



MINUTES

City Council Revenue Sub-Committee Meeting

November 20, 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.

APPROVAL OF MINUTES

1. October 7, 2025 Sub-Committee Meeting
2. October 30, 2025 Sub-Committee Meeting

Councilor Engebretson motioned, with Mayor Bell second, to approve the October 7, 2025 and October 30, 2025 minutes as presented. Motion carried 3-0

COMMITTEE BUSINESS

1. Recap | Review of October 30, 2025 Meeting

Mr. Hanks summarized the discussion from the October 30, 2025 meeting noting that the packet contains the draft memo that was reviewed by the committee on that date with several updates based on committee discussion. Hanks suggested the committee use the remainder of the meeting to review the recommendations options contained within the memo with a focus on the changes made from the October 30th committee discussion.

2. Draft Recommendations Discussion and Committee Decision

Hanks highlighted the edits made to the recommendations memo based on sub-committee direction as follows:

- Removed the Operating levy option
- Included a \$15 amount for the Public Safety Support Fee Option #1
- Added a recommendation for the termination/disband of the sub-committee

Councilor Smith suggested the inclusion of a recommendation for public outreach to ensure that the full Council agrees and relays to staff the importance of informing the community of the proposals, the need for the revenue and for an opportunity for public comment/feedback. Smith and Bell both agreed and directed Hanks to add that as a formal recommendation.

Hanks noted that the summarized General Fund revenue and expense will be refined when for public education/engagement as discussed in a prior meeting and that several other graphs/charts used in prior meetings and the FY26 budget could be utilized in communications to the public.

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.

1. Public Safety Support Fee – The sub-committee discussed whether the \$15 fee would be adequate to address the significant revenue shortfalls that challenge the City’s ability to continue to provide public safety and other general fund services. Engebreston and Bell communicated the desire to put forward a recommendation that can realistically address the financial shortcomings.

The sub-committee directed Hanks to draft two options within the Public Safety Support Fee recommendation. One for a \$20 per month fee and one for a \$15 per month fee to communicate to Council of the scale of the need.

The sub-committee agreed to maintain the use of the fee name of Public Safety Support Fee and agreed that it was important for the community to know what the fee is intended to support and that it is dedicated to those services.(Police, Municipal Court and Code Enforcement)

2. Public Safety Operating Levy – The sub-committee agreed that the Public Safety Support Fee was the preferred revenue option given the challenges and timing delays that are present with the Operating Levy option.

3. Audit of existing revenue streams – Committee members concurred with the inclusion of this recommendation, understanding the limited additional revenue potential, but valuing the assurances of full implementation of existing revenues.

4. Property Tax analysis from termination of the Coburg Urban Renewal Agency in 2029 –. All agreed that the property tax estimate for the general fund is essential data for Council.

5. Building Permit Fee Increase – Sub-Committee members agreed with this recommendation and understood the revenue is connected with development activity and is a variable revenue stream.

6. Land Use/Zoning Permit Fee Increase – Committee members agreed that both revenue increases should be brought forward to Council for consideration.

The Sub-committee concluded the meeting with a discussion on the process “next steps”. Hanks presented a tentative schedule as follows:

- December 9, 2025 – Sub-Committee recommendation presentation to Council – No action
- January 13, 2026 – Full Council discussion of recommendation and initial direction to staff
- March 10, 2026 – First Reading of Ordinance to create the Public Safety Support Fee
- April 14, 2026 – Second Reading of Ordinance creating the Public Safety Support Fee
- April 14, 2026 – Approval of Resolution establishing the amount of the Public Safety Support Fee
- July 1, 2026 – Implementation of Fee on July utility billing statements.

The committee appreciated the tentative schedule and the work of staff in assisting the sub-committee through this final phase III work and noted their agreement that the six sub-committee meetings over the past twelve months have been productive and fulfilled the intentions and charge that was agreed upon by Council with the creation of the sub-committee in the fall of 2024.

NEXT MEETING

None

ADJOURNMENT

Ms. Bell adjourned the meeting at 7:42 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