels of the City	Continue to develop and maintain strong security policies for Facilities, Equipment, City Data and Vendors	Design of Broadband concept plan and seek public/private partnerships to provide community with highest quality internet.	Develop, participate and provide leadership to Community Economic Development efforts and established work plan
Updates, maintenance and repairs to park facilities as needed, and planning for needs with future increase in parks and open space	Increase number of tank inspections to reduce number of call-outs and tank pumping	Update succession planning for all departments	Update financial policies and procedures to reflect change in capacity at City and to address ongoing changes to financial technologies	Updates to Transportation Plan	Establish more robust economic development department at the City, and combine with Marketing and Promotion to create staffing position
Enhance Welcome Packet to incorporate information for City Partners	Continue Water Master Plan Projects budgeted for 2023, Leak Detection Program, and Cross Connection Program.	Clarify, train and facilitate committee responsibilities, staff management of committees, and interaction between committees, City Council, and the community	Continue to enhance financial documents and appropriate posting on website for public information and review	Completion of Community build-out scenario	Continue to assist vacant commercial property owners in the advertisement and recruitment of new businesses through Business Oregon
Continue to engage Community in preparation and education for emergency response	Completion of Certifications as assigned to Public Works Crews in order to build and experience for monitoring, maintaining and operating public utility facilities and equipment	Updated and essential fleet, computers and equipment available to staff to properly and efficiently do their jobs, and monitor, maintain and repair City infrastructure and assets	Complete review, updates and adoption of Financial Policies of the City	Development code for Employment Lands/East-side UGB Property and annexation process	Continue participation with other local small cities in Oregon Rain in order to foster local and regional entrepreneurship and innovation for small businesses
Updates to Public Safety Equipment including radios, body cameras & lap tops for patrol cars	Implementation of Transportation Utility ordinance as designed and adopted by City Council	Staffing for Economic Development Department to Manage marketing, Promotion and Public information	Continued proficient budget management in all departments including 3 year outlook in all investments	Continue to build strong relationships with regional and state agencies and partners	Strengthen communications through increased mini-newstletters, improved "Our Town" readership, public participation events, and website updates.
Implement Safe Trade Program and Space by Police Department	Plan and implement street repair and maintenance program	Continued practice/drill and education of emergency/incident response for City staff and CERT Team	Continue successful audit preparation and reporting	Develop strategy for addressing street tree maintenance for now and future	Comprehensive review and update of Website for every department and enhancements for easy public access to documents
Continue to improve communications of information to Council, Committees and Public regarding City Projects and Land Use decisions by utilizing multi-media options	Update to Sewer Master Plan to establish capacity needs and plant expansion based on future growth of City	Continue to grow and train CERT Team for Emergency response including addition of Spanish speaking members	Maintain 20 year Funding Analysis for all utility departments	Create General Orders for Court Operations and Processes	Work with community partners to identify natural lead organizations for elements of Economic Development and work in partnership to implement work plan
Work with Park Committee to investigate ADA options for parks and open space	Implement and Facilitate new Public Works/Utility committee	Negotiate and implement MOU with community partners and Harrisburg for the mutual support and response	Seek funding for street repairs through Special Public Works Fund	Continue to plan for future shop and operations building for Public Works.	Strengthen the work of the heritage committee with work plan that addresses the responsibilities identified in ORS and Ordinance
Continue to develop strong relationships with Community Partners and to support community festivals and events	Design and seek funding for Bike Kiosk – Lane County - MPC		Continue to monitor, audit and collection of delinquent accounts in the Municipal Court	Update to Utility Bill, Water and Sewer Ordinance	

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AFFIDAVIT OF PUBLICATION

STATE OF OREGON, }
COUNTY OF LANE, } ss.

I, Nancy Guardino, being first duly affirmed, depose and say that I am the Advertising Manager, or the principal clerk, of The Register-Guard, a newspaper of general circulation as defined in ORS 193.010 and 193.020; published at Eugene in the aforesaid county and state; that the NOTICE OF BUDGET COMMITTEE MEETING printed copy of which is hereto annexed, is publishing in the entire issue of said newspaper in the following issues:

May 07, 2020

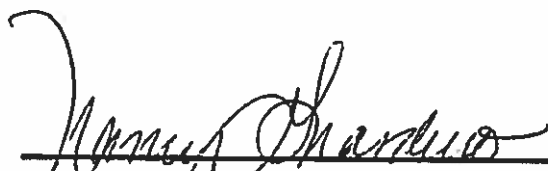
Notice of Budget Committee Meeting A public meeting of the Budget Committee of the City of Coburg, Lane County, State of Oregon, to discuss the budget for the fiscal year July 1, 2020 to June 30, 2021, will take place on May 19, 2020 at 6:00 pm and will be held at Coburg City Hall, 91136 N. Willamette St.

The purpose of this meeting is to receive the budget message. This is a public meeting where deliberation of the Budget Committee will take place.

An additional, separate meeting of the Budget Committee will be held to take public comment. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. The meeting for the public comment will be on May 26, 2020, at 6:15 pm, at Coburg City Hall, 91136 N Willamette St.

A copy of the budget documents may be inspected or obtained on or after May 12, 2020 at City Hall, 91136 N Willamette St, between the hours of 8:00 am and 5:00 pm. This notice is also available on the City website coburgoregon.org

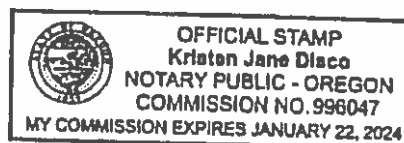
No. 190573 - May 7, 2020



Subscribed and affirmed to before me this May 08, 2020


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Account #: 15992
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Case: May 19, 2020
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AFFIDAVIT OF PUBLICATION

STATE OF OREGON, }
COUNTY OF LANE, } ss.

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June 01, 2020

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Coburg City Council will be held on June 9, 2020 at 7:00pm at 91136 North Wilmette Street, Coburg, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the City of Coburg Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 91136 North Wilmette Street, Coburg, Oregon, between the hours of 9 a.m. and 5 p.m. or online at coburgoregon.org. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Anne Heath, City Administrator Telephone number: (541) 682-7871

E-mail: anne.heath@ci.coburg.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS

	Actual Amount 2018-19	Adopted Budget This Year 2019-20	Approved Budget Next Year 2020-21
Beginning Fund Balance/Net Working Capital	4,875,811	4,875,980	4,862,692
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,679,679	3,459,290	3,594,926
Federal, State and all Other Grants, Gifts, Allocations and Donations	48,571	137,000	10,600
Revenue from Bonds and Other Debt	0	2,138,000	1,400,000
Interfund Transfers / Internal Service Reimbursements	898,218	604,267	694,742
All Other Resources Except Current Year Property Taxes	743,050	658,712	644,530
Current Year Property Taxes Estimated to be Received	694,492	729,000	729,225
Total Resources	10,739,821	12,585,169	11,936,715

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	1,318,862	1,515,302	1,676,309
Materials and Services	1,881,342	1,454,383	1,220,968
Capital Outlay	833,742	2,338,750	2,828,500
Debt Service	1,331,344	1,326,735	1,408,380
Interfund Transfers	850,218	604,266	694,742
Contingencies		1,100,000	900,000
Unappropriated Ending Balance and Reserved for Future Expenditure	5,265,512	3,735,723	3,267,796
Total Requirements	10,739,821	12,585,169	11,936,715

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program	FTE for that unit or program		
Administration	412,897	515,613	534,010
FTE	5.5	5.8	6.8
Planning	87,192	73,269	94,040
FTE	1	1	1
Police	390,596	444,220	525,796
FTE	4	4	5
Municipal Court	97,451	102,731	109,889
FTE	1	1	1
Public Works	130,626	374,468	412,575
FTE	4	5	5
Total Requirements	1,318,862	1,515,302	1,676,309
FTE	15.5	16.8	17.8

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING*

\$1,400,000 in Water Fund reflects reimbursements for Water Master Project funded by Business Oregon Infrastructure Funding

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2020-19	Rate or Amount Imposed 2020-20	Rate or Amount Approved Next Year 2020-21
Permanent Rate Levy (rate limit per \$1,000)	3.7506	3.7506	3.7506

STATEMENT OF INDEBTEDNESS LONG TERM DEBT

	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, but not incurred on July 1
General Obligation Bonds	\$6,471,314	\$5,330,000
Other Borrowings	\$9,620,649	\$5,330,000
Total	\$16,091,963	\$5,330,000

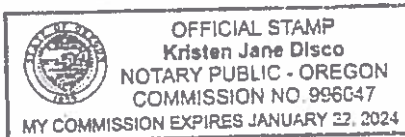
Subscribed and affirmed to before me this June 05, 2020

Nancy Guardino

Kristen Jane Disco

Notary Public of Oregon

Account #: 15992
INVOICE: 0000193470
Case: LB-1
Ad Price: \$400.00



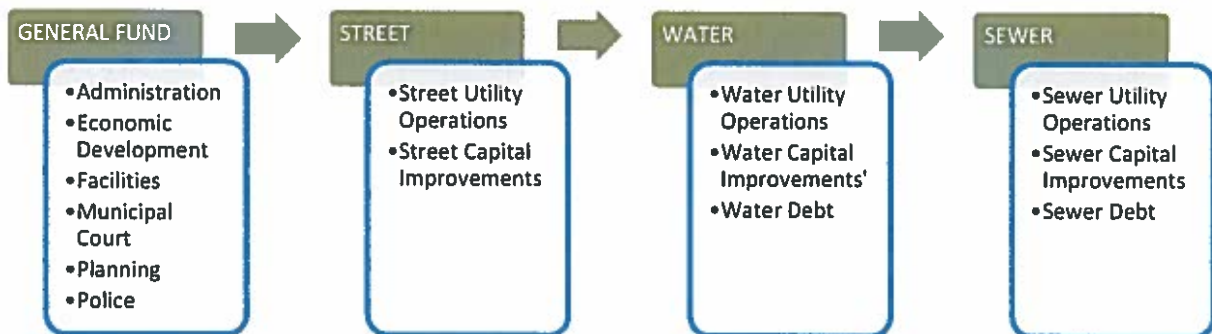


BUDGET MESSAGE

FY 2020-21

To Mayor, Members of the City Council, Citizen Members of the Budget Committee, and Citizens of Coburg:

Below is a summary of the proposed annual budget for Fiscal Year 2020-21 beginning July 1, 2020, according to the provisions of Oregon budget law (ORS 294.305 - 294.520). It reflects four funds including the General, Street, Water and Sewer funds. These funds each have departments from which the services of the City are administered as follows:



Each of these funds and their departments has specific revenues and expenditures unique to the services that are provided by the fund. Some have multiple sources of revenues (taxes, fees, grants, user fees, transfer) while others have only one main source. Information regarding specific revenue and expenditures can be found in the detailed budget pages.

The proposed budget process is very different this year due to Covid-19. With the governor's orders regarding gathering, and at the time of this writing no indication that gathering limitations would change, the budget presentation is being prepared to take place as a Zoom meeting. Department Heads have prepared a written budget message which will be accompanied with their presentation sheets. The Zoom meeting will allow for limited information from Department heads presented with an emphasis placed on the questions from the budget committee. Therefore, the majority of the

information to be presented will be within the budget book. The Budget Committee is encouraged to read the department sections, as well as supplemental sections prior to the first meeting and write down questions to be asked during the Zoom meeting. Department messages reflect their knowledge of matters regarding the needs of the departments they manage. In some circumstances it may be necessary for the Budget Committee to make decisions regarding eliminating certain projects, or budget expenditures while considering the expressed goals and priorities of the City Council, the consideration of maintaining responsible and sustainable fiscal health, and the values of the community.

Covid-19 has had a substantial impact on the City's ability to project out revenues in 2021. At the time of preparation, there were many unanswered questions. Therefore, revenues have been projected based upon recommendations made by State and County according to the budget line. Most importantly State Shared Revenues, Tourism, and the Gas Taxes will be affected. While there could be an impact statewide to property values, it is not anticipated that Coburg will realize much of this loss. Additionally, the number of homes and businesses increased in 2020 and therefore an overall increase in property tax should have been realized. However, the decision has been made to project property tax revenues with only a small increase.

