



**MINUTES**  
**COBURG BUDGET COMMITTEE MEETING**  
May 16, 2017 – 7:00 P.M.  
Coburg City Hall  
91136 North Willamette - Coburg

**MEMBERS PRESENT:** Ray Smith, Mayor; Linda Kroeger, Chair; Sharyl Abbaspour, Nancy Bell, Terry Dawson, Patti Gianone, Patrick Kocurek, Jeffrey Milam, Chris Page, Sharon Taylor, Todd Waters

**MEMBERS ABSENT:** Brooke Carroll, Steve Stearns

**STAFF PRESENT:** Sammy Egbert, Brian Harmon, Anne Heath, Larry Larson, Petra Schuetz

**1. CALL TO ORDER**

Chair Kroeger convened the City of Coburg Budget Committee (CBC) meeting at 7:01 p.m.

**2. ROLL CALL**

Ms. Egbert called the roll and stated a quorum was present.

**3. ADDITIONS/CHANGES/DELETIONS TO THE AGENDA**

There were no additions/changes/deletions to the agenda.

**4. PUBLIC COMMENT**

**Jerry Behney** of Coburg offered appreciation for the Coburg Budget Committee for their hard work and dedication to the City of Coburg. He added that he had looked over the proposed budget, and thought it was a good one, and well put together. Mr. Behney pointed to a five-year projection in the proposed budget that put Coburg in a \$90,000 deficit in the General Fund; he said that to his knowledge, the CBC and city staff had reworked parts of the budget to erase the aforementioned future deficit. Mr. Behney expressed concern about the Coburg Police Department (CPD) budget where it concerned possibly hiring a new police officer.

**5. PUBLIC HEARING—*Resolution 2017-05, A resolution declaring the City's election to receive State revenues***

Chair Kroeger opened the Public Hearing at 7:08 p.m.

Ms. Heath offered the Committee a report on Resolution 2017-05. She reported that in order to

receive the State shared revenues, Coburg had to be able to levy property taxes as a city, and the Public Hearing had to take place in front of the CBC. She said the CBC does not vote on the Resolution.

Ms. Taylor expressed concern over the projected five-year decline of city revenue.

Ms. Schuetz offered that a reason for that was the decline in municipal revenue generated from "sin" taxes.

Ms. Gianone asked if property taxes were the focus of Ms. Heath's explanation.

Ms. Heath clarified that in order to receive the State shared revenue, an entity must have the ability to levy property taxes, as the City of Coburg did.

Ms. Abbaspour asked if the CBC voted on the budget.

Ms. Heath clarified that the CBC did not vote on the budget, rather the budget must be presented to the CBC because City revenues are part of the City budget.

Chair Kroeger closed the Public Hearing at 7:15 p.m.

## **6. ADDITIONAL BUDGET DOCUMENTS TO COMMITTEE**

Ms. Heath offered the CBC additional slides to the Power Point Budget presentation. She said there were two items to be added to the budget: the City was receiving a \$60,000 grant to purchase a generator for City Hall from Homeland Security, and a line item in the Water portion of the budget for an I-5 bore.

Mr. Page asked if budget assessments were made each year, although the plan is for five years.

Ms. Heath said that budget assessments were made each year.

Ms. Heath concluded that she felt the City's budgetary bottom line was not bad, but she pointed out the yearly decrease over the next five years. She also stated that the budget left very little room for anything extraneous.

Ms. Abbaspour wondered if there was any money available in the current budget projection that could be used for streets.

Ms. Heath replied that there was money available, but the budget balance does go down every year in the five-year projection, while the expenses will continue to increase.

Mr. Dawson asked if the General Fund Reserve was also carried over from year to year.

Ms. Heath said it was.

Ms. Taylor pointed out that there was no cash flow analysis in the budget.

Ms. Heath said although it was a possibility, Coburg had not experienced that problem in the last two years.

Mr. Page asked if there was discretion as to how Park System Development Charges (SDC) are spent within the Park system.

Ms. Heath answered that there was a Park Master Plan in place, and spent monies would have to be spent within that Master Plan.

Ms. Schuetz offered that the Park SDCs were obligated as match money between the three phases of the Coburg Loop Path.

Mr. Milam asked what would happen if a deposit was closed out with extra money left over.

Ms. Schuetz replied that any leftover funds would go back into the pot, and could be applied to another Capital Improvement within the Park Master Plan.

## **7. OLD BUSINESS**

- **Follow Up to Questions From May 2, 2017 Meeting**

Ms. Taylor asked what the term of the loan for the I-5 bore was.

Ms. Heath responded if the loan was for \$2 million, it would be about \$86,000 a year for a term of approximately 20 years.

Mr. Page wondered if the leftover money would be in the form of excess SDC fees from Storm Water.

Ms. Heath answered no, she meant the amount charged for a builder/developer in SDC fees, might not be enough. She added that they were in the process of an SDC analysis.

Ms. Taylor asked if the citizens would have to vote on the addition of a safety fee.

Ms. Schuetz stated that City Council would vote on it, but since it was not a tax, the citizens of Coburg would not vote on it.

## **8. GENERAL DISCUSSION**

Ms. Schuetz offered the CBC an update on the proposed budget.

Ms. Taylor wondered about the Comprehensive Plan.

Ms. Schuetz answered that the Comprehensive Plan would have to contain goals associated with the 13 State Planning Goals established in the mid 1970s with Senate Bill 100.

Ms. Gianone wondered what DLCD and RARE were.

Ms. Schuetz explained that DLCD stood for Department of Land Conservation and Development, and RARE stood for Resource Assistance for Rural Environments.

Mayor Smith asked what the difference in the Storm Water Master Plan (SWMP) for Coburg Crossing would be if the City were to use SDCs.

Ms. Schuetz responded if the City were collecting fees, and the bioswales were not already in place, it would not be an eligible Storm Water SDC project.

Mr. Page wondered when SDCs are assessed.

Ms. Schuetz answered that when a building permit is issued, the builder must pay the SDCs, but the assessment is not in the same year the building is permitted, but rather in the year of estimated completion.

Chief Larson offered the CBC a Power Point presentation on the needs of the CPD. He stated that he was an advocate for hiring a third officer.

Ms. Taylor asked if the addition of a third officer would offer more coverage for evenings and weekends.

Chief Larson replied that he and the one officer of the CPD currently had no fixed schedule.

Ms. Gianone pointed out that if a third officer was added, there would still be some 3400 hours not covered annually. She wanted to know if those hours would be overnight.

Chief Larson answered that they would be overnight hours.

Ms. Abbaspour wondered, since both the CPD officers lived outside Coburg, what the response time would be if they were called from their homes.

Chief Larson stated that Officer Lee could be in Coburg in approximately three minutes.

Ms. Abbaspour asked what the process was for hiring a new officer.

Chief Larson replied that CPD would first offer any prospective officer a municipal application and background check packet. Next, there was a physical fitness test. Third was the Oregon Chief's Association's Police Officer Selection Test (POST). Next, was an oral board test. Then another, more extensive background check. Next, was a psychological evaluation. Then an involved physical examination.

Ms. Abbaspour wondered if a CPD job opening would be posted on the City's website.

Chief Larson said it would.

Ms. Gianone asked if an experienced police officer would have to start from Step One.

Chief Larson said that a person with that much experience would most likely not apply for the Coburg position.

Mayor Smith stated that he was in favor CPD hiring a third officer.

Mr. Page wondered why there was a decrease in revenue from FY18 to FY19.

Ms. Heath responded that there was a decrease in shared State revenues. She said there were other factors as well, such as grants, and that she would get back to the CBC with more detailed information.

Mr. Kocurek expressed concern with the addition of \$55,000 every year for tourism marketing.

Ms. Taylor asked if the proposed budget included funds for street repairs.

Ms. Heath said there was.

Mr. Harmon addressed the CBC about the East Mill Project. He explained that this project was a large one, and it would take care of a major street issue in town. Mr. Harmon said that there was other monies in the budget for smaller, more temporary street repairs such as overlays.

Ms. Taylor asked Mr. Harmon if, as Coburg Director of Public Works, the budget as presented worked for him.

Mr. Harmon said it did.

Mr. Page asked if the SWMP SDC fees could be used to build a new street compliant with the Master Plan.

Ms. Schuetz replied that to be covered under the SWMP, any improvements would have to be off of the roadbed.

## **9. BUDGET RECOMMENDATION TO CITY COUNCIL**

***Mr. Dawson moved, seconded by Mr. Milam, to recommend to City Council the proposed budget as amended, including adding the generator grant to the General Fund, and also including the update to the I-5 bore.***

Ms. Taylor stated that she was not comfortable voting for the budget without having sufficient funds to hire a third police officer.

Ms. Gianone said that she too was uncomfortable with the proposed budget because she was still undecided about the hiring of a third police officer.

Ms. Abbaspour wondered if they recommended the proposed budget to City Council, would they still be able to continue the conversation about the hiring of a third police officer.

Ms. Heath said the conversation could continue, but Council reserved the right to change the budget as they saw fit.

Ms. Egbert facilitated a roll call vote on Mr. Dawson's above motion:

***Ms. Abbaspour - Yea***

***Ms. Bell - Yea***

***Ms. Gianone - Yea***

***Mr. Kocurek - Nay***

***Mr. Page - Yea***

***Mr. Dawson - Yea***

***Ms. Kroeger - Yea***

***Mr. Milam - Yea***

***Ms. Taylor - Nay***

***Mr. Waters - Yea***

***The motion passed 8:2***

***Mr. Dawson moved, seconded by Mr. Waters, that the CBC recommend to City Council that Council pursue additional revenue sources to fund the streets and public safety issues. The motion carried unanimously 10:0.***

## **10. APPROVAL OF**

- **May 2, 2017 Budget Committee Meeting Minutes**

Ms. Taylor pointed out a correction on Page 4 of the May 2 Minutes. She stated that the minutes currently read: "Ms. Taylor reminded Budget Committee members a condition of the

business loan to fund the new City Hall was that the General Fund did not operate at a deficit." She said what she said was the General Fund could not decline from year to year.

***Mr. Dawson moved, seconded by Ms. Bell, to accept the May 2, 2017 Minutes as amended. The motion carried unanimously 10:0.***

**11. ADJOURN**

Chair Kroeger adjourned the Budget Committee meeting at 9:51 p.m.

**APPROVED** by the Budget Committee of the City of Coburg this 1<sup>st</sup> day of May, 2018.



Linda Kroeger, Chair

ATTEST:



Sammy L. Egbert, City Recorder