



MINUTES

Coburg Finance/Audit Committee Meeting

January 31st at 5:30 P.M.

91136 N Willamette Street

In-person meeting

PRESENT: Vice Chair Terry Dawson, Coleen Marshall, Elise Landry

STAFF PRESENT: Anne Heath, City Administrator, Councilor Engebretson, Councilor Lehmann

GUESTS: Steve Tuchscherer and Josh Huffman of Umpqua Valley Financial via Zoom; City Council Liaison John Lehmann

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

1. CALL TO ORDER

Councilor Engebretson called the meeting to order at 5:33 pm.

2. ROLL CALL

A quorum was present.

3. MINUTES REVIEW: November 29th, 2022

MOTION: Ms. Marshall moved to accept the Coburg Finance/Audit November 29th, 2022 minutes as presented, seconded by Mr. Dawson. The motion passed unanimously – 3:0:0.

4. Receive Audit From Umpqua Valley Financial

Mr. Tuchscherer presented the audit. He stated that the City was in good shape overall and noted that full accrual accounts could be challenging.

Ms. Landry inquired about modified accrual accounting for capital accounts. Mr. Tuchscherer explained that capital accounts were subject to full accrual.

Ms. Heath asked for clarification of over-expenditures below 3% on page 83. Mr. Tuchscherer said that he was required to assess compliance with Oregon budget law and that significant over-expenditures must be reported. He noted that Coburg's were not particularly significant but that the inclusion was required.

At the conclusion of the audit, it was observed that Ms. Heath had included in the Committee packets a sheet of 2014 findings, provided to illustrate the progress of the City. Mr. Lehmann asked what actions had created the positive changes. Ms. Heath listed growth, better management, setting budgets, revisiting allocation methods, and charging for services as the main contributors. She said setting 5-year budgets was key. Mr. Lehmann inquired about providing comparisons for ending fund balances for proceeding years. Ms. Heath said that would be provided at budget time. .

MOTION: Ms. Landry moved to recommend to the City Council that the Umpqua Valley Financial Audit be accepted, seconded by Mr. Dawson. The motion passed unanimously – 3:0:0.

There was some further discussion of the over-expenditures, with no actionable conclusions.

5. Elect Officers for Fiscal Year 2023

MOTION: Ms. Marshall nominated Ms. Landry as Chair, seconded by Mr. Dawson. The motion passed unanimously – 3:0:0.

Councilor Engbretson handed over control of the meeting to Chair Landry.

MOTION: Ms. Marshall nominated Mr. Dawson as Vice Chair, seconded by Ms. Landry. The motion passed unanimously – 3:0:0.

6. Financial Reporting - December 31, 2022

Ms. Heath presented, saying that revenues were at 37%, expenses were at 27%, property tax receipts were at 91%, and fuel taxes were at 41%. She stated that there were no concerns at the moment.

Mr. Dawson wondered how things looked for being six months into the fiscal year. Ms. Heath said it looked good.

Ms. Marshall inquired about the payment to Julie Morneau. Ms. Heath explained that it was the final payment for the well property.

Chair Landry requested clarification of an increase in program expenses in the governmental funds of the audit. Ms. Heath explained that it was the Street Fund had increased capital

projects. Chair Landry noted an increase in the water utility as well, which Ms. Heath said was due to the Water Project.

Mr. Lehmann wondered if there would be a URA Audit. Ms. Heath said yes.

7. Finance Committee Goals

It was noted that the goals had been discussed at the April 27th meeting.

Mr. Dawson stated that the Committee's perpetual goal was reviewing the City of Coburg Fiscal Policies and Accounting Procedures.

Chair Landry suggested the Committee move forward from page 20.

It was noted that Ms. Heath had corrected spelling and punctuation throughout the document.

Ms. Heath asked for recommendations to present to the City Council.

Mr. Dawson suggested merging the Finance/Audit Committee and the Budget Committee.

MOTION: Mr. Dawson moved to recommend to the Coburg City Council that they consider blending the Citizen Members of the Budget Committee with the Finance/Audit Committee, seconded by Ms. Marshall. The motion passed unanimously – 3:0:0.

8. ADJOURNMENT

Chair Landry adjourned at 7:17 pm.

APPROVED by the Finance Audit Committee of the City of Coburg on this 25th day of April, 2023.

Elise Landry, Finance Audit Chair

ATTEST:

Sammy L. Egbert, City Recorder