



# AGENDA

## URBAN RENEWAL AGENCY

91136 N Willamette Street

541-682-7852 | [coburgoregon.org](http://coburgoregon.org)

---

Tuesday, February 14, 2023 at 6:00 PM

---

### CALL THE URBAN RENEWAL AGENCY MEETING TO ORDER

### ROLL CALL

### CITIZEN TESTIMONY

### BUSINESS ITEMS

- [1.](#) Audit | Annual Finance Report through 6/30/2022
- [2.](#) URA Finance Update
- [3.](#) Approve June 14, 2022 Urban Renewal Agency Minutes

### DIRECTORS COMMENTS

### UPCOMING AGENDA ITEM

May 30, 2023 Budget Meeting

June 13, 2023 Urban Renewal Agency

### ADJOURNMENT

*The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us)*

*All Council meetings are recorded and retained as required by ORS 166-200-0235.*



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

---

### TOPIC: Coburg Urban Renewal Agency Annual Financial Report

---

Meeting Date: February 14, 2023  
Staff Contact: Anne Heath  
Contact: 541-682-7871, Anne.Heath@ci.coburg.or.us

---

#### REQUESTED COUNCIL ACTION

- Accept the Audit as presented

***Motion: I move that the Coburg Urban Renewal Agency Board accept the annual financial report as presented***

---

#### BACKGROUND

The Urban Renewal Agency is a component of the City of Coburg as it pertains to audits. Therefore, the URA is reported in both the City audit as well as independently.

The auditor did not present the financial report because they presented the City Financial report to the Finance/Audit Committee, which did include the URA component. The Committee provided recommendation that the City Council accept the City audit as presented.

The URA has limited transactions which includes administrative type expenses such as public notice, audit services, and a once a year transfer to the sewer debt fund. This equaled less than 10 transactions over the 2021-2022 fiscal year, and a small amount of staff time to manage the finances and prepare for the audit.

#### PUBLIC INVOLVEMENT

When accepted by the Council, the audit will be made available to the public on the website and by request at City Hall.

---

#### NEXT STEPS

1. Make adjusting entries as provided by auditor to City Books.
2. Prepare for next audit for year-ended June 30, 2023

**ATTACHMENTS**

- **Urban Renewal Agency of the City of Coburg – Annual Financial Report**
- 

**REVIEWED BY:**

Sammy Egbert, City Recorder

**THE URBAN RENEWAL AGENCY OF THE  
CITY OF COBURG  
(A Component Unit of the City of Coburg)  
COBURG, OREGON**



**ANNUAL FINANCIAL REPORT**

**For the Fiscal Year Ended June 30, 2022**

**THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

P.O. Box 8316  
Coburg, OR 97408  
(541) 682-7870

**DISTRICT OFFICIALS**

RAY SMITH Chairman  
PO Box 8316, Coburg, OR 97408

KYLE BLAIN Member  
PO Box 8316, Coburg, OR 97408

NANCY BELL Member  
PO Box 8316, Coburg, OR 97408

PATRICIA McCONNELL Member  
PO Box 8316, Coburg, OR 97408

JOHN LEHMAN Member  
PO Box 8316, Coburg, OR 97408

MARK ALEXANDER Member  
PO Box 8316, Coburg, OR 97408

JOHN FOX Member  
PO Box 8316, Coburg, OR 97408

**ADMINISTRATION**

ANNE HEATH City Administrator  
PO Box 8316, Coburg, OR 97408

TIM GAINES Finance Director  
PO Box 8316, Coburg, OR 97408  
*Resigned Position in September, 2022*

**THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**  
**(A Component Unit of the City of Coburg)**  
**ANNUAL FINANCIAL REPORT**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

---

**TABLE OF CONTENTS**

|                                                                                 | <u>PAGE</u> |
|---------------------------------------------------------------------------------|-------------|
| <b>INDEPENDENT AUDITOR’S REPORT . . . . .</b>                                   | i-ii        |
| <b>MANAGEMENT’S DISCUSSION AND ANALYSIS . . . . .</b>                           | 1 - 5       |
| <b>BASIC FINANCIAL STATEMENTS:</b>                                              |             |
| <b><u>Government-Wide Financial Statements:</u></b>                             |             |
| Statement of Net Position . . . . .                                             | 7           |
| Statement of Activities . . . . .                                               | 8           |
| <b><u>Fund Financial Statements:</u></b>                                        |             |
| Balance Sheet - Government Funds . . . . .                                      | 10          |
| Reconciliation of Government Funds Balance Sheet to Statement of Net Position . | 11          |
| Statement of Revenues, Expenditures, and Changes in Fund Balances -             |             |
| Governmental Funds . . . . .                                                    | 12          |
| Reconciliation of the Statement of Revenues, Expenditures, and Changes          |             |
| in Fund Balances - Governmental Funds to the Statement of Activities . .        | 13          |
| <b><u>Notes to the Basic Financial Statements</u> . . . . .</b>                 | 15 - 22     |
| <b>REQUIRED SUPPLEMENTARY INFORMATION:</b>                                      |             |
| Schedule of Revenues, Expenditures, and Changes in Fund Balance –               |             |
| Budget and Actual                                                               |             |
| Urban Renewal – General Fund. . . . .                                           | 24          |
| <b>REPORT ON LEGAL AND REGULATORY REQUIREMENTS</b>                              |             |
| Independent Auditor’s Report Required by Oregon State Regulations . . . . .     | 26          |

## **INDEPENDENT AUDITOR'S REPORT**

To the Honorable Chairman and Members  
of the Coburg Urban Renewal Agency Board -  
the Urban Renewal Agency of the City of Coburg, Oregon

### **Report on the Audit of the Financial Statements**

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities and each major fund of the Coburg Urban Renewal Agency of the City of Coburg, Oregon, (the Agency), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund of the Agency as of June 30, 2022, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis of Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion on pages 1-5, schedules of revenues, expenditures, and changes in fund balances – budget and actuals on page 24, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the management's discussion and analysis in accordance with the auditing standards generally accepted in the United States of America, which consisted principally of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The schedules of revenues, expenditures, and changes in fund balances – budget and actuals described on page 24 are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The schedules of revenues, expenditures and changes in fund balances – budget and actuals have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules of revenues, expenditures, and changes in fund balances – budget and actuals are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Reports on Other Legal and Regulatory Requirements**

In accordance with the *Minimum Standards for Audits of Oregon Municipal Corporations*, we have issued our report dated December 31, 2022, on our consideration of the Agency's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on the Agency's compliance.



Steve Tuchscherer, CPA  
Umpqua Valley Financial, LLC  
Roseburg, Oregon  
December 31, 2022

**MANAGEMENT'S**  
**DISCUSSION**  
**AND ANALYSIS**

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

## **Management's Discussion and Analysis (MD&A)**

**For the Fiscal Year Ended June 30, 2022**

---

The management discussion and analysis of the Urban Renewal Agency of the City of Coburg, Oregon financial performance provides an overview of the Agency's financial activities for the fiscal year that ended June 30, 2022. The intent of this discussion and analysis is to look at the Agency's financial performance. Readers should also review the basic financial statements and notes to enhance their understanding of the Agency's financial performance.

The Urban Renewal Agency of the City of Coburg, Oregon (the agency), a component unit of the City of Coburg, Oregon (the City), was started in 2001 with the goals of (1) provision of adequate facilities, and (2) water quality. At that point in time, Coburg did not have a municipal sewer system. The City served by private on-site septic tanks and drain fields. This scenario contributed to groundwater contamination. Development in the industrial area had occurred with the expectation that a sewer system would be forthcoming. The Agency Plan and Report explains the goals of the Agency.

Vacant and underdeveloped properties in the Coburg Industrial Area were selected for inclusion in the Urban Renewal Area. This selection insured that any future development would be done with adequate sewer facilities to protect water quality. It also enabled the safe and hygienic development of vacant and underdeveloped properties.

In 2015, the Sewer project was completed and any loans from the agency to the project were paid back. The entity now operates for the purpose of supporting the sewer system with contributions annually to the Wastewater debt service.

### **FINANCIAL HIGHLIGHTS**

Key financial highlights for the fiscal year ended June 30, 2022, are as follows:

- The Agency's net position decreased by \$859 as reported on the statement of activities. The Net position at year end was \$50,545.
- Total revenue for the Agency was \$386,212. The Agency collected \$384,742 in County Taxes and earned \$1,470 in interest income.
- The Agency had \$12,071 in program expenses and transferred \$375,000 to the City.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

Management's Discussion and Analysis introduce the Agency's basic financial statements. The basic financial statements include: 1) governmental fund financial statements, and (2) notes to the basic financial statements. To supplement the basic financial statements, this report also includes required supplementary information, other supplementary data, and accompanying information.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

## **Management's Discussion and Analysis (MD&A)**

**For the Fiscal Year Ended June 30, 2022**

---

### *Governmental Fund Financial Statements*

*Governmental funds* focus on how money flows into and out of those funds and the balances left at year-end available for spending in future periods. Unlike government-wide financial statements, these statements report short-term fiscal accountability focusing on the use of spendable resources during the year and balances of spendable resources available at the end of the fiscal year.

The first of the governmental fund statements is the Statement of Net Position. This is the Agency statement of position presenting information that includes all the Agency's assets and liabilities. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Agency is improving or deteriorating.

The second government-wide statement is the Statement of Activities which reports how the Agency's net position changed during the current fiscal year. All current-year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the Statement of Activities is to show the financial reliance on property tax revenues.

### *Notes to the Financial Statements*

The accompanying notes to the basic financial statements provide information essential to a full understanding of the governmental fund financial statements. The notes to the basic financial statements begin immediately following the basic financial statements.

### *Other Information*

In addition to the basic financial statements, budgetary comparison schedules are included as Required Supplementary Information for the Coburg Urban Renewal Agency Fund. The Required Supplementary Information section immediately follows the Notes to the Financial Statements.

The budgetary comparison schedules demonstrate compliance with the City's adopted and final revised budget.

## **FINANCIAL ANALYSIS OF THE AGENCY**

Recall that the Statement of Net Position provides the perspective of the Agency. Net position may serve over time as a useful indicator of a government's financial position.

The Agency's net position at fiscal year-end is \$50,545, a reduction of \$859 from the prior year reflecting a 1.67% decrease.

The Agency's net position reflects cash and investments of \$36,264 and Property Taxes Receivable of \$17,618. The Agency does not own Capital Assets.

The Agency's financial position is the product of several financial transactions including the receipt of tax receipts, payment of administrative expenses, and an annual transfer to the City of Coburg for debt service in the Sewer Fund.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

## **Management's Discussion and Analysis (MD&A)**

**For the Fiscal Year Ended June 30, 2022**

The following table provides a summary of the Agency's net position for the current and prior years.

| <b>Summary of Net Position</b> |                                |             |
|--------------------------------|--------------------------------|-------------|
|                                | <b>Governmental Activities</b> |             |
|                                | <b>2022</b>                    | <b>2021</b> |
| <b>Assets</b>                  |                                |             |
| Current and Other Assets       | \$ 53,882                      | \$ 51,958   |
| Total Assets                   | 53,882                         | 51,958      |
| <b>Liabilities</b>             |                                |             |
| Current Liabilities            | 3,337                          | 554         |
| Total Liabilities              | 3,337                          | 554         |
| <b>Net Position</b>            |                                |             |
| Restricted                     | 50,545                         | 51,404      |
| Total Net Position             | \$ 50,545                      | \$ 51,404   |

| <b>Summary of Changes in Net Position</b> |                                |                |
|-------------------------------------------|--------------------------------|----------------|
|                                           | <b>Governmental Activities</b> |                |
|                                           | <b>2021-22</b>                 | <b>2020-21</b> |
| <b>Revenues</b>                           |                                |                |
| Taxes and Assessments                     | \$ 384,742                     | \$ 406,107     |
| Interest & Investment Earnings            | 1,470                          | 1,631          |
| Total Revenues                            | 386,212                        | 407,738        |
| <b>Program Expenses</b>                   |                                |                |
| Urban Renewal Projects                    | (12,071)                       | (5,869)        |
| Total Expenses                            | (12,071)                       | (5,869)        |
| <b>Transfers</b>                          | (375,000)                      | (400,000)      |
| <b>Change in Net Position</b>             | \$ 23,283                      | \$ 1,869       |

The Statement of Activities shows revenues received and the cost of Agency activities in its service to the City Urban Renewal District. These functions solely support the debt service of the Sewer Project.

As discussed previously, the focus of the Agency is to provide financial support to Urban Renewal Projects such as the City Sewer Project.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

## **Management's Discussion and Analysis (MD&A)**

**For the Fiscal Year Ended June 30, 2022**

---

As the Agency completed the year, the ending fund balance was \$36,504 a decrease of \$1,099 or -3% from the previous year. The fund balance constitutes restricted funds for Urban Renewal Projects.

**Revenue** – Property tax revenue decreased by \$21,365, or 5%, from the prior year.

**Expenses** – Expenses represent the administrative costs of managing the Urban Renewal Agency, and the annual budgeted transfer to wastewater debt. Materials and services increased by \$6,202, and the debt service transfer to the City decreased by \$25,000 to \$375,000.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

### **Budgetary Highlights**

The Agency budget for 2022-23 includes revenue of \$387,125. This represents a slight increase over the actual 2021-22 total revenues of \$385,972. The Agency budget for 2022-23 includes appropriations of \$387,425. The URA is budgeted to transfer \$375,000 to the City for Sewer Debt.

## **CONTACTING THE CITY'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the resources it receives.

If you have any questions about this report or need additional information, contact the City of Coburg at (541) 682-7870. The office is located inside City Hall at 91136 N. Willamette Street, Coburg, Oregon 97408.

**BASIC FINANCIAL**  
**STATEMENTS**

**Government-Wide**  
**Financial Statements**

**THE URBAN RENEWAL AGENCY OF THE CITY**  
**OF COBURG**

(A Component Unit of the City of Coburg)

**STATEMENT OF NET POSITION**

**June 30, 2022**

|                             | <b>Governmental<br/>Activities</b> |
|-----------------------------|------------------------------------|
| <b><u>ASSETS:</u></b>       |                                    |
| Current Assets:             |                                    |
| Cash and Investments        | \$ 36,264                          |
| Property Taxes Receivable   | 17,618                             |
| <b>Total Assets</b>         | <b>53,882</b>                      |
| <b><u>LIABILITIES:</u></b>  |                                    |
| Current Liabilities:        |                                    |
| Accounts Payable            | 3,337                              |
| <b>Total Liabilities</b>    | <b>3,337</b>                       |
| <b><u>NET POSITION:</u></b> |                                    |
| Restricted For:             |                                    |
| Urban Renewal Projects      | 50,545                             |
| <b>Total Net Position</b>   | <b>\$ 50,545</b>                   |

The accompanying notes to the basic financial statements are an integral part of this statement.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

(A Component Unit of the City of Coburg)

## **STATEMENT OF ACTIVITIES**

**For the Fiscal Year Ended June 30, 2022**

| Functions / Programs                   | (Expenses)         | Program Revenues           |                                             | Net<br>(Expense)<br>Revenue<br>and<br>Change in<br>Net Position |
|----------------------------------------|--------------------|----------------------------|---------------------------------------------|-----------------------------------------------------------------|
|                                        |                    | Charges<br>for<br>Services | Operating<br>Grants<br>and<br>Contributions |                                                                 |
| <b><u>GOVERNMENTAL ACTIVITIES:</u></b> |                    |                            |                                             |                                                                 |
| Urban Renewal Projects                 | \$ (12,071)        | \$ -                       | \$ -                                        | \$ (12,071)                                                     |
| <b>Total Governmental Activities</b>   | <b>\$ (12,071)</b> | <b>\$ -</b>                | <b>\$ -</b>                                 | <b>\$ (12,071)</b>                                              |

### **GENERAL REVENUES:**

#### Taxes

|                                         |                  |
|-----------------------------------------|------------------|
| Property Taxes, Levied for Debt Service | 384,742          |
| Interest and Investment Earnings        | 1,470            |
| Transfer to Primary Government          | (375,000)        |
| Subtotal - General Revenues             | 11,212           |
| Change in Net Position                  | (859)            |
| Net Position, July 1, 2021              | 51,404           |
| <b>Net Position, June 30, 2022</b>      | <b>\$ 50,545</b> |

The accompanying notes to the basic financial statements are an integral part of this statement.

# **BASIC FINANCIAL** **STATEMENTS**

## **Fund Financial Statements**

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

(A Component Unit of the City of Coburg)

## **BALANCE SHEET GOVERNMENTAL FUNDS**

**June 30, 2022**

|                                                                                | <b>Urban<br/>Renewal<br/>General<br/>Fund</b> |
|--------------------------------------------------------------------------------|-----------------------------------------------|
| <b><u>ASSETS:</u></b>                                                          |                                               |
| Cash and Investments                                                           | \$ 36,264                                     |
| Property Taxes Receivable                                                      | 17,618                                        |
| <b>Total Assets</b>                                                            | <b>\$ 53,882</b>                              |
| <b><u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES:</u></b>   |                                               |
| <b>LIABILITIES:</b>                                                            |                                               |
| <b>Total Liabilities</b>                                                       | <b>3,337</b>                                  |
| <b>DEFERRED INFLOWS OF RESOURCES:</b>                                          |                                               |
| Deferred Property Tax Revenue                                                  | 14,041                                        |
| <b>Total Deferred Inflows of Resources</b>                                     | <b>14,041</b>                                 |
| <b>FUND BALANCES:</b>                                                          |                                               |
| Restricted for:                                                                |                                               |
| Urban Renewal Projects                                                         | 36,504                                        |
| <b>Total Fund Balances</b>                                                     | <b>36,504</b>                                 |
| <b>Total Liabilities, Deferred Inflows of Resources,<br/>and Fund Balances</b> | <b>\$ 53,882</b>                              |

The accompanying notes to the basic financial statements are an integral part of this statement.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

**(A Component Unit of the City of Coburg)**

## **RECONCILIATION OF THE BALANCE SHEET -- GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION**

**June 30, 2022**

---

|                                                 |                  |
|-------------------------------------------------|------------------|
| <b>Total Fund Balances - Governmental Funds</b> | <b>\$ 36,504</b> |
|-------------------------------------------------|------------------|

**Amounts reported for governmental activities in the  
Statement of Net Position are different because:**

|                                                                                                                                      |        |
|--------------------------------------------------------------------------------------------------------------------------------------|--------|
| Property taxes receivables not collected within 60 days of the<br>current period ending date are deferred in the governmental funds. | 14,041 |
|--------------------------------------------------------------------------------------------------------------------------------------|--------|

|                                                |                  |
|------------------------------------------------|------------------|
| <b>Net Position of Governmental Activities</b> | <b>\$ 50,545</b> |
|------------------------------------------------|------------------|

The accompanying notes to the basic financial statements are an integral part of this statement.

**THE URBAN RENEWAL AGENCY OF THE CITY OF**  
**COBURG**

(A Component Unit of the City of Coburg)

**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUNDS**

**For The Fiscal Year Ended June 30, 2022**

|                                                   | <b>Urban<br/>Renewal<br/>General<br/>Fund</b> |
|---------------------------------------------------|-----------------------------------------------|
| <b><u>REVENUES:</u></b>                           |                                               |
| Taxes and Assessments                             | \$ 384,502                                    |
| Interest and Investment Earnings                  | 1,470                                         |
| <b>Total Revenues</b>                             | <b><u>385,972</u></b>                         |
| <b><u>EXPENDITURES:</u></b>                       |                                               |
| Current Operating:                                |                                               |
| Urban Renewal Projects                            | 12,071                                        |
| <b>Total Expenditures</b>                         | <b><u>12,071</u></b>                          |
| Excess (Deficiency) of Revenues Over Expenditures | 373,901                                       |
| <b><u>OTHER FINANCING SOURCES (USES):</u></b>     |                                               |
| Transfers to Primary Government                   | <u>(375,000)</u>                              |
| <b>Total Other Financing Sources (Uses)</b>       | <b><u>(375,000)</u></b>                       |
| Net Change in Fund Balance                        | (1,099)                                       |
| Fund Balance - July 1, 2021                       | 37,603                                        |
| <b>Fund Balance - June 30, 2022</b>               | <b><u>\$ 36,504</u></b>                       |

The accompanying notes to the basic financial statements are an integral part of this statement.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

**(A Component Unit of the City of Coburg)**

## **RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

**For The Fiscal Year Ended June 30, 2022**

**Net changes in fund balances - total governmental funds** **\$ (1,099)**

**Amounts reported for governmental activities in the Statement  
of Activities are different because:**

Some revenues will not be collected for several months after the City's fiscal year end and are therefore not considered "available" revenues in the governmental funds, instead these funds are shown as deferred revenue. However, these funds are recorded as revenue in the Statement of Activities.

The changes in amounts deferred are as follows:

|                |     |
|----------------|-----|
| Property Taxes | 240 |
|----------------|-----|

Expense accruals in the governmental funds do not include all accrued interest expense payable.

The change in payables from prior to current year is reconciled here:

Repayment of long-term debt principal amounts are expenditures in the governmental funds, but the repayment reduces long-term debt liabilities in the Statement of Net Position.

Retirement of debt principal is as follows:

|                           |   |
|---------------------------|---|
| General Obligations Bonds | - |
|---------------------------|---|

|                                                           |                 |
|-----------------------------------------------------------|-----------------|
| <b>Changes in net position of governmental activities</b> | <b>\$ (859)</b> |
|-----------------------------------------------------------|-----------------|

The accompanying notes to the basic financial statements are an integral part of this statement.

# **BASIC FINANCIAL** **STATEMENTS**

## **Notes to the Basic** **Financial Statements**

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

**(A Component Unit of the City of Coburg)**

## **NOTES TO THE BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2022**

---

Item 1.

### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

#### **Reporting Entity**

The Urban Renewal Agency of the City of Coburg, Oregon (Agency) was established in 2001. The Agency is organized under general laws pertaining to urban renewal agencies in the State of Oregon. The governing body is comprised of the Mayor and the Agency Board of the City of Coburg.

The Agency is a separate legal entity, governed by the City of Coburg. The Agency Board has the ability to impose its will over the Agency as determined based on budget adoption, taxing authority, and funding for the Agency. Therefore, under the criteria set by the Governmental Accounting Standards Board, the Agency is considered a component unit of the City of Coburg, and the Agency's financial activities are included as a blended component unit in the basic financial statements of the City of Coburg.

Although a component unit of the City of Coburg, the Agency exists and operates separately from the City of Coburg. Accordingly, the Agency's financial statements will also be included in the financial statements of the City of Coburg.

The Agency has no potential component units.

#### **Basis of Presentation**

The financial statements of the Urban Renewal Agency (Agency) of the City of Coburg have been prepared in accordance with Generally Accepted Accounting Principles (GAAP). GAAP statements include all relevant Governmental Accounting Standards Board (GASB) pronouncements. The financial statements have incorporated all applicable GASB pronouncements as well as Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins of the Committee on accounting procedures issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

Basic financial statements are presented at both the government-wide and fund financial level. The Agency's activities are governmental and are normally supported by taxes and intergovernmental revenues.

*Government-wide financial statements* display information about the reporting government. The effect of interfund activity has been removed from these statements. These statements focus on the sustainability of the Agency as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. These aggregated statements consist of the Statement of Net Position and the Statement of Activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

*Fund financial statements* display information at the individual fund level. Each fund is a separate accounting entity. The Agency has only governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

**(A Component Unit of the City of Coburg)**

## **NOTES TO THE BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2022**

---

Item 1.

### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.):**

#### **Basis of Presentation (Cont.)**

The financial transactions of the Agency are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues, and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The GASB 34 model sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The Agency has elected to report its only fund, the General Fund, as a major fund to assist in compiling a complete and accurate picture of the financial position of the Agency.

General Fund - The General Fund is the general operating fund of the Agency. It is used to account for all the financial resources. The principal sources of revenue are tax increment revenues and interest on investments. Primary expenditures of the General Fund are used for the construction of and debt service (if required) for the sewer project of the City of Coburg.

#### **Measurement Focus/Basis of Accounting**

Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the city receives value without giving equal value in exchange, include property taxes, grants, entitlements, and donations. On the accrual basis of accounting revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied. Under terms of grant agreements, the city funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net positions available to finance the program. It is the city's policy to first apply cost-reimbursement grant resources to such programs and then general revenues.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they are measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period. The city considers property taxes as available if they are collected within 60 days after year-end. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt, which is recognized when the obligations are expected to be liquidated with expendable available financial resources. Property taxes, interest, and special assessments are susceptible to accrual. Other receipts and taxes become measurable and available when the cash is received by the government and is recognized as revenue at that time. Entitlements and shared revenues are recorded at the time of receipt or earlier if the "susceptible to accrual" criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met. Capital asset acquisitions are reported as expenditures in the governmental funds and proceeds from general long-term debt and acquisitions under capital leases are reported as other financing sources.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

**(A Component Unit of the City of Coburg)**

## **NOTES TO THE BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2022**

---

Item 1.

### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.):**

#### **Measurement Focus/Basis of Accounting (Cont.)**

Similar to the way revenues are recorded, governmental funds only record those expenditures that affect current financial resources. Principal and interest on general long-term debt are recorded as fund liabilities only when due, or when amounts have been accumulated in the debt service fund for payments to be made early in the following year. In the government-wide financial statements, however, with a full accrual basis of accounting, all expenditures affecting the economic resource status of the government must be recognized. Thus, the expense and related accrued liability for long-term portions of debt must be included.

Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements' governmental column, a reconciliation is necessary to explain the adjustments needed to transform the fund-based financial statements into the governmental column of the government-wide presentation. This reconciliation is part of the financial statements.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the Agency's practice to use restricted resources first, then unrestricted resources as they are needed.

#### **Cash and Investments**

For purposes of the statement of cash flows, cash and cash equivalents include cash on hand, checking, savings and money market accounts, and any short-term, highly liquid investments with initial maturity dates of three months or less.

The Agency has adopted an investment policy requiring compliance with Oregon statutes, which authorizes the Agency to invest in obligations of the United States, the agencies and instrumentalities of the United States and the State of Oregon, and numerous other investment instruments.

The Agency's investments may consist of time certificates of deposit, banker's acceptances, commercial paper, U.S. Government Agency securities, and the State of Oregon Treasurer's Local Government Investment Pool (LGIP). The Agency's investments are reported at fair value at year-end. Changes in the fair value of investments are recorded as investment earnings. The LGIP is stated at cost, which approximates fair value. The fair value of the LGIP is the same as the Agency's value in the pool shares.

The Oregon State Treasury administers the LGIP. It is an open-ended, non-load diversified portfolio offered to any agency, political subdivision, or public corporation of the State that by law is made the custodian of, or has control of, any fund. The LGIP is included in the Oregon Short-Term Fund (OSTF) which was established by the State Treasurer. In seeking to best serve the local governments of Oregon, the Oregon legislature established the Oregon Short-Term Fund Board. The purpose of the Board is to advise the Oregon State Treasury on the management and investment options of the LGIP.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

**(A Component Unit of the City of Coburg)**

## **NOTES TO THE BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2022**

---

Item 1.

### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.):**

#### **Property Taxes**

The assessment date for the tax year is July 1. Personal and real property taxes are a lien on July 1. Total personal property tax becomes due and is delinquent when any installment is not paid by its due date. Real property tax is due and payable on November 15. However, a taxpayer may pay real property taxes in three equal installments, due on the 15th day of November, February, and May. Real property taxes become delinquent if not paid by May 15.

#### **Receivables and Payables**

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "interfund receivables/payables". All other outstanding balances between funds are reported as "due to/from other funds."

#### **Deferred Inflows of Resources:**

In the governmental funds, property taxes that have not been collected within sixty days subsequent to year-end are not considered measurable and available and are therefore not recognized as revenue, but rather as deferred inflows of resources.

#### **Capital Assets**

All capital assets which include property and infrastructure assets (e.g., roads, bridges, sidewalks, etc.) become City of Coburg (primary government) capital assets and therefore are not reported on the Agency's Statement of Net Position.

#### **Long-Term Obligations**

The Agency has no long-term obligations.

#### **Equity Classifications**

*Government-Wide Statements* - Equity is classified as net position, which represents the difference between assets and liabilities. Net position is displayed in two components:

1. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
2. Unrestricted net position - All other net positions that do not meet the definition of "restricted".

The Agency's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

**(A Component Unit of the City of Coburg)**

## **NOTES TO THE BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2022**

---

Item 1.

### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT):**

#### **Equity Classifications (Cont.)**

##### *Fund Financial Statements*

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Agency is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- **Nonspendable**: This classification includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints. The Agency did not have any nonspendable resources.
- **Restricted**: This classification includes fund balance amounts that are constrained for specific purposes which are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. The Agency has restricted funds for urban renewal projects.
- **Committed**: This classification includes fund balance amounts that are constrained for the specific purpose that is internally imposed by the government through the resolution of the highest level of decision-making authority, the Agency Board, and does not lapse at year-end. The Agency does not have committed resources.
- **Assigned**: This classification includes fund balance amounts that are intended to be used for specific purposes that are neither restricted nor committed. This intent can be expressed by the Agency Board or through the Agency Board delegating this responsibility to selected staff members or through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.
- **Unassigned**: This classification includes positive fund balance within the General Fund which has not been classified within the above-mentioned categories and negative fund balances of other governmental funds.

The Agency's policy is to use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of the constrained fund balances.

#### **Use of Estimates**

In preparing the Agency's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

**(A Component Unit of the City of Coburg)**

## **NOTES TO THE BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2022**

---

Item 1.

### **STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:**

#### **Budgetary Information**

Annual budgets for all funds are adopted on a basis consistent with Oregon Revised Statutes (ORS 294 -Local Budget Law). The Agency is required to budget all funds. The budget is prepared for each fund on the modified accrual basis of accounting. For all fund types, inter-fund loans are budgeted as sources and used in accordance with state budget laws. Estimated receipts and expenditures are budgeted for by fund and object. Information on the past two years' actual receipts and expenditures and current-year estimates are included in the budget document. The process under which the budget is adopted is described in the following paragraphs.

In early spring a preliminary budget calendar, budget preparation manual, and budget worksheets are distributed to appropriate department directors. The City Administrator (Agency Director) and the Finance Director develop a proposed budget, after which the Agency Director publishes two notices of Budget Committee meetings. No less than five days, or more than thirty days after the notices are published, the Budget Committee (consisting of the Agency Board and an equal number of citizens of the City of Coburg) meets to consider the proposed budget. The Budget Message is delivered, explaining the proposed budget and any significant changes in the Agency's financial position.

The Budget Committee conducts public meetings for the purpose of obtaining citizens' comments, deliberates on, and subsequently approves the proposed budget, which includes any additions or deletions from the one presented by the Agency Director originally. The Budget Committee then submits the approved budget to the Agency Board for final adoption. The approved expenditures for each fund may not be increased by more than 10% by the board without returning to the Budget Committee for a second approval. After the board adopts the budget and certifies the total of ad valorem taxes to be levied, as approved by the budget committee, no additional tax levy may be made for that fiscal year.

The Agency Board legally adopts the budget by resolution before July 1. The resolution establishes appropriations for each fund and expenditures cannot legally exceed these appropriations. The level of control established by the resolution for each fund is the object group level (i.e., personal services, materials and services, capital outlay, and other expenditures). Appropriations lapse at the end of the year.

The Agency Board may change the budget throughout the year by resolution and by adopting supplemental budgets as authorized by Oregon Revised Statutes. Unexpected additional resources may be added to the budget using a supplemental budget. A supplemental budget requires hearings before the public, publications in newspapers, and approval by the board. Expenditure appropriations may not be legally over-expended except in the case of grant receipts that could not be reasonably estimated at the time the budget was adopted, and for debt service on new debt issued during the budget year.

### **CASH AND INVESTMENTS:**

For a discussion of deposit and investment policies and other related information, see Cash and Investments note under the Summary of Significant Accounting Policies.

The Agency follows the practice of aggregating the cash assets of various funds to maximize cash management efficiency and returns. Various restrictions on deposits and investments are imposed by state statutes. These restrictions are summarized in Cash and Investment note under the Summary of Significant Account Policies.

Investments, including amounts held in pool cash and investments, are stated at fair value. In accordance with Governmental Accounting Standards Board (GASB) Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools, investments with a remaining maturity of more than one year at the time of purchase are stated at fair value. Fair value is determined at the quoted market prices, if available; otherwise, the fair

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

**(A Component Unit of the City of Coburg)**

## **NOTES TO THE BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2022**

Item 1.

### **CASH AND INVESTMENTS (CONT.):**

value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than a forced liquidation sale. Investments in the State of Oregon Local Government Investment Pool (LGIP) are stated at fair value.

Deposits - All cash is deposited in compliance with Oregon statutes. The insurance and collateral requirements for deposits are established by banking regulations and Oregon law. FDIC insurance of \$250,000 applies to the deposits in each depository. Where balances continually exceed \$250,000, ORS 295 requires the depositor to verify that deposit accounts are only maintained at financial institutions on the list of qualified depositories found on the state treasurer's website.

Qualifying depository banks must pledge securities with a particular value based on the bank's level of capitalization. The balances more than the FDIC insurance are considered exposed to custodial credit risk.

*Custodial Credit Risk for Deposits* - Custodial credit risk for deposits exists when, in the event of a depository failure, the Agency's deposits may not be returned to it. The Agency does not have a deposit policy for custodial credit risk.

As of June 30, 2022, the reported amount of the Agency's deposits was \$5,235 and the bank balance was \$5,895. Of the bank balance, the entire amount was covered by federal depository insurance or by pledged securities with the qualifying depository banks.

Investments - Oregon statutes authorize the Agency to invest in obligations of the U.S. Treasury and U.S. agencies, banker's acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the Local Governmental Investment Pool. The Agency has no credit risk policy or investment policy that would further limit its investment choices.

*Credit Risk* - Credit risk exists when there is a possibility the issuer or other counterparty to an investment may be unable to fulfill its obligations. As of June 30, 2022, the Agency's investment in the Oregon State Treasurer's Local Government Investment Pool (LGIP) was unrated.

On June 30, 2020, the Agency's investments in financial institutions are as follows:

| <u>Type of Investment</u>                                           | <u>Fair Value</u> | <u>Credit Rating</u> |
|---------------------------------------------------------------------|-------------------|----------------------|
| Oregon State Treasurer's Local Government<br>Investment Pool (LGIP) | \$ 31,029         | N/A                  |
| Total Investments                                                   | <u>\$ 31,029</u>  |                      |

Investments in the LGIP and federal agency notes do not require disclosure of credit rating quality.

*Concentration of Credit Risk* - An increased risk of loss occurs as more investments are acquired from one issuer. This results in a concentration of credit risk. The Agency places no limit on the amount that may be invested in any one issuer. More than 5 percent of the Agency's investments are in the Oregon State Treasurer's Local Government Investment Pool (LGIP). This investment is 100% of the Agency's total investments.

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

**(A Component Unit of the City of Coburg)**

## **NOTES TO THE BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2022**

---

Item 1.

### **RISK MANAGEMENT:**

The Agency is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the Agency carries commercial insurance. There has been no significant reduction in insurance coverage from the prior years and the Agency has not been required to pay any settlements in excess of insurance coverage during the past three fiscal years. The Agency's insurance is provided in combination with the City of Coburg.

**REQUIRED**  
**SUPPLEMENTARY**  
**INFORMATION**

# **CITY OF COBURG**

## **Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual URBAN RENEWAL GENERAL FUND - A COMPONENT UNIT For the Fiscal Year Ended June 30, 2022**

|                                                      | <u>Budgeted Amounts</u> |                  | <u>Actual<br/>Amounts<br/>(Budgetary Basis)<br/>(See Note 1)</u> | <u>Variance with<br/>Final Budget<br/>Over<br/>(Under)</u> |
|------------------------------------------------------|-------------------------|------------------|------------------------------------------------------------------|------------------------------------------------------------|
|                                                      | <u>Original</u>         | <u>Final</u>     |                                                                  |                                                            |
| <b><u>REVENUES:</u></b>                              |                         |                  |                                                                  |                                                            |
| Taxes and Assessments                                | \$ 405,000              | \$ 405,000       | \$ 384,502                                                       | \$ (20,498)                                                |
| Investment Revenue                                   | 7,000                   | 7,000            | 1,470                                                            | (5,530)                                                    |
| <b>Total Revenues</b>                                | <b>412,000</b>          | <b>412,000</b>   | <b>385,972</b>                                                   | <b>(26,028)</b>                                            |
| <b><u>EXPENDITURES:</u></b>                          |                         |                  |                                                                  |                                                            |
| Materials and supplies                               | 8,775                   | 8,775            | 12,071                                                           | 3,296                                                      |
| <b>Total Expenditures</b>                            | <b>8,775</b>            | <b>8,775</b>     | <b>12,071</b>                                                    | <b>3,296</b>                                               |
| Excess (Deficiency) of Revenues<br>Over Expenditures | 403,225                 | 403,225          | 373,901                                                          | (29,324)                                                   |
| <b><u>OTHER FINANCING SOURCES / (USES):</u></b>      |                         |                  |                                                                  |                                                            |
| Operating Transfer (Out)                             | (400,000)               | (400,000)        | (375,000)                                                        | 25,000                                                     |
| <b>Total Other Financing Sources (Uses)</b>          | <b>(400,000)</b>        | <b>(400,000)</b> | <b>(375,000)</b>                                                 | <b>25,000</b>                                              |
| Net Change In Fund Balance                           | 3,225                   | 3,225            | (1,099)                                                          | (4,324)                                                    |
| Fund Balance - July 1, 2021                          | 50,000                  | 50,000           | 37,603                                                           | (12,397)                                                   |
| <b>Fund Balance - June 30, 2022</b>                  | <b>\$ 53,225</b>        | <b>\$ 53,225</b> | <b>\$ 36,504</b>                                                 | <b>\$ (16,721)</b>                                         |

**ACCOMPANYING**  
**INFORMATION**

# **THE URBAN RENEWAL AGENCY OF THE CITY OF COBURG**

Item 1.

## **INDEPENDENT AUDITOR'S REPORT** **REQUIRED BY OREGON STATE REGULATIONS**

**As of June 30, 2022**

To the Governing Body of the Urban Renewal Agency of the City of Coburg  
Coburg, Oregon

We have audited the basic financial statements of the Urban Renewal Agency of the City of Coburg (Agency) as of and for the year ended June 30, 2022 and have issued my report thereon dated December 31, 2022. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

### **Compliance**

As part of obtaining reasonable assurance about whether the Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions, and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the Agency was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

### **OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the Agency's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Agency internal control over financial reporting. This report is intended solely for the information and use of the Board of Directors and management of the Agency and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.



Steve Tuchscherer, CPA  
Umpqua Valley Financial  
December 31, 2022



## **URBAN RENEWAL AGENCY OF THE CITY OF COBURG ACTION/ISSUE ITEM**

---

### **TOPIC: URA Financial Update**

---

Meeting Date: February 14, 2023  
Staff Contact: Anne Heath  
Contact: 541-682-7871, Anne.Heath@ci.coburg.or.us

---

#### **REQUESTED BOARD ACTION**

- Information Only
- 

#### **History**

The Urban Renewal Agency of the City of Coburg, Oregon (the agency), a component unit of the City of Coburg, Oregon (the City), was started in 2001 with the goals of (1) provision of adequate facilities, and (2) water quality. At that point, in time, Coburg did not have a municipal sewer system. The City served by private on-site septic tanks and drain fields. This scenario contributed to ground water contamination. Development in the industrial area had occurred with the expectation that a sewer system would be forthcoming. The Agency Plan and Report explains the goals of the Agency and is available upon request.

Vacant and underdeveloped properties in the Coburg Industrial Area were selected for inclusion in the Urban Renewal Area. This selection insured that any future development would be done with adequate sewer facilities to protect water quality. It also enabled safe and hygienic development of vacant and underdeveloped properties.

The governing Board is comprised of the members of the Coburg City Council.

---

#### **The following are important to note regarding the period ending December 31, 2022**

- December is the 6<sup>th</sup> month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 50% of budget with each.
- The URA has limited transactions including receipt of County Taxes, audit and administrative expenses, and a single annual transfer to the City Wastewater Debt Department.
- Cash on hand at December 31, 2022 was \$445,280.54.

- The URA expenses year to date are \$.05, which is 0%. There have been no checks written for fiscal year 2023.
  - Tax Revenues received year to date are \$407,379.11, which exceeds the budget by \$25,379.11.
  - The budgeted transfer in the amount of \$375,000 to the City Sewer Debt has not yet been paid. It will be paid in the late spring.
- 

**PUBLIC INVOLVEMENT**

None at this time.

---

**NEXT STEPS**

Budget meetings

---

**ATTACHMENTS:****See Attached Finance Reporting Documents**

- Cash on Hand
  - Approved Check Report
  - Budget Status report – December 31, 2022
  - Bank Statements – December 31, 2022
  - LGIP Statements – December 31, 2022
-

## Detailed Trial Balance

GL - Detailed Trial Balance (01/31/2023 - 3:59 PM)

# Accounts Payable

## Checks by Date - Summary by Check Date

User: anne.heath  
Printed: 1/31/2023 4:01 PM



| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|----------|-----------|-------------|------------|--------------|
|----------|-----------|-------------|------------|--------------|

Report Total ( checks):

No checks to Date

# General Ledger

## Budget Status

User: anne.heath  
 Printed: 1/31/2023 - 4:00 PM  
 Period: 6, 2023



| Account Number       | Description                    | Budget Amount | Period Amount | YTD Amount  | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------------|--------------------------------|---------------|---------------|-------------|------------|-------------------|------------|-------------|
| Fund 001             | URA General                    |               |               |             |            |                   |            |             |
| Dept 001-000         | General / Revenue              |               |               |             |            |                   |            |             |
| R01                  | Beginning Fund Balance         |               |               |             |            |                   |            |             |
| 001-000-400100       | Beginning Fund Balance         | 27,642.00     | 0.00          | 0.00        | 27,642.00  | 0.00              | 27,642.00  | 100.00      |
| R01 Sub Totals:      |                                | 27,642.00     | 0.00          | 0.00        | 27,642.00  |                   | 27,642.00  | 100.00      |
| R02                  | Interest Income                |               |               |             |            |                   |            |             |
| 001-000-401000       | Interest Income                | 2,000.00      | 1,106.33      | 1,638.05    | 361.95     | 0.00              | 361.95     | 18.10       |
| R02 Sub Totals:      |                                | 2,000.00      | 1,106.33      | 1,638.05    | 361.95     | 0.00              | 361.95     | 18.10       |
| R03                  | Property Taxes                 |               |               |             |            |                   |            |             |
| 001-000-400200       | Current Property Taxes         | 382,000.00    | 125,489.53    | 401,858.06  | -19,858.06 | 0.00              | -19,858.06 | 0.00        |
| 001-000-400300       | Delinquent Property Taxes      | 0.00          | 0.00          | 5,521.05    | -5,521.05  | 0.00              | -5,521.05  | 0.00        |
| R03 Sub Totals:      |                                | 382,000.00    | 125,489.53    | 407,379.11  | -25,379.11 | 0.00              | -25,379.11 | 0.00        |
| R20                  | Other Receipts                 |               |               |             |            |                   |            |             |
| 001-000-040110       | Loan Payback for Sewer Project | 0.00          | 0.00          | 0.00        | 0.00       | 0.00              | 0.00       | 0.00        |
| 001-000-400110       | Sewer Project Reimbursement    | 0.00          | 0.00          | 0.00        | 0.00       | 0.00              | 0.00       | 0.00        |
| 001-000-499000       | Other Receipts                 | 0.00          | 0.00          | 0.00        | 0.00       | 0.00              | 0.00       | 0.00        |
| R20 Sub Totals:      |                                | 0.00          | 0.00          | 0.00        | 0.00       | 0.00              | 0.00       | 0.00        |
| Revenue Sub Totals:  |                                | 411,642.00    | 126,595.86    | 409,017.16  | 2,624.84   | 0.00              | 2,624.84   | 0.64        |
| Dept 000 Sub Totals: |                                | -411,642.00   | -126,595.86   | -409,017.16 | -2,624.84  | 0.00              |            |             |

| Account Number | Description                    | Budget Amount | Period Amount | YTD Amount | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------|--------------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
| Dept 001-001   | General                        |               |               |            |            |                   |            |             |
| E04            | Materials & Services           |               |               |            |            |                   |            |             |
| 001-001-510000 | Office Expense                 | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 001-001-510600 | Audit                          | 8,700.00      | 0.00          | 0.00       | 8,700.00   | 0.00              | 8,700.00   | 100.00      |
| 001-001-510700 | Sewer Project Reimb.           | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 001-001-510701 | UGB Expansion Project Reimb.   | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 001-001-510800 | Professional Services          | 500.00        | 0.00          | 0.00       | 500.00     | 0.00              | 500.00     | 100.00      |
| 001-001-510805 | Administrative Services        | 1,500.00      | 0.00          | 0.00       | 1,500.00   | 0.00              | 1,500.00   | 100.00      |
| 001-001-510880 | Attorney                       | 200.00        | 0.00          | 0.00       | 200.00     | 0.00              | 200.00     | 100.00      |
| 001-001-513000 | Bank Fees                      | 275.00        | 0.00          | 0.05       | 274.95     | 0.00              | 274.95     | 99.98       |
| 001-001-522090 | Mbrships, Dues & Subscriptions | 400.00        | 0.00          | 0.00       | 400.00     | 0.00              | 400.00     | 100.00      |
| 001-001-530500 | Springbrook Computer Expense   | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 001-001-542000 | Payments to City for Debt Serv | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 001-001-557100 | Advertising, Notices & Electio | 550.00        | 0.00          | 0.00       | 550.00     | 0.00              | 550.00     | 100.00      |
| 001-001-557200 | Reconciliation Discrepancy     | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 001-001-710000 | Transfer to City for Debt Serv | 375,000.00    | 0.00          | 0.00       | 375,000.00 | 0.00              | 375,000.00 | 100.00      |
|                | E04 Sub Totals:                | 387,125.00    | 0.00          | 0.05       | 387,124.95 | 0.00              | 387,124.95 | 100.00      |
| E06            | Capital Outlay                 |               |               |            |            |                   |            |             |
| 001-001-665000 | LCOG Services                  | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
| 001-001-666000 | Construction Loan to City      | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                | E06 Sub Totals:                | 0.00          | 0.00          | 0.00       | 0.00       | 0.00              | 0.00       | 0.00        |
|                | Expense Sub Totals:            | 387,125.00    | 0.00          | 0.05       | 387,124.95 | 0.00              | 387,124.95 | 100.00      |
|                | Dept 001 Sub Totals:           | 387,125.00    | 0.00          | 0.05       | 387,124.95 | 0.00              |            |             |

Account Number      Description      Budget Amount      Period Amount      YTD Amount      YTD Var      Encumbered Amount      Available      % Available

|                |                       |      |      |      |      |      |      |      |
|----------------|-----------------------|------|------|------|------|------|------|------|
| Dept 001-800   | Operating contingency |      |      |      |      |      |      |      |
| E10            | Operating Contingency |      |      |      |      |      |      |      |
| 001-800-801000 | Operating Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|                | E10 Sub Totals:       | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|                | Expense Sub Totals:   |      |      |      |      |      |      |      |
|                | Dept 800 Sub Totals:  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Account Number | Description               | Budget Amount | Period Amount | YTD Amount | YTD Var   | Encumbered Amount | Available | % Available |
|----------------|---------------------------|---------------|---------------|------------|-----------|-------------------|-----------|-------------|
| Dept 001-900   | Unapp Ending Fund Balance |               |               |            |           |                   |           |             |
| EB             | Unapp Ending Fund Balance |               |               |            |           |                   |           |             |
| 001-900-950000 | Unapp Ending Fund Bal     | 24,517.00     | 0.00          | 0.00       | 24,517.00 | 0.00              | 24,517.00 | 100.00      |
|                | EB Sub Totals:            | 24,517.00     | 0.00          | 0.00       | 24,517.00 | 0.00              | 24,517.00 | 100.00      |
|                | Expense Sub Totals:       | 24,517.00     | 0.00          | 0.00       | 24,517.00 | 0.00              | 24,517.00 | 100.00      |
|                | Dept 900 Sub Totals:      | 24,517.00     | 0.00          | 0.00       | 24,517.00 | 0.00              |           |             |

| Account Number | Description              | Budget Amount | Period Amount | YTD Amount  | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------|--------------------------|---------------|---------------|-------------|------------|-------------------|------------|-------------|
|                | Fund Revenue Sub Totals: | 411,642.00    | 126,595.86    | 409,017.16  | 2,624.84   | 0.00              | 2,624.84   | 0.64        |
|                | Fund Expense Sub Totals: | 411,642.00    | 0.00          | 0.05        | 411,641.95 | 0.00              | 411,641.95 | 100.00      |
|                | Fund 001 Sub Totals:     | 0.00          | -126,595.86   | -409,017.11 | 409,017.11 | 0.00              |            |             |

| Account Number | Description     | Budget Amount | Period Amount | YTD Amount  | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------|-----------------|---------------|---------------|-------------|------------|-------------------|------------|-------------|
|                | Revenue Totals: |               |               |             |            |                   |            |             |
|                |                 | 411,642.00    | 126,595.86    | 409,017.16  | 2,624.84   |                   | 2,624.84   | 0.64        |
|                |                 |               |               |             |            |                   |            |             |
|                | Expense Totals: |               |               |             |            |                   |            |             |
|                |                 | 411,642.00    | 0.00          | 0.05        | 411,641.95 |                   | 411,641.95 | 100.00      |
|                |                 |               |               |             |            |                   |            |             |
|                | Report Totals:  |               |               |             |            |                   |            |             |
|                |                 | 0.00          | -126,595.86   | -409,017.11 | 409,017.11 | 0.00              |            |             |
|                |                 |               |               |             |            |                   |            |             |



KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Public Sector Statement**  
**December 31, 2022**  
**page 1 of 2**

Item 2.

31 T 67 00000 R EM AO  
COBURG URBAN RENEWAL AGENCY  
PO BOX 8316  
COBURG OR 97408-1310

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

---

**Public Transaction NOW 379681032593**  
COBURG URBAN RENEWAL AGENCY

|                                |                   |
|--------------------------------|-------------------|
| Beginning balance 11-30-22     | \$5,237.57        |
| Interest paid                  | +1.68             |
| <b>Ending balance 12-31-22</b> | <b>\$5,239.25</b> |

**Interest  
earned**

---

|                                       |        |
|---------------------------------------|--------|
| Annual percentage yield (APY) earned  | 0.38%  |
| Number of days this statement period  | 31     |
| Interest paid 12-30-22                | \$1.68 |
| Interest earned this statement period | \$1.67 |
| Interest paid year-to-date            | \$4.68 |

**Fees and  
charges**

*See your Account Analysis statement for details.*



## Account Statement

For the Month Ending December 31, 2022

COBURG CITY OF - COBURG CITY OF / URBAN RENEWAL DISTRICT - 2022

| Trade Date      | Settlement Date | Transaction Description                         | Share or Unit Price | Dollar Amount of Transaction | Balance    |
|-----------------|-----------------|-------------------------------------------------|---------------------|------------------------------|------------|
| Oregon LGIP     |                 |                                                 |                     |                              |            |
| Opening Balance |                 |                                                 |                     |                              |            |
| 12/02/22        | 12/02/22        | Lane County - Tax Seg for November 14-18, 2022  | 1.00                | 104,868.70                   | 313,447.11 |
| 12/14/22        | 12/14/22        | Lane County - Tax Seg for November 21-30, 2022  | 1.00                | 20,620.83                    | 418,315.81 |
| 12/30/22        | 01/03/23        | Accrual Income Div Reinvestment - Distributions | 1.00                | 1,104.65                     | 438,936.64 |
| Closing Balance |                 |                                                 |                     |                              | 440,041.29 |

|                 | Month of December | Fiscal YTD July-December | Closing Balance | Average Monthly Balance | Monthly Distribution Yield |
|-----------------|-------------------|--------------------------|-----------------|-------------------------|----------------------------|
| Opening Balance | 313,447.11        | 406,028.57               | 440,041.29      |                         |                            |
| Purchases       | 126,594.18        | 409,012.77               | 426,977.60      |                         |                            |
| Redemptions     | 0.00              | (375,000.05)             |                 | 3.04%                   |                            |

|                 |            |            |
|-----------------|------------|------------|
| Closing Balance | 440,041.29 | 440,041.29 |
| Dividends       | 1,104.65   | 1,633.66   |



## **MINUTES**

### **Urban Renewal Agency Meeting**

June 14th at 6:45 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

**DIRECTORS PRESENT:** Mayor Ray Smith (via Zoom), Markus Alexander, John Fox, Nancy Bell, Kyle Blain, John Lehmann, Patty McConnell

**DIRECTORS ABSENT:**

**STAFF PRESENT:** Anne Heath, City Administrator; Tim Gaines, Finance Director (via Zoom); Sammy Egbert, City Recorder

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

### **CALL TO ORDER**

Director Smith called the meeting to order at 6:50 pm.

### **ROLL CALL**

Ms. Egbert called roll. A quorum was present.

### **CITIZEN TESTIMONY**

None.

### **BUSINESS ITEMS**

#### **1. Minutes Review: February 8th, 2022 URA**

**MOTION:** Director Bell moved, seconded by Director Fox, to approve the Urban Renewal Agency (URA) February 8th, 2022 meeting minutes as presented. The motion passed unanimously – 7:0:0.

#### **2. Financial Update for Urban Renewal Agency**

Director Smith called for questions for Finance Director Gaines.

Director Bell inquired if there had been any feedback from the county regarding the change in assessment properties. Ms. Heath responded that there had not.

**3. Public Hearing for RESOLUTION 2022-01-U: Adopting the Agency Budget for Fiscal Year 2022-23 and Creating Expenditure Appropriations**

Director Smith opened a public hearing at 6:54 pm.

Mr. Gaines called for questions regarding the proposed budget. Director Alexander wished to know if comparison data between 2020 and 2022 was available. Mr. Gaines said that aside from a previously mentioned tax issue, the data was consistent.

As there were no speakers, Director Smith closed the public hearing at 6:57 pm.

**MOTION:** Director McConnell moved, seconded by Director Smith, to adopt RESOLUTION 2022-01-U. The motion passed unanimously – 7:0:0.

**ADJOURNMENT**

Director Smith adjourned at 6:58 pm.

**APPROVED** by the Coburg Urban Renewal Agency on this 14th, day of February, 2023.

\_\_\_\_\_  
Nancy Bell, Director

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder