



MINUTES

City Council Revenue Sub-Committee Meeting

October 30, 2025 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: N/A

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator

TRANSCRIBED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the meeting of the City Council Revenue Sub-Committee to order at 6:00 pm.

ROLL CALL

Mayor Bell called roll. All three appointed members present.

AGENDA REVIEW

There were no changes.

COMMITTEE BUSINESS

1. Recap | Review of October 7, 2025 Meeting

Mr. Hanks summarized the discussion from the October 7, 2025 meeting noting that the packet contains a memo with a highly summarized version of the general fund revenue and expense breakdown that was the focus of discussion at the October 7 meeting along with a summary narrative of the factors that contribute to the annual structural imbalance or deficit in the general fund. Hanks suggested the committee use the remainder of the meeting to review each of the recommendations options contained within the memo.

2. Initial Draft Recommendations Presentation and Discussion

Councilor Smith noted that the summarized General Fund revenue and expense chart may still need refinement when made ready for public education/engagement as the expenditure splits could be combined to better understand the total costs of each program/department. Hanks agreed and noted that for future public outreach materials.

Councilor Engebretson indicated a desire for public involvement as the key issue at had relates to the cost of maintaining a local Police Department and the Council will need to address the options and the outcomes of public safety in Coburg if a local police department is no longer funded.

Hanks noted the recent community survey indicated strong support for local Police Department but the survey did not include comparisons of cost or new fees/charges to maintain the Police Department.

Mayor Bell supported the dialogue and suggested that both points could be included in further discussion when the sub-committee recommendation was presented and discussed with the full Council.

Hanks provided a brief summary of each of the six revenue options contained within the memo.

1. Public Safety Support Fee – This is the most commonly utilized revenue stream for local governments as it is straightforward in its approval (Council resolution) and its implementation (fee added to existing utility billing process). Hanks noted every dollar of fee per customer results in approximately \$10,000 annual revenue for the City.

The sub-committee discussed the merits of labeling and dedicating the fee to a particular service or department versus a general “City Services” fee and all felt strongly that a connection between the fee and a particular service is important.

Hanks added that the term Public Safety Support Fee was proposed to provide clarity that the funds would be used for Police Department, Municipal Court and Code Enforcement, which are all interrelated services that provide public safety to the community.

2. Public Safety Operating Levy – Hanks commented that operating levy’s are voter approved and are limited by state law to five years. The committee discussed the longer timeline involved in the revenue becoming available to the City budget if it were to be approved by voters as a detriment to this option. Concerns were raised about a potential timing conflict with Coburg Fire District who is considering a new capital levy in the near future.

3. Audit of existing revenue streams – Committee members appreciated this recommendation and understood its likely relatively small overall additional revenue potential but agreed that it is important to maximize the revenues from the fees and charges that have already been adopted.

4. Property Tax analysis from termination of the Coburg Urban Renewal Agency in 2029 – Committee members voiced their support in obtaining a consultant to provide Council with an estimate of additional property tax revenues that will come to the general fund once the URA is closed out. Hanks reminded the committee members that while the General Fund will benefit from the termination of the URA, the wastewater fund will need to address the revenue shortfall of the approximately \$400,000 per year that the URA contributed to that fund. All agreed and understood that this issue would be addressed with future utility rate increase discussions but that the property tax estimate for the general fund is essential data for Council.

5. Building Permit Fee Increase – Hanks noted these fees have not been updated in over four years, but also cautioned that the fees are dependent on development/construction activity and likely do not generate significant new revenue

6. Land Use/Zoning Permit Fee Increase – Hanks noted the same situation applies to the zoning permit fees as with the Building permit fees. Committee members agreed that both revenue increases should be brought forward to Council for consideration.

The Committee concluded its discussion with a comparison of the estimated revenues associated with a \$10 per month Public Safety Support fee to the target revenue needs provided by Staff in the memo of \$350,000 with concerns that implementing a fee that doesn't accomplish or provide for the needed shortfall may not be the best approach. The Committee directed staff to develop the full set of final recommendations to include a \$15 per month fee along with the other five recommendations.

Hanks inquired whether the Committee would be interested in the inclusion of a recommendation to terminate the Revenue Options sub-committee upon the completion of the recommendations to Council on December 9, 2025 as the committee would have completed all three phases of its charge.

The Committee agreed and requested staff generate a recommendation for sub-committee termination.

NEXT MEETING

The next meeting is scheduled for November 20th, 2025.

ADJOURNMENT

Ms. Bell adjourned the meeting at 7:48 pm.

APPROVED by the City Council Revenue Sub-Committee of the City of Coburg on this ____ day of _____, 2025.

Nancy Bell, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder