



Limited Income Assistance (LIA) Program

Meeting Date	Staff Contact	Email
September 8, 2026	Adam Hanks, City Administrator Sammy Egbert, City Recorder	Adam.hanks@coburgoregon.gov Sammy.egbert@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

A request was received to reconsider an LIA program application for the current FY27 program cycle. The application was denied due to the reported gross annual household income exceeding the Federal Poverty Level (FPL), which is the third-party standard the program utilizes for income qualification. The LIA policy approved via Resolution 2025-09 does not contain an appeal process because of the inherently objective nature of the qualifying criteria. Staff is requesting Council direction regarding the development of exception, waiver or appeal process to add to the program.

Suggested Motion

1. I move to direct staff to develop an appeal process to provide Council with discretion to exempt or otherwise waive eligibility criteria to applicants that do not meet the income thresholds prescribed in Resolution 2025-09 that guides the administration of the program.

OR

2. I move to retain the program criteria as contained in Resolution 2025-09 maintaining the objective eligibility criteria with no waiver, exception or appeal process for applicants that do not meet the stated eligibility criteria

BACKGROUND

Multiple correspondences from Ms. Postal were received between July 23, 2026 and August 6, 2026. Ms. Postal is requesting a review of the LIA application that was denied based on the reported annual household income exceeding the current year Federal Poverty Level as published.

The city staff lacks discretion to grant exceptions under the current resolution. Ms. Postal was notified that this matter is scheduled for City Council review on September 8, 2026. While the matter is in open discussion by the Council, staff has retained Ms. Postal's prior discount as the prior program year.

Resolution 2025-09 sets the LIA policy. Eligibility, qualifications, and level of assistance are based on the gross annual household income using FPL guidelines that are adjusted and published annually in advance of the annual local LIA enrollment period.

Exemptions, waivers or other similar deviations from the program criteria can be developed but should be carefully considered to include some sort of basis or reasoning for the deviation from the program standards to avoid perceived or actual situations of personal favor, inequitable distribution of financial benefit or other similar subjective decision outcome.

RECOMMENDATION

Staff seeks Council dialogue and direction on the development of additional language to amend the existing LIA Resolution to allow/include an exemption clause and associated criteria, along with direction on whether the exemptions would be processed administratively or individually heard by Council.

BUDGET / FINANCIAL IMPACT

Resolution 2025-09 includes a provision that sets a maximum program funding cap of 1% of the estimated annual revenue of all applicable rates, fees and charges on City of Coburg billing statements. This program cap would remain and apply to amendments creating an exemption criteria, unless Council chose to amend the 1% cap clause as well.

It is likely that the addition of an exemption process would allow additional customer access to the LIA program and therefore slightly increase the total budget/expense of the LIA program and move the program closer to the cap (but would not in of itself exceed the cap unless specifically altered by Council). The current utilization of the LIA program is comfortably below the 1% cap.

PUBLIC INVOLVEMENT

No new public involvement has occurred since the program's public hearing in May of 2025.

NEXT STEPS

Should Council provide such direction, staff will develop exemption language in a revised draft LIA resolution and present it at the October Council meeting.

ATTACHMENTS

1. Resolution 2025-09 Adopting the policy and criteria for limited Income Assistance
2. 8/4/2026 Michelle Postal email to Mayor and City Council
3. 8/13/2026 Michelle Postal email to Mayor and City Council