



MINUTES

City Council Revenue Sub-Committee Meeting

October 7, 2025 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Mayor Bell; Chair, Cathy Engebretson (via ZOOM), 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 6:08 pm.

ROLL CALL

Mayor Bell called roll. All three appointed members present.

AGENDA REVIEW

There were no changes.

COMMITTEE BUSINESS

1. March 6, 2025 City Council Revenue Sub-Committee Minutes for approval

MOTION: Councilor Smith motioned approval of the minutes as presented with Councilor Engebretson second.

The motion passed unanimously as 3:0, with Bell, Engebretson and Smith voting affirmatively, none opposed.

COMMITTEE DISCUSSION

2. Recap | Review of Committee Work to Date

Mr. Hanks summarized the committee work in phases one and two which included review, analysis and recommendation to Council for increases to the Water, Wastewater and Transportation Utility Fee rates as well as the creation of a new Parks and Open Space Maintenance Fee.

3. Preservation | Overview of City of Springfield's Fiscal Stability Taskforce Document

Mayor Bell and Mr. Hanks both commented on the City of Springfield's committee work over the past year noting the similar challenges and task at hand to address revenue shortfalls in

their general fund and the limited options available to increase revenue with existing revenue streams or with the creation of new revenue streams.

4. Review of League of Oregon Cities Revenue Reform & Local Revenue Guidebook

Mayor Bell noted that her recent League of Oregon Cities events highlighted the fact that many cities in Oregon were facing very similar general fund challenges and that a property tax reform effort is underway by the LOC. Hanks noted that the reform process is likely a 2-3 session effort which equates to four to six years so no quick fix should be anticipated.

Hanks noted that the Local Revenue Guidebook provided in the meeting packet is an excellent source of data and explanation of the types of revenues that cities could evaluate and includes restrictions, limitations and other legal implications associated with the different revenue options.

5. General Fund Revenue Discussion – Public Safety and Administration

Mr. Hanks provided an overview of the revenues and expenditures within the General Fund with an objective of identifying the structural deficit that has been much discussed but not yet addressed, which forms the focus of the sub-committee's phase III charge and recommendation.

While the general fund budget was balanced, as required by State law, that was accomplished by a number of expenditure reductions that do not solve the issue on a long-term basis. Hanks explained the continued decline of fund balance leaves the City in a position of needing to either create new revenues through fees/charges or continue to make cuts to staff that erode the service levels to the community that are provided by the general fund, most notably public safety (Police Department).

The structural deficit of approximately \$200,000 per year is due to revenues rising 3-5% per year and expenses rising 10-15% per year.

6. Staff Direction for Revenue Options Shortlist for next meeting

Mr. Hanks suggested that staff develop a list and short explanatory and pro/con narrative for possible revenue enhancements for the general fund for the sub-committee to review and narrow down at their next scheduled meeting. The members agreed and set the next meeting date for October 30, 2025

NEXT MEETING

The next meeting is scheduled for October 30th, 2025.

ADJOURNMENT

Ms. Bell adjourned the meeting at 7:37 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

DRAFT