



AGENDA

FINANCE | AUDIT COMMITTEE MEETING

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, July 30, 2024 at 5:30 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

1. [April 23, 2024 Finance | Audit Committee Minutes](#)

COMMITTEE BUSINESS

2. City of Coburg Operational Overview - End of FY 24, Audit Preparation, New Payroll Implementation
3. Financial Policies & Procedures Updated/Plan
4. Committee Workplan / Schedule for FY 25

CITY UPDATES

5. [City Administration Report July 2024](#)

FUTURE FINANCE/AUDIT COMMITTEE MEETINGS

October 22, 2024

January 28, 2025

April 29, 2025

July 29, 2025

October 28, 2025

ADJOURNMENT

Coburg City Hall is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact City Hall at 541-682-7850.



MINUTES

Coburg Finance/Audit Committee Meeting

April 23, 2024 at 5:30 P.M.
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Elise Landry; Chair, Terry Dawson; Vice Chair, Colleen Marshall

MEMBERS ABSENT: Jeff Milam

GUESTS/STAFF PRESENT: Gregory Peck; Finance Director, Adam Hanks; City Administrator

RECORDED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Chair, Elise Landry called the meeting of the Coburg Finance Audit Committee to order at 5:45 pm. (emergency event traffic delay)

ROLL CALL

Ms. Landry called roll. A quorum was present.

AGENDA REVIEW

No suggested changes from staff or Chair.

APPROVAL OF MINUTES FROM MARCH 26, 2024

MOTION

Mr. Dawson moved, seconded by Ms. Marshall to approve the March 26, 2024 Coburg Finance/Audit minutes as presented.

Motion passed as 3:0.

COMMITTEE BUSINESS

a. Financial Report for March 2024

Mr. Peck provided a brief overview of the newly formatted monthly financial statements that are provided to Council and utilized by the City staff management team. Mr. Peck highlighted the usefulness and value of the final two pages of the report titled Budgetary Compliance.

Mr. Hanks noted that in the draft budget for FY25, the appropriations will be recommended to separate Capital expense appropriations from what is currently labeled “Administration Department, which includes both operations and maintenance (personnel services/materials & supplies) and capital projects appropriations. Mr. Hanks noted that this provides the committee, the Council and the community with a better understanding of the reoccurring operational costs in comparison with the more variable and higher cost capital project expenses.

Peck and Hanks noted that monthly financial could be distributed via email to the committee if interested and will also have a location on the City website where they are posted for public access.

b. Debt Service Overview

Mr. Hanks noted that the debt service pages in the packet were meant to provide a high level summary and to introduce the topic of conducting a Debt Service Review and Strategy project that is contained within the 2024-25 Council adopted Framework & Objectives. Hanks added that debt service is a common and necessary element to infrastructure replacement and improvements and noted that he and Mr. Peck, along with Public Works Director Brian Harmon feel it is important to review the levels of debt in each fund, project future debt service needs for capital projects identified in the CIP and compare with existing rate methodologies to determine required rate revenues to cover annual debt service payments. This project would likely conclude with municipal debt service consultant review and recommendation and would likely also inform debt related financial policies.

c. Quarterly Financial Reports Template

Mr. Peck clarified that the quarterly report materials in the meeting packet were included as a sample of prior format/content and are intended to kick start the discussion on what the committee felt would be important/useful content, layout and structure for staff’s newly updated quarterly report format.

Mr. Peck indicated his desire to update and modernize the layout and noted that he and Mr. Hanks have some ideas on using the quarterly reports as a wider angle look at the City’s finances compared with the monthly financial reports. This would include more charts and graphs, longer term trending of key areas (capital, staffing, debt, etc). Hanks also noted that the quarterly reports are a great educational tool as well to assist the committee, the Council and the community in how funds are organized, tracked and spent according to a complex set of regulations.

Chair Landry noted that she is in favor of utilization of narratives to help communicate the data, which was agreed upon by members Dawson and Marshall as well. Mr. Dawson also noted, with support from Landry and Marshall that he feels the committee is best suited to be a sounding board and review and provide comment back on staff suggestions rather than the committee attempting to provide direction.

Peck and Hanks noted that they will be developing an integration of a new quarterly report format for the June Council meeting and that can be used to develop further refinements over time with the committee’s input.

d. Financial Policies and Procedures

Mr. Peck recapped the committee’s prior work on reviewing and making edits to the City’s Financial Policies and Accounting Procedures document and noted that staff had previously suggested, with support from the committee, that the document may be best served by separating the polices from the procedures. Hanks noted that it is typical for the procedures to change regularly based on regulatory agency changes, changes in use of software, staff/role changes internally and is therefore better to be kept as an administrative policy document. Financial policies should be approved by Council after recommendation from the committee via resolution.

Hanks noted that the four topics identified in the existing policies document as “For Future Consideration (debt management, economic development funding, reserves, general fund stabilization) are great topics for staff and the committee to work on. Landry asked Hanks if there were other areas worthy of review/update. Hanks noted that Systems Development Charges and Transient Lodging Taxes are both regulated by Oregon Revised Statutes and therefore should be contained within the policy document in some form. Otherwise, the document content appears complete but is in need of updating in a few sections, such as the capital improvements plan.

NEXT MEETING

The next meeting is scheduled for July 23 at 5:30 in the City Hall Council Chambers

ADJOURNMENT

Ms. Landry adjourned the meeting at 7:05 pm.

APPROVED by the Finance Audit Committee of the City of Coburg on this ____ day of _____, 2024.

Elise Landry, Finance Audit Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

City Administration Report



July 9, 2024

This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of Council and Staff.

Featured Items

1. **Johnny Diamond Park** – Major Maintenance July 29 – August 7, 2024

With the heavy initial spring and early summer growing season anticipated to taper off significantly in the upcoming weeks, Public Works staff is planning for some much-needed maintenance at Johnny Diamond Park.

For efficiency and safety considerations, the park will be closed to the public for the duration of this focused maintenance and rehabilitation project. The project consists of two parts.

- 1) Planting beds on perimeter and interior of the Park
 - Removal of the significant weed growth
 - Treatment of cleared area with selective use of herbicides to eradicate remaining roots.
 - Application of pre-emergent herbicides to inhibit future weed growth.
 - Placement of new mulch throughout the planting beds

- 2) Play Area and Structures
 - Sanding and resealing wood components of benches, log, structures
 - Maintenance to play structures and placement of additional wood chips throughout the play areas and path

The City of Coburg has a long-standing principle of not using herbicides in their Parks and Open Spaces unless absolutely necessary. A pesticide/herbicide policy will be presented to the Park & Tree Committee and formally adopted by Council as part of the Vegetation Management and Maintenance Plan currently in development.

Signs will be posted on site prior to the closure and will remain posted throughout the duration of the project to ensure the neighborhood and community is aware of the work being done and will also be posted on the City's Facebook page to extend awareness.

2. **Harrisburg Traffic Patrol & Code Enforcement Contract**

A one-year contract extension was recently executed with the City of Harrisburg to continue Coburg Police Department traffic patrol and code enforcement services to augment the public safety activities in the City of Harrisburg. The initial three-year

contract was successful and was extended for a one-year period which provides both Coburg and Harrisburg staff and Council's to schedule time to meet and discuss the merits, opportunities and potential structure of a new multi-year agreement for Coburg Police Department services. Staff anticipates initial discussions in early 2025 to aid in budget preparations for both Cities.

The one-year extension slightly increased the number of hours to 47 per month and has an estimated annual revenue to the City of approximately \$54,000.

3. N Willamette/N Macy/N Harrison Street Reconstruction Project

This much anticipated project is set to kick off with a pre-construction meeting with the Council approved contractor, Riverbend, city staff and Branch Engineering next week. After the project schedule is finalized, staff will be mailing project update letters to all property owners and residents within the project area. Initial work includes tree and vegetation removal, utility pole relocation/adjustments and right of way area marking. The project is anticipated to be completed in October.

