



COBURG CITY COUNCIL

ACTION ITEM

Municipal Audit Services Contract

Meeting Date	Staff Contact	Email
April 9, 2024	Adam Hanks, City Administrator Greg Peck, Public Works Director	Adam.Hanks@ci.coburg.or.us Gregory.Peck@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Staff requests Council approval for renewal of a contract for municipal audit services with Umpqua Valley Financial for the FY23-24 audit for the City of Coburg and the Coburg Urban Renewal Agency

Suggested Motion

I move to approve the proposed Umpqua Valley Financial contract for audit services in the amount not to exceed \$32,340 (City) and \$6,000 (URA).

BACKGROUND

Umpqua Valley Financial has provided municipal audit services for the City of Coburg for a number of years. The City completed a request for proposals process for audit services in 2021 to review market rates/costs for this service and selected UVF from the group of qualified audit firms that responded.

RECOMMENDATION AND ALTERNATIVES

Staff recommends approval of these contracts as presented and is excited to work with the UVF audit team with more internal, Coburg specific staff experience and knowledge which we expect will result in incrementally “deeper dives” into the City’s financial policies and accounting procedures than have been able to be accomplished in recent years.

BUDGET / FINANCIAL IMPACT

The cost of audit services has been consistent over the recent past and funds have been appropriated in the City general fund and URA budget for the proposed expenses to be incurred.

PUBLIC INVOLVEMENT

Request for Proposals process completed in 2021.

NEXT STEPS

Upon authorization, staff will execute the proposed contract and finalize the FY23-24 audit schedule, likely to commence in early August of this year.

ATTACHMENTS

1. Draft UVF Engagement letter for City Audit
2. Draft UVF Contract for City Audit
3. Draft UVF Engagement letter for URA Audit
4. Draft UVF Contract for URA Audit