

URA Budget

- ➔ Proposed contribution of \$500,000 to City Wastewater Fund to support existing debt service payments.
- ➔ Proposed to remain \$500,000 per year for the next three years to complete the \$9 million maximum contribution limit.
- ➔ Budget includes \$25,000 for consultant services to prepare for URA closeout and investigate options/opportunities in advance of closeout

Questions?

URA Budget

Next Step - Budget Committee Motion

I move to approve the Coburg Urban Renewal Agency 2025-26 Fiscal Year budget in the amount of \$750,067 and approve a request for the Coburg Urban Renewal Agency Plan area for a maximum amount of revenue that may be raised by dividing the taxes under Section 1C, Article IX of the Oregon Constitution and ORS Chapter 457

FY2025-26 PROPOSED BUDGET

Coburg Citizen's Budget Committee
April 29, 2025 – Meeting #2



AGENDA



Fund. Dept, Program Expenditures



Department Staff Q & A



Capital Improvements & Debt



Committee Question & Answer

CITY OF COBURG ANNUAL BUDGET



Fiscal Year 2025-26

- Fund Balance over time
- Operating Revenues vs. Operating Expenses
- Debt Service Load/Layering
- Capital Expenditure Pace/Cadence over time
- Staff Costs and FTE Allocations
- Unfunded Projects/Needs
- Regulatory Trends

Focus Areas



General Fund	FTE
Administration	1.60
Court	1.00
Planning	0.80
Police	3.50
Public Works (Parks)	0.80
	7.70
Street Fund	
Administration	0.90
Public Works	1.00
	1.90

Water Fund	
Administration	1.15
Public Works	1.30
	2.45
Wastewater Fund	
Administration	1.15
Public Works	1.90
	3.05
Total by Divisions by Funds	15.10

Staff Allocation

Funds, Departments & Programs

1

General Fund

- Police
- Parks
- Planning/Building
- Municipal Court
- Economic Development
- General Gov't

2

Street Fund

- O & M
 - Streets, Storm Drain, Signage, vegetation
- Capital Improvements
- Debt Service

3

Water Fund

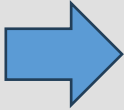
- O & M
 - Repairs, meter reading, supply & distribution system monitoring
- Capital Improvements
- Debt Service

4

Wastewater Fund

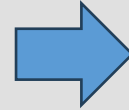
- O & M
 - Collections - Repairs, tank pumping, call-outs
 - WWTP – Maintenance, monitoring, daily labs
- Capital Improvements
- Debt Service

General Fund - Police



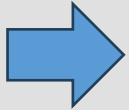
2.5% Reduction Overall

FY25 = \$812,109 FY26 = \$792,250



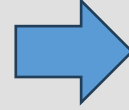
1.5 FTE Reduction to 3.5 Total FTE

FY25 = \$671,809 FY26 = \$635,250



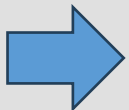
Primary Expense – LCSO Dispatch Contract

FY26 = \$78,000 (50% of total M & S)



Other Expenses

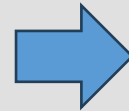
Fleet, Equipment, Technology, Required Training



Police Department Revenues

Harrisburg Traffic IGA (\$50,000)

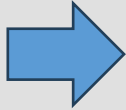
Grants (\$8,500)



Future Needs

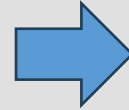
Fleet Replacement Plan, Technology,
Communications Equipment

General Fund - Parks



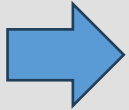
Staff Resources

0.80 FTE – PW 0.20 FTE - Admin



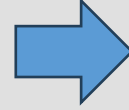
Personnel Expenses

FY25 = \$97,303 FY26 = \$82,580



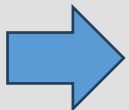
Primary Budgetary Change

Pavilion Park Completion in FY25
\$10,000 Capital Expense for FY26



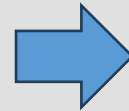
Primary Activities

Mowing, Facilities Cleaning & Repair, Safety
Inspections



Parks Revenues

Park & Open Space Fee (proposed) = \$40,000
Facilities Rentals (\$2,500)

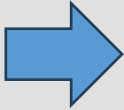


Future Needs

Equipment Replacement & Upgrades, Updated
Cost Allocation Plan, Vegetation Mgmt Plan

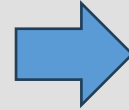
Municipal Court

Planning



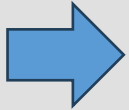
Staff Resources

1.0 FTE



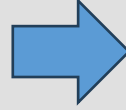
Staff Resources

0.80 FTE



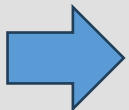
Total Expenses

FY25 = \$164,140 FY26 = \$183,550



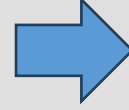
Total Expenses

FY25 = \$179,091 FY26 = \$195,640



Court Related Revenues

Fines & Bails = \$101,000
Projected 15% increase over FY25

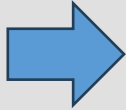


Revenues

\$87,000

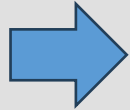
Primary Expense - Building Services IGA with
Cottage Grove = **\$84,000**

Economic Development



Staff Resources

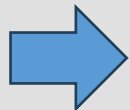
0.0 FTE



Expenses

IOOF Annual Lease = \$12,000

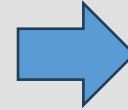
Coburg Main Street Agreement = \$30,000



Revenues (Restricted)

Transient Lodging Tax (Lane County)

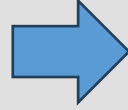
General Government (Admin)



Staff Resources

1.60 FTE (of a total of 4.8 Admin Staff)

Functions – City Administration, City Recorder, Finance, HR, IT,

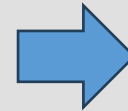


GF Expenses

Staffing = \$238,190 M & S = \$231,000

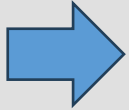
Overall Admin Expenses (all Funds)

Staffing = \$672,220 M & S = \$236,000



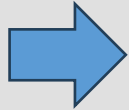
Debt Service – City Hall Building = \$28,800

Street Fund



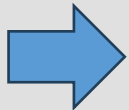
Revenue to Expense Ratio

Rev = \$806,500 Exp = \$1,314,015
Primary carryforward Revenue is \$748k
from prior year MPO grant award



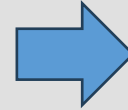
Primary Functions

O & M – Street Sweeping, potholes, preservation
(crackseal/coating) vegetation mgmt



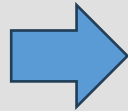
Revenues

State Revenue Sharing (gas tax) = \$112,000
Local Gas Tax = \$160,000
Transportation Utility Fee = \$160,000
Tree Fee = \$30,000 (with proposed \$2 increase)



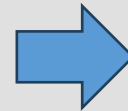
Total FTE

1.9 (1.0 PW + 0.9 Admin)
Total Personnel Cost = \$295,710



Capital Improvements

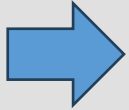
Coleman St – Collector Phase I



Debt Service

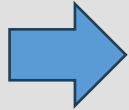
Roberts Road Reconstruction = \$114,405
(10-year note, 7 years remaining)

Water Fund



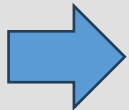
Revenue to Expense Ratio

Rev = \$1,228,000 Exp = \$1,819,660
Primary carryforward is multi-year
Water project loan disbursements



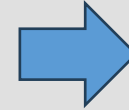
Revenues

Customer Rate Revenue = \$1,106,000
Other (SDC, New Dev, etc) = \$122,000



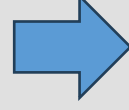
Unfunded Capital Projects

- Long Term Water Supply
- Storage Tank Seismic Retrofit
- Pioneer Valley Estates Distribution System
- Main line replacements



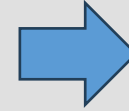
Total FTE

2.45 (1.3 PW + 1.15 Admin)
Total Personnel Cost = \$296,760



Capital Improvements

Stallings Well Treatment Building, Equipment
and Controls + Stallings Transmission line

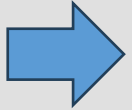


Debt Service

\$80,000 FY26 is final payment

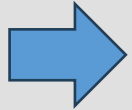
Current Loan Disbursements convert to debt
service in Dec of 2026 of \$195,000 + one-time
Accrued Interest payment of approx \$155k

Wastewater Fund



Revenue to Expense Ratio

Rev = \$1,425,000 Exp = \$1,556,126

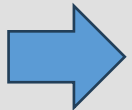


Revenues

Customer Rate Revenue = \$920,000

URA Contribution = \$500,000

Other (SDC, New Dev, etc) = \$105,000

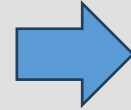


Future Needs/Issues

WW Facilities Plan (Master Plan)

Cost of Service Study (Rate Review)

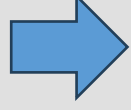
Post URA Debt Service Plan



Total FTE

3.05 (1.9 PW + 1.15 Admin)

Total Personnel Cost = \$296,760

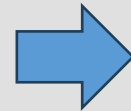


Capital Improvements

WW portion of PW Operations Building Complete

WWTP Membrane + Commercial Septic Tank

Replacement scheduled for FY27



Debt Service

\$904,206 (retires in 2036 & 2055)

Final Questions?

Next Step - Budget Committee Motion

I move to approve the budget for Fiscal Year 2025-26 as presented in the amount of \$12,112,045, and approve the property taxes for the 2025-26 Fiscal Year at the rate of \$3.7506 per \$1,000 of assessed value categorized as subject to general government limitation.

Process Recap?

Comments, Suggestions, Ideas