Partial funding for this project comes from an Oregon Department of Transportation Small Cities Allotment grant of \$250,000 with the remainder coming from local transportation utility fees, systems development charges and the local gas tax.

4. July Council Work Session – Water System

This work session is scheduled for July 23rd and will provide an update and overview of the current status of a number of significant projects and analysis of the water system, including:

- Water Capacity Analysis completed by Consor (consultant)
- Water Projects Update
- Water Loan Update
- Water Conservation Management Plan – Status Update
- Water Rates Review and Recommendations

Current Projects & Contracts

The two tables below provide a summary of active infrastructure projects and signed contracts/agreements

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$850,000	Dec 2024
Water	Stallings Transmission Line	\$1,500,000	June 2025
Water	System Capacity Analysis - Consor	\$30,000	July 2024
Streets	N Willamette/Macy/Harrison Reconstruct	\$800,000	Sept 2024
Sewer	System Capacity Analysis – Kennedy Jenks	\$32,000	July 2024
PW	PW Operations Building	\$1,350,000	Sept 2024

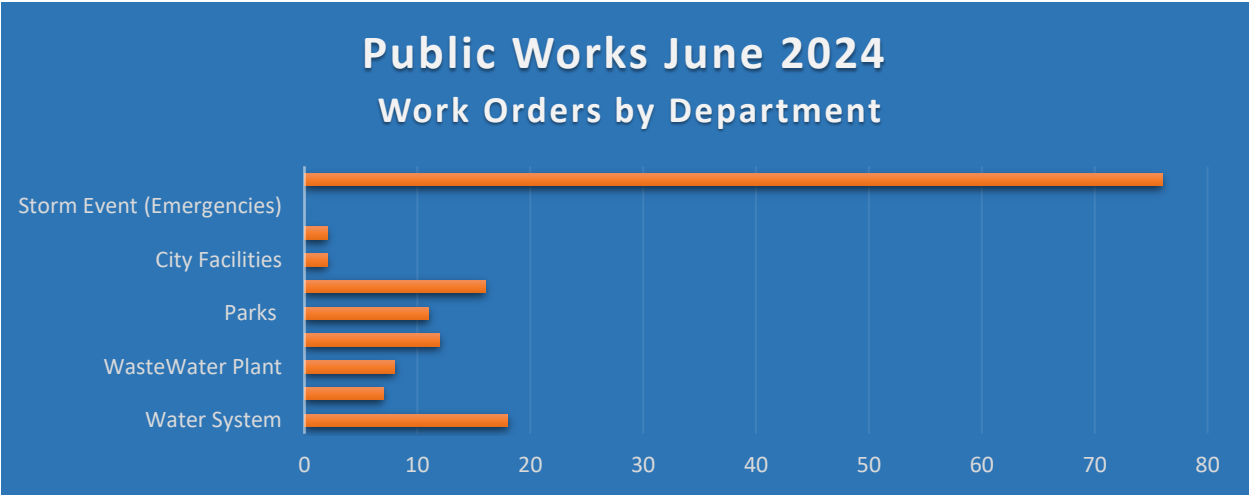
Contract Description/Scope	Cost	Term
Lane Council of Governments – IT Services	\$60,175	July 1-June 30
Harrisburg Traffic Patrol & Code Enforcement IGA (Revenue)	\$54,000	July 1-June 30

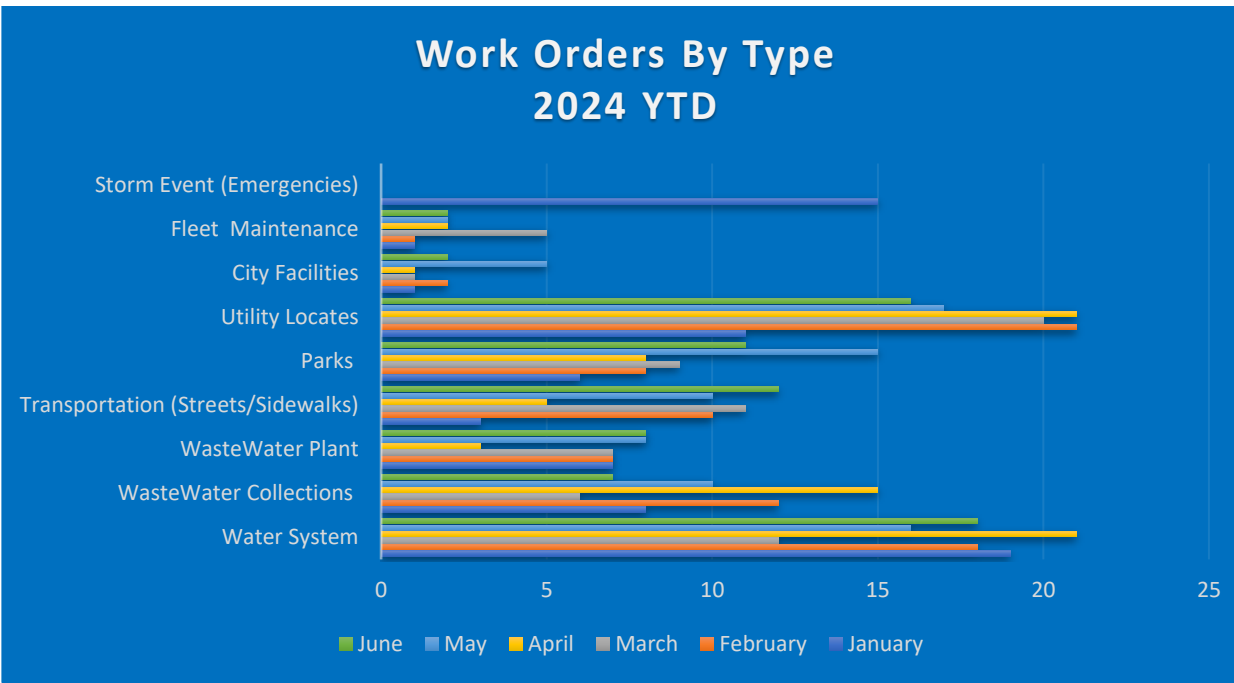
Citizen Inquiries	Submit Date	Status
Industrial Noise Complaint – Shane Ct	6/21/2024	Active
Alley Vegetation Maintenance Question	7/9/2024	In Review

Department Activity & Statistics

Staff maintains various activity, work order and case log type records that are utilized for a variety of required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some of the data comes from third party software systems and typically not always in a format that is easily summarized or customized.

Public Works





June Highlights

Parks:

Johnny Diamon major maintenance project finalized

Water:

Premier RV Water Service Installation

Water leak on E Dixon

Streets:

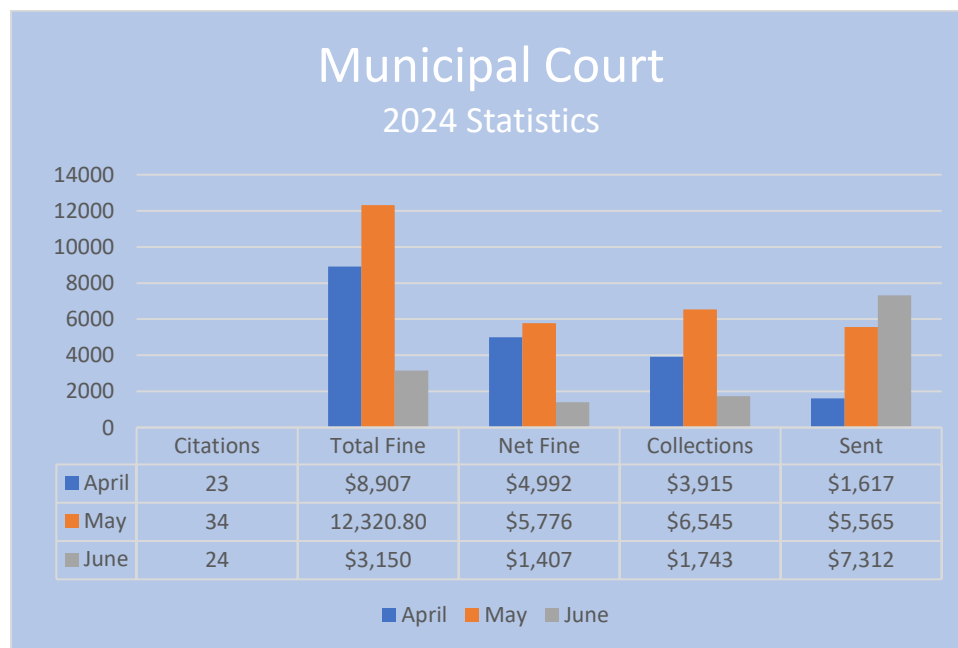
Began tree branch trimming on right of way trees

Planning

- SUB 02-20 & SUB 01-22: Coburg Creek Subdivision: One dwelling permit issued in June;
- 10 Structural/Plumbing/Mechanical/Electrical permits issued in June;
- Attended regional transportation meetings including Safe Lane Transportation Coalition, Transportation Options Advisory Committee, Metropolitan Planning Committee and Technical Advisory Sub-Committee (of MPC), Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update meeting; MPO CFEC preferred scenario planning meeting. Staff presented to MPC at the June in preparation for the visit from the Joint Committee on Transportation. Staff have requested an invitation for the Mayor to participate in the JCT roundtable;

- Conducted interviews with RARE member candidates to implement TMDL work sponsored by DEQ. Staff will work in collaboration with Muddy Creek Irrigation Project and the City of Tangent and will hear back about the matchmaking in mid-July;
- Developing scope of work to conduct DLCD funded code audit with LCOG as part of CFEC implementation;
- Preparing for Heritage Committee's Community Night featuring Ronald Spores (Anthropologist, Descendant of Jacob Spores and Heritage Committee member) presentation on the history of Coburg with a focus on the Kalapuya and the Treaty of 1855 which took place on Jacob's land claim near the McKenzie River, the current hazelnut orchard going south out of Coburg. Event is free and takes place July 10th at 6pm. Meeting will also be live streamed;
- Coordinating with DLCD field representative Patrick Wingard to conduct Planning Commission training on July 17th. The training will focus on land use processes with an emphasis on the master planned development process. Staff anticipate multiple developments on the horizon that will require a master planned process, a Type IV land use process that involves both the Planning Commission and City Council.

Municipal Court



Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.

- Upcoming Court Date: July 16, 2024 Regular Court Session
July 25, 2024, Jury Trial

Police

Police Department

- Officer arrested a male for DUII.
- Officers provided several VIN inspections for local businesses.
- Officer arrested a female for misuse of 911, disorderly conduct, and resisting arrest.
- Officers investigated several suspicious vehicles.
- Officers investigated several illegally parked vehicles.
- Officer responded to a dispute and determined a crime had not been committed.
- Officers completed a death investigation.
- Officers took a report of stolen license plates.
- Officer responded to an animal complaint.
- Officer responded to a found firearm.
- Officer responded to a disorderly male and resolved the situation.
- Officer took a report for a dispute.
- Officer took a report of burglary of a storage unit.
- Officer returned found dog.
- Officer took a report for a criminal trespass and criminal mischief.
- Officer conducted several truck inspections.
- Officer responded to a city ordinance violation.
- Officer responded to a dog at large.
- Officers spoke to a citizen regarding potential harassment.
- Officer took a report of motor vehicle crash at the Truck N' Travel.
- Officers conducted several patrol checks on local businesses.
- Officer took a report of a stolen trailer.
- Officers arrested a female on a federal drug warrant.
- Officer took a report of a theft and stolen identity.
- Officer responded to a crash on Coburg Road and assisted Coburg Fire.
- Officer graduated from the Police Academy.
- Officer assisted a citizen with their disabled vehicle.
- Officers participated in firearms training.
- Officers hosted an ice cream social at the Coburg Community Charter School.
- Officer provided rides to two Coburg students who won the auction.

Upcoming Events:

- Car show.
- Concerts in the Park.
- Antique Fair.