



AGENDA

CITY COUNCIL REVENUE SUB

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Thursday, March 06, 2025 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 REVENUE SUBCOMMITTEE MEETING TO ORDER

ROLL CALL

AGENDA REVIEW

CONSENT AGENDA (Councilors may remove an item from the "Consent" agenda for discussion by requesting such action prior to consideration.)

- [1.](#) October 17, 2024, City Council Revenue Subcommittee, Minutes for Approval
- [2.](#) October 24, 2024, City Council Revenue Subcommittee, Minutes for Approval
- [3.](#) December 10, 2024, City Council Revenue Subcommittee, Minutes for Approval
- [4.](#) February 20, 2025, City Council Subcommittee, Minutes for Approval

COMMITTEE BUSINESS

5. General Fund Revenue Continued Discussion
6. Fee Recommendation for City Council

FUTURE MEETINGS

To be determined

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.



MINUTES

City Council Revenue Subcommittee Meeting

October 17, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mayor Bell; Chair, Claire Smith, Cathy Engebretson

MEMBERS ABSENT: N/A

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator

RECORDED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the meeting of the City Council Revenue Subcommittee to order at 6:04 pm.

ROLL CALL

Mayor Bell called roll. All three appointed members present

AGENDA REVIEW

Mayor Bell thanked the members for taking the time for this meeting and noted a recent League of Oregon Cities article by the current LOC Board President Dave Drotzmann, Mayor of Hermiston titled “Running on Empty – Facing a Revenue Crisis” and stated that it is clear that most, if not all, cities in Oregon are facing similar revenue issues and this Revenue sub-committee is intended to tackle this issue and provide recommendations to the full Council for their consideration and future decision making for the tough financial choices ahead.

COMMITTEE BUSINESS

City Administrator, Adam Hanks went over the objective of the committee, provided a brief overview of the packet materials (Utility rate sheet, rate resolutions, FY25 Q1 Financials, May 2022 Utility Rate Methodology Presentation to Council) and noted that his presentation ended up not fitting the exact order of the agenda and asked if the group was accepting of starting with criteria or indicators of the City’s financials that help clarify and identify reason why

additional revenue is needed, which is somewhat different for each of the cities four funds (general, street, water, sewer).

Hanks then discussed the five primary indicators staff use to evaluate and determine revenue needs for each fund.

- Ending Fund Balance (EFB)
- Capital Needs (CIP)
- Personnel Services (PS) – Cost escalations
- Materials and Services (M/S) Cost escalations
- Debt Service (existing and future)

Hanks then detailed which of the indicators were driving the need for revenue in each of the City's four funds

1. General Fund – EFB, PS, CIP (Parks and City Hall)
2. Street Fund – EFB, CIP, M/S (Street preservation)
3. Water Fund – Debt Service, CIP
4. Sewer Fund – EFB, CIP, PS

Hanks noted that the EFB indicator is shared between three of the four funds and noted that all three funds are projected to go negative in terms of fund balance within 1-3 years if revenue adjustments are not implemented.

COMMITTEE DISCUSSION

Sub-committee members commented on the value of the explanation of indicators and how they affect each of the four funds and agreed with the overall importance of the need for Council to understand the significance of the situation and that some level of action on creating new revenue is necessary.

Hanks then described the planned timeline and approach to the sub-committee's review of revenue options and the timing/schedule for delivering sub-committee recommendations to Council for their review and decision. Hanks provided a three phase approach, as follows

1. Utility Rate Increases – January of 2025
Hanks and the sub-committee reviewed the current utility rate structure with Hanks providing explanation of staff proposed increases to water, sewer and transportation utility fee (TUF) rates that are important to address first.
2. New Fees/Fee Increases – July of 2025
Hanks and the sub-committee reviewed current fees and other proposed fees that the sub-committee and Council could consider. Options include:
 - Tree Fee (existing)

- Parks and Open Space Fee
- Public Safety Support Fee
- Storm Drain System Fee

3. New Taxes and other Fee Options – July of 2026

Hanks noted that the final phase of the revenue options include taxes and fees that require significant staff time, community engagement and potentially a vote of the residents to approve, including:

- Diesel Tax (public vote)
- Lodging Tax (Council ordinance, public hearings)
- Planning/Development Fees (Resolution, staff analysis for cost recovery)

After sub-committee discussion on the relative merits, challenges and legal uses of revenues in all three phases, the sub-committee agreed with the phasing and also agreed that the next meeting would focus on utility rates with an intention of developing a recommendation for Council at the next revenue sub-committee meeting to be presented to Council in either the November or December 2024 Council meeting.

The sub-committee then discussed the value of housing density, urban growth boundaries and infill as a related means of efficient use of infrastructure that results in financially prudent future capital expenditures and cost containment for future operations and maintenance costs along with a higher customer base to share in the costs for maintenance, operations and improvements to the City’s utility infrastructure.

NEXT MEETING

The next meeting is scheduled for October 24, 2024 at 6:00 PM

ADJOURNMENT

Ms. Bell adjourned the meeting at 8:10 pm.

APPROVED by the Revenue Subcommittee of the City of Coburg on this ____ day of _____, 2024.

Nancy Bell, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder



MINUTES

City Council Revenue Subcommittee Meeting

October 24, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mayor Bell; Chair, Claire Smith, Cathy Engebretson

MEMBERS ABSENT: N/A

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator

RECORDED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the meeting of the City Council Revenue Subcommittee to order at 6:04 pm.

ROLL CALL

Mayor Bell called roll. All three appointed members present

AGENDA REVIEW

No Changes proposed or made

COMMITTEE BUSINESS

City Administrator, Adam Hanks recapped the prior sub-committee meeting with a review of the sub-committee's three phase approach and timeline indicating that this meeting is intended to result in the formulation of a formal recommendation on the utility rates phase of the revenue review.

COMMITTEE DISCUSSION

Sub-committee members discussed the key financial indicators driving the need for additional revenue in the City's three utility funds (water, wastewater and streets), primarily the downward trend of ending fund balances in all three funds, most significantly in the wastewater fund. Committee members agreed with staff that a complete rate methodology review and change in rate structure to improve consumption rate blocks and review the rate modeling

between residential and commercial/industrial customer classifications would be better to do in one or two years from now in conjunction with the master plan update processes so that accurate capital project funding needs could be built into the updated model. The Committee agreed with the staff proposal for 4% water rate increase, 6% wastewater rate increase and to utilize the ENR construction cost index referenced in the original TUF creation resolution as a prudent annual adjustment mechanism, which was 0.9% for November of 2024 and also agreed that this recommendation would be presented to Council as part of the November work session scheduled for November 26, 2024.

The committee briefly discussed the potential revenue options that will be discussed in more detail with the phase II component of the committee’s work focused on the general fund, which includes a Parks and Open Space Fee, a Public Safety Support Fee (Police), increase to the Tree Fee, a local option levy for either Parks or Police among other options that will be discussed and considered in the next two sub-committee meetings.

NEXT MEETING

The next meeting was tentatively scheduled for December 10, 2024 at 5:30 PM.

ADJOURNMENT

Ms. Bell adjourned the meeting at 8:10 pm.

APPROVED by the Revenue Subcommittee of the City of Coburg on this ____ day of _____, 2024.

Nancy Bell, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder



MINUTES

City Council Revenue Subcommittee Meeting

December 10, 2024 at 5:30 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mayor Bell; Chair, Claire Smith, Cathy Engebretson

MEMBERS ABSENT: N/A

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator

RECORDED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the meeting of the City Council Revenue Subcommittee to order at 6:04 pm.

ROLL CALL

Mayor Bell called roll. All three appointed members present

AGENDA REVIEW

Mayor Bell announced the intention of this sub-committee meeting was to vote on a formal recommendation to be presented as part of the materials for the December 10, 2024 Council meeting agenda item on utility rate increases. This action was a request of Council from the November 26, 2024 Work Session to formalize what the sub-committee members presented less formally at that work session.

COMMITTEE BUSINESS

City Administrator, Adam Hanks presented a draft document containing a summary of the informal recommendations agreed upon by the sub-committee at the prior sub-committee meeting and noted that 4% was added to the original 0.9% to the TUF as a result of overall Council discussion at the November 26, 2025 work session for a total recommended TUF increase of 4.9%

COMMITTEE DISCUSSION

Sub-committee members agreed with the contents of the draft document, including the adjustment to the TUF. Councilor Englebretson motioned, with a second from Councilor Smith to make a recommendation to the full City Council for a 4% increase to the current water rates (excluding PVE), a 6% increase to current sewer rates and a 4.9% increase (4% general, 0.9% ENR cost index) to the Transportation Utility Fee (TUF). The Motion was unanimously approved.

NEXT MEETING

The next meeting dates will be determined at the start of the new year.

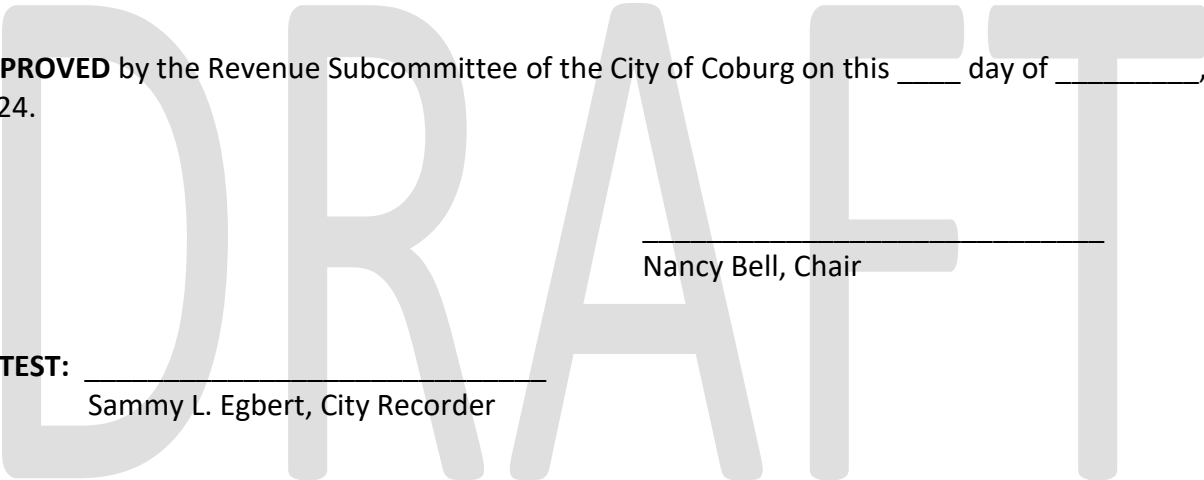
ADJOURNMENT

Ms. Bell adjourned the meeting at 5:50 pm.

APPROVED by the Revenue Subcommittee of the City of Coburg on this ____ day of _____, 2024.

Nancy Bell, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder





MINUTES

City Council Revenue Subcommittee Meeting

February 20, 2025 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mayor Bell; Chair, Cathy Engebretson, Claire Smith (via ZOOM)

MEMBERS ABSENT: N/A

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator

RECORDED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the meeting of the City Council Revenue Subcommittee to order at 6:08 pm.

ROLL CALL

Mayor Bell called roll. All three appointed members present.

AGENDA REVIEW

There were no changes.

Mr. Hanks provided some additional documents, which Hanks briefly went over and the committee reviewed. These documents will also be brought to council in March.

COMMITTEE BUSINESS

1. October 17, 2024 City Council Revenue Subcommittee minutes for approval
2. October 24, 2024 City Council Revenue Subcommittee minutes for approval
3. December 10, 2024 City Council Revenue Subcommittee minutes for approval

No action was taken.

COMMITTEE DISCUSSION

4. General Fund Revenue Discussion

Mr. Hanks went over the presented powerpoint, going over the general fund, fund balances, SDC’s, need for revenue, tax and levy options, including diesel tax, food and beverage tax, and more. The sub committee discussed these topics, the processes for some of these options, and what the different routes would entail.

They also discussed the possibility of a police levy, parks and open space fee, public safety fee, an increase in the business license fee, tree fee increase, a storm drain maintenance fee, and land use fees.

Mr. Hanks went over his staff recommendations and proposals, including a recommendation of a parks and open space fee of \$5, and a \$2 increase of the tree fee, which will also be brought to council in March. Hanks also explained the timeline and process of the possible changes.

NEXT MEETING

The next meeting is scheduled for March 6th, 2025.

ADJOURNMENT

Ms. Bell adjourned the meeting at 7:37 pm.

APPROVED by the Revenue Subcommittee of the City of Coburg on this ____ day of _____, 2025.

Nancy Bell, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder