



AGENDA

URBAN RENEWAL AGENCY

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, June 09, 2026 at 6:00 PM

The public may attend this meeting at City Hall or via Zoom. To participate via Zoom, you must pre-register with the city by 3 PM the day of the meeting. Council meetings are recorded and live-streamed at www.coburgoregon.org (NO registration required). For questions, contact the City Recorder, Sammy Egbert, at sammy.egbert@ci.coburg.or.us or 541-682-7852.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT (*Sign up prior to meeting. Limit 3 minutes.*)

URA BUSINESS ITEMS

- 1. Budget Hearing**
RESOLUTION U-2026-01 A RESOLUTION ADOPTING THE URBAN RENEWAL AGENCY BUDGET FOR FISCAL YEAR 2026-27, CREATING EXPENDITURES AND APPROPRIATIONS
- 2. Urban Renewal Agency Finance Report**
- 3. Minutes February 10, 2026, Urban Renewal Agency**

ADJOURNMENT

The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or sammy.egbert@ci.coburg.or.us.



RESOLUTION U-2026-01 ADOPTING THE URBAN RENEWAL AGENCY BUDGET FOR FISCAL YEAR 2026-27, CREATING EXPENDITURES AND APPROPRIATION LEVELS

Meeting Date	Staff Contact	Email
June 9, 2026	Adam Hanks, City Administrator	Adam.Hanks@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

The City of Coburg Budget Committee has approved the FY27 Annual Budget for the Coburg Urban Renewal Agency and recommended Council adoption. The primary expenditure is the transfer of funds annually from the URA to the City’ Wastewater Fund as a contribution to the annual debt service relating to the construction of the City’s Wastewater System.

Suggested Motion

I move to approve Resolution U-2026-01 adopting the FY27 Annual Budget, creating expenditures and appropriations.

BACKGROUND

The proposed URA Budget was presented to the Budget Committee at its meeting of May 5, 2026 and included a presentation on the purpose of the URA, its historical and proposed primary expenditure to the City of Coburg for debt service payments relating to the construction of the City’ Wastewater collections and treatment system.

Further details of the URA budget can be found in the attached URA Budget Book that contains both a Budget Message and summary financials for the fund for prior two years, the proposed FY27 and projected two years beyond.

RECOMMENDATION

Staff recommends Council approval of the FY27 URA Budget as presented.

BUDGET / FINANCIAL IMPACT

The FY27 URA Annual Budget represents the URA’s resources for the upcoming fiscal year and is the basis for decision making relative to maintaining regulatory compliance and community expectations for existing service levels across the organization.

PUBLIC INVOLVEMENT

Formal public involvement is focused with the Budget Committee, which is comprised of the

Council and an equal number (six) of Coburg residents. Budget Committee meetings were communicated with formal public notices as well as news items on the City website and social media with links to a dedicated Budget page on the City’s website.

NEXT STEPS

With Council approval, staff will complete the necessary regulatory filings to the State of Oregon and Lane County as required and will upload the budget to the City’s financial software to begin operating within the newly approved appropriations.

ATTACHMENTS

1. Resolution U-2026-01 – Adoption of Urban Renewal Agency Budget for FY26-27, creating expenditures and appropriations
2. FY27 URA Budget Book (adopted as exhibit to Resolution U-2026-01)

RESOLUTION U-2026-01

A RESOLUTION ADOPTING THE COBURG URBAN RENEWAL AGENCY FISCAL YEAR 2026-27 BUDGET, CREATING EXPENDITURES AND MAKING APPROPRIATIONS

WHEREAS, in accordance with the State of Oregon Budget Law, the City of Coburg Urban Renewal Agency seeks to adopt a budget, appropriate expenditures, and declare the tax for the fiscal year 2026-27.

THE COBURG URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

Section 1. The Board of Directors of the Coburg Urban Renewal Agency hereby adopts the budget for fiscal year 2026-27 in the sum of \$798,533 on file at Coburg City Hall and attached herein as Exhibit A

Section 2. That the amounts for the fiscal year beginning July 1, 2026, and for the purposes shown below are hereby appropriated:

<u>General Fund</u>	
Administration	29,000
<u>Not Allocated to Organization Unit or Program</u>	
Debt Service	500,000
Contingency	-
Total General Fund:	529,000
Total Appropriations of All funds	529,000
Total Unappropriated and Reserves	269,553
Total Adopted Budget	798,553

Section 3. The Board of Directors of the Coburg Urban Renewal Agency hereby resolves to certify to the County Assessor a request for the Coburg Urban Renewal Agency Plan Area for the 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.

Section 4. The City Administrator will file this resolution with the Lane County Clerk and County Assessor on or before July 15, 2026.

Section 5. This resolution is effective immediately upon adoption.

Adopted by the **Coburg Urban Renewal Agency**, by a vote of ___ for and ___ against, this 9thth day of June, 2026.

Nancy Bell, Director

Attest: _____
Sammy L. Egbert, City Recorder



CITY OF COBURG URBAN RENEWAL AGENCY ANNUAL BUDGET



Exhibit A to Resolution U-2026-01

Fiscal Year 2026-27

Coburg Urban Renewal Agency Budget Message

Elected and Appointed Members of the Budget Committee,

I am pleased and excited to share with you and the community the Proposed Fiscal Year 2026-27 (FY27) Budget for the Coburg Urban Renewal Agency (URA). The URA was created in 2001 as part of the funding strategy for the development and construction of the City of Coburg's wastewater collection and treatment system. Provision of adequate facilities and water quality were the two qualifying objectives of the URA to meet state requirements for the creation and operation of the agency with the wastewater collection and treatment facilities being the sole targeted project to address both objectives.

The Coburg Industrial Area Urban Renewal Plan provides the legal construct for the utilization of funds raised through the URA's tax increment financing revenue generation. Local Ordinance 184, adopted by the Coburg City Council on January 2, 2001, created the Agency and elected the members of the City Council as the governing body of the Coburg URA and furthermore clarified that the actions of the City Council of the City of Coburg will be the actions of the URA and not those of the City Council.

From a both financial and operational perspective, the URA has functioned in a very straightforward and direct manner in its existence with the primary function being an annual contribution from the URA's tax increment financing (property tax generation within the URA boundary) to the City's wastewater fund that contributes to the annual debt service payments for the loan instruments executed by the City of Coburg to construct the wastewater collections and distribution system. The URA has a legal maximum indebtedness of nine million dollars (\$9m) for the completion of the URA plan as approved. Annual debt contributions from the URA to the City began in FY 2011-12 and are currently proposed to conclude in FY2029-30 with a continuation of the \$100,000 increase in FY26 contribution of \$500,000 for FY27, FY28 and FY29 with an estimated final payment of just over \$170,526 for FY30. (fig 1).

The proposed level of annual contributions provides funding to the City's Wastewater Fund in each of the next three years with an objective of continuing to improve the fund balance position that has steadily declined over the past several fiscal years.

Included in the adopted FY26 budget was an increase for the URA annual audit expense and \$25,000 for professional services for URA specific consulting work to prepare and provide viable options for the URA Board (City Council) to consider prior to completing the URA's \$9m financial commitment. The same amounts have been budgeted for FY27 to address any cross-budget year expenditure needs associated with the consulting work that will be underway late in FY26.

Fiscal Year	Amount
2012	\$ 104,403
2013	\$ 639,616
2014	\$ 695,955
2015	\$1,530,000
2016	\$ 230,000
2017	\$ 324,500
2018	\$ 500,000
2019	\$ 400,000
2020	\$ 480,000
2021	\$ 400,000
2022	\$ 375,000
2023	\$ 375,000
2024	\$ 375,000
2025	\$ 400,000
2026	\$ 500,000
2027	\$ 500,000
2028	\$ 500,000
2029	\$ 500,000
2030	\$ 170,526
TOTAL	\$ 9,000,000

fig 1



Adam Hanks,
City Administrator

Coburg Urban Renewal Agency

Fund & Department FY 2027 Budget

	FY 2025	FY 2026	FY 2027			FY 2028	FY 2029	FY 2030
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
General Fund	406,617	529,000	529,000	529,000	529,000	520,000	521,000	170,526
Unappropriated Ending Fund Balance	289,683	270,683	269,533	269,533	269,533	303,569	170,526	(0)
Total	696,300	799,683	798,533	798,533	798,533	823,569	691,526	170,526
Administration Department	6,617	29,000	29,000	29,000	29,000	20,000	21,000	-
Non Operating	400,000	500,000	500,000	500,000	500,000	500,000	500,000	170,526
Transfers Out	-	-	-	-	-	-	-	-
Contingencies	-	-	-	-	-	-	-	-
Unappropriated Ending Fund Balance	289,683	270,683	269,533	269,533	269,533	303,569	170,526	(0)
Total	696,300	799,683	798,533	798,533	798,533	823,569	691,526	170,526

Resources and Uses FY 2027 Budget

	FY 2025	FY 2026	FY 2027			FY 2028	FY 2029	FY 2030
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
Revenues:								
Taxes and Assessments	486,441	500,000	517,500	517,500	517,500	543,375	376,977	-
Investment Revenue	15,398	10,000	10,350	10,350	10,350	10,661	10,980	-
Total Revenue	501,839	510,000	527,850	527,850	527,850	554,036	387,957	-
Budgetary Resources:								
Working Capital Carryover	194,461	289,683	270,683	270,683	270,683	269,533	303,569	170,526
Bond Proceeds	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-
Total Budgetary Sources	194,461	289,683	270,683	270,683	270,683	269,533	303,569	170,526
Total Resources	696,300	799,683	798,533	798,533	798,533	823,569	691,526	170,526
Operating Expenditures:								
Materials and Services	6,617	29,000	29,000	29,000	29,000	20,000	21,000	-
Debt Service	400,000	500,000	500,000	500,000	500,000	500,000	500,000	170,526
Total Expenditure	406,617	529,000	529,000	529,000	529,000	520,000	521,000	170,526
Budgetary Requirements								
Transfers Out	-	-	-	-	-	-	-	-
Contingencies	-	-	-	-	-	-	-	-
Unappropriated Ending Fund Balance	289,683	270,683	269,533	269,533	269,533	303,569	170,526	(0)
Total Budgetary Requirements	289,683	270,683	269,533	269,533	269,533	303,569	170,526	(0)
Total Uses by Classification	696,300	799,683	798,533	798,533	798,533	823,569	691,526	170,526

**City of Coburg - Urban Renewal Agency
Balances
FY 2026
As of 02/28/2026**

Cash Balances

	FY 2026 <u>Actual</u>	FY 2026 <u>Budget</u>	FY 2025 <u>Actual</u>	EOY <u>FY 2025</u>
General Fund	264,457	N/A	657,179	287,973

Fund Balances

	FY 2026 <u>Actual</u>	FY 2026 <u>Budget</u>	FY 2025 <u>Actual</u>	EOY <u>FY 2025</u>
General Fund	253,115	111,567	653,182	289,370

**City of Coburg - Urban Renewal Agency
Fund Statements
General Fund
FY 2026
As of 02/28/2026**

	FY 2026			FY 2025	
	Actual	Budget	% of B to A	Actual	EOY
Revenues:					
Taxes and Assessments	460,595	480,565	96%	470,894	485,804
Investment Revenue	8,245	10,000	82%	12,361	15,398
Total Revenue	<u>468,840</u>	<u>490,565</u>	96%	<u>483,255</u>	<u>501,202</u>
Expenditures					
Administration Department	4,761	38,500	12%	-	6,617
Debt Service:					
Principal	500,000	600,000	83%	400,000	400,000
Interest	-	-	N/A	-	-
Contingency	-	-			
Total Expenditures	<u>504,761</u>	<u>638,500</u>	79%	<u>400,000</u>	<u>406,617</u>
Net Change	(35,921)	(147,935)	24%	83,255	94,585
Fund Balance - June 30,	<u>289,036</u>	<u>259,502</u>	111%	<u>194,451</u>	<u>194,451</u>
Fund Balance	<u><u>253,115</u></u>	<u><u>111,567</u></u>	227%	<u><u>277,706</u></u>	<u><u>289,036</u></u>
Fund Balance:					
Restricted for URA	253,115				
Unappropriated Ending Fund Balance	-				
Fund Balance	<u><u>-</u></u>				

