



COBURG CITY COUNCIL

DISCUSSION ITEM

Long-term Revenue Needs Forecast Process Discussion

Meeting Date	Staff Contact	Email
July 9, 2024	Adam Hanks, City Administrator	Adam.Hanks@ci.coburg.or.us

DESIRED COUNCIL DISCUSSION OUTCOME

Staff is requesting Council discuss and provide direction on how it would like to move forward with important and time sensitive regarding the evaluation and potential implementation of new/enhanced revenue streams.

BACKGROUND

As discussed and prioritized at both the Citizen’s Budget Committee and recent City Council meeting that adopted the FY25 Budget, staff would like to present several different options for assembling, reviewing, prioritizing and potentially implementing revenue enhancements via increases in existing fees and rates or the creation of new fees.

Staff has a preliminary list of potential revenue enhancements and will be preparing useful background information and context to support the Council discussion. If Council has initial ideas for staff to include on this preliminary list, that would be useful to hear and take note, but the primary objective of this discussion is to get Council direction on the process desired step through the potential options available.

Possible process formats/structures include:

- Creation of a Revenue Options Ad-Hoc Committee
- Creation of a Revenue Options Council Sub-committee
- Dedicating multiple future Council work sessions to revenue options (October and December?)
- Revenue Options as a standing agenda item for Council Business meetings in September, October, November and December

Initial list of revenue enhancements to review

- Utility Rate Increases (Water, Sewer)
- New Utility Fee (Storm Drain)
- Increase/Expansion of Tree Fee to Park and Public Facilities Fee (a tree would be considered a public facility in addition to restrooms, Park Structures/Equipment, City Hall, IOOF, etc)

- Business License Fee increase
- New Public Safety Fee
- Local Diesel Tax

BUDGET / FINANCIAL IMPACT

The objective of this process overall is for Council to fully understand the possible revenue enhancements available, estimated annual projected revenues from each revenue enhancement, how the rates/fees impact residents, businesses, general public, how the revenues can legally be allocated and utilized and how the revenue supports the services that the City provides to the community.

PUBLIC INVOLVEMENT

Staff is seeking Council input on its preferred timing and methods of public involvement. In the initial development of the options? In prioritizing options? After options have been selected but prior to formal adoption/implementation? Other?

Methods of involvement could include Open House events, community surveys, social media announcements, direct mailings, other?

NEXT STEPS

The initial objective is to obtain direction from Council on how to structure the very first steps of the revenue evaluation process. Staff will then build out the process roadmap and timeline with an initial goal of completing the review and recommendations prior to or at least concurrent with the FY26 Budget process.

ATTACHMENTS

N/A