The budget has been prepared conservatively while considering the needs of the City and the services we provide. Special projects and capital expenditures will be delayed in the new budget year until the late fall when the last quarter of 2020 and the first quarter of 2021 may be analyzed for Covid-19 impact. The only exceptions to this will be the completion of Johnny Diamond Park and the onward progress of the Water Project. In addition, the addition of a 4th officer in the Police Department budget will also delay until the fall months.

The Fiscal Year 2020-2021 City of Coburg proposed budget for all funds totals \$12,006,255. This is a decrease from the 2020 adopted budget of \$578,914 or 5.5% primarily due to the decrease in Material and Services Budgets. Total resources not including Beginning Fund Balances are \$6,452,281 compared to \$7,105,002 in the prior year. Total expenditures excluding contingency and allocated transfers are \$7,159,176 compared to \$7,145,170 in 2020. The specific details of the budget and comparisons to the 2020-21 budgets can be found in the summary and detail budget pages. In addition, the budget reflects a four year outlook beyond the current budget in order to provide specific details regarding projected expenditures, planned projects and capital expenses that will affect the budget in the future. This information is critical as the City responds to development demands over the next 5 years.

Fiscal year 2021 proved to be full of activity for City staff as there was continued work on planned capital projects and planning for development expansion. Most notably, the City expects an application for the annexation of 106 acres on the eastside of I-5 in by the end of fiscal year 2020, or early in 2021. Additionally, the City has received a development application for a residential neighborhood with 39 single family residential units which will take place to the north end of the City Limits. These developments will greatly affect the services in every department from the first building permits issued until the developments are hooked up to utilities. Additional effects will continue to be experienced in the Police and Court as the City grows in population, and an increase in industrial day time job creation. While the City plans for future development, there is also an emphasis on planning for how it will

change the overall staffing capacity, and the demand for City Services. This anticipated growth has created a concern and need to update our transportation plan and also develop a build out analysis for the community. Both of these projects have been included in the budget. With the budgeting for the projected growth, the City must continue to be nimble with the ability to scale up or scale down over the next five years as the effects of Covid-19 and economic changes take place. This includes closely monitoring expenditures against the actual revenues being received.

The reader should remember that years 2022-2025 are only projections and should not be read as the final budget. The final approved budget will only be for 2021.

The City also manages the Coburg Urban Renewal Agency, which is treated as a separate budget.

CITY COUNCIL GOALS

Annually, the City Council meets with supervisory staff to develop goals for the new budget year. In 2018 those goals were set for the five year projected budget. In 2020 the goals were updated to the following:

- **Livability, Health, and Vitality**
- **Utilities and Infrastructure Capacity**
- **Dynamic Operational Capacity**
- **Responsible Fiscal Stewardship**
- **Strategic Planning**
- **Economic Development**

The City Council did not make changes to the goals for 2021. These goals are partnered with a work plan specific to tasks and projects related to the goals.

The Directors develop department budgets to align with these goals.

FINANCIAL POLICIES AND PRACTICES

The 2020-21 proposed budget has been prepared based on current City fiscal policies and the following practices:

- **Priority-based budgets aligned with adopted City Council Goals and priorities**
- **Revenues and expenditures are estimated accurately, but conservatively**
- **Reserves or contingency should be maintained in each fund that are adequate according to accepted accounting practices and to provide a bridge to cover expenses that are incurred prior to the receipt of significant revenues**
- **Ongoing expenses should be covered by ongoing revenue**
- **Capital equipment and vehicles should be maintained and/or replaced so they are in proper working order**

Adhering to these policies, practices and disciplined spending is maintaining Coburg in a fiscally sustainable position.

CONTINGENCY

Per the statement above regarding contingency the following are reflected in the 2021 budget:

General Fund	\$250,000
Street Fund	\$200,000
Water Fund	\$100,000
Sewer Fund	\$350,000

These amounts are set aside for emergency purposes only. Spending them requires a supplemental budget approved by the City Council. Unspent funds are added to the Ending Fund Balance and carried forward into the next year. This is the first year that there is a contingency in the Street Fund in many years.

FINANCIAL OUTLOOK 2020-21

The 2020-21 through 2022 budgets reflect a guarded revenue projection as the City anticipates the true impact of Covid-19 on small communities in Oregon.

However, System Development Charges have been projected for the next five years based upon the anticipated development. SDC’s are reserve funds and therefore must be retained for projects that are qualified to utilize these funds. The execution of the Capital Projects depends on development taking place as planned. With this development the City will realize significant SDC Revenue. If the development does not happen, the projects will need to be delayed until the development does produce the anticipated SDC revenues.

PERSONAL SERVICES – BENEFITS AND SALARIES

For FY 2020-19, the City budget reflects a 2.00% cost of living increase for hourly employees, step increases for eligible employees, and a 5% health insurance increase. Staff Supervisors and the City Administrator have elected to forgo a COLA or step increases in order to ensure that the hourly employees that work under them are able to receive these increases. This is due to the uncertainty of Covid-19 and the possible effects on the General Fund budget.

The salary scale is comparable to other small cities in our region. An annual COLA is normally budgeted based on the cost of living increase. Step increases are awarded based on excellence and service and are not a given for any employee. Step increases are budgeted at 2% between steps and are awarded upon the anniversary of hire if it is recommended by a supervisor. The salary scale and cost of living increase supports the Council and Administration’s value in employee retention.

Increases in the cost of PERS and Health Insurance continue to rise. The City continues to monitor PERS which does have a large impact on the cost of salaries. At this time the legislature continues to work on scenarios for taking the pressure off of employers but there has not been much progress on that in this

fiscal year. Because Coburg is a small city, the impact of PERS is comparatively small. Nonetheless, the 2021 budget reflects a 4% increase in PERS rates.

Per the Council Adopted Employee Manual, the City pays both sides of PERS and 95% of employee Health Insurance. Coburg offers a competitive salary and benefit package to employees. This supports our hope to retain valuable employees and avoid the high costs of retraining.

The personal services budget equals \$1,676,309 which is 14% of the total City budget and 23% of total expenditures. It is 66% of the General Fund expense budget. While this figure is not the largest percentage of expenses in the budget, it is substantial. This budget reflects one (1) additional full time employee in the police department. More information regarding this can be found in the Police Department tab in the budget books.

MATERIALS AND SERVICES

Generally, Materials and Services budgets are expected to increase by 3% per year. The total Materials and Services Budget for the City is \$1,271,637 for fiscal 2020-21. This is a decrease of 13% of \$1,464,383 from Fiscal Year 2019-20. This is mostly attributed to several analysis projects that were budgeted for and took place in fiscal year 2019-20 including the utility fee analysis, as well as comp plan and storm water master plan updates.

CAPITAL RESOURCES AND EXPENDITURES

Capital Equipment and Vehicles

Reflected in the City Council Goals is the need to maintain our vehicle fleet in order to avoid high repair bills and failure. As the City maintains a minimal fleet, a failure can result in delayed work. In addition, safety is a factor and therefore a safe fleet needs to be maintained.

Vehicles are maintained only in the Police and Public Works Departments. Each director has a fleet replacement schedule which they maintain and plan for. These expenditures are included in the five year budget as well as listed on the Capital Improvement Plan

Vehicles and equipment are purchased from revenues generated by the fund for which the services are provided. For example, the General Fund pays for police patrol cars and the Water Fund pays for the truck to respond to Water related incidents.

Capital Investments

Capital investments, such as a street reconstruction, repairing water or sewer lines or adding service capacity to a utility system are funded with ongoing resources, reserves, system development charges, grants and loans. Capital projects are important in order to maintain the City's infrastructure and allow the City to prepare for and manage growth and changing regulations. Budgeted capital projects are noted in various funds and are also listed in the City's Capital Improvement Program.

ALLOCATION AND TRANSFERS

The City maintains an allocation plan that mandates the distribution of administrative costs of running the City fairly over all funds.

STREET FUNDING

In 2019 the budget committee recommended that Council consider Street Funding alternatives. A Street Committee was formed and recommendation was made to the Council for raising the gas tax to .06 cents per gallon, and implementing a Transportation Utility Fee(TUF). The voters voted to approve the raise in gas tax in November, 2019. The Council was scheduled to discuss the implementation of the Transportation Fee in March of 2020. Much work was put into providing the community with information on this topic and community meetings and hearings were scheduled. However, due to Covid-19 impact on the ability to gather and hold public meetings, this project has been delayed until the community can achieve some normalcy. With the anticipated development of the industrial lands on the eastside of I-5 the City stands to collect substantial SDC revenues over the next 5-7 years. However, there is no guarantee that the development will go as the owner plans at this time. Therefore, while street projects have been budgeted in anticipation of that revenue, they can only happen if it is realized. Pursuing the Transportation Utility Fee will ensure that there is a stable revenue source for the maintenance of streets in the future.

WATER PROJECT

Although the water project has been somewhat delayed due to the Covid-19 emergency, it largely remains on schedule. Purchase of the 3rd well site will likely happen in early 2021 rather than 2020, as it has taken longer than expected to locate a well site. The I-5 bore is scheduled to be completed in the summer or early fall of 2020. These two projects together will solidify the City's ability to provide adequate water for the community even with planned development.

WATER AND SEWER FEES

Budgeted in 2020 was a fee and debt analysis for both the water and sewer funds. This analysis took into consideration the current users, and the future users of the City Utilities, as well as the cost of maintaining the City's water and sewer systems. The results of the analysis came with a recommendation that the water fees remain steady and the Sewer fees be raised by small increments annually over the next couple of years. Therefore, there will be a \$1.70 increase to users in August of 2020 in the sewer fee if approved by the City Council in June, 2020.

Also included in the analysis was the development of a dashboard so that finance staff may anticipate the fees and debt of the utilities annually and anticipate whether the City is maintaining its ability to cover the costs of the debt on the utilities with the projected growth. This will be updated prior to budget season each year. The Budget Committee and City Council need to be aware that lack of anticipated growth could greatly affect utility fees. This growth was anticipated in the master plans of the utilities and therefore is important to the overall plan for retiring the debt.

Staff looks forward to working with the Budget Committee to review the proposed budget and to discuss alternative approaches to delivering key community services while maintaining the financial stability of the City.

Due to the unknowns in regards to the effects of Covid-19 it may be necessary to reconvene the Budget Committee in the late fall months or early in the 2022 New Year. However, waiting until late fall to review prior to moving forward with some expenditures, staff addition, and capital projects may alleviate this need. If the revenues are not realized then the projects will not take place, and there will likely be no reason to consider a supplemental budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anne L. Heath', written in a cursive style.

Anne L. Heath
Budget Officer/ City Administrator

2020-2021 BUDGET HIGHLIGHTS

The 2021 Budget reflects services and projects that are identified in the Council Goals. Some highlights are as follows:

General Fund Administration

- City Hall Capital exterior maintenance
- Continued maintenance iPads for City Council
- Completion of Johnny Diamond Park
- COLA – 2.0% for hourly employees
- Essential equipment and services for Police and Court Departments

Economic Development

- Continued support, outreach and communication to the Community
- Continue investment in Oregon Rain who will represent Coburg by supporting local businesses, and a local entrepreneurial ecosystem. This includes cultivating innovation, growing companies and creating jobs. This is a non-profit that the City has partnered with other small cities to share a representative. (Investment is \$5,000)

Police Department

- Equipment \$5,000 –
- Addition of Police Officer – In the fall months

Planning

- Completion of Transportation Plan Update - \$10,000
- Completion of Storm water Master Plan -\$25,000
- Coburg Community Build Out \$13,000

Parks Department

- Completion of Johnny Diamond Park \$25,000
- Purchase of trailer for mower purchased in 2020

Street Fund

- Street Overlay/Repair - \$60,000
- Street Equipment Update - \$27,000
- **Capital Outlay for a Street Project - \$200,000**

Water Fund

- Hand Held Meter Replacement completion - \$15,000

- Water Equipment - \$10,000
- Water Master Plan Project Phase I & Phase II – \$2,450,000
- Replacement of Water Vehicle \$35,000

Sewer Fund

- Replacement of Sewer Equipment- \$8,000

CONCLUSION AND RECOMMENDATION

The recommended budget as presented represents a commitment on behalf of the Council and staff to answer the needs as expressed by the community including:

- Planning and preparation for increased development and future development
- Maintaining financial stability
- Development of economic vitality in the community
- Maintaining a quality and well trained staff
- Maintaining and improving the City's infrastructure including increase in water capacity and repair of City streets.
- Maintaining the City's vehicle fleet and equipment



CITY OF COBURG • P.O. BOX 8316 • COBURG



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A BUDGET MESSAGE FROM Sammy Egbert, City Recorder

Contains information specific to:

Public Officials and Meetings

Elections

Office Administration - IT & Phones

Record Management and Retention

Contract Management and Retention

Utility Billing



To Mayor, Members of the City Council, Citizen Members of the Budget Committee, and Citizens of Coburg regarding the Office of the City Recorder and Front Office Administration:

PUBLIC OFFICIALS AND MEETINGS

The 2019-20 Fiscal year has been one for the books for public meeting. We are holding virtual meetings due to COVID-19 and transitioning Councilors to iPads. I have spent more time canceling rescheduling and noticing meetings.

I look forward to getting back to the regular scheduled meeting a fine tuning the iPad implementation, updating the drafting City Council rules as directed by Council.

ELECTIONS

As the Cities election official there are lots going on during general election year. Positions of Mayor and three (3) Council Positions will appear on the November 3, 2020 General Election Ballot. The filing period for interested candidates begins in June.

OFFICE ADMINISTRATION

We had another year of many changes in 2019-20 in the administrative staff with turnover, staff out for medical leave and the furlough due to COVID-19. Working with the City Administrator to work through what task she

wanted to shift and how that might work. When the furlough is over and everyone is back to work I feel we will have a strong team. I look forward getting back to full staff getting everyone trained and the new schedules implemented. Hope is to have time and staff capacity to complete some of the projects that have been on the list for a while.

There has been a large increase in phone and IT issues. We are working on identifying the issues to figure out the best solution going forward.

RECORD AND CONTRACT MANAGEMENT

This is one of things that falls to the bottom of the list. We are doing the minimal and haven't had the staff to spend the needed time to manage and process the records destruction forms purge in accordance to ORS 166-200-0200.

UTILITY BILLING

Utility Billing has almost 600 active accounts. The new electronic meter implementation has been a smooth transition. It also provided some account audits and improved the accuracy. Limited Income Assistance, COVID assistance and EDU calculations are in progress. When we are back to operating at full capacity I look forward to working with Erin to update the utility ordinances and policies.

ACCOMPLISHMENTS

- Completed the largest public records request that the City has had in several years.
- Prioritized the workloads for the administrative staff so that the customer service to the citizens was not affected during the staffing shortage or COVID-19. Citizens first have been the focus!
- Successfully implemented virtual meetings that meet all public meeting laws.
- Utility Billing changed over 400 account meters in Springbrook and managed two routes for billing. Erin did a strong outreach for utility billing auto pay she was able to sign up more than double of what we had.

PRIORITIES

- Customer service and transparency to the Citizens of Coburg
- Focusing on the business and policies of the City
- Support Mayor, Council, City Administrator, Committees & Citizens
- City Contracts and Records Management
- Utility Billing Ordinances and Policies

DEPARTMENT PERSONNEL

Sammy Egbert, City Recorder

Erin Brown, Utility Billing Specialist

Deandra Johnson, Administrative Assistant



**A BUDGET MESSAGE FROM
ECONOMIC DEVELOPMENT**

Jeff Kernen, Planning & Development Manager

Anne Heath, City Administrator

Contains information specific to:

- Economic Development Priorities
- Community partnerships
- Commercial Economic Development

To Mayor, Members of the City Council, Citizen Members of the Budget Committee, and Citizens of Coburg:

It is a pleasure to provide information to you on the Planning Department.

2019-2020 ACCOMPLISHMENTS

Per Council direction staff has continued to expand the Economic Development Department of the City with an emphasis on building community partnerships, and developing an economic development plan. Unfortunately, the Covid-19 emergency disrupted the committee work which will start again in the summer months. The purpose of the committee was to develop a strategic plan for Coburg.

Coburg was again blessed with a RARE Participant Megan Winner who has been serving in the economic development department. She has assisted the City and community partners in meeting planning, reporting and general support through newsletters, website, flyers, and social media. Megan's tenure at the City will continue until September, 2020.

In April of 2020 the Council made a decision to directly address the concerns that Covid-19 was having on the community. Therefore a \$50,000 disbursement to the Coburg Community Foundation seeded a development fund in order to create a grant program for small business and individual assistance during the Covid-19 crisis. A MOU between the City and the Foundation was developed. A three way partnership between the City, the Foundation, and the Chamber has an ability to design an application process, review applications and grant funds

DEPARTMENT PRIORITIES FOR FISCAL YEAR 2020-2021

- Continue to build a more robust Economic Development Department at the City
- Continue the strategic planning process
- Stronger community partner relationships that support the development of the community thoughtfully, and with consideration for retaining the community character.
- Direct Marketing of available commercial properties with Business Oregon in order to attract businesses that will enhance the community as well contribute to the tax base.
- Move one Full Time Administration staff to Economic Development. This is not a new staff member; it is shift from the administration category to the Economic Development Category. This would be a hiring process after Megan's RARE tenure is completed.

DEPARTMENT PERSONNEL

Economic Development Leadership is shared between Planner Jeff Kernan and City Administrator Anne Heath

Megan Winner – RARE Participant



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A BUDGET MESSAGE FROM THE

COBURG MUNICIPAL COURT

Mandy Balcom, Court Administrator



To Mayor, Members of the City Council, Citizen Members of the Budget Committee, and Citizens of Coburg:

This year was off to a really good start, with the court bringing in a total of \$124,012.52 as of the end of March, but unfortunately the outbreak of COVID-19 hit, which has and will continue to impact each department within the City drastically at some point in time. With that being said, I am pushing through strong and keeping very busy.

This last year, I completed my move into my new office, which has been a life saver. I cannot tell you how nice it has been to actually have the room needed to work efficiently. As each court date passes, I find something else that needs moved or would work better in a different location. It is a work in progress, but overall it has been a great move.

In April of 2020, I implemented TCM (Tyler Content Manager). It is a scanning and storage system that links directly to my current court software. Tyler is still working out some kinks in the scanning process, but overall it is up and running and I will soon start scanning cases regularly. This will help with accessing documents easily, reducing the amount of time spent looking for a file, eliminating some manual processes, saving on paper, opening up filing space and keeping items safe with a built in security feature and recovery. I will start by scanning in all current adjudicated cases and then eventually, my long term goal is to scan all closed cases, so that all court documents are in the system and not sitting around in filing cabinets.

In January 2021, I will be completing my re-certification for LEDS to continue to be the Courts Representative. The court is also working closely with the Oregon State Police to help improve their electronic Court

Disposition reporting so that we can continue to get dispositions entered onto Criminal History Records as quickly as possible.

Due to the COVID-19 outbreak, I was unable to attend my Spring OACA conference as well as the LEDS yearly conference due to them being cancelled. I believe that one never stops learning; therefore, I will attend these trainings and conferences once they become available again. These training opportunities provide Court staff with valuable information, including networking with other court staff as well as help the court to stay in compliance with updated laws.

These past few months, the court has had to cancel our normal court dates scheduled for March, April and May due to City Hall being closed due to the COVID-19 outbreak. To accommodate these continuances, the Judge elected to add a second court session in June of this year. However, there were many cases that were set over into July. Once we are back in session, these next 3-5 months will be very busy in the court, trying to work through all the back-log cases that we will have.

Again, we have continued to see an increase in the Jury trials being requested. We currently have 6 jury trials scheduled between July and September 2020. Some of this is due to Officer Lee being out on military leave and having to set these over for multiple months to accommodate that. We still are seeing about a 12-14 month delay in receiving the OSP Lab results in the court.

The court is also working closely with the Police Department to move our dispatching services over to the Lane County Sheriff's Department. We are currently ironing out the needs and wants of their office when it comes to the warrant process and the court. We currently have 149 active warrants here in our court with crimes ranging from FL Carry Driver's License to Attempted Possession of Cocaine, so we want to make sure those get transferred over from Junction City without a glitch.

ACCOMPLISHMENTS

- Brought on an Interim City Prosecutor after Mr. Logan unexpectedly passed away.
- Processed and mailed out Business License Renewals for 2020
- Completed the move into the new Court Office.
- Processed Utility Billing payments while staff out on maternity leave
- Created a Rough Draft iPad policy for use of City iPads
- Installed and Implemented document scanning through Tyler Content Manager (TCM).
- Created a RFP Rough Draft for the City Prosecutor position for FY 2021

PRIORITIES

- Scan and name all open cases that have been adjudicated into TCM
- LEDS Re-Certification in January 2021
- Continue to provide exceptional customer service to the community
- Get back on track with auditing, to include processing past dues, collection action and following state retention policies
- Contract with new City Prosecutor

DEPARTMENT PERSONNEL

Court Administrator, Mandy Balcom

Municipal Court Judge, Phil Williams

Concerns

The only concern that I have at this time is the lack of citations written during the COVID-19 outbreak. I believe that this will impact the court budget in the future, as we have not been processing nearly the citations that we would be normally.



**A BUDGET MESSAGE FROM
PLANNING DEPARTMENT**

Jeff Kernen, Planning & Development Manager

Contains information specific to:

**Planning
Building**



To Mayor, Members of the City Council, Citizen Members of the Budget Committee, and Citizens of Coburg:

It is a pleasure to provide information to you on the Planning Department.

2019-2020 ACCOMPLISHMENTS

Fiscal year 2020 proved to be an up and down year for staff as there was a continued development within the City. That development started to fade quickly with the completion of both the Hayden Homes subdivision and the New Coburg Inn mixed use development. After a bit of a lull in development activity, the City received several land use applications, including another large subdivision. With projected large development on the horizon in the Employment Lands UGB Expansion, and other industrial/commercial projects- the City is not quite slowing down.

DEPARTMENT PRIORITIES FOR FISCAL YEAR 2020-2021

Work with consultants to finish the Build Out scenario exercise and the Transportation System Plan completion.

Successful transition to a new City partnership for Building Permit Program services.

Continued economic development strategy to retain local businesses and attract new successful business.

DEPARTMENT PERSONNEL

One staff member, Jeff Kernen – Planning & Development Manager

Manages and oversees third party contract for Building Permit Program services.

Also supervises RARE participant, who is not a paid staff member.

Capital Equipment and Vehicles

Not Applicable

Concerns

None



A BUDGET MESSAGE FROM

Police Department

Larry Larson, Chief of Police



To Mayor, Members of the City Council, Citizen Members of the Budget Committee, and Citizens of Coburg:

It is a pleasure to provide to you information on the Coburg Police Department.

2019-2020 ACCOMPLISHMENTS

Coburg Police Department Stats for 2019

- 86 arrests
- Used force six times during the arrest process
- Arrested two juveniles
- 30 DUII arrests
- 531 traffic citations
- 30 truck inspections
- 4 Audits

City County Insurance Services Evidence Best Practice Audit -Exemplary

Random Evidence Room Audit - Passed

LEDS/ NCIC Triennial System Use Audit (Law Enforcement Data Systems, National Crime Information Center) - Passed

CJIS Information Technology Security Audit - Passed

Community Policing:

- The police department continues it Community outreach with the
- Business Contacts
- Attending Chamber of Commerce Meetings
- Emergency planning with the CCCS
- I luv you guys training protocol for the CCCS
- Shop with a Cop Program
- Parents Night Out
- CHETT Program
- (NEW) Citizens Assisted Radar Enforcement Program
- (NEW) Parking Ordinance
- (NEW) Dog Ordinance
- Neighborhood meeting with the Sarah and Rustic Court residents
- DEA National Drug Take Back
- Community Shred Day - Cancelled due to Covid
- \$275 in donations to the CHETT Program
- \$2,015 in donation to the Shop with a Cop Program
- \$220 in donation to the Reserve Officer Program

Community Events

- Christmas in Coburg
- Coburg Concerts in the Park
- Coburg Car Classic
- Coburg Antique Fair
- Coburg Golden Years
- Pacific Northwest Marathon

My largest budget request is for a 4th Police Officer. My reasons are:

- Trying to be ahead of the growth and proactive policing NOT TOTALLY REACTIVE
- July of 2010 Officer Lee and I got hired to bring the officers to three
- Laid off a police officer in 2014
- Hired Officer Wilson October 2nd 2017 16 week academy
- We have added over 100 brand new homes
 Potential growth of an additional 40 homes
 100 acres in the UGB
- Population July 1st 2019 from PSU 1,295
 Plus 185 spaces at Premier RV Park
 180 spaces at Kamping World
 225 students and staff at the CCCS
 590 total

FUTURE FOCUS

- Safe trade, safe location for internet purchases, child custody transfers etc.
- Lap tops in the patrol cars Truck inspectors lap tops with printer for electronic logs
- SPEN computer software ODOT
- In car video cameras
- Radio technology is always changing
 - New radios \$8,000 each
 - (We need a new base station console due to technology change to trunking)
 - 500 to \$1,000
- Ongoing training requirements and training needs
 - 84 hours every three years per officer
 - Additional needs to make them better police officers

DEPARTMENT PERSONNEL

Chief, Larry Larson
2 Full Time Officers
7 Reserve Officers

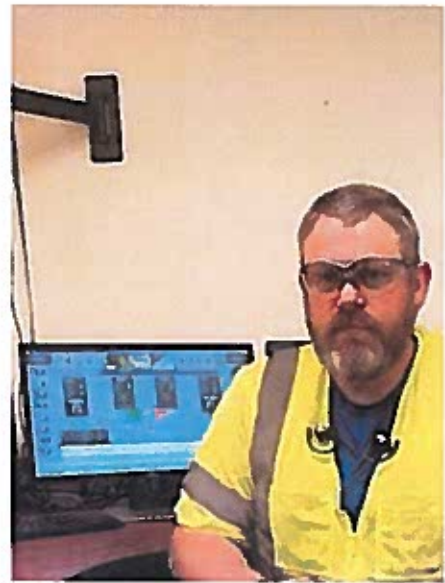


**A BUDGET MESSAGE FROM
PUBLIC WORKS DEPARTMENT`**

Brian Harmon, Director

Contains information specific to:

- Parks**
- Streets**
- Water**
- Sewer**



PUBLIC WORKS BUDGET FY2020-2021

To Mayor, Members of the City Council, Citizen Members of the Budget Committee, and Citizens of Coburg:

It is a pleasure to provide to you information on the Public Works Department.

In this 5year budget you will not see any requests for an operations center for Public Works. But you will be hearing from us throughout this fiscal year on how this may happen in the future. It may show up in the next 5year budget, and at that time we will have a better idea of where and what it may look like. Again as we have stated over the course of the last couple of year it is not a want be rather a need!

PARKS DEPARTMENT

Fiscal year 2019 was a great year in the Parks Department we added a Park and updated another. Trails End Park which is located at the end of Industrial Way is a wetland style park with a new walking path,

benches, garbage cans, and a picnic table. We will be adding interpretive signs by the end of this fiscal year. The other big addition to the Parks Department is the Johnny Diamond Park. This Park is located in the Coburg Crossing Subdivision. It will have benches, swings, natural play area, and a pavilion. A lot of effort went into this Park and we are excited for it to be finished this fiscal year.

With all that has been added to the Parks Department and all that is projected to be built in the not too distant future we will be requesting funds for a temporary employee for the summer. This person would take some of the work load off of the crew. We will also be asking to purchase a new trailer for the new mower that was purchased in the current fiscal year. The need for these asks is real as crews can't keep up with demands currently. With the new Parks and the one that is projected out in two years these purchases are important.

STREET DEPARTMENT

This year we spent a lot of time planning for the future of the streets in Coburg, we are hopeful that we can get back to where we were before the COVID-19. Here are some of the highlights from this year:

- On McKenzie St we were able to slow traffic down by changing the speed limit to 15mph due to the narrow roadway law.
- Added the stop bars on Miller has added to the easing of traffic speeding in the areas around McKenzie St and Lincoln St.
- Added some much needed cross walks on Willamette St due to Lane County's road project.
- Removed some damaged sidewalk panels that tree roots heaved the concrete.

We will be asking for \$12,000 for a possible study for the street trees. This year we trimmed and or removed 6 trees and removed 3 stumps. We also will be requesting \$27,000 for a new vehicle. We understand that this could look odd in the current climate of the gas tax increase while potentially asking the citizens for a utility fee. We would never ask for something like this unless it was a need. We are trying to move this Public Works Department in the right direction and having the right tools for the jobs that we need to do is just as important as the streets themselves.

WATER DEPARTEMENT

This year was a banner year in the Water Department with the following:

- We were able to get the water meter replacement project finished. This is going to be helpful as we move forward with lessening workload on crews.
- We are also gearing up for more development and the Water Projects with staff working closely with our engineer to design and develop the different portions of the Water Capital Project.
- We also were able to clean the Water Reservoirs. They look great!

We need to brag a little about staff in Public Works as we were named an Outstanding Performer by the State of Oregon for how we manage the water system!

One of the Capital asks this year in the Water Department will be the addition of a new service truck. This will replace one of the oldest fleet vehicles in service which is a 2001 Chevy.

SEWER DEPARTMENT

This last year was a frustrating one for Public Works staff in sewer with breakdowns at the Treatment Plant and trying to manage getting all of the inspections done for this year. It proved to be challenging.

We want you to know that the request for more staff will be coming in the close future. As further development happens the need becomes a reality. In the last 12 months crews have performed these tasks:

- 20 tanks pumped
- 101 sites inspected
- Called out 95 times
- Finalized 33 new sites.

There are no major asks this fiscal year but we will be doing some hard thinking about the future during the coming fiscal year.

Capital Equipment and Vehicles

Reflected in the City Council Goals is the need to maintain our vehicle fleet in order to avoid high repair bills and failure. As the City maintains a minimal fleet, a failure can result in delayed work. In addition, safety is a factor. Therefore a safe fleet needs to be maintained.

Vehicles and equipment are purchased from revenues generated by the fund for which the services are provided. For example, the Water Fund pays for the truck to respond to Water related incidents.

RESOLUTION 2020-15

A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2020-21, 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 2020-21 in the total amount of \$11,936,715. This budget is now on file at 91136 N. Willamette Street, Coburg, Oregon.

Section 2. The amounts for the fiscal year beginning July 1, 2020 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Administration	\$ 744,252
Facilities	99,485
Planning	253,970
Economic Development	21,600
Police	686,595
Court	151,939
Park	43,650
Park Capital	53,800
Public Works	412,575

Not Allocated to Organization Unit or Program

Contingency	250,000
General Fund Debt	41,925
Total	<u>\$2,759.791</u>

STREET FUND

Street	\$ 303,481
Street Capital	205,752

Not Allocated to Organization Unit or Program

Contingency	200,000
Total	<u>\$ 709,233</u>

WATER FUND

Water	\$ 418,357
Water Capital	2,461,393

Not Allocated to Organization Unit or Program

Contingency	100,000
Water Debt	275,338
Total	<u>\$3,255,088</u>

SEWER FUND

Sewer	\$ 556,150
Sewer Capital	2,540

Not Allocated to Organization Unit or Program

Sewer Debt	1,096,117
Contingency	350,000
Total	<u>\$2,004.807</u>

TOTAL APPROPRIATIONS ALL FUNDS	\$ 8,728,919
TOTAL UNAPPROPRIATED AND RESERVES	3,207,796
TOTAL ADOPTED BUDGET	<u>\$11,936,715</u>

Section 3. BE IT RESOLVED the City Council of the City of Coburg hereby imposes the taxes provided for in the adopted budget FY 2020-21 at the rate of \$3.7506 per \$1000 of assessed value for operations, and that these taxes are hereby imposed for tax year 2020-21 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 4 for and 0 against, this 9th day of June, 2020.



 Ray Smith Mayor

ATTEST:



 Sammy L. Egbert, City Recorder

PROPOSED BUDGET FISCAL YEAR 2020-21

	Beginning Balance	Revenues	Expenses	Alloc/Transfer In	Alloc/Transfer Out	Contingency	Total Expenses	Ending Fund Balance	Total Appropriations
General Fund									
Revenues	895,228	1,753,496		694,742	0	0		3,343,466	0
Personal Services			-1,676,309		0			-1,676,309	
Materials and Services			-698,057					-698,057	
Debt Service			-41,925					-41,925	
Capital Outlay			-93,500					-93,500	
Contingency						-250,000		-250,000	
Total	895,228	1,753,496	-2,509,791	694,742	0	-250,000	-2,759,791	583,675	-\$3,343,466.00
Street Fund									
Revenues	689,490	564,822	0	0	0			1,254,312	
Personal Services			0		-77,468			-77,468	
Materials and Services			-139,003		-65,762			-204,765	
Capital Outlay			-227,000					-227,000	
Contingency			0			-200,000		-200,000	
Total	689,490	564,822	-366,003	0	-143,230	-200,000	-709,233	545,079	-\$1,254,312.00
Water Fund									
Revenues	980,891	2,478,360						3,459,251	0
Personal Services					-133,419			-133,419	
Materials and Services			-103,528		-142,803			-246,331	
Debt Service			-275,338					-275,338	
Capital Outlay			-2,500,000					-2,500,000	
Contingency						-100,000		-100,000	
Total	980,891	2,478,360	-2,878,866	0	-276,222	-100,000	-3,255,088	204,163	-\$3,459,251.00
Sewer Fund									
Revenues	2,297,083	1,582,603						3,879,686	
Personal Services					-129,115			-129,115	
Materials and Services			-280,400		-146,175			-426,575	
Debt Service			-1,091,117					-1,091,117	
Capital Outlay			-8,000					-8,000	
Contingency			0			-350,000		-350,000	
Total	2,297,083	1,582,603	-1,379,517	0	-275,290	-350,000	-2,004,807	1,874,879	-\$3,879,686.00
Total	4,862,692	6,379,281	-7,134,177	694,742	-694,742	-900,000	-8,728,919	3,207,796	-\$11,936,715.00

Total Resources

\$11,936,715.00

Total Requirements

\$11,936,715.00

**City of Coburg
Approved Budget 2019-20**

LB-1 By Fund	Sum of Actual 2018	Sum of FY 2019 Actuals	Sum of FY 2020 Final Budget	Sum of FY 2021 Approved
	(0)	(0)	(0)	0
001 General				
1 Beginning Fund Balance	547,323	877,188	1,120,000	895,228
900 Fund Balance Change	547,323	877,188	1,120,000	895,228
1 Personal Services	(1,123,213)	(1,318,863)	(1,515,302)	(1,676,309)
001 Administration	(339,252)	(412,997)	(515,614)	(534,009)
006 Planning	(60,154)	(87,192)	(73,269)	(94,040)
015 Police	(354,384)	(390,596)	(444,220)	(525,795)
020 Municipal Court	(95,160)	(97,451)	(107,731)	(109,889)
400 PW Admin	(274,263)	(330,626)	(374,469)	(412,575)
2 Fees, License, Permit, Fines, Assessment, Service Charges	891,714	902,294	955,070	784,391
000 NonDepartmental	463,112	432,279	429,194	376,241
006 Planning	290,638	305,721	268,470	217,800
015 Police	2,641	10,989	11,650	24,650
020 Municipal Court	134,273	151,800	132,756	125,700
027 Economic Dev	-	-	37,200	29,500
050 Park Fund	1,050	1,505	800	10,500
050 Parks Capital	-	-	75,000	-
2 Materials and Services	(688,335)	(716,723)	(863,137)	(698,057)
001 Administration	(206,641)	(179,118)	(192,942)	(210,242)
002 Facility Management	(71,360)	(70,289)	(70,300)	(78,485)
006 Planning	(235,063)	(258,088)	(351,100)	(159,930)
015 Police	(102,410)	(115,161)	(131,750)	(155,800)
020 Municipal Court	(28,606)	(27,331)	(47,625)	(42,050)
027 Economic Dev	(23,836)	(42,939)	(47,200)	(21,600)
050 Park Fund	(33,701)	(22,363)	(20,970)	(28,650)
050 Parks Capital	(6,718)	(1,435)	(1,250)	(1,300)
3 Capital Outlay	(138,409)	(51,881)	(428,750)	(93,500)
002 Facility Management	(95,105)	(12,335)	(105,000)	(21,000)
015 Police	(14,135)	(3,563)	(28,500)	(5,000)
050 Park Fund	(13,151)	(9,888)	(15,000)	(15,000)
050 Parks Capital	(16,018)	(26,094)	(280,250)	(52,500)
3 Grants, Gifts, Donation	529	5,560	37,000	10,600
000 NonDepartmental	-	-	-	-
015 Police	529	5,560	27,000	10,600
027 Economic Dev	-	-	10,000	-
4 Debt Service	(42,775)	(41,699)	(41,915)	(41,925)
050 Park Fund	-	-	-	-
600 Debt	(42,775)	(41,699)	(41,915)	(41,925)
5 Transfers In	-	-	-	-
001 Administration	-	-	-	-
5 Transfers Out	-	(50,000)	(50,000)	-
700 Transfers	-	(50,000)	(50,000)	-
6 All Other	811,431	1,164,425	803,998	924,022
000 NonDepartmental	40,076	46,111	60,000	62,000
050 Parks Capital	68,616	270,096	189,731	167,280
500 Allocation	702,738	848,218	554,267	694,742
6 Contingency	-	-	(250,000)	(250,000)
800 Contingency	-	-	(250,000)	(250,000)
7 Current Year Property Tax	619,576	694,492	720,000	729,225

City of Coburg

LB-1 By Fund	Sum of Actual 2018	Sum of FY 2019 Actuals	Sum of FY 2020 Final Budget	Sum of FY 2021 Approved
000 NonDepartmental	619,576	694,452	720,000	729,225
7 Unappropriated Ending Fund Balance and Reserves	(877,840)	(1,464,793)	(496,964)	(583,675)
900 Fund Balance Change	(877,840)	(1,464,793)	(496,964)	(583,675)
003 Street	(0)	(0)	-	0
1 Beginning Fund Balance	488,237	573,236	530,000	689,490
900 Fund Balance Change	488,237	573,236	530,000	689,490
1 Personal Services	(49,319)	(65,998)	(67,404)	(77,469)
001 Administration	(49,319)	(65,998)	(67,404)	(77,469)
2 Fees, License, Permit, Fines, Assessment, Service Charges	229,325	448,723	395,223	557,072
000 General	167,383	184,640	185,960	232,500
023 Street Capital	60,501	256,972	209,263	324,572
003 Street	1,441	7,110	-	-
2 Materials and Services	(88,319)	(122,214)	(227,525)	(204,764)
001 Administration	(66,386)	(118,655)	(222,350)	(199,012)
023 Street Capital	(21,934)	(3,559)	(5,175)	(5,752)
3 Capital Outlay	(17,095)	(275,526)	(205,000)	(227,000)
001 Administration	-	(8,175)	(5,000)	(27,000)
023 Street Capital	(17,095)	(267,351)	(200,000)	(200,000)
3 Grants, Gifts, Donation	-	43,011	100,000	-
000 General	-	43,011	100,000	-
023 Street Capital	-	-	-	-
5 Transfers In	-	50,000	50,000	-
001 Administration	-	50,000	50,000	-
6 All Other	10,487	10,431	3,332	7,750
000 General	1,783	2,065	250	2,600
023 Street Capital	8,624	8,366	3,082	5,150
6 Contingency	-	-	-	(200,000)
800 Contingency	-	-	-	(200,000)
7 Unappropriated Ending Fund Balance and Reserves	(573,236)	(661,663)	(578,626)	(545,079)
900 Fund Balance Change	(573,236)	(661,663)	(578,626)	(545,079)
004 Water	(0)	(0)	0	0
1 Beginning Fund Balance	891,295	923,808	950,000	980,891
900 Fund Balance Change	891,295	923,808	950,000	980,891
1 Personal Services	(71,238)	(91,838)	(116,085)	(133,419)
001 Administration	(71,238)	(91,838)	(116,085)	(133,419)
2 Fees, License, Permit, Fines, Assessment, Service Charges	879,174	1,113,166	996,735	1,071,360
000 General	759,392	829,044	794,500	818,412
024 Water Capital	119,327	283,233	202,235	252,948
900 Fund Balance Change	455	890	-	-
2 Materials and Services	(378,259)	(475,602)	(243,285)	(246,331)
001 Administration	(370,894)	(474,502)	(232,395)	(234,938)
024 Water Capital	(7,365)	(700)	(10,890)	(11,393)
3 Capital Outlay	(171,711)	(506,335)	(2,205,000)	(2,500,000)
001 Administration	(128,350)	(14,900)	(75,000)	(50,000)
024 Water Capital	(43,361)	(491,435)	(2,130,000)	(2,450,000)
3 Grants, Gifts, Donation	13,688	-	-	-
000 General	13,688	-	-	-
024 Water Capital	-	-	-	-
4 Debt Service	(247,412)	(193,028)	(191,819)	(275,338)
600 Debt	(247,412)	(193,028)	(191,819)	(275,338)
4 Resources from Bonds and Other Debt	-	-	2,130,000	1,400,000

CITY OF COBURG
PROPOSED BUDGET 2020-21

	Sum of FY 2018 Actual	Sum of FY 2019 Actual	Sum of FY 2020 Final Budget	Sum of FY 2021 Adopted
001 General	(0)	(0)	(0)	0
000 NonDepartmental	1,122,763	1,172,883	1,205,594	1,167,466
001-000-400200 Current Taxes	619,576	694,492	720,000	729,225
001-000-400300 Delinquent Taxes	28,783	24,187	45,000	45,000
001-000-401000 State Pool Interest	11,293	21,923	15,000	17,000
001-000-402010 State Shared Revenue 8% reduction	21,823	13,704	17,000	15,640
001-000-402200 State Cigarette Taxes	1,329	1,305	1,450	1,450
001-000-402250 State Liquor Taxes	17,204	19,164	22,200	22,000
001-000-402500 Transient Room Tax	19,439	23,730	-	-
001-000-402600 Tourism Funds - Lane County	11,241	16,255	-	-
001-000-403100 Power Company Franchise Fee	164,880	205,683	192,474	198,000
001-000-403150 Power Company Franchise License	60,848	46,165	47,000	47,000
001-000-403200 Gas Company Franchise Fee	35,518	18,818	19,000	19,000
001-000-403300 Cable TV Franchise Fee	6,997	3,410	1,800	7,500
001-000-403400 Telephone Franchise	400	4,430	5,000	5,000
001-000-403500 Garbage Franchise Fee	1,000	1,000	1,000	1,000
001-000-404040 Inpound Fees	220	550	500	660
001-000-404042 Business License	4,140	3,850	4,200	3,450
001-000-404000 Land Use Filing Fees	13,192	5,700	10,500	-
001-000-404470 Planning Assistant Grant-OR St	1,000	-	1,000	1,000
001-000-404480 Homeland Security Grant	65,000	-	45,000	-
001-000-404485 Willamette Valley Visitors Grant	-	5,000	-	-
001-000-404495 Lease Revenue	6,864	6,864	6,864	6,864
001-000-404500 Sign Application Fee	-	-	325	325
001-000-404600 SDC Admin. Fees	20,653	51,792	41,881	44,152
001-000-406050 Technology Fee	-	-	8,500	-
001-000-406700 Asset Forfeiture	-	-	-	-
001-000-408200 Oregon CLG Grant	-	-	-	-
001-000-410910 Dog License Fees	490	300	500	500
001-000-498100 Lien Search	300	1,725	1,500	1,200
001-000-498200 Police Confiscation Forfeiture	(42)	-	-	-
001-000-499000 Other Receipts	10,615	2,834	1,500	1,500
001 Administration	(545,894)	(592,414)	(708,556)	(744,251)
001-001-500500 City Administrator 1FTE	(87,218)	(92,159)	(94,095)	(97,823)
001-001-501100 Finance Director 1 FTE 2021	(50,850)	(34,078)	(32,141)	(69,529)
001-001-501400 City Recorder 1 FTE	(56,206)	(61,343)	(63,498)	(64,817)
001-001-501500 Office Administration 2.8 FTE	(36,956)	(74,591)	(102,581)	(95,668)
001-001-501600 Accountant	-	-	(26,367)	-
001-001-501700 Emergency Management	-	-	(5,000)	(5,000)
001-001-501900 Severance/Vacation Pay	(5,507)	(5,196)	(9,251)	(1,500)
001-001-502000 Workers' Compensation	(13,984)	(24,085)	(22,000)	(22,880)
001-001-503000 FICA/Medicare	(17,087)	(16,939)	(23,857)	(25,000)
001-001-504000 Health Insurance/Dental/Life/LTD	(43,631)	(71,021)	(78,343)	(94,290)
001-001-504100 Life/STD Insurance	-	-	-	-

**CITY OF COBURG
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	Sum of FY 2018 Actual	Sum of FY 2019 Actual	Sum of FY 2020 Final Budget	Sum of FY 2021 Adopted
001-001-505000 PERS Retirement	(23,790)	(29,193)	(51,931)	(51,378)
001-001-506000 Unemployment Insurance	(3,992)	(4,302)	(5,925)	(5,450)
001-001-506500 Workers Benefit Fund	(31)	(90)	(624)	(675)
001-001-510000 Office Expense	(9,087)	(6,796)	(8,200)	(8,200)
001-001-510020 Council Expense	(1,217)	(1,465)	(2,000)	(2,000)
001-001-510050 Council Training	-	(600)	(1,000)	(500)
001-001-510600 Audit	(16,500)	(17,350)	(17,000)	(18,000)
001-001-510800 Professional Services	(34,892)	(35,834)	(17,500)	(25,000)
001-001-510880 City Attorney	(1,134)	(4,200)	-	-
001-001-510881 Legal	(22,383)	(17,172)	(22,000)	(22,000)
001-001-510950 Liability Insurance	(18,620)	(18,292)	(19,225)	(23,900)
001-001-510951 Auto Insurance	(7,500)	(5,871)	(6,100)	(13,475)
001-001-510952 Property Insurance	(10,500)	(11,500)	(12,025)	(12,595)
001-001-510953 Cyber Security Insurance	-	-	-	(2,500)
001-001-513000 Bank Fees	(38,806)	(21,767)	(40,000)	(25,750)
001-001-514400 City Prosecutor	(14,960)	(13,310)	(12,000)	(14,000)
001-001-522090 Mbrships, Dues & Subscriptions	(5,873)	(3,920)	(6,000)	(7,200)
001-001-522100 Travel, Education, Training	(6,806)	(8,565)	(8,500)	(7,500)
001-001-522500 Employee Promotions and Incent	(371)	(1,602)	(1,000)	(2,000)
001-001-522550 Employee Wellness Campaign	-	(1,000)	(1,000)	(1,000)
001-001-522570 Volunteer Appreciation	(790)	(862)	(1,000)	(1,000)
001-001-530100 LCOG IT Support/Computers/IT Service	(14,160)	(7,636)	(14,832)	(20,000)
001-001-542000 Miscellaneous	(1,559)	197	(1,500)	(1,500)
001-001-557100 Advertising, Legal Notices	(1,483)	(1,573)	(2,060)	(2,122)
001-700-710030 Payroll Reimbursement	-	-	-	-
002 Facility Management	(166,465)	(82,624)	(175,300)	(99,485)
001-002-505600 Capital Outlay - Homeland Security	-	-	(50,000)	-
001-002-505700 Capital Outlay - Council I-Pads	-	-	(5,000)	(1,000)
001-002-510100 Utilities	(9,666)	(10,481)	(10,500)	(10,815)
001-002-510450 Postage	(5,539)	(6,992)	(5,700)	(8,000)
001-002-511000 Bathroom and Kitchen Supplies	(575)	(1,332)	(1,200)	(1,200)
001-002-522000 Telephone	(7,096)	(6,957)	(8,000)	(8,240)
001-002-522050 Network/Email	(7,986)	(3,725)	(3,000)	(7,500)
001-002-523500 Copier Lease/Maint.	(10,578)	(13,381)	(11,000)	(11,330)
001-002-530500 Accella Computer Expense	(17,659)	(15,867)	(16,000)	(17,500)
001-002-582000 Building Maint, Supplies	(10,599)	(12,336)	(12,500)	(11,500)
001-002-586000 Reconciliation Discrepancy	-	2,394	-	-
001-002-588000 Records Storage	(1,662)	(1,612)	(2,400)	(2,400)
001-002-603000 Capital Outlay City Hall	(95,105)	(12,335)	(50,000)	(20,000)
006 Planning	(4,580)	(39,559)	(155,899)	(35,170)
001-006-403050 Electrical Permit Fees	34,403	35,178	26,000	22,000
001-006-404300 Building Permit Fees	219,192	201,440	175,000	150,000
001-006-404450 Planning Service Fees	11,064	9,684	-	10,000
001-006-404460 Surcharging Fee	-	9,255	47,000	20,640
001-006-404470 Technology Fee(3% of Permit Fees)	20,428	40,791	4,470	5,160
001-006-404480 STPU Reimbursement	1,953	4,478	-	-

CITY OF COBURG
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001-006-405000 Historic Preservation Grant	-	3,215	6,000	-
001-006-406000 Bike Kiosk Grant	-	-	-	-
001-006-408500 Fed MPO Reimb Planning	3,599	1,680	10,000	10,000
001-006-500000 Planning Tech	(1,118)	(14,739)	-	-
001-006-501200 Planning/Development Manager	(47,556)	(55,766)	(58,125)	(59,332)
001-006-501900 Severance Pay/Vacation	-	(62)	(1,400)	(600)
001-006-502000 Workers' Compensation	(27)	(41)	(116)	(119)
001-006-503000 FICA/Medicare	(3,707)	(7,070)	(4,447)	(4,539)
001-006-504000 Health Insurance	(350)	(313)	(167)	(19,551)
001-006-504100 Life/STD Insurance	(160)	(158)	-	-
001-006-505000 PERS Retirement	(6,014)	(6,858)	(7,910)	(8,950)
001-006-506000 Unemployment Insurance	(1,222)	(2,185)	(1,104)	(949)
001-006-510000 Office Expense	(422)	(439)	(2,900)	(500)
001-006-510460 UGB Expense	-	-	(20,000)	-
001-006-510500 Inspection Permit Fees	(177,039)	(149,424)	(139,750)	(57,030)
001-006-510530 Building Permit Surcharge	(15,088)	(20,080)	(47,000)	(20,640)
001-006-510800 Professional Serv	(40,574)	(15,922)	(35,000)	(22,000)
001-006-510870 Planner - LCOG	-	-	-	-
001-006-510880 City Attorney	(127)	(3,596)	(1,250)	(1,300)
001-006-513000 Bank Fees	-	(35,545)	-	(5,160)
001-006-522100 Travel, Education, Training	(726)	(1,442)	(3,100)	(1,800)
001-006-530001 Historic Preservation Expense (Granted)	(661)	(2,749)	(6,000)	(1,800)
001-006-530050 Community Visioning Project	-	-	-	-
001-006-530060 Storm Water Master Plan	-	(8,695)	(42,500)	(25,000)
001-006-530070 Comprehensive Plan Update	-	(19,685)	(52,000)	-
001-006-530100 Bike Kiosk Expense	-	-	-	-
001-006-533080 Transportation System Plan	-	-	-	(10,000)
001-006-533090 Build Out Scenario	-	-	-	(13,000)
001-006-557100 Advertising, Legal Notices	(425)	(510)	(1,600)	(1,700)
001-006-720030 Payroll Allocated	-	-	-	-
015 Police	(467,759)	(492,771)	(565,820)	(651,345)
001-015-406200 Police Training Fees	2,541	2,891	2,500	2,500
001-015-406350 Oregon State Police Grant - Live Scan	-	-	25,650	-
001-015-406375 Bureau of Justice Vest Grant	-	1,782	-	4,000
001-015-406380 Body Camera Grant	-	-	-	5,000
001-015-406400 Police Donations	-	-	-	-
001-015-406600 Police CHET Program Donations	505	659	650	800
001-015-410800 Shop with a Cop	100	3,025	1,400	1,700
001-015-485200 Police Reserve Officer Revenue	24	3,119	700	800
001-015-486000 Partner Agency Reimbursements	-	5,073	7,500	5,000
001-015-486100 Harrisburg Patrol	-	-	-	15,300
001-015-498000 Fingerprinting Fees	-	-	250	150
001-015-500400 Chief of Police	(87,097)	(89,080)	(99,923)	(94,231)
001-015-500540 Police Officer-Universal #1	(106,774)	(120,140)	(67,653)	(80,990)
001-015-500540 Police Officer-Universal #2	-	-	(53,552)	(61,735)
001-015-500540 Police Officer-Universal #3	-	-	-	(44,197)

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001-015-500580 Reserve Police	-	-	(1,000)	(1,000)
001-015-500590 Other Agency Patrols	-	-	(7,500)	(5,000)
001-015-501500 Police Clerk	(47,595)	(50,438)	(52,630)	(55,111)
001-015-501900 Severance/Vacation Pay	(2,624)	(5,440)	(9,361)	(2,500)
001-015-503000 FICA/Medicare	(17,955)	(18,411)	(21,600)	(26,000)
001-015-504000 Health/Dental/Life/LTD	(52,833)	(59,284)	(70,151)	(89,153)
001-015-504100 Life/STD Insurance	-	-	-	-
001-015-505000 PERS Retirement	(35,037)	(44,384)	(55,922)	(60,100)
001-015-506000 Unemployment Insurance	(4,360)	(3,313)	(5,362)	(5,404)
001-015-506050 Workers Benefit Fund	(110)	(107)	(565)	(376)
001-015-510000 Office Expense	(2,813)	(3,324)	(2,700)	(3,000)
001-015-510200 Equipment Repair, Maintenance	(3,290)	(3,632)	(6,300)	(6,600)
001-015-510270 Equipment Non-Capital	(9,424)	(10,615)	(10,800)	(13,700)
001-015-510500 Uniforms Expense (2021 - Vest Purchases)	(1,804)	(6,281)	(3,200)	(7,000)
001-015-510510 Photo, Crime Scene & Evidence	(1,676)	(806)	(800)	(4,000)
001-015-510550 Community Outreach Program	(832)	(263)	(2,200)	(2,300)
001-015-510880 City Attorney	-	(799)	(1,300)	(1,300)
001-015-510999 Canine Program	-	-	(400)	(450)
001-015-516200 Dispatch Contract	(54,164)	(50,072)	(49,500)	(63,000)
001-015-516500 Justice Program	(1,500)	(2,750)	(2,700)	(1,850)
001-015-522010 Cellular Phone	(3,752)	(3,772)	(3,300)	(3,800)
001-015-522100 Travel, Education, Training	(2,618)	(4,797)	(4,200)	(5,000)
001-015-525000 Gasoline, Diesel Fuel	(8,202)	(9,339)	(8,500)	(9,600)
001-015-530000 Computer Expense	-	(8,279)	(1,300)	(3,600)
001-015-531000 Vehicle Maintenance	(3,384)	(5,144)	(5,500)	(5,700)
001-015-535000 MDT Support & Service	(169)	(250)	(2,200)	(2,300)
001-015-536400 Shop With Cop Program Expense	(608)	(750)	(1,400)	(1,400)
001-015-536700 Investigation Expense	(260)	(2,154)	(2,000)	(3,000)
001-015-536800 Psychological Testing	-	-	-	(2,200)
001-015-540000 Police CHET Program Expenses	(83)	(255)	(500)	(300)
001-015-542000 Miscellaneous	(1,452)	(1,626)	(2,100)	(2,200)
001-015-585200 Reserve Officer Program	-	(254)	(1,400)	(1,500)
001-015-588700 Contract Services	(6,380)	-	(19,450)	(12,000)
001-015-601000 Capital Outlay (Live Scan/Equipment)	-	(3,563)	(28,500)	(5,000)
001-015-601100 Capital Outlay - Fleet/Equipment	(14,135)	-	-	-
020 Municipal Court	10,507	27,017	(22,600)	(26,239)
001-020-405000 Fines and Bails	82,779	102,925	85,000	85,000
001-020-405010 Fines & Bail - Agency Collect.	50,600	48,443	47,956	40,000
001-020-405100 Fines Transfer from Other	894	432	200	200
001-020-406000 Court Fees	-	-	500	500
001-020-501700 Court Administrator	(55,065)	(57,534)	(60,528)	(62,308)
001-020-501900 Severance/Vacation	(665)	(416)	(2,033)	(1,000)
001-020-502000 Workers' Benefit	(26)	(23)	(75)	(75)
001-020-503000 FICA/Medicare	(3,881)	(4,110)	(4,630)	(4,800)
001-020-504000 Health/Dental/Life/LTD	(22,512)	(21,783)	(25,702)	(26,706)
001-020-504100 Life/STD Insurance	-	(2,021)	-	-

**CITY OF COBURG
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001-020-505000 PERS Retirement	(11,866)	(10,671)	(13,613)	(14,000)
001-020-506000 Unemployment Insurance	(1,146)	(894)	(1,150)	(1,000)
001-020-510000 Office Expense	(2,621)	(1,597)	(1,200)	(1,300)
001-020-510800 Professional Services	(105)	-	(200)	(200)
001-020-510880 City Attorney	-	-	(150)	(150)
001-020-510920 Interpreter	(383)	(15)	(550)	(550)
001-020-513000 Bank Fees	-	-	(1,500)	(1,500)
001-020-513300 Jury, Witness Fees	(156)	(3,466)	(500)	(700)
001-020-514500 Municipal Judge	(7,155)	(6,246)	(13,000)	(13,000)
001-020-516000 Court Appointed Attorney	(7,443)	(5,666)	(5,500)	(6,000)
001-020-516200 Court Software	(4,210)	(5,841)	(16,500)	(7,500)
001-020-516500 Jailbeds Springfield	(400)	(1,260)	(2,700)	(3,000)
001-020-522090 Mbrships, Dues & Subscriptions	(315)	(277)	(500)	(600)
001-020-522100 Travel, Education, Training	(2,168)	(1,687)	(2,500)	(2,500)
001-020-523500 Copier /Printer Lease and Service	(3,050)	(153)	(2,225)	(2,750)
001-020-530000 Computer Expense	-	(341)	-	(1,700)
001-020-542100 Bail Refunds	-	(182)	-	-
001-020-588000 Records Storage	(600)	(600)	(600)	(600)
027 Economic Dev	(23,836)	(42,939)	-	7,900
001-025-402500 Transient Room Tax	-	-	22,200	16,500
001-025-402600 Tourism Funds	-	-	15,000	13,000
001-025-402700 Ford Grant - Rare Participant Reimb.	-	-	10,000	-
001-025-510450 Postage	(718)	(759)	(500)	(1,600)
001-025-522070 Covid-19 Community Assistance	-	-	-	-
001-025-522220 Promotion of City/Tourism/Marketing	(23,118)	(42,179)	(12,200)	(15,000)
001-025-522230 Tourism	-	-	-	-
001-025-522240 Rare	-	-	(24,500)	-
001-025-522250 Oregon Rain	-	-	(5,000)	(5,000)
001-025-522255 Coburg Community Foundation CDF	-	-	-	-
001-025-522260 Coburg Foundation	-	-	(5,000)	-
050 Park Fund	(25,802)	(30,746)	(35,170)	(33,150)
001-050-401060 Park Donations	-	500	-	10,000
001-050-402050 Park User Fees	1,050	1,005	800	500
001-050-510105 LID Assessment-Parks DEBT	-	-	-	-
001-050-510810 Landscape Contract Services	(880)	-	(1,500)	(1,500)
001-050-511000 Restroom Supplies	(578)	(710)	(1,820)	(1,550)
001-050-511300 Supplies/Gravel	(1,733)	(1,164)	(2,000)	(1,500)
001-050-525000 Gasoline, Diesel Fuel	(127)	(1,947)	(1,500)	(1,500)
001-050-526000 Safety Equipment and Supplies	(40)	(394)	(600)	(600)
001-050-526500 Tools & Equipment	(731)	(1,172)	(1,000)	(1,000)
001-050-530200 Equipment Rental	(52)	(58)	(500)	(150)
001-050-531000 Vehicle, Equipment Maintenance	(1,503)	(1,099)	(1,200)	(1,000)
001-050-531500 Building Maintenance	(288)	(1,000)	(1,000)	(800)
001-050-533000 Materials, Supplies	(6,686)	(7,944)	(7,000)	(7,250)
001-050-585300 Urban Forestry	(1,082)	-	(350)	(800)
001-050-588700 Contract Services	-	(6,874)	(2,500)	(11,000)

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001-050-601000 Capital Outlay -Parks	(13,151)	(9,888)	(15,000)	(15,000)
050 Parks Capital	45,881	242,567	(16,769)	113,480
001-051-401000 Interest Income	-	4,474	300	300
001-051-401010 Interest Income SDC	1,640	-	2,781	2,000
001-051-404000 Parks Improvement SDC	66,976	263,961	186,650	164,980
001-051-404200 Other Receipts	-	1,661	-	-
001-051-404500 Oregon Small Cities Grant	-	-	75,000	-
001-051-510100 SDC Administrative Fees	-	-	-	-
001-051-510800 Professional Services	(75)	(1,435)	(1,200)	(1,200)
001-051-513000 Bank Fees	0	-	(50)	(100)
001-051-544020 SDC Analysis	(6,643)	-	-	-
001-051-603000 Engineering -	(495)	(6,832)	(10,000)	(2,500)
001-051-610000 Capital Const. Coburg Loop Refund	(3,088)	-	-	-
001-051-610001 Capital Const. Coburg Loop Seg 4	-	-	(72,000)	(25,000)
001-051-620000 Capital Outlay	(12,435)	(14,433)	(118,250)	-
001-051-620002 Capital Outlay Johnny Diamond	-	(4,829)	(80,000)	(25,000)
400 PW Admin	(274,263)	(330,626)	(574,469)	(412,575)
001-400-500200 Public Works Director	(70,837)	(76,975)	(81,928)	(83,567)
001-400-500210 Public Works Operator III (1)	(80,010)	(81,918)	(51,151)	(67,203)
001-400-500310 Public Works Operator I- (3)	(32,396)	(63,353)	(109,933)	(128,000)
001-400-500311 Wastewater Plant Operator	-	(865)	-	-
001-400-501900 Severance Vacation Pay	-	1,737	-	-
001-400-503000 FICA/Medicare	(13,734)	(16,025)	(14,553)	(17,000)
001-400-504000 Health/Dental/Life/LIT	(50,853)	(63,577)	(78,145)	(75,137)
001-400-505000 PERS Retirement	(22,188)	(26,512)	(34,845)	(38,000)
001-400-506000 Unemployment/wbf	(4,146)	(3,025)	(3,614)	(3,369)
001-400-506050 Workers Benefit Fund	(99)	(114)	(300)	(300)
500 Allocation	702,738	848,218	554,267	694,742
001-500-500000 Overhead Allocation	306,183	565,374	258,436	354,740
001-500-500010 PW Personal Services Allocation	396,555	282,844	295,831	340,002
600 Debt	(42,775)	(41,699)	(41,915)	(41,925)
001-001-510100 City Hall Purchase Interest	(21,984)	(23,482)	(26,405)	(25,650)
001-001-510101 City Hall Purchase Principle	(19,562)	(18,217)	(15,510)	(16,275)
001-002-510500 LID Assessment (Debt)	(1,228)	-	-	-
700 Transfers	-	(50,000)	(50,000)	-
001-700-711200 Transfer to Street Fund	-	(50,000)	(50,000)	-
001-700-XXXXXX Transfer to Sewer Debt Fund	-	-	-	-
800 Contingency	-	-	(250,000)	(250,000)
001-800-801000 Operating Contingency - Emergency Res.	-	-	(250,000)	(250,000)
900 Fund Balance Change	(330,517)	(587,605)	633,036	311,553
001-000-400100 Beginning Fund Balance	547,323	877,188	1,120,000	895,228
001-900-950003 Restricted for Park SDC	-	-	(230,042)	(137,480)
001-900-999999 Unappropriated Ending Balance	(877,840)	(1,464,793)	(256,922)	(446,195)
Grand Total	(0)	(0)	(0)	0

**CITY OF COBURG
PROPOSED BUDGET 2020-21**

	Sum of FY 2018 Actual	Sum of FY 2019 Actual	Sum of FY 2020 Final Budget	Sum of FY 2021 Adopted
003 Street	(0)	(0)	-	0
000 General	169,166	229,716	286,210	235,100
003-000-401000 State Pool Interest	1,783	2,065	250	2,600
003-000-402445 City Fuel Taxes	95,144	104,497	84,000	143,400
003-000-402450 State Street Taxes	61,582	67,937	90,000	76,500
003-000-406500 Street Tree Utility Fees	10,658	12,207	11,960	12,600
003-000-480100 ODOT Grant-SCA	-	43,011	100,000	-
001 Administration	(115,704)	(142,828)	(244,754)	(303,481)
003-700-XXXXX Transfer in From General Fund	-	50,000	50,000	-
003-001-510000 Office Expense	-	-	-	-
003-001-510500 Uniform Expense	(793)	(1,602)	(1,000)	(500)
003-001-510710 Emergency Street Repair	-	(2,327)	-	-
003-001-510800 Professional Services	(4,311)	(5,458)	(1,200)	(17,000)
003-001-512000 Street Tree Purchase	-	(420)	(1,200)	(1,300)
003-001-512010 Monitoring Services	-	-	-	-
003-001-512020 Street Tree Maintenance	(10,685)	(9,876)	(15,000)	(9,000)
003-001-513000 Bank Fees	-	-	-	-
003-001-522010 Cellular Phone	(736)	(909)	(1,250)	(1,300)
003-001-522100 Travel, Education, Training	-	(66)	(600)	(650)
003-001-522200 Pagers	-	-	-	-
003-001-525000 Gasoline, Diesel Fuel	(740)	(1,124)	(2,500)	(2,750)
003-001-526000 Safety Equipment & Supplies	(828)	(306)	(1,000)	(1,000)
003-001-526500 Tools & Equipment	(787)	(1,170)	(750)	(750)
003-001-530200 Equipment Rental	(185)	(679)	(850)	(900)
003-001-531000 Vehicle, Equipment Maintenance	(1,888)	(729)	(2,150)	(1,700)
003-001-532000 Street Maintenance	(8,825)	(38,298)	(16,500)	(18,150)
003-001-532050 Street Overlay/Reconstruction	(11,951)	(39,054)	(60,000)	(60,000)
003-001-533000 Materials, Supplies	(1,587)	(4,405)	(4,500)	(4,750)
003-001-583000 Street Lighting	(12,513)	(11,776)	(13,500)	(13,500)
003-001-585300 Urban Forestry	-	(457)	(350)	-
003-001-589200 Street Repair	-	-	(100,000)	-
003-001-603000 Capital Outlay - Street Fleet/Equipment	-	(8,175)	(5,000)	(27,000)
003-500-500050 Street Personal Services Allocation	(49,319)	(65,998)	(67,404)	(77,469)
003-500-500060 Overhead Allocation	(10,557)	-	-	(65,762)
003 Street	1,441	7,110	-	-
003-000-407500 Right of Way Permit Fees	1,441	450	-	-
003-000-499000 Other Receipts	-	6,660	-	-
023 Street Capital	30,096	(5,571)	7,170	123,970
003-023-401000 Interest Income	5,509	5,814	700	1,650
003-023-401010 Interest Income SDC	3,115	2,552	2,382	3,500
003-023-401020 Heal Cities Grant	-	-	-	-

**CITY OF COBURG
PROPOSED BUDGET 2020-21**

	Sum of FY 2018 Actual	Sum of FY 2019 Actual	Sum of FY 2020 Final Budget	Sum of FY 2021 Adopted
003-023-404002 Trans Improvement SDC	60,501	256,972	209,263	324,572
003-023-510100 SDC Administrative Fees (5% of Loan Pay)	-	-	-	(500)
003-023-510800 Professional Fees	(5,000)	(3,559)	(2,575)	(2,652)
003-023-513000 Bank Fees	-	-	(100)	(100)
003-023-544000 SDC Project Engineering	(10,291)	-	(2,500)	(2,500)
003-023-544020 SDC Analysis	(6,643)	-	-	-
003-023-601000 Capital Outlay - Street	(17,095)	(267,351)	(200,000)	(200,000)
800 Contingency	-	-	-	(200,000)
003-800-801000 Operating Contingency	-	-	-	(200,000)
900 Fund Balance Change	(84,999)	(88,427)	(48,626)	144,411
003-900-400100 Beginning Fund Balance	488,237	573,236	530,000	689,490
003-900-950001 Reserve For Tree Maintenance	-	-	(14,940)	(19,400)
003-900-950003 Restricted for Street SDC	-	-	(172,394)	(294,516)
003-900-999999 Unappropriated Ending Balance	(573,236)	(661,663)	(391,292)	(231,163)
Grand Total	(0)	(0)	-	0

**CITY OF COBURG
PROPOSED BUDGET 2020-21**

	Sum of FY 2018 Actual	Sum of FY 2019 Actual	Sum of FY 2020 Final Budget	Sum of FY 2021 Adopted
004 Water	(0)	(0)	0	0
000 General	775,080	829,872	795,000	819,412
004-000-402100 Water Meter Installation Fee	3,230	11,590	8,500	6,500
004-000-402300 Water User Fees	753,147	817,454	785,000	810,912
004-000-403250 Water Deposits	1,000	-	1,000	1,000
004-000-498100 Lien Search Fees	2,015	-	-	-
004-000-498500 IFA Drinking Water Grant	13,688	-	-	-
004-000-499000 Other Receipts	-	829	500	1,000
001 Administration	(570,482)	(581,640)	(423,480)	(418,357)
004-001-510000 Office Expense	(1,219)	(1,015)	(2,000)	(2,000)
004-001-510250 Emergency Repairs	(3,295)	(3,042)	(8,750)	(9,000)
004-001-510500 Uniform Expense	(1,560)	(2,325)	(1,400)	(1,425)
004-001-510800 Professional Services	(9,142)	(2,986)	(25,000)	(4,250)
004-001-510880 City Attorney	(470)	(610)	(1,550)	(1,600)
004-001-511200 Pump Station Power	(34,978)	(31,061)	(35,000)	(36,050)
004-001-522000 Telephone	-	-	-	-
004-001-522010 Cellular Phone	(837)	(909)	(875)	(1,860)
004-001-522090 Mbrships, Dues & Subscriptions	(41)	(100)	-	-
004-001-522100 Travel, Education, Training	(110)	-	-	-
004-001-523200 Water Analysis	(2,972)	(2,556)	(3,300)	(2,500)
004-001-525000 Gas, Oil and Fuel	(4,557)	(3,751)	(4,000)	(4,200)
004-001-526000 Safety Equipment & Supplies	(872)	(1,238)	(650)	(700)
004-001-526500 Tools & Equipment	(1,593)	(963)	(1,000)	(1,050)
004-001-530200 Equipment Rental	-	(424)	(650)	(700)
004-001-531000 Vehicle, Equipment Maintenance	(4,353)	(2,125)	(3,650)	(2,500)
004-001-531500 Building Maintenance, Supplies	(224)	(1,102)	(4,000)	(4,200)
004-001-533000 Materials, Supplies	(11,300)	(11,335)	(13,250)	(13,700)
004-001-534000 Water Meter Replacement	-	-	-	-
004-001-588500 Certifications, Membership Dues	(2,017)	(1,221)	(3,000)	(3,100)
004-001-588700 Service Contracts	(3,426)	(3,324)	(6,100)	(3,300)
004-001-588800 IFA Drinking Water Grant Expense	-	-	-	-
004-001-601000 Capital Outlay -	(98,500)	-	-	-
004-001-635000 Hand Held Meter Replacement	(29,850)	(14,900)	(45,000)	(15,000)
004-001-670020 Capital Outlay - Equipment	-	-	(30,000)	(35,000)
004-500-500050 Public Works Personal Services	(71,238)	(91,838)	(116,085)	(133,419)
004-500-500060 Overhead Allocation	(287,929)	(404,815)	(118,220)	(142,803)
024 Water Capital	76,872	(197,968)	196,294	(802,445)
004-024-401010 Interest Income SDC	8,271	10,935	4,949	6,000
004-024-404004 Water Improvement SDC	119,327	283,233	202,235	252,948

**CITY OF COBURG
PROPOSED BUDGET 2020-21**

	Sum of FY 2018 Actual	Sum of FY 2019 Actual	Sum of FY 2020 Final Budget	Sum of FY 2021 Adopted
004-024-405000 Regional Solutions Grant Proceeds		-	-	-
004-024-405050 Regional Solutions Loan Proceeds		-	2,130,000	1,400,000
004-024-510100 SDC Administrative Expense 5% of		-	(850)	(1,353)
004-024-510800 Professional Services	(722)	(700)	(10,000)	(10,000)
004-024-513000 Bank Fees	-	-	(40)	(40)
004-024-520050 Water Master Plan Grant Expense		-	-	-
004-024-544020 SDC Anyalysis	(6,643)	-	-	-
004-024-603000 Engineering Water Project	(6,904)	(10,987)	(200,000)	(575,000)
004-024-603100 East Side Water Line/L-S Bore/Trans	(36,457)	(55,850)	(1,200,000)	(1,125,000)
004-024-603200 Production Well Property	-	(9,184)	(450,000)	(450,000)
004-024-603300 Reservoir Development	-	(415,414)	-	-
004-024-603300 Water Infrastructure Upgrades/Updates		-	(280,000)	(300,000)
600 Debt	(247,412)	(193,028)	(191,819)	(275,338)
004-001-510500 LID Assessment DEBT	(265)	-	-	-
004-600-510300 1999 Bond Principal Due Feb	(55,000)	-	-	-
004-600-510310 1999 Bond Interest Due Feb	(2,021)	-	-	-
004-600-510320 1999 Bond Interest Due Aug	(1,430)	-	-	-
004-600-510350 Proj G01001 Principal Due Dec	(54,863)	(60,396)	(65,958)	(66,550)
004-600-510360 Proj G01001 Interest Due Dec	(35,061)	(32,099)	(28,837)	(25,276)
004-600-510380 Proj 801003 Principal Due Dec Pay off 23	(72,397)	(78,067)	(78,773)	(84,516)
004-600-510390 Proj 801003 Interest Due Dec Pay off 23	(26,375)	(22,466)	(18,250)	(13,997)
004-600-510500_Business Oregon Water Debt Service		-	-	(85,000)
800 Contingency			(500,000)	(100,000)
004-900-999998 Operating Contingency -Emergency Res.	-	-	(500,000)	(100,000)
900 Fund Balance Change	(32,058)	142,763	124,005	776,728
004-000-400100 Beginning Fund Balance	891,295	923,808	950,000	980,891
004-000-401000 State Pool Interest	455	890	-	-
004-900-950001 Restricted for Water SDC	-	-	(87,688)	-
004-900-999999 Unappropriated Ending Balance	(923,808)	(781,935)	(738,307)	(204,163)
Grand Total	(0)	(0)	0	0

**CITY OF COBURG
PROPOSED BUDGET 2020-21**

	Sum of FY 2018 Actual	Sum of FY 2019 Actual	Sum of FY 2020 Final Budget	Sum of FY 2021 Adopted
005 Sewer	(0)	0	0	(0)
000 General	743,698	758,751	792,700	812,461
005-000-401000 Interest Income	452	4,649	200	500
005-000-480000 Wastewater Fee	740,646	751,035	786,000	808,161
005-000-480500 Sewer Easement Fee	100	3,067	6,500	3,800
005-000-490000 Other Receipts	2,500	-	-	-
001 Administration	(485,643)	(466,485)	(493,673)	(556,150)
005-001-510000 Office Expense	(1,235)	(3,026)	(2,000)	(2,000)
005-001-510250 Emergency Repairs	(11,333)	(13,875)	(13,800)	(19,000)
005-001-510500 Uniform Expense	(2,038)	(2,122)	(1,300)	(500)
005-001-510800 Professional Services	(5,624)	-	(25,000)	(42,500)
005-001-510880 City Attorney	(1,192)	(1,911)	(2,500)	(2,500)
005-001-511200 Electricity	(36,363)	(37,003)	(42,800)	(44,084)
005-001-513000 Bank Fees	-	-	-	-
005-001-513350 Professional Dues	(2,563)	(137)	(26)	(27)
005-001-513360 Certifications, Memberships and Dues	(613)	(569)	(3,200)	(3,300)
005-001-522010 Cellular Phone	(836)	(909)	(1,030)	(1,075)
005-001-522090 Membership, Dues & Subscript	-	(282)	(1,500)	(1,500)
005-001-522100 Travel, Education, Training	(178)	(18)	-	-
005-001-525000 Gas, Oil, Fuel Expense	(4,098)	(2,533)	(2,950)	(3,050)
005-001-525210 Waste Analysis	(4,280)	(4,818)	(3,500)	(3,580)
005-001-526000 Safety Equipment and Supplies	(1,183)	(1,406)	(660)	(725)
005-001-526500 Tools & Equipment	(860)	(800)	(1,175)	(1,200)
005-001-530200 Equipment Rental	-	(506)	(1,010)	(1,020)
005-001-531000 Vehicle Maintenance	(4,099)	(3,076)	(2,060)	(1,500)
005-001-531500 Building Maintenance, Supplies	(1,216)	(2,007)	(1,750)	(1,800)
005-001-531700 Easement Recording	(504)	(4,046)	(4,550)	(2,000)
005-001-532300 Printing and Ads	-	-	(530)	(500)
005-001-533000 Materials, Supplies	(11,619)	(12,518)	(11,850)	(12,200)
005-001-533100 Chemicals	(19,597)	(24,921)	(30,900)	(31,850)
005-001-540010 Tank Maintenance/In house pumping	(38,099)	(37,771)	(50,000)	(54,000)
005-001-540015 Monitoring Services	(21,249)	(18,423)	(17,500)	(23,000)
005-001-540020 Plant Equipment Maintenance	(1,824)	(992)	(6,900)	(7,200)
005-001-540200 Lab Supplies	(6,677)	(4,728)	(9,000)	(9,050)
005-001-588700 Service Contracts	(6,098)	(4,520)	(3,625)	(3,700)
005-001-601000 Capital Outlay Fleet/Equipment	(18,572)	-	-	(8,000)
005-500-500050 Sewer Personal Services Allocation	(109,597)	(125,008)	(112,341)	(129,115)
005-500-500060 Overhead Allocation	(174,098)	(160,559)	(140,216)	(146,175)
027 Sewer Cap	248,888	371,366	276,822	284,866
005-027-401000 Wastewater Improvement SDC	247,165	366,629	223,752	282,702
005-027-401010 Wastewater SDC Interest	8,366	5,437	5,610	4,704

**CITY OF COBURG
PROPOSED BUDGET 2020-21**

	Sum of FY 2018 Actual	Sum of FY 2019 Actual	Sum of FY 2020 Final Budget	Sum of FY 2021 Adopted
005-027-510100 SDC Administrative Expense	-	-	-	-
005-027-510800 Professional Services	-	(700)	(2,500)	(2,500)
005-027-513000 Bank Fees	-	-	(40)	(40)
005-027-544020 SDC Analysis	(6,643)	-	-	-
005-027-600500 Plant Expansion	-	-	-	-
028 Sewer: Debt	(628,118)	(607,290)	(607,601)	(613,381)
005-028-401050 LID Assessment	172,506	89,327	90,400	82,736
005-028-402030 Funding from URA - Debt Reserve	500,000	400,000	400,000	400,000
005-028-510000 LID Administration	(1,215)	-	(2,500)	(2,500)
005-028-510881 Legal Fees	(440)	-	(2,500)	(2,500)
005-028-513000 Bank Fees	-	-	-	-
005-028-530411 Loan R23041 Principal	(30,858)	(31,950)	(33,082)	(34,254)
005-028-530412 Loan R23041 Interest	(29,034)	(24,288)	(23,156)	(21,984)
005-028-530421 Loan R23042 Principal	(381,063)	(391,846)	(402,935)	(414,336)
005-028-530422 Loan R23042 Interest	(277,972)	(224,798)	(213,709)	(202,308)
005-028-530442 Loan R23044 Principal	(57,985)	(59,062)	(60,161)	(61,278)
005-028-530443 Loan R23044 Interest	(23,751)	(22,674)	(21,575)	(20,458)
005-028-530450 Annual Loan Fees	(6,347)	(50,039)	(47,623)	(45,139)
005-028-530500 USDA Bond Principal	(72,077)	(74,780)	(78,736)	(46,675)
005-028-530501 USDA Bond Interest	(219,883)	(217,180)	(212,024)	(244,685)
700 Transfers	-	-	-	-
005-700-720028 Transfer to Sewer Debt	-	-	-	-
800 Contingency	-	-	(350,000)	(350,000)
005-900-999998 Contingency - Reserve for Debt/ Emer. Equip	-	-	(350,000)	(350,000)
900 Fund Balance Change	(78,825)	(56,342)	433,752	422,204
005-000-400100 Beginning Fund Balance	2,221,954	2,300,779	2,275,900	2,297,083
005-900-950002 Restricted for Sewer SDC	-	-	(572,079)	(548,218)
005-900-999999 Unappropriated Ending Balance	(2,300,779)	(2,357,121)	(1,272,069)	(1,326,661)
Grand Total	(0)	0	0	(0)

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Lane County

FORM LB-50 2020-2021

Check here if this is an amended form.

• Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Coburg District Name has the responsibility and authority to place the following property tax, fee, charge or assessment

on the tax roll of Lane County County Name County. The property tax, fee, charge or assessment is categorized as stated by this form.

P.O. Box 8316 Mailing Address of District
Coburg City
Oregon State
97408 ZIP code
6/9/2020 Date
Anne Heath Contact Person
City Administrator Title
541-682-7871 Daytime Telephone
anne.heath@ci.coburg.or.us Contact Person E-Mail

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
 The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount			
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	1	3.7506		
2.	Local option operating tax	2			
3.	Local option capital project tax	3		Excluded from Measure 5 Limits Dollar Amount of Bond Levy	
4.	City of Portland Levy for pension and disability obligations	4			
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.		0	

PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000	6	3.7506
7.	Election date when your new district received voter approval for your permanent rate limit	7	
8.	Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES*

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

**The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.