**City of Coburg - Urban Renewal Agency
 Department Summary of Expenditures by Fund
 FY 2026
 As of 02/28/2026
 Target 66.67%**

	FY 2026			FY 2025	
	Actual	Budget	% of B to A	Actual	EOY
General Fund					
Administration Department					
Audit	6,050	38,500	15.71%	-	6,617
Sewer Project Reimbursement		-	0.00%		
Total Administration Department	6,050	38,500	15.71%	-	6,617
Debt Service:					
Principal	500,000	600,000	83.33%	-	400,000
Interest	-	-	0%		
Total Debt	500,000	600,000	83.33%	-	400,000
Total General Fund Expenditures	506,050	638,500	79.26%	-	406,617

City of Coburg - Urban Renewal Agency
Budgetary Compliance
FY 2026
Resolution 2025-01-U
As of 02/28/2026
Target 66.67%

	<u>Actual</u>	<u>Budget</u>	<u>% of B to A</u>	<u>Balance</u>
General Fund				
Administration Department	4,761	38,500	12%	33,739
Debt Service	500,000	600,000	83%	100,000
Contingency		-		-
Total General Fund	<u>504,761</u>	<u>638,500</u>		<u>133,739</u>
Total Appropriations	<u><u>504,761</u></u>	<u><u>638,500</u></u>	79%	<u><u>133,739</u></u>



MINUTES

Coburg Urban Renewal Agency

February 10, 2026 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Directors; Nancy Bell, Cathy Engebretson, John Lehmann, Jaymason Bouwman, Donnie Myers, Claire Smith (via ZOOM), Alan Wells

MEMBERS ABSENT: none

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Director Bell called the Urban Renewal Agency meeting to order at 6:00pm.

ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

AGENDA REVIEW

There were no changes. Ms. Egbert mentioned the copy of the financial report is attached.

PUBLIC COMMENT

There were no requests to publicly speak. There were no written statements received.

BUSINESS ITEMS

1. Acceptance of Urban Renewal Agency Fiscal Year 2024-25 Audit

Mr. Hanks presented the audit, stating that the URA is a component unit of the city and not included in the city's budget, therefore it has its own audit. The primary function of the URA is to be the recipient of the tax increment financing for the urban renewal district boundary. Those funds are then moved from the URA to the city's wastewater fund to pay for approximately 40% of the city's debt service on wastewater. Hanks stated there are very few transactions, and the audit is pretty straight forward.

There were some questions from the directors, which Hanks answered.

MOTION: Director Bouwman, seconded by Director Myers, moved to accept the Urban Renewal Agency audit for Fiscal Year 2024-2025.

The motion passed unanimously as 7:0, with Directors Bell, Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

2. Financial Report

Mr. Hanks went over the provided report. This is a six-month financial report for the URA and the expenditures are noted of when the revenue movement was done. Hanks noted that they are now going to move those funds as soon as they are available, shooting for the halfway year mark so they reflect in the January financial reports. There was also budget approval for consulting work that they are still in the process of procuring for URA specific consulting.

3. June 10, 2025 Urban Renewal Agency Minutes for Approval

MOTION: Director Bouwman, seconded by Director Engebretson, moved to approve the minutes of the June 10, 2025 Urban Renewal Agency meeting for the City of Coburg, as presented.

The motion passed unanimously as 7:0, with Directors Bell, Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.

ADJOURNMENT

Director Bell adjourned the meeting at 6:14 pm.

APPROVED by the Coburg Urban Renewal Agency on this 9th day of June, 2026.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder