



AGENDA

CITY COUNCIL WORK SESSION

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, November 26, 2024 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 THE CITY COUNCIL WORK SESSION TO ORDER

Work Sessions are public meetings intended to allow for preliminary discussions. No formal or final action will be taken on any topics during this meeting.

ROLL CALL

WORK SESSION DISCUSSION

1. Utility Rates Review and Revenue Sub-Committee Recommendation

FUTURE MEETINGS

December 10 City Council
December 11 Heritage Committee
December 17 Park | Tree Committee
December 18 Planning Commission

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

All Council meetings are recorded and retained as required by ORS 166-200-0235.

COUNCIL MEMO

MEETING DATE: November 26th, 2024
STAFF: Adam Hanks, City Administrator



Council Work Session – Utility Rates Review November 26, 2024

BACKGROUND

At the July 9, 2024 Council meeting, Council confirmed the Mayor's intention to create a City Council Revenue Options Sub-Committee to review all current and potential revenues associated with the City's Utility Funds, the general fund and other misc revenues available for consideration. Councilors' Engebretson and Smith were appointed to serve on the sub-committee, along with Mayor Bell.

The sub-committee is reviewing revenues in three phases:

- 1) Utility Rates for Water, Sewer and Transportation/Streets (TUF) – *October through December*
- 2) General Fund related revenue options to support funding of Parks, Police, Planning, general government – *January through March*
- 3) Longer range revenue options – Local lodging tax, local diesel tax, local option levy, etc – *July through September*

The sub-committee held two meetings in October to review the overall committee scope and process and to develop recommendations to Council for the phase I utility revenue options.

ANALYSIS & RECOMMENDATIONS

Before developing formal recommendations for revenue enhancements for the utility operations, the sub-committee requested a staff assessment on the current revenue needs assessment across all City Funds. The City Administrator provided an informal analysis and explanation of the need for additional revenues, which will be presented to the full Council as part of the Council Work Session. The analysis utilized a set of indicators to determine the need and level of additional revenue needed for each of the four operating Funds within the City's budget. Indicators include:

- Ending Fund Balance – Historical trends and current balance relative to annual operating expenditures
- Capital Infrastructure – current and long term needs (CIP)
- Personnel Services costs – escalation impacts over time(wages, benefits, insurance, PERS, etc)
- Personnel Services staffing levels – current and long term needs (utility growth, regulatory requirements, maintaining service levels, etc)
- Materials and Services costs – escalation impacts including cost of industry specific goods, contract services, equipment operations, utilities, etc
- Debt Service – Current and future expected debt for capital infrastructure

The Work Session will include a review of the indicators for common understanding and will then be utilized in a City Administrator led exercise to determine the primary indicators driving the need for additional revenue for each fund.

Utility rates are the primary revenue mechanism for revenue enhancements in the Water and Sewer Funds as well as the Street Fund (to a lesser degree) and staff and the sub-committee will present recommended utility rate increases for full Council discussion prior to the formal rate resolution presentation at the December 10, 2024 Council Meeting.

ATTACHMENTS

- 1. FY25 Adopted Budget – Fund Summary pages
- 2. Water, Sewer and Transportation Rate Adjustment Resolutions – Draft



City of Coburg

Budgetary Funds

General Fund

FY 2025 Budget

	FY 2023	FY 2024	FY 2025		FY 2026	FY 2027	FY 2028
	Actual	EOY Estimates	Proposed	Approved	Projected Budget	Projected Budget	Projected Budget
Revenues:							
Taxes and Assessments	905,168	945,000	996,000	996,000	1,045,800	1,098,090	1,152,995
Intergovernmental	74,980	57,000	61,000	61,000	62,830	64,715	66,656
Franchise Fees	223,908	258,500	279,300	279,300	293,265	307,928	323,325
Licenses, Permits & Fees	170,558	126,000	141,000	141,000	148,050	155,453	163,225
Fines and Forfeitures	104,895	80,500	100,500	100,500	105,525	110,801	116,341
Investment Revenue	11,865	14,000	15,000	15,000	15,450	15,914	16,391
Grants and Donations	130,687	286,500	355,000	355,000	-	250,000	-
Charges for Services	55,691	90,400	108,600	108,600	111,858	115,214	118,670
Charges for Services -SDC	145,076	82,000	83,000	83,000	87,150	91,508	96,083
Other Revenue	54,331	18,000	15,500	15,500	15,810	16,126	16,449
Total Revenue	1,877,159	1,957,900	2,154,900	2,154,900	1,885,738	2,225,748	2,070,135
Budgetary Sources:							
Working Capital Carryover	438,696	451,683	512,034	512,034	438,204	115,605	(162,532)
Bond Proceeds	-	-	-	-	-	-	-
Transfer In	878,804	1,039,851	125,000	125,000	50,000	50,000	50,000
Total Budgetary Sources	1,317,500	1,491,534	637,034	637,034	488,204	165,605	(112,532)
Total Sources	3,194,659	3,449,434	2,791,934	2,791,934	2,373,942	2,391,353	1,957,603
Expenditures							
Administration Department - Personnel Services	508,075	530,000	279,590	279,590	290,774	302,405	314,501
Administration Department - Material & Services	245,584	238,250	252,200	252,200	262,288	272,780	283,691
Total Administration	753,659	768,250	531,790	531,790	553,062	575,184	598,191
Facility Management Department - Materials & Services	81,932	78,300	84,500	84,500	87,880	91,395	95,051
Facility Management Department - Capital Outlay	-	10,000	15,000	15,000	-	-	-
Total Facility	81,932	88,300	99,500	99,500	87,880	91,395	95,051
Planning Department - Personnel Services	62,566	72,000	84,370	84,370	87,745	87,745	91,255
Planning Department - Material & Services	126,462	118,750	129,500	129,500	134,680	134,680	140,067
Total Planning	189,028	190,750	213,870	213,870	222,425	222,425	231,322
Police Department - Personnel Services	630,476	625,000	706,150	706,150	734,396	734,396	763,772
Police Department - Material & Services	144,169	142,200	154,500	154,500	160,680	167,107	173,791
Police Department - Capital Outlay	54,083	16,000	6,000	6,000	-	-	20,000
Total Police	828,728	783,200	866,650	866,650	895,076	901,503	957,563
Municipal Court - Personnel Services	119,593	122,000	129,990	129,990	135,190	140,597	146,221
Municipal Court - Material & Services	34,627	29,600	41,300	41,300	42,539	43,815	45,130
Total Municipal Court	154,220	151,600	171,290	171,290	177,729	184,412	191,351
Economic Development - Personnel Services	32,385	-	-	-	-	-	-
Economic Development - Material & Services	59,031	51,000	47,000	47,000	48,410	49,862	51,358
Total Economic Development	91,416	51,000	47,000	47,000	48,410	49,862	51,358
Park - Personnel Services (PW Staff)	-	-	106,980	106,980	111,259	115,710	120,338
Park - Material & Services	24,825	19,600	32,400	32,400	33,696	35,044	36,446
Park - Capital Outlay	25,774	275,000	205,000	205,000	-	250,000	-
Total Park	50,599	294,600	344,380	344,380	144,955	400,753	156,784
Public Works - Personnel Services	563,245	580,000					
Public Works - Material & Services							
Debt Service:							
Principal	15,000	15,000	15,000	15,000	15,000	15,000	20,000
Interest	15,149	14,700	14,250	14,250	13,800	13,350	12,900
Total Debt Service	30,149	29,700	29,250	29,250	28,800	28,350	32,900
Total Expenditures	2,742,976	2,937,400	2,303,730	2,303,730	2,158,336	2,453,885	2,314,520
Budgetary Requirements							
Transfers Out	-	-	-	-	-	-	-
Contingencies	-	-	50,000	50,000	100,000	100,000	100,000
Unappropriated Ending Fund Balance	451,683	512,034	438,204	438,204	115,605	(162,532)	(456,917)
Total Budgetary Requirements	451,683	512,034	488,204	488,204	215,605	(62,532)	(356,917)
Total Uses by Classification	3,194,659	3,449,434	2,791,934	2,791,934	2,373,942	2,391,353	1,957,603
Reconciliation for Parks SDC:							
SDC Balance		192,958					
Charges for Services -SDC		82,000					
Expenses		(120,000)					
Parks SDC Working Capital Carryover	Reserved	154,958					



City of Coburg
Budgetary Funds
Street Fund
FY 2025 Budget

	FY 2023	FY 2024	FY 2025		FY 2026	FY 2027	FY 2028
	Actual	EOY Estimates	Proposed	Approved	Projected Budget	Projected Budget	Projected Budget
Revenues:							
Taxes and Assessments	155,171	130,000	150,000	150,000	154,500	159,135	163,909
Intergovernmental	80,038	100,000	110,000	110,000	113,300	116,699	120,200
Investment Revenue	3,520	9,000	10,000	10,000	10,300	10,609	10,927
Grants and Donations	140,000	748,000	-	-	-	250,000	-
Charges for Services	161,577	153,000	163,500	163,500	175,000	180,250	185,658
Charges for Services -SDC	216,409	80,000	80,000	80,000	82,400	84,872	87,418
Other Revenue	2,336	13,000	15,000	15,000	15,450	15,914	16,391
Total Revenue	759,051	1,233,000	528,500	528,500	550,950	817,479	584,503
Budgetary Sources:							
Working Capital Carryover	957,569	912,135	1,441,367	1,441,367	404,077	(178,792)	(128,735)
Bond Proceeds	999,500	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-
Total Budgetary Sources	1,957,069	912,135	1,441,367	1,441,367	404,077	(178,792)	(128,735)
Total Sources	2,716,120	2,145,135	1,969,867	1,969,867	955,027	638,686	455,768
Expenditures							
Administration Department - Personnel Services			69,930	69,930	72,727	75,636	78,662
Administration Department - Material & Services		20,000	5,000	5,000	5,200	5,408	5,624
Total Administration		20,000	74,930	74,930	77,927	81,044	84,286
Public Works - Personnel Services			133,930	133,930	139,287	144,859	150,653
Public Works - Material & Services	121,273	170,900	117,500	117,500	122,200	127,088	132,172
Public Works - Capital	1,460,276	245,000	1,050,000	1,050,000	630,000	250,000	
Total Public Works	1,581,549	415,900	1,301,430	1,301,430	891,487	521,947	282,825
Debt Service:							
Principal		92,060	92,530	92,530	93,865	96,230	98,655
Interest		22,341	21,900	21,900	20,540	18,200	15,750
Total Debt Service		114,401	114,430	114,430	114,405	114,430	114,405
Total Expenditures	1,581,549	550,301	1,490,790	1,490,790	1,083,819	717,421	481,516
Budgetary Requirements							
Transfers Out	222,436	153,467	25,000	25,000	-	-	-
Contingencies	-	-	50,000	50,000	50,000	50,000	50,000
Unappropriated Ending Fund Balance	912,135	1,441,367	404,077	404,077	(178,792)	(128,735)	(75,748)
Total Budgetary Requirements	1,134,571	1,594,834	479,077	479,077	(128,792)	(78,735)	(25,748)
Total Uses by Classification	2,716,120	2,145,135	1,969,867	1,969,867	955,027	638,686	455,768

Reconciliation for Street SDC:	
SDC Balance	636,162
Charges for Services -SDC	80,000
Expenses	(150,000)
Street SDC Working Capital Carryover	Reserved 566,162



City of Coburg

Budgetary Funds Water Fund FY 2025 Budget

	FY 2023	FY 2024	FY 2025		FY 2026	FY 2027	FY 2028
	Actual	EOY Estimates	Proposed	Approved	Projected Budget	Projected Budget	Projected Budget
Revenues:							
Investment Revenue	38,294	60,000	65,000	65,000	66,950	68,959	71,027
Grants and Donations	-	-	-	-	-	500,000	-
Charges for Services	936,830	864,000	896,000	896,000	922,880	950,566	979,083
Charges for Services -SDC	154,799	76,500	76,500	76,500	78,795	81,159	83,594
Other Revenue	3,650	-	-	-	-	-	-
Total Revenue	1,133,573	1,000,500	1,037,500	1,037,500	1,068,625	1,600,684	1,133,704
Budgetary Sources:							
Working Capital Carryover	1,717,503	1,153,403	2,110,020	2,110,020	1,503,020	696,757	957,573
Bond Proceeds	810,234	1,800,000	1,200,000	1,200,000	400,000	-	-
Transfer In	-	-	-	-	-	-	-
Total Budgetary Sources	2,527,737	2,953,403	3,310,020	3,310,020	1,903,020	696,757	957,573
Total Sources	3,661,310	3,953,903	4,347,520	4,347,520	2,971,645	2,297,441	2,091,277
Expenditures							
Administration Department - Personnel Services			69,930	69,930	72,727	75,636	78,662
Administration Department - Material & Services		1,500	3,000	3,000	3,120	3,245	3,375
Total Administration	-	1,500	72,930	72,930	75,847	78,881	82,036
Public Works - Personnel Services			157,970	157,970	164,289	170,860	177,695
Public Works - Material & Services	113,749	155,500	138,800	138,800	144,352	150,126	156,131
Public Works - Capital	1,896,814	1,150,000	2,140,000	2,140,000	1,500,000	500,000	250,000
Total Public Works	2,010,563	1,305,500	2,436,770	2,436,770	1,808,641	820,986	583,826
Debt Service:							
Principal	170,000	75,000	80,000	80,000	180,000	225,000	225,000
Interest	17,150	7,050	4,800	4,800	10,400	15,000	15,000
Total Debt Service	187,150	82,050	84,800	84,800	190,400	240,000	240,000
Total Expenditures	2,197,713	1,389,050	2,594,500	2,594,500	2,074,888	1,139,868	905,862
Budgetary Requirements							
Transfers Out	310,194	454,833	50,000	50,000	-	-	-
Contingencies	-	-	200,000	200,000	200,000	200,000	200,000
Unappropriated Ending Fund Balance	1,153,403	2,110,020	1,503,020	1,503,020	696,757	957,573	985,415
Total Budgetary Requirements	1,463,597	2,564,853	1,753,020	1,753,020	896,757	1,157,573	1,185,415
Total Uses by Classification	3,661,310	3,953,903	4,347,520	4,347,520	2,971,645	2,297,441	2,091,277

Reconciliation for Water SDC:	
SDC Balance	28,721
Charges for Services -SDC	76,500
Expenses	-
Water SDC Working Capital Carryover	Reserved <u>105,221</u>



City of Coburg

Budgetary Funds

Wastewater Fund

FY 2025 Budget

	FY 2023	FY 2024	FY 2025		FY 2026	FY 2027	FY 2028
	Actual	EOY Estimates	Proposed	Approved	Projected Budget	Projected Budget	Projected Budget
Revenues:							
Intergovernmental	375,000	375,000	375,000	375,000	375,000	375,000	375,000
Investment Revenue	36,146	2,000	3,000	3,000	3,090	3,183	3,278
Grants and Donations	-	-	-	-	-	-	-
Charges for Services	847,931	826,000	851,000	851,000	978,650	1,125,448	1,294,265
Charges for Services -SDC	187,296	128,000	130,000	130,000	133,900	137,917	142,055
Other Revenue	62,398	10,000	15,000	15,000	1,000	1,030	1,061
Total Revenue	1,508,771	1,341,000	1,374,000	1,374,000	1,491,640	1,642,577	1,815,658
Budgetary Sources:							
Working Capital Carryover	2,175,727	2,153,078	1,670,833	1,670,833	1,120,423	870,715	304,170
Bond Proceeds	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-
Total Budgetary Sources	2,175,727	2,153,078	1,670,833	1,670,833	1,120,423	870,715	304,170
Total Sources	3,684,498	3,494,078	3,044,833	3,044,833	2,612,063	2,513,292	2,119,828
Expenditures							
Administration Department - Personnel Services			46,640	46,640	48,506	50,446	52,464
Administration Department - Material & Services		1,000	2,500	2,500	2,600	2,704	2,812
Total Administration	-	1,000	49,140	49,140	51,106	53,150	55,276
Public Works - Personnel Services			210,620	210,620	219,045	227,807	236,919
Public Works - Material & Services	272,661	242,500	304,800	304,800	316,992	329,672	342,859
Public Works - Capital	1,800	275,000	205,000	205,000	-	450,000	100,000
Total Public Works	274,461	517,500	720,420	720,420	536,037	1,007,478	679,777
Debt Service:							
Principal	630,542	640,201	644,900	644,900	654,640	659,420	669,300
Interest	280,242	232,993	259,950	259,950	249,566	239,074	224,195
Total Debt Service	910,784	873,194	904,850	904,850	904,206	898,494	893,495
Total Expenditures	1,185,245	1,391,694	1,674,410	1,674,410	1,491,348	1,959,122	1,628,548
Budgetary Requirements							
Transfers Out	346,175	431,551	50,000	50,000	50,000	50,000	50,000
Contingencies	-	-	200,000	200,000	200,000	200,000	200,000
Unappropriated Ending Fund Balance	2,153,078	1,670,833	1,120,423	1,120,423	870,715	304,170	241,280
Total Budgetary Requirements	2,499,253	2,102,384	1,370,423	1,370,423	1,120,715	554,170	491,280
Total Uses by Classification	3,684,498	3,494,078	3,044,833	3,044,833	2,612,063	2,513,292	2,119,828

Reconciliation for Sewer SDC:	
SDC Balance	1,230,364
Charges for Services -SDC	128,000
Expenses	-
Sewer SDC Working Capital Carryover	Reserved 1,358,364

RESOLUTION ~~2023-06~~ 2024-12

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A RESOLUTION ADOPTING REVISED WATER RATES

WHEREAS, Ordinance A-224-A requires City Council to adopt a schedule of the water rates to be charged for each class of service by Resolution; and

WHEREAS, it is the general policy of the Coburg City Council that enterprise funds supporting the operation of such infrastructure systems like the water system should operate on a self-sustaining basis; and

WHEREAS, it is necessary and appropriate to update the water service rates to insure a fiscally sound operating water system, including maintaining required debt reserves and constructing a prudent equipment replacement reserve, and

WHEREAS, the City Council held a work session on ~~January 24, 2023~~ November 26, 2024, and received and discussed the results and recommendation for water utility rate adjustments; and

~~**WHEREAS**, City Council discussed utility rates and possible rate scenarios in March, April and June City Council meetings; and~~

WHEREAS, the City Council held a public hearing ~~May 9, 2023~~ December 10, 2024 giving the public the opportunity to comment ~~as required by~~ consistent with ORS 294.160

THE CITY OF COBURG RESOLVES AS FOLLOWS:

1. The Water Rate Schedule ~~with the rates set forth~~ incorporating a five percent (5%) rate increase will become effective as of ~~February 1, 2024~~ July 1, 2023.

Meter Size	Base Fee (Includes 700 cubic feet)	Above-Base Consumption Price Tier #1 per 100 cubic feet (700 to 10,000 cubic feet)	Above-Base Consumption Price Tier #2 per 100 cubic feet (Above 10,000 cubic feet)
5/8" - 3/4" Residential	\$59.3662.33	\$3.984.18	\$3.984.18
5/8" - 3/4" Commercial	\$59.3662.33	\$3.984.18	\$4.414.63
1" Commercial	\$106.40111.72	\$3.984.18	\$4.414.63
1-1/2" Commercial	\$184.80194.04	\$3.984.18	\$4.414.63
2" Commercial	\$280.00294.00	\$3.984.18	\$4.414.63
3" Commercial	\$409.52524.50	\$3.984.18	\$4.414.63
4" Commercial	\$815.36856.13	\$3.984.18	\$4.414.63
6" Commercial	\$1,335.041401.79	\$3.984.18	\$4.414.63
Outside City Limits	\$67.2070.56	\$3.984.18	\$3.984.63
3/4 Res PVE	\$134.40	\$3.98	\$3.98

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of 4 for and 0 against, this 9~~10~~th day of May, 2023~~December~~, 2024.

Nancy Bell, Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder

RESOLUTION ~~2023-05~~2024-11

A RESOLUTION ADOPTING REVISED WASTEWATER SERVICE RATE

WHEREAS, Ordinance 223 provides the City Council with authority to set rates for the construction and operation of the Coburg Wastewater Systems; and

WHEREAS, it is the general policy of the Coburg City Council that enterprise funds supporting the operation of such infrastructure systems like the wastewater system should operate on a self-sustaining basis; and

WHEREAS, it is necessary and appropriate to update the wastewater service rates to insure a fiscally sound operating wastewater system, including maintaining required debt reserves and constructing a prudent equipment replacement reserve; and

WHEREAS, the City Council held a work session on ~~January 24, 2023~~ November 26, 2024, and received and discussed the results and recommendation for wastewater utility rate adjustment of six percent (6%) to the existing rate per EDUs;

~~**WHEREAS**, City Council discussed utility rates and possible rate scenarios in March, April and June City Council meetings; and~~

WHEREAS, the City Council held a public hearing ~~May 9, 2023~~ December 10, 2024 giving the public the opportunity to comment ~~as required by~~ consistent with ORS 294.160

THE CITY OF COBURG RESOLVES AS FOLLOWS:

1. Effective ~~July 1, 2023~~ February 1, 2025, the Wastewater service rate will be set at ~~\$88.43~~ 93.74 per month per Equivalent Dwelling Unit "EDU". Establishing a rate per EDU user does not preclude or limit the City's authority to establish other rates for special circumstances or classes of users of the wastewater system.
2. Rates for wastewater services set by prior Resolutions on wastewater service rates shall no longer be effective.
3. Definitions

For purposes of administration of this Resolution, the following terms shall be defined as set forth in this section.

- A. **Average Winter Water Use.** Water use, as recorded by a water meter for the months October through April, divided by the number of months of actual use during that time.

- B. **EDU.** Equivalent Dwelling Unit, calculated based on 846 cubic feet of water use, expressed in a whole number, where any fraction of use greater than 0.10 is rounded to the next highest whole number.
- C. **Wastewater Meter Reading.** The reading of monthly wastewater volume from a meter measuring fluid output from a property's wastewater system.
- D **Water User.** Any person or entity within the City limits of Coburg who has requested and received water from the City of Coburg, or who has otherwise had a water meter attached to plumbing on the person's property.
4. For purposes of calculating the amount any wastewater system user owes pursuant to the rates established by this resolution, usage shall be calculated based on Equivalent Dwelling Units (EDUs). Each water meter providing service to a single family residential structure shall be considered one (1) EDU. Other water meter use, for non-single family residence use, shall be expressed as a whole number, calculated by taking an average of winter water use and dividing it by 846 cubic feet per month, where any fraction of use greater than 0.10 is rounded to the next highest whole number.
5. In the event that the City or the wastewater contributing property has installed a wastewater meter, the equivalent dwelling unit charge shall be based on the actual wastewater meter flow reading for each previous month, divided by 846 cubic feet per month, and rounding as set forth above. In the event that the City determines that the meter is not reading accurately for any month, the EDU use shall be based on the previous month's EDU.
6. Average Winter Water Use for each user shall be recalculated as soon after a new period of winter use has elapsed as is practical. The previous average winter water use shall be used until a new average is calculated. A delay in recalculation shall not invalidate the existing charges.
7. Winter averaging is done to reduce the impact of changes for seasonal or other variations in water use that do not affect flows to the wastewater system. Where, because of change of use or other circumstances, a user can show hardship from the continuation of charges based on a previously calculated winter average use, the City Administrator may establish an alternate means of calculating water use, if the City Administrator determines that such an adjustment would be consistent with the policies expressed in this Resolution and Ordinance A-223. The City Administrator may also adjust the EDU attributed to a property upwards without waiting for a new winter average, where a user's usage increases significantly due to changes in circumstance. A new user, or a user with a change of use such that no appropriate winter average exists, shall have a preliminary EDU rate established by use of the Wastewater SDC methodology. This assigned usage shall continue in effect until a winter average can be calculated, or wastewater meter readings are established.

- 8. The wastewater service rate may be adjusted for any residential user, based on the user's income in the prior year. The method of adjustment shall be established by separate action.
- 9. To the extent that they are inconsistent with or superseded by any provision of this resolution all prior resolutions on wastewater service rates shall no longer be effective.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of **4** -for and **0** -against, this ~~9~~10~~th~~, day of ~~May, 2023~~ December, 2024.

Nancy Bell, Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder

RESOLUTION 2021-16

A RESOLUTION ESTABLISHING A TRANSPORTATION UTILITY FEE RATE SCHEDULE FOR THE USERS AND USE OF THE COBURG MUNICIPAL STREET SYSTEM

WHEREAS, the City Council of the City of Coburg recognizes the need for pavement preservation and improvement of City’s street system and a funding mechanism; and

WHEREAS, the Council adopted Ordinance No. A-252 on July 27, 2021, which created policy guidance for the collection of a Transportation Utility Fee; and

WHEREAS, Ordinance No. A-252 authorizes the establishment of Transportation Utility Fees; and

WHEREAS, the intent of the City Council was to charge all developed, improved property located within the City limits regardless of whether or not the property receives other utility services from the City; and

WHEREAS, the City Council provided notice, public information of various forms and allowed for public comment as required by ORS 294.160;

NOW, THEREFORE, BE IT RESOLVED BY THE COBURG CITY COUNCIL THAT:

SECTION 1 - BILLING TERM. The Transportation Utility Fee shall appear on the monthly water, sewer or other utility bill and is referred to herein as the “**Transportation Utility Fee**”.

SECTION 2 – TRANSPORTATION UTILITY FEE. Rates shall apply to all ~~occupied~~non-vacant premises within the city’s limits per the terms of Ordinance No. A-252.

Transportation Utility Fee Rate Schedule	
	Monthly Fee
Single Family Detached Housing ADU	\$7.00
Apartment	\$4.83 per unit
Condominium	\$4.20 per unit
Mobile Home Park Trailer Parks	\$3.64 per site
Assisted Living	\$2.00 per bed
Business	\$7.00 + Associated Trip Charge
Fraternal Organizations - annual revenue below \$25K	\$10.00
Fraternal Organizations - annual revenue above \$25K	\$10.00 + Associated Trip Charge
* Associated Trip Charge is billed at \$0.27 per trip	

1. All transportation utility charges outlined shall be for the preceding month (i.e. October 1 billing covers the period of September 1- September 30).
2. All transportation utility charges outlined in the fee schedule shall be charged whether or not water or sewer usage has occurred during the month

- 3. All transportation utility charges outlined in the fee schedule will be pro-rated for partial services months, based on affixed 30-day month. Such proration shall only apply when the City has been notified in writing of a change in responsible party, a change in the account status or other circumstance in which proration is deemed to be appropriate by the City
- 4. All late fees, non-sufficient fees or other fees charged on the regular utility billing as approved by utility ordinances or resolutions shall apply to the transportation utility fee.
- 5. Ordinance No. A-252 requires a review of rates annually, and all fee adjustments shall be made by resolution. Annual reviews of the fee and adjustments shall consider the November Engineering News 20 City Construction Index, or other means determined by the City Engineer to be acceptable in determining the increase or decrease of the cost of construction.

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SECTION 3 – OTHER DEFINITIONS, TERMS POLICIES AND PROCEDURES. Unless otherwise set forth herein, the definitions, terms and policies and procedures relating to the City’s provision of utility and other services under this Resolution are those established by Ordinance No. A-252.

SECTION 4 – EFFECTIVE DATE. This resolution shall take effect immediately upon passage. Rates will be implemented and included in the ~~October 10, 2021~~ February 1, 2025 utility bills

Adopted by the **City Council** of the **City of Coburg**, Oregon by vote of ~~6~~ 0 for and ~~0~~ 10 against this ~~10~~ 27th day of ~~July~~ December, 202~~4~~ 1.

~~Ray Smith~~ Nancy Bell, Mayor

ATTEST:

Sammy L. Egbert, City Recorder