



City Budget Committee Meeting

May 19, 2020 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

Via Virtual Conference

MEMBERS PRESENT: Linda Kroeger, John Fox, Patty McConnell, John Lehmann, Nancy Bell, Sharon Taylor, Todd Waters, Terry Dawson, Jeffrey Milam, Paul Thompson.

MEMBERS ABSENT: Marcus Alexander, Kyle Blain.

STAFF PRESENT: Ray Smith, Mayor; Sammy Egbert, City Recorder; Anne Heath, City Administrator; Mandy Balcom, Court Administrator; Brian Harmon, Public Works Director; Larry Larson, Chief of Police.

RECORDED BY: Alex Sullivan, Lane Council of Governments (LCOG).

1. CALL TO ORDER

Chair Linda Kroeger called the meeting to order at 6:04 pm on May 19th, 2020.

2. ROLL CALL

Ms. Egbert called roll and a quorum was present.

3. CHANGES TO THE AGENDA

Ms. Heath highlighted that the only changes were that the department presentations would come after the slide presentation.

4. ELECTION OF BUDGET OFFICERS

Terry Dawson then asked if Ms. Kroeger was willing to serve in her same position. She agreed. Ms. Kroeger then asked for a motion and asked if Mr. Dawson would be willing to stay in his current position. He agreed.

MOTION: John Fox moved, Sharon Taylor seconded to appoint Linda Kroeger as chair and Terry Dawson as vice Chair. The motion passed unanimously. 9:0

5. RESPONSIBILITIES OF THE BUDGET COMMITTEE

Ms. Heath then went over the responsibilities of the budget committee. The budget committee hears and discusses budget matters and recommends the budget to the city council, which they can adopt on June 9th if they so choose.

Patti McConnell joined the meeting at 6:12 pm.

6. MAYOR ADDRESS TO COMMITTEE

Mayor Smith then addressed the committee and spoke on how important it is to have discussions with each department about the budget. He then addressed the revenues, by saying that Coburg's main revenues are generally safe compared to other parts of the state. 8-17% losses are predicted in state shared revenue.

He then spoke on the COVID emergency state, and how he recommends against cutting employees and gave a big kudos to the staff and their workloads during this time with how lean Coburg runs its employees.

Ms. Heath then talked about priority based budgeting and how the budget in Coburg is set. She spoke about council goals, budget projects and how the budget committee helps make those happen. She then moved onto a department summary and priority list for each department.

7. DEPARTMENT PRESENTATIONS

City Administrator: Anne Heath. Responsibilities include: Operational Capacity, Staff Training, City Hall maintenance. Priorities include: improvement and clarification of staff management, training, and interaction with city committees, improving community communication, advocating for the city of Coburg, Planning for Future Utilities and Public/ Private partnerships, Strong Partnership in economic health.

Sammy Egbert: City Recorder. Front office administration. a priority to provide good information and customer service to the people of Coburg throughout the year. She spoke on her projects this year, including working on virtual meetings, new agenda management, 2020 general election, contract audit review, and public records.

Jeff Kernen: Planning. Department Priorities: Current planning and development within the city of Coburg, Long Term Planning, Long Term planning on projects such as the transit system and Build Out Scenario, and Economic Development. Future plans include a bicycle kiosk, east side industrial annexation, remaining residential growth, UGB considerations, a highway commercial zone, and a more robust economic development department.

Ms. Heath then continued to explain that economic development had been put on the side for a while due to COVID, but the priority was to maintain Coburg's culture. There has been interest in high speed internet for businesses and homes, and two vendors are currently being looked at.

Mr. Fox asked if Ms. Heath knew about the phase 2 of the Coburg Inn development and if it had been sidetracked by COVID.

Mr. Kiernan said he had recently had a conversation that pointed towards uninterrupted commencement of phase two.

Chief Larson then spoke on the Police Department. The future focus is to plan and prepare for future city growth, add an additional police officer to meet city needs, to update and maintain the vehicle fleet, add body and car cameras for increased accountability, meet state requirements for ongoing training, and to add laptop computers to patrol cars.

Ms. Balcom then spoke on the Coburg Municipal Court's priority list. The priorities of this department are efficiency and fluency in court operations, education and training of court staff and community, and persistent auditing and compliance.

Mr. Harmon then spoke on the parks department. Their concern is small budgets and the strain that it comes with to maintain open spaces and trails. Mr. Harmon spoke on team building exercises to help promote efficiency in maintaining these grounds. The Johnny Diamond Park is slated to be opened Labor Day weekend, Mr. Harmon said per Ms. Heath's question.

Mr. Harmon then discussed tree services which are a street service, and how to handle tree cleanup on property lines and tree removal on streets.

Ms. Taylor asked if there were any new service trucks being bought. Mr. Harmon said there were two, one in water service and one in street service.

Mr. Fox and Mr. Harmon then discussed water management and waste water management.

Mr. Fox asked if there would be updates on the data bases and readers for household water waste.

Mr. Harmon explained that there were databases and updates being made, and that only about half of the sites that need to be inspected are being inspected.

Ms. Heath then spoke about Emergency/ Incident response priorities; which are to continue to expand CERT and get individuals trained through Eugene/ Springfield CERT; Recruit Spanish speaking members to CERT, develop and plan coordination between city and fire district leadership, develop a safe and secure stockpile of emergency supplies, plan and facilitate drills for emergency response, develop and implement memo of understandings.

She then went on to describe the budget and summarize it. Total revenues are \$12,006,255, down from last years of \$12,585,169. This is due to the capital outlay projects of Coburg in this last year. Due to this, the general fund balance will actually grow this year because of outlay projects that will not be ongoing throughout the next year.

She went through the spreadsheets of budget allocation for this year's and previous years, full spreadsheets can be found on Coburg's city website.

Ms. Taylor asked about the need for another police officer because of the large lump sum to leave room for unforeseen expenses in the future due to the gap in the budget.

Mayor Smith then commented that this year things have been put on a hold, and that future needs in public works and public safety need to be looked at further and incorporated into the budget.

Ms. Heath then asked if there were any questions that had yet to be answered about the budget.

Mr. Lehman asked that next year that a list of the top ten increases in the budget as well as budget reductions be included in the presentation.

Mr. Waters had a request that a list of city council goals and budget asks be listed in the presentation as well to help align the budget to the goals of the city.

Ms. Heath then announced that she would be making a few changes to the budget for the following week's meeting.

Ms. Bell asked Ms. Heath about the new administration position being hired.

Ms. Heath answered that this position would be an economic development position as well as an administration position.

8. MINUTES MAY, 2019 BUDGET COMMITTEE

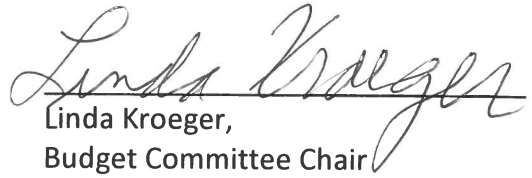
MOTION: Terry Dawson moved, Todd Waters seconded to approve the Coburg Budget Committee Minutes for May 21, 2019. The motion passed unanimously. 10:0

9. ADJOURNMENT

Chair Kroeger adjourned the meeting at 8:19 P.M.

APPROVED by the City of Coburg Budget Committee on this 25th day of May 2021.




Linda Kroeger,
Budget Committee Chair

ATTEST:



Sammy L. Egbert, City Recorder