



# AGENDA

## URBAN RENEWAL AGENCY

91136 N Willamette Street

541-682-7852 | [coburgoregon.org](http://coburgoregon.org)

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Tuesday, June 10, 2025 at 5:45 PM

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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](http://www.coburgoregon.org) (NO registration required). For questions, contact the City Recorder, Sammy Egbert, at [sammy.egbert@ci.coburg.or.us](mailto: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.*)

### BUSINESS ITEMS

1. Budget Hearing  
**RESOLUTION 2025-01-U** A RESOLUTION ADOPTING THE AGENCY BUDGET FOR FISCAL YEAR 2025-26, CREATING EXPENDITURES AND APPROPRIATIONS
2. URA Financial Report
3. Approval of February 11, 2025, URA Meeting Minutes

### 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](mailto:sammy.egbert@ci.coburg.or.us).

**RESOLUTION 2025-01-U**

**A RESOLUTION ADOPTING THE COBURG URBAN RENEWAL AGENCY FISCAL YEAR 2025-26 BUDGET AND CREATING EXPENDITURE APPROPRIATIONS**

**BE IT RESOLVED** that the Board of Directors of the Coburg Urban Renewal Agency hereby adopts the budget for fiscal year 2025-26 in the sum of \$750,067, on file at Coburg City Hall and attached herein as Exhibit A

**MAKING APPROPRIATIONS**

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2025, and for the purposes shown below are hereby appropriated as follows:

<b>General Fund</b>	
Administration	38,500
<u>Not Allocated to Organization Unit or Program</u>	
Debt Service	600,000
Contingency	-
<b>Total General Fund:</b>	<b>638,500</b>
Total Appropriations of All funds	638,500
Total Unappropriated and Reserves	111,567
Total Adopted Budget	750,067

**DECLARING TAX INCREMENT**

**BE IT RESOLVED** that 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.

The above resolution statements were approved and declared adopted on this 10<sup>th</sup> day of June, 2025.

**Adopted** by the **Coburg Urban Renewal Agency**, by a vote of \_\_\_ for and \_\_\_ against, this 10<sup>th</sup> day of June, 2025.

\_\_\_\_\_  
Nancy Bell, Director

Attest: \_\_\_\_\_  
Sammy L. Egbert, City Recorder

# 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 2025-26 (FY26) 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.

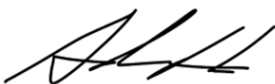
The Coburg Industrial Area Urban Renewal Plan provides the legal construct for the utilization of funds raised through the URA’s tax increment financing revenue generation. Local Ordinance 184, adopted by the Coburg City Council on January 2, 2001, created the Agency and elected the members of the City 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 \$100,000 increase in annual contributions to \$500,000 for each of the next four fiscal years and a final FY30 payment of an estimated \$170,526 (fig 1).

This provides additional funding to the City’s Wastewater Fund in each of the next four years with an objective of improving the fund balance position that has steadily declined over the past several fiscal years.

Also included in the proposed FY26 budget is 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.



Adam Hanks,  
City Administrator

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
<b>TOTAL</b>	<b>9,000,000</b>

fig 1

## Coburg Urban Renewal Agency

### Fund & Department FY 2026 Budget

	FY 2024	FY 2025	FY 2026			FY 2027	FY 2028	FY 2029
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
General Fund	381,434	409,250	538,500	538,500	538,500	509,620	510,005	510,405
Unappropriated Ending Fund Balance	194,452	259,502	211,567	211,567	211,567	216,840	247,267	304,103
<b>Total</b>	<b>575,886</b>	<b>668,752</b>	<b>750,067</b>	<b>750,067</b>	<b>750,067</b>	<b>726,460</b>	<b>757,272</b>	<b>814,508</b>
Administration Department	6,434	9,250	38,500	38,500	38,500	9,620	10,005	10,405
Non Operating	375,000	400,000	500,000	500,000	500,000	500,000	500,000	500,000
Transfers Out	-	-	-	-	-	-	-	-
Contingencies	-	-	-	-	-	-	-	-
Unappropriated Ending Fund Balance	194,452	259,502	211,567	211,567	211,567	216,840	247,267	304,103
<b>Total</b>	<b>575,886</b>	<b>668,752</b>	<b>750,067</b>	<b>750,067</b>	<b>750,067</b>	<b>726,460</b>	<b>757,272</b>	<b>814,508</b>

### Resources and Uses FY 2026 Budget

	FY 2024	FY 2025	FY 2026			FY 2027	FY 2028	FY 2029
	Actual	EOY Estimates	Proposed	Approved	Adopted	Projected Budget	Projected Budget	Projected Budget
<b>Revenues:</b>								
Taxes and Assessments	456,634	464,300	480,565	480,565	480,565	504,593	529,823	556,314
Investment Revenue	16,271	10,000	10,000	10,000	10,000	10,300	10,609	10,927
<b>Total Revenue</b>	<b>472,906</b>	<b>474,300</b>	<b>490,565</b>	<b>490,565</b>	<b>490,565</b>	<b>514,893</b>	<b>540,432</b>	<b>567,241</b>
<b>Budgetary Resources:</b>								
Working Capital Carryover	102,980	194,452	259,502	259,502	259,502	211,567	216,840	247,267
Bond Proceeds	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-
<b>Total Budgetary Sources</b>	<b>102,980</b>	<b>194,452</b>	<b>259,502</b>	<b>259,502</b>	<b>259,502</b>	<b>211,567</b>	<b>216,840</b>	<b>247,267</b>
<b>Total Resources</b>	<b>575,886</b>	<b>668,752</b>	<b>750,067</b>	<b>750,067</b>	<b>750,067</b>	<b>726,460</b>	<b>757,272</b>	<b>814,508</b>
<b>Operating Expenditures:</b>								
Materials and Services	6,434	9,250	38,500	38,500	38,500	9,620	10,005	10,405
Debt Service	375,000	400,000	500,000	500,000	500,000	500,000	500,000	500,000
<b>Total Expenditure</b>	<b>381,434</b>	<b>409,250</b>	<b>538,500</b>	<b>538,500</b>	<b>538,500</b>	<b>509,620</b>	<b>510,005</b>	<b>510,405</b>
<b>Budgetary Requirements</b>								
Transfers Out	-	-	-	-	-	-	-	-
Contingencies	-	-	-	-	-	-	-	-
Unappropriated Ending Fund Balance	194,452	259,502	211,567	211,567	211,567	216,840	247,267	304,103
<b>Total Budgetary Requirements</b>	<b>194,452</b>	<b>259,502</b>	<b>211,567</b>	<b>211,567</b>	<b>211,567</b>	<b>216,840</b>	<b>247,267</b>	<b>304,103</b>
<b>Total Uses by Classification</b>	<b>575,886</b>	<b>668,752</b>	<b>750,067</b>	<b>750,067</b>	<b>750,067</b>	<b>726,460</b>	<b>757,272</b>	<b>814,508</b>

**City of Coburg - Urban Renewal Agency  
Balances  
FY 2025  
As of 4/30/2025**

Target 75%

**Cash Balances**

	<b>FY 2025 <u>Actual</u></b>	<b>FY 2025 <u>Budget</u></b>	<b>FY 2024 <u>Actual</u></b>	<b>EOY <u>FY 2024</u></b>
General Fund	678,697	N/A	558,877	193,053

**Fund Balances**

	<b>FY 2025 <u>Actual</u></b>	<b>FY 2025 <u>Budget</u></b>	<b>FY 2024 <u>Actual</u></b>	<b>EOY <u>FY 2024</u></b>
General Fund	280,095	253,355	540,772	194,451

**City of Coburg - Urban Renewal Agency**  
**Fund Statements**  
**General Fund**  
**FY 2025**  
**Target 75%**

	<b>FY 2025</b>		<b>% of B to A</b>	<b>FY 2024</b>	
	<b>Actual</b>	<b>Budget</b>		<b>Actual</b>	<b>EOY</b>
<b>Revenues:</b>					
Taxes and Assessments	472,545	466,075	101%	444,432	456,634
Investment Revenue	13,349	15,000	89%	12,863	16,271
<b>Total Revenue</b>	<b>485,894</b>	<b>481,075</b>	<b>101%</b>	<b>457,295</b>	<b>472,905</b>
<b>Expenditures</b>					
Administration Department	250	11,000	2%	-	6,434
Debt Service:					
Principal	400,000	400,000	100%	-	375,000
Interest	-	-	N/A	-	-
Contingency	-	-		-	-
<b>Total Expenditures</b>	<b>400,250</b>	<b>411,000</b>	<b>97%</b>	<b>-</b>	<b>381,434</b>
Net Change	85,644	70,075	122%	457,295	91,471
Fund Balance - June 30,	194,451	183,280	106%	102,980	102,980
Fund Balance	280,095	253,355	111%	560,275	194,451
Fund Balance:					
Restricted for URA		108,575			
Unappropriated Ending Fund Balance		108,575			
Fund Balance		108,575			

**City of Coburg - Urban Renewal Agency  
 Department Summary of Expenditures by Fund  
 FY 2025  
 As of 4/30/2025  
 Target 75%**

	FY 2025			FY 2024	
	Actual	Budget	% of B to A	Actual	EOY
<b>General Fund</b>					
Administration Department					
Material and Services	250	11,000	2.27%	-	6,434
Total Administration Department	250	11,000	2.27%	-	6,434
Debt Service:					
Principal	400,000	400,000	100.00%		375,000
Interest	-	-	N/A		
Total Debt	400,000	400,000	100.00%	-	375,000
<b>Total General Fund Expenditures</b>	<b>400,250</b>	<b>411,000</b>	<b>97.38%</b>	<b>-</b>	<b>381,434</b>

**City of Coburg - Urban Renewal Agency**  
**Budgetary Compliance**  
**FY 2025**  
**Resolution 2025-01-U**  
**Target 75%**  
**Target 75%**

	<u>Actual</u>	<u>Budget</u>	<u>% of B to A</u>	<u>Balance</u>
<b>General Fund</b>				
Administration Department	250	11,000	2%	10,750
Debt Service	400,000	400,000	100%	-
Contingency		-		-
<b>Total General Fund</b>	<u>400,250</u>	<u>411,000</u>		<u>10,750</u>
Total Appropriations	<u><u>400,250</u></u>	<u><u>411,000</u></u>	97%	<u><u>10,750</u></u>



**MINUTES**  
**Coburg Urban Renewal Agency Meeting**  
February 11, 2025 at 6:00 PM  
Coburg City Hall  
91136 N Willamette Street

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

**MEMBERS ABSENT:** none

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Greg Peck, Finance Director; Umpqua Valley Financial (via ZOOM)

**RECORDED BY:** Madison Balcom, Administrative Assistant

**CALL TO ORDER**

Nancy Bell called the Urban Renewal Agency meeting to order at 6:04pm.

**ROLL CALL**

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

**AGENDA REVIEW**

There were no changes to the agenda.

**CITIZEN TESTIMONY**

There were no request(s) made to publicly speak. There were no written statement(s) received.

**BUSINESS ITEMS**

**1. Minutes from June 11, 2024 Urban Renewal Agency**

**MOTION:** Director Lehmann, seconded by Director Bouwman moved to approve the June 11, 2024 URA minutes as presented.

***The motion passed unanimously — 7:0.***

**2. Urban Renewal Agency Comprehensive Financial Report (ACFR) for Fiscal Year ending June 30, 2024, by Umpqua Valley Financial**

City Administrator, Adam Hanks explained that the Urban Renewal Agency is a component unit of the city and is required to have a separate audit. Hanks also mentioned that Coburg’s URA has very few transactions annually, making the audit pretty small and straight forward.

Steve Tuchscherer, with Umpqua Valley Financial, presented the fiscal year 2023-24 URA audit.

Mr. Lehmann asked about the potential of the URA not being required to be a separate entity. The auditors and Mr. Hanks explained the requirements and separate distinctions for the URA audit.

**MOTION:** Director Engebretson, seconded by Director Bouwman, moved to adopt the Urban Renewal Agency Comprehensive Financial Report for Fiscal Year ending June 30, 2024 as presented.

*The motion passed unanimously — 7:0.*

**3. Finance Report**

Mr. Hanks briefly presented the six-month URA financial report for the current fiscal year.

**FUTURE MEETINGS**

- April 29 Budget Committee & URA
- June 10 Urban Renewal Agency

**ADJOURNMENT**

Director Bell adjourned the meeting at 6:29 pm.

**APPROVED** by the City Council of the City of Coburg on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder